

# THE CORPORATION OF THE VILLAGE OF WARFIELD

## BYLAW # 883

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

WHEREAS the *Community Charter Act* [SBC 2003] Chapter 26, Section 142 authorizes Council of the Village of Warfield to establish select committees; and

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

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

#### CITATION

1. This Bylaw may be cited as the "Special Events Committee Bylaw 883, 2019".

#### DEFINITIONS

2. In this bylaw:
  - a. "Ex officio" means by virtue of one's position or status.
  - b. "Council" means the elected Council of the Village of Warfield.
  - c. "Mayor" means the elected Mayor of the Village of Warfield.
  - d. "Practices and regulations" means providing administrative and procedural matters
  - e. "Procedures" means a series of actions conducted in a certain order or manner.
  - f. "Resolution" means an official decision that is made after a group has voted.
  - g. "Special Event" means any event where a group of people are brought together to participate.

#### PURPOSE

3. The purpose of the Special Events Committee (the "Committee") is to plan and organize community special events.
4. The further 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

5. The Committee shall consist of no fewer than five (5) and not more than ten (10) members with the following requirements:
  - 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.
6. The term of office for Committee members shall be:
  - a. One year in the case of the Village of Warfield Councillor; and
  - b. One year in the case of community committee members.
7. Committee members shall be appointed or re-appointed as follows:
  - a. The Village of Warfield Councillor shall be appointed by the Mayor before the last day in December of each year for the following year; and

- b. The community committee members shall be appointed by Council resolution before the last day of December of each year to take office at the Annual General Meeting in January of the following year.
8. Where a vacancy occurs for any reason on the Committee, the Committee shall forthwith notify Council of the vacancy.
9. In the event of a vacancy, the Committee may submit one or more nominations for appointment to the Committee to Council for consideration.
10. The Committee may, by resolution, request Council to revoke an appointment of a member of the Committee.

**PROCEDURES**

11. The Committee shall hold an Annual General Meeting on the second Wednesday in January in each year.
12. For the purpose of conducting meetings, a quorum shall consist of at least one half of the number of Committee members in office at the time the meeting is held.
13. The Annual General Meeting shall be chaired by the Councillor appointed to the Committee.
14. 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.
15. The Chair of the Committee shall be appointed by Council for one year and may be reappointed for subsequent terms by Council resolution.
16. Officers of the Committee shall hold office until the following Annual General Meeting, and each may be re-elected to any Committee Officer position.
17. The Annual Report, as adopted at the Annual General Meeting, shall be submitted to Council immediately following the meeting.
18. The Committee shall be governed by the Village of Warfield Procedural Bylaw the conduct of all its meetings and a copy of the Procedural Bylaw shall be presented to every member of the Committee.
19. At the first meeting following its appointment, the Committee 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 any other places the Committee considers appropriate.
20. Notice of each meeting shall be posted on the Village public notice boards, the Village Office lobby, and in all other places considered appropriate, a minimum of two days in advance of the meeting date; and delivered to each member at least twenty-four (24) hours in advance of the meeting.

21. The Committee will hold a minimum of four (4) regular meetings per calendar year; meetings may be scheduled as required by the Chair.
22. All meetings shall be open meetings to which the public has full access, held in Council Chambers located in the Village Office.
23. Minutes shall be:
  - a. Accurately recorded at each meeting by the Committee Secretary;
  - b. Signed by the Committee Chair and Secretary and forwarded to the Village of Warfield Corporate Officer for certification as draft minutes within seven (7) days following the adjournment of the meeting;
  - c. Presented to Council as an agenda item for approval and recommendation receipt, at the next regularly scheduled Council meeting after receipt by the Corporate Officer.

**FINANCIAL MATTERS**

24. All revenues collected by the Committee shall be deposited at the Village Office on the first business day following their receipt.
25. All invoices shall be submitted for approval for payment to the Village Office within one week of the date of the invoice.
26. The Committee Treasurer shall work with the Village financial staff on all of the Committee's financial transactions after revenues and/or invoices have been deposited at the Village Office.
27. Council will provide an annual allocation of funds the Financial Plan of each year of operation.

**TRANSITION**

28. 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 set forth in this Bylaw.

**ENACTMENT**

29. 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.
30. This Bylaw shall come into full force and effect upon final adoption.

**REPEAL**

31. Bylaw #845 cited as "Village of Warfield Special Events Committee Bylaw 845", and any amendments thereto, is and are hereby repealed.

READ A FIRST TIME this 4<sup>th</sup> day of December, 2019.  
READ A SECOND TIME this 4<sup>th</sup> day of December, 2019.  
READ A THIRD TIME this 4<sup>th</sup> day of December, 2019.

RECONSIDERED, FINALLY PASSED AND ADOPTED this 13th day of January, 2020.

“original signed by Mayor D. Langman”  
Mayor

“original signed by Jody-Lynn Cox, CFO  
Corporate Officer/Chief Financial Officer

Certified a true copy of Bylaw #845, cited as  
Village of Warfield Special Events Committee Bylaw 883  
this 13<sup>th</sup> day of January, 2020.

“original signed by Jody-Lynn Cox, CFO  
Corporate Officer