



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

File 0550-06

January 12, 2012

NOTICE

**A SPECIAL MEETING OF COMMITTEE OF THE WHOLE
WILL BE HELD ON MONDAY, JANUARY 16, 2012, AT 6:15
P.M., IN THE COUNCIL CHAMBERS, ESQUIMALT
MUNICIPAL HALL, 1229 ESQUIMALT ROAD.**

**ANJA NURVO
CORPORATE OFFICER**



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

A G E N D A **SPECIAL COMMITTEE OF THE WHOLE**

Monday, January 16, 2012

6:15 p.m.

Esquimalt Council Chambers

1. CALL TO ORDER

2. LATE ITEMS

3. APPROVAL OF THE AGENDA

4. MAYOR'S AND COUNCILLORS' REPORTS

- (1) Report from Mayor Barbara Desjardins, Re: Committees – 2012 Pg. 1 – 19
Structure and Terms of Reference

5. PUBLIC QUESTION AND COMMENT PERIOD

*Excluding items which are or have been the subject of a Public Hearing.
Limit of two minutes per speaker.*

6. ADJOURNMENT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MAYOR'S AND COUNCILLORS' REPORTS

Report from: Mayor Barbara Desjardins

Subject: Committees - 2012 Structure and Terms of Reference

Council Agenda: Special Committee of the Whole, January 16, 2012

RECOMMENDATIONS:

That the Committee of the Whole recommend that Council approve the following:

1. That with the revisions set out below, Council confirms the existing Committee structure and the following Committee Terms of Reference:
 - ADMIN-47 Environmental Advisory Committee
 - AMNIN-48 Arts, Culture and Special Events Advisory Committee
 - ADMIN-50 Heritage Advisory Committee
 - ADMIN-51 Parks and Recreation Advisory Committee
 - ADMIN-63 Centennial Celebrations Select Committee
2. Access Awareness Committee: that the Access Awareness Advisory Committee be dissolved and Council Policy No. ADMIN-49 Terms of Reference for the Access Awareness Advisory Committee be repealed.
3. Parks and Recreation Committee: that Council Policy No. ADMIN-51 Terms of Reference for the Parks and Recreation Advisory Committee be revised so that one of the community representatives (being a Full Voting Member) is to be appointed by Council for the purpose of providing an accessibility focus to the Committee.
4. Environmental Advisory Committee (EAC): that Council Policy No. ADMIN-47 Terms of Reference for the EAC be revised so that one of the community representatives (being a Full Voting Member) is to be appointed by Council to also participate in the Advisory Planning Commission as a non-voting member for the purpose of providing an environmental focus to the Committee.
5. Advisory Planning Commission (APC): that the membership of the APC is to be revised on a trial basis to include three additional non-voting members: two members to be appointed by Council from the community for the purpose of providing an accessibility focus to the APC; and one member to be appointed by Council from the membership of the EAC for the purpose of providing an environmental focus to the APC. These changes to the APC will remain in effect during 2012, and at the end of the year will be re-evaluated by Council. If Council is of the opinion that the new members and cross-appointment is working well and that such revisions should be permanent, then the Bylaw establishing the APC will need to be formally amended.
6. That Council appoint a sub-committee consisting of the Mayor and two Councillors to conduct interviews for Committee memberships and make a recommendation to Council regarding appointments to Committees.

BACKGROUND:

1. Terms of Reference of Committees

Commencing in the Fall of 2010, Council conducted a comprehensive review of the committee structure and terms of reference of all existing Committees. These were reviewed and discussed at several Committee of the Whole and Council meetings throughout that Fall and into the early part of 2011.

Revised Terms of Reference were adopted by Council at its meeting on January 17, 2011, copies of which are attached. The changes to the Terms of Reference at this time included:

- To include policy statements clarifying the advisory mandate of the committee, and that any communication and action representing the Township must be endorsed by Council;
- To include a policy statement clarifying the role of staffing positions of the staff liaison and recording secretary;
- To include a policy statement that the committee will advise and assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.

The existing Committees are continuing to do excellent work on behalf of the Township and their updated mandates remain relevant to Council priorities. With the exception of the few revisions that I addressed in my Inaugural Speech, and which are detailed above in the Recommendations, I recommend the continuation of the existing Committee structure and Terms of Reference for the balance of 2012. At the end of this year, Council should again assess the relevance of the Committees and review whether the structure or mandates should be revised for the balance of the term of Council.

2. Committee Appointments

Due to the recent municipal election, appointment of Council representatives and recruitment for community members to the Committees has been delayed. Several appointments on these Committees were to expire on December 31, 2011; however, at its Inaugural Meeting held on December 5, 2011, Council passed a Resolution to "extend the terms of all existing members of the community currently appointed to any of the Township's Internal Committees, the Advisory Planning Commission and Board of Variance to February 28th, 2012." This extension permits Council to proceed now with the recruitment process to fill vacancies and complete the appointments prior to the end of February.

Once the Terms of Reference for the Committees are confirmed by Council, staff will initiate the advertising and recruitment process. With a very busy schedule of completing the Strategic Planning, the 2012 Budget and 5 year Financial Plan, it will be difficult to schedule meetings in order to have all of Council conduct interviews of applicants for Committee membership.

I recommend that Council appoint a sub-committee of Council consisting of the Mayor and two Councillors to conduct the interviews and make a recommendation to Council regarding Committee appointments. This would permit the interviews to be completed in a timely manner without the formality of having to conduct all interviews within the context of a full formal Council meeting.

Respectfully submitted,



Mayor Barbara Desjardins

Encl.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Environmental Advisory Committee	NO. ADMIN - 47
<p>PURPOSE The purpose of the Environmental Advisory Committee is to:</p> <ul style="list-style-type: none">• Advise Council and recommend implementation strategies for environmental stewardship, sustainability and restoration activities.• Encourage participation by residents and businesses of Esquimalt in the environmental initiatives of the Township and Capital Regional District (CRD).• Strive to provide advice and information which will enable Council and the community to integrate an environmental perspective into decision making.• Advise and assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan. <p>MANDATE The Environmental Advisory Committee will, consistent with the purposes described above, undertake the following:</p> <ul style="list-style-type: none">• Foster public awareness, recognition and support for a healthy and sustainable natural environment.• Identify and work with relevant citizen, business, municipal and regional government and industry groups to achieve collaborative solutions to environmental issues.• Identify sources of funding and grants to support environment related activities.• Review and provide feedback to Council on ways to increase participation and compliance rates related to CRD prescribed environmental initiatives.• Respond to Council's requests for advice related to environmental issues. <p>In its advisory role, the Committee will provide organizational context to discussions and ensure that:</p> <ul style="list-style-type: none">• any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;• any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement. <p>The Environmental Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.</p>	

EFFECTIVE DATE: January 17, 2011	APPROVED BY: Council	REF: Staff Report ADM-11- 001	RESCINDS NO. February 9, 2009	PAGE 1 OF 3
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TITLE: Terms of Reference – Environmental Advisory Committee	NO. ADMIN - 47
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MEMBERSHIP

The Committee consists of up to Ten (10) full voting members and Two (2) non voting members as follows:

Full Voting Members

- Council members- Two (2) appointed by the Mayor.
- Community representatives - Up to Seven (7) appointed by Council.
- A Youth representative – appointed by Council per Council’s policy “ADMIN – 60, Role of Youth Representative Appointment to Council Committees”.

Non Voting Members

- A staff liaison position - appointed to act as a resource to the Committee as outlined in Council’s policy “ADMIN – 61, Role of Staff Liaison Appointment to Council Committees”.
- A recording secretary - assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required.

QUORUM

- The calculation of quorum to conduct business is 50% +1 of full voting members shown below:
 - If: 7 full voting members – quorum is 4
 - 8 full voting members – quorum is 5
 - 9 full voting members – quorum is 5
 - 10 full voting members – quorum is 6

TERMS

Members may be appointed for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.

At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. If Council deems it necessary, Council may appoint the Chair for the Committee.

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TITLE: Terms of Reference – Environmental Advisory Committee	NO. ADMIN - 47
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The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

ORIENTATION/TRAINING

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.

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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Arts, Culture and Special Events Advisory Committee	NO. ADMIN - 48
<p>PURPOSE The purpose of the Arts, Culture and Special Events Advisory Committee is to:</p> <ul style="list-style-type: none">• Advise Council, recommend policies and actively support and promote the arts, culture and special events.• Advise and assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan. <p>MANDATE The Arts, Culture and Special Events Advisory Committee will, consistent with the purpose described above, undertake the following:</p> <ul style="list-style-type: none">• Develop and recommend policies to Council and respond to Council requests for advice and information.• Provide a community perspective on services, programs, events and facilities related to the arts and culture.• Identify sources of funding and grants to support arts, culture and special events related activities.• Promote and support special events.• Foster public awareness, recognition and support for local artistic talent and multi-culturalism.• Provide leadership in, and actively promote community activities related to the arts, cultural and special events.• Provide liaisons, linkages and networks to assist community activities and clubs. <p>In its advisory role, the Committee will provide organizational context to discussions and ensure that:</p> <ul style="list-style-type: none">• any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;• any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement. <p>The Arts, Culture and Special Events Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.</p>	

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TITLE: Terms of Reference – Arts, Culture and Special Events Advisory Committee	NO. ADMIN - 48
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MEMBERSHIP

The Committee consists of up to Ten (10) full voting members and Two (2) non voting members as follows:

Full Voting Members

- Council members – Two (2) appointed by the Mayor.
- Community representatives – Up to Seven (7) appointed by the Council, representing the broad interests of the community.
- A Youth representative – appointed by Council per Council’s policy “ADMIN – 60, Role of Youth Representative Appointment to Council Committees”.

Non Voting Members

- A representative from the Department of National Defence.
- A liaison representative assigned by the Parks and Recreation Advisory Committee.
- A staff liaison position – appointed to act as a resource to the Committee as outlined in Council’s policy “ADMIN – 61, Role of Staff Liaison Appointment to Council Committees.”
- A recording secretary – assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required.

QUORUM

- The calculation of quorum to conduct business is 50% +1 of full voting members shown below:
 - lf: 7 full voting members – quorum is 4
 - 8 full voting members – quorum is 5
 - 9 full voting members – quorum is 5
 - 10 full voting members – quorum is 6

TERMS

Members may be appointed for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.

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TITLE: Terms of Reference – Arts, Culture and Special Events Advisory Committee	NO. ADMIN - 48
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At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. If Council deems it necessary, Council may appoint the Chair for the Committee.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

ORIENTATION/TRAINING

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.

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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Access Awareness Advisory Committee	NO. ADMIN - 49
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PURPOSE
The purpose of the Access Awareness Advisory Committee is to:

- Assist the Township of Esquimalt in making Esquimalt more accessible to all its citizens.
- Advise and assist Council to accomplish its goals and objectives as outlined in Council’s Strategic Plan.

In the context of people with disabilities, accessibility refers to a variety of practical and concrete measures which assist people with disabilities to access the community, including:

- Making building, housing and infrastructure accessible;
- Making civic services and programs accessible;
- Making information available in alternative formats; and
- Providing various accessible transportation options.

MANDATE
The Access Awareness Advisory Committee will, consistent with the purpose described above, undertake the following:

- Provide opportunity for public input respecting accessibility issues.
- Identify accessibility barriers to services and facilities and advise and make recommendations to the Municipality for strategies to improve access for all people.
- Provide increased awareness to Council respecting accessibility issues in areas including but not limited to, transportation, housing, recreation, employment and education.
- Identify sources of funding and grants to support access awareness related activities.

In its advisory role, the Committee will provide organizational context to discussions and ensure that:

- any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;
- any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement.

The Access Awareness Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

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TITLE: Terms of Reference – Access Awareness Advisory Committee	NO. ADMIN - 49
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MEMBERSHIP
The Committee consists of up to Eleven (11) full voting members and Four (4) non voting members as follows:

Full Voting Members

- Council Members – Two (2) appointed by the Mayor.
- Community representatives – Up to Seven (7) appointed by Council.
- A Youth representative (1) – appointed by Council per Council’s policy “ADMIN – 60, Role of Youth Representative Appointment to Council Committees”.
- A liaison representative (1) assigned by the Parks and Recreation Advisory Committee.

Non Voting Members

- A liaison representative invited from BC Transit.
- Two staff liaison position – appointed to act as a resource to the Committee as outlined in Council’s policy “ADMIN – 61, Role of Staff Liaison Appointment to Council Committees.”
- A recording secretary – assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required.

QUORUM

- The calculation of quorum to conduct business is 50% +1 of full voting members shown below:
 - If: 7 full voting members – quorum is 4
 - 8 full voting members – quorum is 5
 - 9 full voting members – quorum is 5
 - 10 full voting members – quorum is 6
 - 11 full voting members – quorum is 6

ELIGIBILITY
Committee members may be members of disabled organizations, but they are not to be formal representatives of any specific organization. An effort will be made to ensure representation of a broad cross-section of abilities/ disabilities.

TERMS
Members may be appointed for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

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TITLE: Terms of Reference – Access Awareness Advisory Committee	NO. ADMIN - 49
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MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.

At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. If Council deems it necessary, Council may appoint the Chair for the Committee.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

ORIENTATION/TRAINING

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.

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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Heritage Advisory Committee	NO. ADMIN - 50
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PURPOSE

The purpose of the Heritage Advisory Committee is to:

- advise Council, recommend policies and actively support and promote leadership in community heritage matters including services, facilities, preservation and specific community interests.
- Advise and assist Council to accomplish its goals and objectives as outlined in Council’s Strategic Plan.

MANDATE

The Heritage Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information on heritage issues.
- Provide a community perspective on services, programs, events, and facilities related to heritage promotion, education and awareness.
- Foster public awareness, recognition and support for heritage and archival preservation.
- Identify sources of funding and grants to support heritage related activities.
- Provide leadership in, and actively promote heritage initiatives.

In its advisory role, the Committee will provide organizational context to discussions and ensure that:

- any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;
- any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement.

The Heritage Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

MEMBERSHIP

The Committee consists of up to Ten (10) full voting members and Two (2) non voting members as follows:

Full Voting Members

- Council members – Two (2) appointed by the Mayor.
- Community representatives – Up to Seven (7) appointed by Council, representing the broad interests of the community.

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TITLE: Terms of Reference – Heritage Advisory Committee	NO. ADMIN - 50
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- A Youth representative – appointed by Council per Council’s policy “ADMIN – 60, Role of Youth Representative Appointed to Council Committees”.

Non Voting Members

- A liaison representative from the Department of National Defence
- A staff liaison position - appointed to act as a resource to the Committee as outlined in Council’s policy “ADMIN – 61, Role of Staff Liaison Appointment to Council Committees”.
- A recording secretary - assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required.

QUORUM

- The calculation of quorum to conduct business is 50% +1 of full voting members shown below:
 - If: 7 full voting members – quorum is 4
 - 8 full voting members – quorum is 5
 - 9 full voting members – quorum is 5
 - 10 full voting members – quorum is 6

TERMS

Members will be appointed by Council for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.

At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. If Council deems it necessary, Council may appoint the Chair for the Committee.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

ORIENTATION/TRAINING

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

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TITLE: Terms of Reference – Heritage Advisory Committee	NO. ADMIN - 50
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Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.

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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference Parks and Recreation Advisory Committee	NO. ADMIN - 51
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PURPOSE

The purpose of the Parks and Recreation Advisory Committee is to:

- Advise Council and recommend policies on parks and recreation matters including services, facilities and specific community interests.
- Foster public awareness, recognition and support for parks and recreation facilities.
- Advise and assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.

MANDATE

The Parks and Recreation Advisory Committee will, consistent with the purposes described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Provide a community perspective on parks and recreation facilities, services, and programs.
- Identify sources of funding and grants to support parks and recreation-related activities.
- Administer Community Events funding.

In its advisory role, the Committee will provide organizational context to discussions and ensure that:

- any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;
- any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement.

The Parks and Recreation Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

MEMBERSHIP

The Committee consists of up to Ten (10) full voting members and Two (2) non voting members as follows:

Full Voting Members

- Council members – Two (2).
- Community representatives – Up to Seven (7) appointed by Council.
- A Youth representative – appointed by Council per Council's policy "ADMIN – 60, Role of Youth Representative Appointment to Council Committees".

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Non Voting Members

- A staff liaison position – appointed to act as a resource to the Committee as outlined in Council’s policy “ADMIN – 61, Role of Staff Liaison Appointment to Council Committees.”
- A recording secretary – assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required.

QUORUM

- The calculation of quorum to conduct business is 50% +1 of full voting members shown below:
 - If: 7 full voting members – quorum is 4
 - 8 full voting members – quorum is 5
 - 9 full voting members – quorum is 5
 - 10 full voting members – quorum is 6

TERMS

Members may be appointed for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.

At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. If Council deems it necessary, Council may appoint the Chair for the Committee.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

ORIENTATION/TRAINING

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.

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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Centennial Celebrations Select Committee	NO. ADMIN - 63
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PURPOSE

The purpose of the Centennial Celebrations Select Committee is:

- To provide leadership and advice that will help the Township of Esquimalt organize, plan and implement projects and events that will celebrate Esquimalt's heritage in its Centennial year, 2012.
- To work with staff, department heads and municipal committees, and to consult and work with community members, businesses and organizations, to create a well-planned and delivered Centennial Celebration.

MANDATE

The Centennial Committee will, consistent with the purpose described above, undertake the following:

- Develop a mission statement.
- Develop ideas for one or more celebratory events around specific dates in Esquimalt's history.
- Organize subcommittees to undertake specific tasks and report back to the Committee.
- Coordinate with other Committees of Council and other projects in the community to ensure no overlap.
- Develop a communications strategy.
- Prepare and provide a financial budget to the Township of Esquimalt to support its Centennial events and activities.
- Ensure the Centennial budget and expenses have been duly authorized by Township Council prior to expenditures being made.
- Maintain financial records for all expenses incurred related to Centennial celebrations.
- Return any unused funding to the Township upon conclusion of the Centennial celebrations.
- Record minutes of Committee meetings and distribute to all Committee members and Esquimalt Council.

The Centennial Celebrations Select Committee will provide Council with a budget containing estimates of revenues and expenses for the 2012 celebration program and events for their approval. The budget is to be updated annually and quarterly status reports are also to be provided. A final Centennial Celebrations Select Committee financial report is to be prepared and submitted to Council as soon as possible after the end of 2012.

The Committee will provide organizational context to discussions and ensure that:

- any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;

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TITLE: Terms of Reference – Centennial Celebrations Select Committee	NO. ADMIN - 63
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- actions taken must be consistent with the purpose of the Committee and previously endorsed by Council.

MEMBERSHIP

The Committee will consist of a minimum of ten (10) full voting members and two (2) non voting members as follows:

Full Voting Members

- Council Members – the Mayor and one (1) Councillor appointed by the Mayor.
- Community representatives – the core group will be appointed by Council. Other volunteers may join the Committee subject to the approval of the Chair, Vice Chair and appointed Council members.

Non Voting Members

- A staff member – assigned to the Committee to prepare meeting agendas, take minutes, prepare correspondence, and assist with internal and external liaison and coordination.
- A project coordinator – assigned to the Committee to:
 - Manage the Centennial project according to a timeline with critical dates and priorities identified.
 - Develop a marketing and communications strategy for the period January 2011 to September 2012.
 - Develop communications materials to inform key audiences of Centennial events and initiatives.
 - Identify advertising and communications opportunities for the Centennial project.
 - Provide writing, design and layout services for print and web-based materials.
 - Ensure that all communication materials conform to the Township standards of quality and consistency.
 - Update and revise the Centennial website.
 - Identify service providers that can assist in the process and liaise with Committee communications representatives and service bureaus.

QUORUM

- The calculation of quorum to conduct business is 50% +1 of full voting members shown below:
 - If: 7 full voting members – quorum is 4
 - 8 full voting members – quorum is 5
 - 9 full voting members – quorum is 5
 - 10 full voting members – quorum is 6

TERMS

Committee members are to be appointed for the full period needed to plan, hold and wrap up the 2012 celebrations and reports.

All appointees sit at the pleasure of Council and may be removed at Council's discretion.

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Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS

The Committee will meet monthly. The frequency of meetings will increase as September 2012 draws closer. Special meetings may be held at the call of the Chair.

At the first meeting of the Committee a Chair and Vice-Chair will be appointed from amongst its members.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

The committee shall be disbanded upon the conclusion of the Centennial celebrations. Key committee members will be required to finalize reporting for a period of time after the celebrations are concluded.

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