

THE CORPORATION OF THE VILLAGE OF WARFIELD
BYLAW # 845
A BYLAW TO ESTABLISH A SPECIAL EVENTS COMMITTEE FOR THE VILLAGE OF WARFIELD

WHEREAS section 142 of the Community Charter authorizes the Council of the Village of Warfield to establish a Special Events Committee, and

WHEREAS the Council of the Village of Warfield deems a Special Events Committee to be in the community's interest,

BE IT THEREFORE RESOLVED that the Council of the Village of Warfield in open meeting assembled, enact as follows:

SHORT TITLE

1. (1) This Bylaw may be cited as the "SPECIAL EVENTS COMMITTEE BYLAW, 2017"

DEFINITIONS

In this bylaw:

- (a) "Ex officio" means by virtue of one's position or status.
- (b) "Practices and regulations" means providing administrative and procedural matters
- (c) "Procedures" means a series of actions conducted in a certain order or manner.
- (d) "Resolution" means an official decision that is made after a group has voted.
- (e) "Special Event" means any event where a group of people are brought together to participate

PURPOSE

2. (1) The purpose of the Special Events Committee (the "Committee") is to plan and organize community special events.

(2) The purpose of the Committee is to work with the Village of Warfield Council for the purpose of ensuring that the resources dedicated to special events in Warfield produce the highest possible benefit to the community.

STRUCTURE

3. (1) The Committee shall be governed by a board consisting of no fewer than five (5) and not more than ten (10) members
 - a) An ex officio non- voting member shall be a Village of Warfield Councillor, and
 - b) The Chair of the Committee shall be a resident of the Village of Warfield

- (2) The term of office for Committee members shall be:
 - a) One year in the case of the Village of Warfield Councillor
 - b) One year in the case of committee members

4. (1) Committee members shall be appointed or re-appointed by Council resolution:
 - a) Before the last day in January each year in the case of the Village of Warfield Councillor;
 - b) Before the last day of January in each year in the case of committee members
- (2) A Councillor may be appointed for successive terms on the Committee at the discretion of the Mayor.
- (3) Where a vacancy occurs for any reason on the Committee, the Committee shall forthwith notify Council of the vacancy.
- (4) In the event of a vacancy, the Committee may submit one or more nominations for appointment to the Committee to Council for consideration.
- (5) The Committee may, by resolution, request Council to revoke an appointment of a member of the Committee.

PROCEDURES

5. (1) The Committee shall hold an Annual General Meeting on the second Wednesday in January in each year.
 - (2) If the number of members of the committee is not a fixed number, at least $\frac{1}{2}$ of the number of members in office constitutes a Quorum at a meeting of the committee.
 - (3) The Annual General Meeting shall be chaired by the Councillor appointed to the Committee
 - (4) At the Annual General Meeting, the Committee shall:
 - a) Adopt an operational report of the Committee's activities of the preceding 12 months;
 - b) Elect one Vice-Chair, a Secretary and a Treasurer, each of whom shall hold office for one year, and together shall constitute the Officers of the Committee.
 - c) The Chair of the Committee shall be appointed by Council for one year and may be reappointed as the Chair by Council by resolution.
 - (5) Officers of the Committee shall hold office until the following Annual General Meeting, and each may be re-elected to any Committee Officer position.
 - (6) The Annual Report, as adopted at the Annual General Meeting, shall be submitted to Council immediately following the meeting.
6. (1) The Committee shall adopt procedures for the conduct of all its meetings, and such procedures shall be established in writing, and a copy of such procedures shall be presented to every member of the Committee.

7. (1) At the first meeting following its appointment, the Commission shall set the schedule of meetings, including the date, time and place, for the remainder of the year and shall post a schedule of those meetings on the Village public notice boards, the Village Office lobby and in all other places considered pertinent;
- (2) Notice of each meeting shall be posted on the Village public notice boards, the Village Office lobby, and in all other places considered pertinent, a minimum of two days in advance of the meeting date;
- (3) The Commission will hold a minimum of four regular meetings per calendar year; meetings may be scheduled as required.
- (4) All meetings shall be open meetings to which the Public has full access, held in Council Chambers located in the Village Office Building.
- (5) Minutes shall be
 - a) Accurately recorded at each meeting by the Secretary.
 - b) Shall be initialled by the Secretary and forwarded to the Corporate Officer for certification as draft minutes within seven days following the adjournment of the meeting;
 - c) Shall be presented to Council as an agenda item, for informational purposes, at the next regularly scheduled Council meeting that follows their receipt by the Corporate Officer

FINANCIAL MATTERS

8. (1) All revenues collected by the Committee shall be deposited at the Village Office on the first business day following their receipt.
- (2) All invoices, approved by the Village, shall be submitted for payment to the Village Office within one week of the date of the invoice.
- (3) The Committee Treasurer shall work with the Village Administrative Clerk on all of the Committee's financial transactions after revenues and/or invoices have been deposited at the Village Office.
- (4) The Village Council will provide an annual allocation of funds by January 1st of each year.

TRANSITION

9. (1) The Recreation Commission serving at the time of the final adoption of this Bylaw may apply to be appointed by Council to a position on the Special Events Committee under the newly established practices and regulations.

ENACTMENT

10. (1) If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of a court or competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

(2) This Bylaw shall come into full force and effect upon final adoption.

REPEAL

11. Bylaw #667, a Bylaw to establish a Recreation Commission for the Village of Warfield is hereby repealed.

READ A FIRST TIME
READ A SECOND TIME
READ A THIRD TIME
RECONSIDERED AND FINALLY ADOPTED

this 16th day of August, 2017
this 16th day of August, 2017
this 16th day of August, 2017
this 6th day of September, 2017

Mayor

Corporate Officer

Certified a true copy of Bylaw #845, as adopted

Corporate Officer