

**TOWN OF QUALICUM BEACH**  
**TERMS OF REFERENCE**  
**SELECT COMMITTEE ON BEACH DAY CELEBRATION**  
**(Updated January 2023)**

**1. PURPOSE OF COMMITTEE**

The “Town of Qualicum Beach Select Committee on Beach Day Celebration” shall provide input, advice and service to Council and staff in the creation, development and delivery of a community-wide one-day celebration for residents and visitors, known as Beach Day, held annually in July. The mandate of the Select Committee will be to:

- (a) Initiate, advise and deliver Beach Day, within the parameters approved by Council and/or staff;
- (b) Create awareness of, and promote, the Beach Day Celebration;
- (c) Facilitate the involvement of community groups, organizations and the business community;
- (d) Advocate and promote partnerships, including members undertaking fundraising for the Town-sponsored event;
- (e) Identify viable plans and activities to take place on Beach Day, for consideration by Council and/or staff.

**2. LIMITATIONS OF THE DUTIES AND POWERS OF THE COMMITTEE**

The Committee has no delegated authority from Council and is not empowered to manage any property, aspect or role of the Town’s responsibilities. While the Committee will plan and coordinate the activities of Beach Day, assigned Town staff will oversee the design and implementation of the event, the Council-approved event budget and the release of public information. The Select Committee is not meant to replace, limit, or fetter in any way public input into this special event.

**3. COMPOSITION OF THE COMMITTEE**

The Committee of ten shall be appointed by Council and composed of:

- Councillor appointed with the primary interest of Community Events as a non voting member;
- Eight (8) members of the public who will serve as a member at-large;
- One member selected from nominations received by the Town from SOURCES Community Resources Centre.

**4. ADVISORY PERSONS TO THE COMMITTEE**

The following persons may participate in meetings of the Committee in an advisory capacity, but shall not vote:

- (a) Chief Administrative Officer or designate;
- (b) Corporate Administrator or designate, as Secretary to the Committee and clerical assistance for recording minutes, preparing agendas and organizing resource material;

- (c) Persons representing other interested groups, agencies or businesses who may be invited by the Chair to attend meetings.

## 5. APPOINTMENT AND MEMBERSHIP

### Chair

- (a) The Committee shall, at the first meeting held each year, elect from its Members, a Chair who shall preside at all meetings for the balance of the year.

### Nominations

#### Member at large:

- (b) The public members at large will be invited to participate, and if unavailable, applications will be invited from the community, when there is a vacancy. From applications received, Council will appoint the public members at large and may, in any case, decline to appoint an applicant and invite new applications.

#### Community Group or Agency representatives:

- (c) Each group referred to in Section 3 may submit two nominations (one for member and one for alternate), and Council may, in any case, decline to appoint a nominee and request the community group or agency, as the case may be, to submit a further nomination.
- (d) Nominations from the organization listed in section 3 will be invited by the Town and forwarded to Council.

### Term and Termination

- (e) Members of the Committee shall serve at the pleasure of Council and with a term ending in October in the year in which a general local election is held.
- (f) Council may terminate the appointment of any member of the Committee at any time.

### Resignation and Absenteeism

- (g) A member may resign from the Committee on presentation of written notice at a regular meeting of the Committee. Any member, other than a member of Council, who is absent from three (3) consecutive meetings without cause or without notice to the chairperson, shall be deemed to have resigned from the Committee.

### Vacancies

- (h) Any vacancy on the Committee, other than a vacancy caused by the resignation of a Council member shall, for the expired portion of any term, be vacant or Council may invite fresh applications from the public, as the case may be.

Composition of Committee

- (i) At all times, Council shall ensure that at least one member of the Committee is a Council non-voting member, as required by the *Community Charter*.

Remuneration

- (j) All members of the public appointed to the Committee shall serve without remuneration. All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Financial Administrator of the Town with the approval of the Chief Administrative Officer or designate.

**6. MEETINGS**

Regular Meeting

- (a) Regular meetings of the Committee will be held in the Committee Room of Town Hall on the third Monday of each month, except September, October, and November, commencing at 9:00 am, as required.

Special Meeting

- (b) The Chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice

- (c) Meeting notice shall be in accordance with the Procedure Bylaw.

Quorum

- (d) The quorum for a committee is a majority of all of its voting members.
- (e) If there is no quorum of the Committee present within 15 minutes of the scheduled time for a scheduled meeting, the Corporate Officer must:
  - (i) record the names of the members present, and those absent; and
  - (ii) adjourn the meeting until the next scheduled meeting.