



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

MEMORIAL COMMITTEE

DRAFT TERMS OF REFERENCE

Purpose

To propose to Council a recommended design of a memorial in honour of our veterans of wars, and to plan and implement that design into a respectful monument for the Village of Lions Bay.

Establishment and Authority

Section 141 of the Community Charter provides Council with the authority to establish SELECT Committees. The Memorial Committee (the "Committee") was established as a Select Committee by a resolution of Council on December 5, 2017.

The Committee shall report directly to Council through its Chair.

Composition

The Committee shall be comprised of one member of Council, and members of the public as suggested by the Councillor chair and approved by Council.

Committee Role and Responsibility

The Committee's role is to provide guidance, recommendations to Council, and implementation with respect to the Memorial as follows:

- Suggest for Council's consideration planning of design, location and construction of a Memorial to honour our veterans of wars;
- To seek Council's approval for that design and permission to build a memorial on the site of the Highway Water Tank;
- To organize and execute the preparation and building of the Memorial according to Council's support;
- To work within whatever budget Council deems appropriate for the above work, and to seek charitable funding as able.

The Memorial project is to be a resident led project within the oversight of Council.

The Memorial Committee is comprised of Village residents in whom is vested the challenge of completing the project by the end of October 2018.

Members are selected in respect of their interest and Council's confidence that they are the residents who will be capable of completing the project in a timely manner, with minimal staff dependence, producing a respectful, honourable monument to our war veterans.

Staff Role and Responsibility

Assists the Committee with arm's length oversight as staff sees necessary and to provide advice on the operation and contracts of activities related to memorial planning, development and maintenance for the Village.

Policies and Procedures

Committee procedures are in accordance with Division 3 of the BC Community Charter as well as the current version of the Village’s Council Procedures Bylaw to the extent applicable.

The Committee is established as a non-voting structure, and its recommendations shall be formulated by consensus of those present at its meetings. In the event of procedural conflict, Roberts Rules of Order shall apply.

The Committee will be Chaired by the sitting Council member and take descriptive minutes. Committee meetings shall not be recorded.

The Committee will meet subject to the Chair’s ability to establish meeting dates as necessary, in consultation with Committee members.

First Draft:	December 30, 2017
Adopted by Council:	January 9, 2018
Amended:	