

*Terms of Reference*

## Burgessville Parade Committee

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### **1. Name of Committee/Board**

The Committee shall be known as the Burgessville Parade Committee.

### **2. Nature of Committee/Board**

Standing Committee/Board (Advisory)

### **3. Mandate**

The Burgessville Parade Committee will, under the direction of Council, coordinate and manage the conduct of an annual Santa Claus Parade within the community of Burgessville.

### **4. Objectives**

The Committee will be responsible to organize, support, and supervise an annual Santa Claus parade, and ensure that required policies and procedures are in place and carried out as required and in accordance with applicable legislation and best practices.

### **5. Membership/Composition**

Appointments to the Committee will be made by Council. Membership will be comprised of up to 1 member of Council and a minimum of 5 and maximum of 9 Township residents.

Committee members will be selected by Council on the basis of experience, interest, and availability to attend meetings.

### **6. Additional Volunteers/Subcommittees**

In order to achieve the Committee mandate and objectives, the Committee may utilize additional volunteers and/or establish Subcommittees to provide input as required or when specific priority areas are being investigated. Such volunteers and Subcommittee members shall be appointed by motion of the Committee. Appropriate minutes of any subcommittee must be maintained and circulated to the Committee.

### **7. Term of Office**

Committee members will be appointed by Council resolution for a term concurrent to that of the appointing Council. Members wishing to serve a subsequent term will submit an application in writing to staff indicating their interest to be reappointed for another term.

### **8. Vacancy**

All voting members will remain in office until their respective successors are appointed by Council. Should a vacancy occur during a term, the Committee will recruit replacement members and recommend appointments to Council.

### **9. Support**

The Public Works Superintendent or their designate will be appointed as liaison to provide support to the Committee.

### **10. Officers**

A Chairperson, Vice Chairperson, and Secretary/Treasurer shall be elected at the first meeting of the Committee of each calendar year. Council representatives will not be eligible to hold these positions. The Chairperson is responsible for moderating the discussion at each meeting pursuant to the agenda. With the assistance of the Secretary, the Chair will prepare and distribute meeting agendas and minutes. The Vice-Chair will assume the role of the Chair in his/her absence. If circumstances warrant, the Chair and/or Vice-Chair will have the ability to devote some time between meetings to work with appropriate municipal staff and/or stakeholders as required.

The Secretary/Treasurer will prepare minutes for each meeting, assist the Chair in agenda preparation, and provide approved minutes to the Clerk's department for presentation to Council. In addition, the Secretary/Treasurer will maintain a record of all facility bookings, copies of booking contracts, and all expenses/receipts and present such a minimum of annually to the Township Treasurer.

### **11. Frequency of Meetings**

The Committee will establish a meeting schedule, setting the time and place for meetings, at the beginning of each year. The Committee will meet a minimum of quarterly.

### **12. Quorum**

Attendance of a minimum of fifty percent (50%) plus one (1) of the appointed members at any regular or special meeting shall constitute a quorum.

### **13. Attendance**

A member will notify the Secretary if they are unable to attend a scheduled meeting. A member who misses three (3) consecutive meetings without a valid reason may be requested to resign as a member.

### **14. Rules of Procedure**

Established: Resolution #7, October 27, 2015

Last Revision:

The Committee shall observe the rules of procedure outlined in the Township Procedural By-law, as far as applicable, keeping in mind that a more informal atmosphere may assist in discussion/exchange of views.

### **15. Open Meetings**

All meetings shall be open to the Public, unless permitted to be closed in accordance with the Municipal Act. Any person(s) wishing to appear before the Committee as a deputation shall submit a request to the Committee secretary advising of the topic or item to which they wish to speak prior to the meeting to ensure that the deputation is included on the agenda.

The Committee may also hold public information meetings or events on specific projects for the purpose of providing community input at the discretion of the committee.

### **16. Minutes, Agendas & Resolutions**

Minutes shall be kept of all Committee meetings, and will be forwarded to the Clerks Department. Decisions and directions of the Committee shall be defined by resolution and reflected in the minutes. Agendas and minutes will be in a format directed by Council policy.

### **17. Resources and Finances**

All resources and resource transactions relating to activities of the Committee must be approved by Council.

Annually, the Committee shall submit a proposed budget (operating and capital) to Council for consideration for the following fiscal year. All expenditures must be included in the approved budget, and Committee expenditures are subject to the Township procurement policies.

The Committee will manage the financial aspects of the facility, in accordance with policies approved by Council. The Committee will maintain record of all rentals, contracts, and expenditures, and submit such to the Township Treasurer annually.

Members will not receive remuneration, but may be reimbursed for approved expenses.

### **18. Pecuniary Interest**

The Municipal Conflict of Interest Act applies to the Committee and its members. If a member has a pecuniary interest in any matter and is, or will be present at a meeting at any time at which the matter is the subject of consideration, the member;

- shall at the commencement of the meeting orally disclose the interest and its general nature
- shall not, at any time, take part in the discussion of, or vote on, any question in respect to the matter; and
- shall leave the meeting and remain absent from it at any time during consideration of the matter.