



TERMS OF REFERENCE

COMMUNITY COMMITTEE

GENERAL STATEMENT

The Community Committee shall be established and incorporated as a non-profit organization. They will function as a sub-committee of the Bauline Town Council. Revenues generated by the Committee shall be disbursed in the following priority:

- PRIORITY 1: Utilized by the Committee for their operational requirements in carrying out their assigned mandate.
- PRIORITY 2: Funds to be transferred to the Town of Bauline to defray the setup, equipment, supplies and operational cost of the Bauline Town Hall and Community Center;
- PRIORITY 3: Utilized to establish, enhance or conduct Town of Bauline recreational assets, activities or events. (parks, playgrounds, walking trails, festivals, ceremonies etc.)

The Community Committee has the delegated authority of Council to conduct fundraising activities, grant application solicitation, and other revenue generating operations at their discretion. Council shall maintain oversight of all committee sanctioned operations as well as the overall responsibility and liability of Town/Committee functions, events and activities.

Council retains the authority to regulate, amend or veto any Community Committee decision deemed inappropriate.

1.0 MANDATE and OBJECTIVES:

The Town of Bauline Community Committee (hereafter known as the Committee) shall assist the Bauline Town Council (hereafter known as Council) in the overall management and operations of the community centre, kitchen and bar portion of the Bauline Town Hall and Community Centre.

The Committee's secondary objective is to fundraise for the Town's recreational assets and activities (parks, playgrounds, walking trails, festivals and community events etc.).

2.0 COMMUNITY COMMITTEE

2.1 Committee Duties and Responsibilities:

- 2.1.1 Provide recommendations and spearhead fundraising activities that will benefit the Town;
- 2.1.2 Promote public participation for all organized events and for regular use of the Town Hall;
- 2.1.3 Maintain a calendar of events and bookings of the Community Centre;
- 2.1.4 Raise funds from other available sources to meet the objectives of the committee (i.e. grant applications);
- 2.1.5 Solicit funds from all available Provincial and Federal resources and other sources to meet the needs and fulfill the objectives of the committee;
- 2.1.6 Utilize all funds raised and property of the committee to further the objectives of the committee;
- 2.1.7 Hold an annual, publically advertised meeting, whereby groups or individuals may voice ideas or concerns regarding parks, recreation and/or other services; and
- 2.1.8 Print and publish any materials that the committee may deem advantageous for the promotion of its objectives.

2.2 Committee recommendation considerations;

- 2.2.1 The impact on all potential users;
- 2.2.2 The requirements for health, safety and risk management issues;
- 2.2.3 The limits on available resources; and
- 2.2.4 Social benefits to the community as a whole.

2.3 Membership:

- 2.3.1 The voting membership of the Committee shall be comprised of a minimum of five (5) and a maximum of eleven (11) voting members;
- 2.3.2 The Mayor shall appoint One (1) or Two (2) members of Council to be on the Committee as voting members of the committee, however they cannot hold the position of Chairperson or Vice Chairperson;
- 2.3.3 As ex-officio, the Mayor may attend any committee meeting in a non-voting capacity; and
- 2.3.4 Council shall appoint a town employee as treasurer to the committee, this position is non-voting.

2.4 Appointment and Term:

- 2.4.1 Voting members of the Committee shall be appointed by Council resolution for a three (3) year term expiring on 30 April. At the end of the 3 year term the position shall be advertised;
- 2.4.2 Members will have the option to continue for an additional three (3) year term if indicated in writing to the Town Clerk/Manager prior to the expiration date of the original appointment and approved by Council;
- 2.4.3 If a Committee member fails to attend three (3) consecutive meetings of the Committee, Council may revoke the appointment unless such absence is authorized by resolution of the Committee;
- 2.4.4 Council may, at any time, by a vote of two-thirds of its members, revoke the appointment of a member of the committee if deemed necessary;
- 2.4.5 Where a member resigns or otherwise ceases to be a member of the Committee, Council may appoint another qualified person to complete the balance of the term of the former member;

2.4.6 The committee Secretary shall notify the Town Clerk/Manager by 30 April of each year of expiration dates and immediately if a vacancy occurs;

2.4.7 Vacancies on the Committee will be referred to Council for a recommendation.

2.5 Committee Member Duties and Responsibilities:

2.5.1 To attend meetings regularly;

2.5.2 To arrive on time to the meetings;

2.5.3 Be familiar with, and have a good understanding of and promote the objectives of the committee;

2.5.4 Participate in discussion in, planning and decision making;

2.5.5 Never dominate a discussion;

2.5.6 Encourage other members to participate in the discussions;

2.5.7 Accept group decisions; and

2.5.8 Support all policies and decisions that are made by the committee.

2.6 Chairperson:

A Chairperson shall be elected by a majority of the Committee at the first Committee meeting of each calendar year.

2.7 Vice Chairperson:

A Vice Chairperson shall be elected by a majority of the Committee at the first Committee meeting of each calendar year.

2.8 Treasurer:

Council shall appoint a Town of Bauline employee as treasurer to the committee.

2.8.1 Treasurer Duties and Responsibilities;

2.8.1.1 Act as liaison person between Committee and Council;

2.8.1.2 Manage the facility and event booking calendar;

2.8.1.3 General financial oversight;

2.8.1.4 Funding, fundraising and sales;

2.8.1.5 Financial planning and budgeting;

2.1.8.6 Financial Reporting; and

2.1.8.7 Banking, Book-Keeping and Record-Keeping.

A more detailed description of responsibilities can be found in Annex A to this Terms of Reference.

2.9 Secretary:

A Committee Secretary shall be elected by a majority of the Committee at the first Committee meeting of each calendar year.

2.9.1 Secretary Duties and Responsibilities;

2.9.1.1 Prepare, distribute and publically post notices of Committee meetings and their agendas in collaboration with the Committee Chairperson;

2.9.1.2 Record and sign the minutes of the Committee meetings;

2.9.1.3 Ensure that minutes are available as an official record, available for public information and distributed to Council;

2.9.1.4 Notify the Town Clerk/Manager of membership expiration dates and vacancies.

3.0 CONFLICT OF INTEREST

- 3.1 A committee member shall not vote on or speak to a matter before the committee where:
- 3.1.1 the member has a monetary interest in the matter distinct from an interest arising from his or her functions as a committee member;
 - 3.1.2 the member has a monetary interest directly or indirectly in the matter;
 - 3.1.3 a relative of the committee member has a monetary interest in the matter; or
 - 3.1.4 the committee member is an officer, employee or agent of an incorporated or unincorporated company, or other association of persons, that has a monetary interest in the matter.
- 3.2 For the purpose of subsection (3.1) a relative of a committee member means a father, mother, spouse, cohabiting partner, sister, brother, child, step-child, ward, mother-in-law, father-in-law, sister-in-law, or brother-in-law of the committee member.
- 3.3 For the purpose of subsection (3.2)
- 3.3.1 "cohabiting partner" means a person with whom a committee member is living in a conjugal relationship outside marriage; and
 - 3.3.2 "spouse" means a person to whom a committee member is married, unless the person and the committee member have made a separation agreement or their support obligations and family property have been dealt with by a court order.
- 3.4 In order for an interest to be considered as one falling within the prohibition set out in subsection (3.1) it shall be an interest distinct from an interest held in common with the other citizens or classes of citizens of the municipality.

4.0 ANNUAL COUNCIL / COMMITTEE MEETING

The Municipal Council and Community Committee shall meet jointly in November of each year to:

- 4.0.1 Review the annual audit;
- 4.0.2 Review the draft budget;
- 4.0.3 Review the work of the committee over the past year;
- 4.0.4 Make recommendations for the upcoming year; and
- 4.0.5 Review and ratify the regulations as the operational procedures for the Committee by which each member of the Committee and Council shall abide.

5.0 PUBLIC PARTICIPATION

- 5.1 All meetings of the committee shall be open to the public;
- 5.2 The public, may by resolution of the Committee be given permission to participate in discussions when necessary; and
- 5.3 The public will not have any voting privileges at any meeting.

6.0. AGENDAS

- 6.1 An agenda for each meeting of the Committee shall be prepared by the Chairperson in collaboration with the Committee Secretary.
- 6.2 Public notice of the Committee meetings indicating the time, place and date of the meeting, must be posted before a Committee meeting convenes.
- 6.3 A matter which is not on the adopted agenda for a meeting shall not be considered at the meeting except with the approval of the majority of the Committee members present.

- 6.4 The Agenda for the Annual Council and Committee Meeting shall be jointly determined by the Mayor of the Town and the Chairperson of the Committee.

7.0 MINUTES

- 7.1 Minutes of each Committee meeting will be recorded by the Committee Secretary and will only include resolutions of the Committee as required.
- 7.2 Minutes shall be adopted at the next meeting of the Committee, and once adopted shall be signed by the Chairperson and the Secretary.
- 7.3 Minutes adopted by the Committee shall be provided to the Town Clerk/Manager.
- 7.4 Minutes will be secured at the Town Office, posted on the Town's website and distributed to Council for review.

8.0 QUORUM

- 8.1 A majority of the voting members (50% + 1) of the Community Committee shall constitute a quorum.
- 8.2 If there is no quorum present within 30 minutes after the time appointed for the meeting, the names of the members present shall be recorded and the meeting shall stand adjourned.

9.0 MEETING PROCEDURES

- 9.1 The Chairperson shall be responsible for scheduling meetings and presentation of reports to council when required.
- 9.2 In the absence of the Chairperson, the Vice Chairperson shall assume the chair position.
- 9.3 In the absence of both the Chairperson and Vice Chairperson, a majority vote of committee members present, shall appoint a temporary meeting Chairperson.

- 9.4 The Committee shall meet on a monthly basis or as it deems necessary if there are matters to be considered or as referrals from Council may require.
- 9.5 Committee meetings shall be open to the public and held at the Town Hall either in Council Chambers or the Main Hall, whichever is required.

10.0 FINANCES

10.1 Fiscal Year

The fiscal year shall be from 1 January to 31 December.

10.2 Budget

The Committee shall prepare an annual budget, which shall include the forecasted revenues and expenditures for the forthcoming year. Once completed it shall be presented to the Town Council by 31 October for review and inclusion in the Towns Budget.

10.3 Expenditures

Monies shall be expended for the purpose for which they are budgeted. Expenditures shall not be diverted to items outside the Committee's mandate unless reviewed and approved by Council.

10.4 Banking

The Committee shall maintain a chequing account from which all expenditures are to be paid, and revenues deposited.

10.5 Accounting

The Committee shall keep true and accurate accounts of all monies received and expended by the committee and shall prepare financial statements of revenues and expenditures in advance of next meeting.

10.6 Auditing

On or before 15 January, the Committee shall submit a financial statement to the Town Clerk/Manager.

The Annual Audit shall be performed for the following reasons;

- 10.6.1 To ensure the accounts balance;
- 10.6.2 To ensure that funds are being expended in the proper manner and for the purpose for which they are budgeted;
- 10.6.3 To ensure that all revenues are being expended to further the objectives of the Committee;
- 10.6.4 To provide the public with an accurate record of how public funds are being expended; and
- 10.6.5 To include the audit in an annual report to the Town Council

11.0 **COMMUNITY EVENTS**

- 11.1 The Committee shall, encourage the public to volunteer their services in order to meet the community needs;
- 11.2 Advertise events and schedules using all available media outlets such as; the Town Web page, Notice Board, household flyers, e-mail lists etc.

12.0 **AMENDMENTS**

The Committee, at any annual, regular or special meeting, may adopt, revise or Repeal these Regulations provided that a 15 days' request in writing has previously been submitted to Council for review and approval.

Declarations

We, the undersigned, have read and understand these Terms of Reference. We agree to conduct Community Committee business in adherence to these regulations

_____ Chairperson Signature	_____ Joann Whalen Printed Name
_____ Vice Chairperson Signature	_____ Jackie LeGrow Printed Name
_____ Treasurer Signature	_____ Terry Hillier Printed Name
_____ Secretary Signature	_____ Doris LeGrow Printed Name
_____ Ex – Officio Mayor	_____ Christopher Dredge Printed Name
_____ Member at Large Signature	_____ Debi Hynes Printed Name
_____ Member at Large Signature	_____ Mae LeGrow Printed Name
_____ Member at Large Signature	_____ Craig LeGrow Printed Name
_____ Member at Large Signature	_____ Dianne LeGrow Printed Name
_____ Member at Large Signature	_____ Jennifer Dredge Printed Name
_____ Member at Large Signature	_____ Christopher Dredge Printed Name
_____ Member at Large Signature	_____ John King Printed Name

We, The undersigned, declare that the Bauline Town Council has read these Regulations and agree with their contents. We further declare that we will provide the support and assistance to the Bauline Community Committee that is within our power as members of Council.

Mayor Signature

Councillor Signature

Councillor Signature

Christopher Dredge

Printed Name

Jason King

Printed Name

Carol King

Printed Name

DATED THIS _____ DAY OF _____ 2015

IN THE TOWN OF BAULINE.

TREASURER DUTIES

1. General Financial Oversight
 - Oversee and present budgets, accounts and financial statements to Council,
 - Liaise with Town Clerk/Manager about financial matters,
 - Ensure appropriate financial systems and controls are in place,
 - Ensure record keeping and accounts meet the conditions of Council, and
 - Ensure compliance with relevant regulations.

2. Funding, Fundraising and Sales
 - Advise on the Committee's fundraising strategy,
 - Ensure use of funds complies with conditions set by Council,
 - Ensure fundraising and sales complies with relevant legislation and is bound by effective systems and controls, and
 - Ensure effective monitoring and reporting.

3. Financial Planning and Budgeting
 - Prepare and present budget,
 - Advise on financial matters, and
 - Present revised financial forecasts based on actual spending.

4. Financial Reporting
 - Present regular reports to the Town Clerk/Manager,
 - Prepare accounts for audit and liaising with the auditor as required, and
 - Advise councils of funding reserves.

5. Banking, Book Keeping and Record Keeping
 - Manage Bank accounts,
 - Set up appropriate systems for book-keeping, payments, and
 - Ensure everyone handling money keeps proper records and documentation.

6. Calendar Maintenance
 - Maintain a facilities booking and event calendar,
 - Inform the Committee and Council of upcoming events, and
 - Invoice and collect payment for all facility rental fees.