



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **VILLAGE OF LIONS BAY 50<sup>TH</sup> ANNIVERSARY COMMITTEE** **TERMS OF REFERENCE – ADOPTED JANUARY 19, 2021**

#### **Purpose**

The Village of Lions Bay 50<sup>th</sup> Anniversary Committee is designated as a volunteer Committee of Council to plan, coordinate and organize events to take place in 2021 to commemorate the Village of Lions Bay's 50<sup>th</sup> Anniversary as an incorporated Village.

The Committee will consist of representatives from established community groups and community members to initiate, advise, organize and deliver events to celebrate the 50<sup>th</sup> Anniversary of the Village of Lions Bay, within the parameters approved by Council.

#### **Establishment and Authority**

Section 142 of the *Community Charter* provides Council with the authority to establish Select Committees.

The Village of Lions Bay 50<sup>th</sup> Anniversary Committee (the "Committee") was appointed as a Select Committee by a resolution of Council on January 19, 2021.

The Committee has no delegated authority from Council but will make recommendations to Council and, under the direction of Council, will plan, coordinate and manage 50<sup>th</sup> Anniversary celebratory events and activities. Budgetary responsibilities will be managed by the Chief Financial Officer (CFO), as set out in the Terms of Reference. The Committee may form sub-committees specific to certain events.

#### **Committee Role and Responsibilities**

- a) Identify opportunities for celebration of the Village of Lions Bay's 50<sup>th</sup> Anniversary in 2021. Consider and recommend the format for celebrations and propose a schedule of events to take place in 2021;
- b) Facilitate the involvement of community groups and organizations and encourage the participation of all community groups and individuals in the 50<sup>th</sup> Anniversary celebrations;
- c) Advocate for and promote Municipally-approved partnerships and fundraising opportunities for Village-sponsored events;
- d) Recruit and coordinate volunteers for the organization and operation of Anniversary events as required and in accordance with Municipal volunteer policies.
- e) Develop a budget for the 50<sup>th</sup> Anniversary events to be presented to Council for approval to be administered by the CFO;



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- f) Research and provide recommendations to Council on applications for grants for community events for the 50<sup>th</sup> Anniversary;
- g) Promote and advertise 50<sup>th</sup> Anniversary events, as the budget allows;
- h) Report regularly to Council, making recommendations for Council's support and approval and prepare a final report for Council after the conclusion of the final celebratory event;
- i) Receive reports from sub-committees specific to certain events or activities.

### **Composition**

The Committee shall be comprised of 2 members of Council, including the Mayor, and up to eight 9 resident members from established community groups and community members at-large, as appointed by Council.

Additional 'resource persons' (Village staff, representatives of key agencies, or subject matter experts) related to the committee mandate may be called on an as-needed basis to attend meetings from time to time, in an effort to assist the Committee in achieving its objectives.

At all times, Council shall ensure that at least one member of the Committee is a Council member, as required by the *Community Charter*. All members of Council shall be *ex officio* members of the Committee.

### **Appointment and Membership**

#### **Nominations of non-Council Members**

Representation is intended to reflect a diversity of ages and interests throughout the community, all with a demonstrated interest and previous involvement in community matters.

All members are expected to work toward consensus and be respectful of the views of others. From the nominations and applications received, Council will appoint the Committee members and may, in any case, decline to appoint a nominee or applicant and invite new nominations or applications.

#### **Term and Termination**

Members shall be appointed by Council resolution to a term expiring on December 31, 2021.

Council may, by resolution, amend these Terms of Reference, terminate the appointment of any member of the Committee at any time, appoint new members or dissolve the Committee.

#### **Resignation and Absenteeism**

If a committee member is continuously absent from committee meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with



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the leave of the committee members, the member's appointment may be considered vacant and a new volunteer may be appointed.

### Vacancies

Any vacancy on the Committee, other than a vacancy caused by the resignation of a Council member shall remain vacant for the balance of the term, subject to Council inviting new nominations or applications in accordance with the Terms above.

### Remuneration

All members of the public appointed to the Committee shall serve without remuneration. All expenses pre-approved by the CFO and reasonably incurred in the carrying out of Committee business may be submitted to the CFO for reimbursement.

### Chair

The Committee shall, at their first meeting, appoint a Vice-Chair.

In the absence or unavailability of the Chair, the Vice-Chair will take on the Chair's duties and responsibilities. In the absence of both the Chair and Vice-Chair, any other Council member may Chair the meeting. In the absence of any Council member, the meeting shall be adjourned to the next scheduled meeting, unless a sooner meeting is organized by the Chair or Vice-Chair.

### Governance

The Committee is a Select Committee of Council and shall comply with the rules and provisions contained in these Terms of Reference and the Council Procedure Bylaw. Council may provide supplemental direction from time to time.

### Reporting Relationship

The Village of Lions Bay 50<sup>th</sup> Anniversary Committee shall report to Council and make recommendations as follows:

- In the form of resolutions recorded in the Committee's Minutes and sent to the Municipal Coordinator in a timely manner for electronic circulation to Council and posting to the next Agenda and on the Village website.
- In the form of a written memorandum or reports to Council.
- In the form of a final report to Council after the 50<sup>th</sup> Anniversary celebrations have concluded.



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### **Financial Responsibility/Accountability**

The Committee shall have no authority to expend or commit financial resources of the Village of Lions Bay until such funds have been approved as part of the Council budget and specifically pre-approved by the CFO or her designate.

The Committee shall be permitted to raise additional funds for events or activities through donations, sponsorships, advertising, or similar methods. The reporting requirements for such fundraising and the financial management of such funds must first be approved by the CFO.

### **Meetings**

- a) The Committee will set a regular meeting schedule.
- b) Meetings shall be governed by the Municipality's Procedure Bylaw.
- c) Meetings will generally be held in the Council Chambers or Broughton Hall, and where public health dictates, via Zoom.
- d) All meetings will be guided by a formal Agenda with notice posted in accordance with the Procedure Bylaw.
- e) All meetings shall be open to the public. Only in limited circumstances may a portion of a Committee meeting be closed to the public, as per the *Community Charter*.
- f) A quorum will consist of 50% plus 1, rounded down, provided that there is at least one Council member present.
- g) Special meetings may be held outside the regular meeting schedule, at the Call of the Chair or Vice-Chair, or upon the request of three Committee members through the Municipal Coordinator.
- h) Committee recommendations require a majority vote by the members present and can only be made within a meeting. A tie vote is not a majority. If a tie vote occurs, the motion fails. Lack of consensus on a proposed recommendation shall be reported in the minutes of the meeting with differing perspectives noted.
- i) Each member present at the time a vote is taken must vote, and if the member does not indicate how he or she votes, the member is deemed to have voted in the affirmative.
- j) Minutes of the meeting must be recorded, and available for adoption by the Committee at its next meeting or as soon as practical. Draft minutes may be circulated to the Committee and to Council members for information.
- k) After adoption, minutes must be forwarded to the Municipal Coordinator who will include the adopted minutes on the Village website and on the agenda for the next Council or Council Strategy Committee meeting, at the direction of the Corporate Officer.

### **Resources and Staff Support:**

The Committee will be assigned administrative support including booking meetings, developing and distributing agendas and materials, reviewing minutes and ensuring documents and



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materials are posted to the Village website. Financial administration support will be provided by the CFO or her designate.

At the discretion of the Chief Administrative Officer, the Committee will be provided with professional staff, communication support and technical support as needed.

The Committee is not responsible for the implementation or management of any Municipal functions or services.

### **Amendments to the Terms of Reference**

Proposed amendments to the Terms of Reference shall be submitted to Council for approval and shall take effect only upon the approval of Council.