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|  | Title: <b>Event &amp; Parade Committees - Terms of Reference</b> | Policy No: <b>CO-36</b> |
|   | Category: Council Policy   | Classification: n/a     |

### 1. Purpose:

To establish terms of reference for committees that organize certain events and parades.

### 2. Scope:

This Policy applies to the Community Day Committee, Community Day Parade Committee and the Magic of Christmas Parade Committee

### 3. Policy Statement:

All City of Langley committees must operate within specified guidelines and address specific issues.

### 4. Principles:

- (1) Members of the Committees shall be appointed by Council resolution for a 1 year term beginning January 1 and ending December 31.
- (2) The City is not required to fill any vacancy on any of the Committees which occurs throughout the year, including a vacancy for a third party organization.
- (3) If Council did choose to appoint someone to fill a vacancy, other than those created by the expiration of December 31, the term of office shall be for the unexpired portion of the term only.
- (4) Any staff member who is appointed by the Chief Administrative Officer to be a member of a specific Committee, functions in an advisory capacity and is a non-voting member of that Committee.
- (5) A member of the Committee will not be entitled to receive any remuneration and/or gifts.
- (6) A Committee cannot direct staff to take any action which is contrary to existing policies or directives or establish policies for the City. Any such action must be referred to Council for consideration and adoption.
- (7) The staff member assigned to the Committee or the Chief Administrative Officer may advise the Committee of existing policies or directives and the need to refer the matter to Council prior to taking any action
- (8) A Committee does not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.

(9) Approval

- (a) On routine matters, such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the Committee may make decisions without the approval of Council, provided that the Committee works with the staff member assigned to that Committee on those matters.
  - (b) On broader matters, such as organizing or setting up major or unusual events or projects which do have budget implications, the Committee must receive prior approval from Council.
  - (c) On matters of which the Committee is unsure of its authority, the Committee must request the opinion of the Chief Administrative Officer.
  - (d) Any Committee projects or works which are proposed to be constructed or take place on City property must first be approved by the appropriate City authority.
- (10) The Committee Chair may appoint members to a subcommittee to consider, inquire into, report and make recommendations to the Committee for a specific purpose.

**5. Community Day Committee**

(1) Committee Purpose:

The purpose of the Community Day Committee is to plan, organize, promote and host the community day events.

(2) Composition:

- (a) An unlimited number of voting members who wish to volunteer to work on Community Day Events;
  - (b) Up to 2 voting members who are representatives for the Downtown Langley Business Association;
  - (c) 1 voting member who is a representative from a senior-serving organization;
  - (d) 2 non-voting members who are members of Council;
  - (e) An unlimited number of staff members.
- (3) Council will appoint the Chair for the Community Day Event(s) Committee for a 1 year term.
- (a) The Chair may be a volunteer or a member of Council.

- (b) The Chair is responsible for ensuring that the budget is managed in accordance with the Committee's work and that payments are properly authorized.

## **6. Community Day Parade Committee (subcommittee of the Community Day Committee)**

### **(1) Committee Purpose:**

The purpose of the Community Day Parade Committee is to plan, organize, promote and host the community day parade.

### **(2) Composition:**

- (a) An unlimited number of voting members who wish to volunteer to work on the parade and its preparations.
  - (b) Up to 2 voting members who are representatives for the Downtown Langley Business Association.
  - (c) Up to 2 non-voting members who are members of Council.
  - (d) An unlimited number of staff members.
- (3) Council will appoint the Chair for the Community Day Parade Committee for a 1 year term.
- (a) The Chair may be a volunteer or a member of Council.
  - (b) The Chair is responsible for ensuring that the budget is managed in accordance with the Committee's work and that payments are properly authorized.

## **7. Magic of Christmas Parade Committee**

### **(1) Committee Purpose:**

The purpose of the Magic of Christmas Parade Committee is to plan, organize, promote and host the Christmas parade event.

### **(2) Composition:**

- (a) An unlimited number of voting members who wish to volunteer to work on the Magic of Christmas Parade Committee;
- (b) Up to 2 voting members who are representatives for the Downtown Langley Business Association;
- (c) 2 non-voting members who are members of Council;
- (d) An unlimited number of staff members.

(3) Council will appoint the Chair for the Magic of Christmas Parade Committee for a 1 year term.

(a) The Chair may be a volunteer or a member of Council.

(b) The Chair is responsible for ensuring that the budget is managed in accordance with the Committee's work and that payments are properly authorized.

## 8. References

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|-----------------------|-------------------------------------|
| Policy Number:        | <b>CO-36</b>                        |
| Policy Owner:         | <b>Council</b>                      |
| Endorsed by:          | <b>Senior Management Team</b>       |
| Final Approval:       | <b>Council</b>                      |
| Date Approved:        | <b>December 17, 2012</b>            |
| Revision Date:        |                                     |
| Amendments:           |                                     |
| Related Policies:     | <b>Repealed Policy CO-27, CO-28</b> |
| Related Publications: | <b>Council Procedure Bylaw</b>      |

## 9. Contact Person:

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