

# RESORT VILLAGE OF MANITOU BEACH COMMITTEE PROCEURE BYLAW

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## BYLAW 13-2021

### 1. Purpose of the Committee

The Committee appointed by the Resort Village of Manitou Beach shall investigate, research, and advise municipal council on matters pertaining to its specific mandate. Whether it's mandate be sport, culture, parks, art, or recreation services; each committee shall support, promote, and manage operations with the entire community in mind, for the benefit and well-being of all citizens.

### 2. Powers of the Committee

- i) The Committee is empowered to advise and recommend on all matters pertaining to its mandate. Mandates are formulated in collaboration between Council and Committee, approved by resolution of Council.
- ii) Committee action taken on public land, or on behalf of the Village is sanctioned by Council through the approval process. The approval process consists of:
  1. Approving a resolution for action at the committee level with quorum present.
  2. Submitting a proposal to Village CAO, Wednesday prior to the regular meeting date. With full scope of information. [For large/complex proposals, committee representatives are encouraged to come to Council as a delegation, same information and deadlines apply.]
  3. Council will review the proposal as an agenda item and make a decision on the proposal.
  4. CAO will report back to the committee on outcome.
- iii) The Committee is empowered to manage financial resources within their budgetary guidelines and adhere to the financial management procedures of the Resort Village of Manitou Beach Council, under the direction of the Chief Administrative Officer.
- iv) The Committee is empowered to appoint ad hoc committees as it deems necessary for the purposes related to its mandate. Committees will inform Council of intentions to create an ad hoc committee. The founding Committee will be responsible for providing the ad hoc committee with all information relevant for procedural accountability and accepts all responsibility for the ad hoc Committee.

**Resort Village of Manitou Beach  
Committee Procedure Bylaw**

**3. Committee Function**

- i) The Committee shall deal with its mandate service matters as delegated by Council and advise the Municipal Council on items pertaining to its mandate.
- ii) The Committee proactively, shall engage the citizens of the community to bring to Council, the opinions, and concerns of the community.
- iii) The Committee shall be responsible for the management and coordination of all matters operating under the Committee. All events or programs proposed shall be submitted to Council for approval. Proposals shall be presented as per 2. ii. Proposals will include who is planning the event, what the event entails, location of event, dates and times, and any in-kind donations proposed of RVMB assets or employees.
- iv) The Committee is responsible for public accountability to their resolutions. Resolutions made by committees must be made in a formal meeting with quorum present. The secretary must record the resolutions and record: carried or defeated. Meetings may be via online platform (Zoom/Teams) or in person meetings. Meeting protocol is listed in Section 4. *Meetings that do not fit this profile are: email or text groups, personal meetings where quorum is not present and where the whole membership has not been advised.* Resolutions made under these conditions are not formal motions. Circumstances of this nature are not condoned by the Resort Village of Manitou Beach Council, and resolutions will not be recognized.
- v) The Committee is empowered to research and apply for relevant grants, with prior approval of Council. Proposed projects for grant funding must be brought forward for Council approval, to avoid multiple funding applications through the Municipality and its Committees. In accordance with The Municipalities Act, committees must supply all grant applications, supporting documentation, and all following documentation to the village office, to be held in public trust.
- vi) The Committee is empowered to act in a coordinating role by providing volunteer, financial, communication, facility, and equipment resources.

**4. Meetings of the Committee**

- i. Meetings shall be held at the call of the Chairperson at a minimum of three (3) meetings a year. Meeting is either in person or via online platform, ie: zoom or teams.
- ii. All members shall receive notice by mail, email, or text (supplied by the Committee Secretary) of regular meetings. Notice of a minimum of 5 days must be given.
- iii. All actions of the Committee shall be by resolution formally moved, adopted, and recorded. Minutes submitted to the Committee at the next meeting for approval.

**Resort Village of Manitou Beach  
Committee Procedure Bylaw**

**5. Members of Committee**

- i. In the air of social responsibility, any committees handling public funds and planning events/festivals/etc, must have committee members provide the Resort Village of Manitou Beach Office, to be held in trust: a Criminal Record Check and Vulnerable Sector Check. Criminal and Vulnerable Sector checks must be updated every three (3) years and submitted to the village office. Criminal and Vulnerable sector checks will be considered current if submitted within the same calendar year as membership was obtained to said committee. If there is no public events/festivals/etc, this requirement shall be waived. Example: Art Committee, only making recommendations for installation of art within the community or the Parks Committee only making recommendations for green space or implementing a tree planting plan that is not public, requirements for Criminal and Vulnerable Sector checks would be waived in these circumstances.
- ii. Executive Membership of the Committee shall consist of the following elected positions:
  - Chairperson
  - Vice-Chairperson
  - Secretary
  - Treasurer (if applicable)
- iii. The role of the Chairperson is to set the meeting agenda, manage and direct the meeting and vote to break a tie. The Vice-Chairperson steps into the role of chair when the Chairperson is unavailable. The Secretary records the minutes of the meetings. The Treasurer records and deposits funds received by the committee, and reports revenue and expenditures received and spent since the last committee meeting.
- iv. Maximum length of terms for executive positions is three years. Council members are not eligible to hold executive positions on committees. Only members of the public will stand for nomination to executive positions. No Council member should serve on any standing committee longer than two consecutive terms (8 years).
- v. All members of a committee shall be accepted by resolution of Committee. Members shall be considered active members after a formal resolution is made, vote on, and acceptance. Active, voting members are required to attend a minimum of half of all regular meetings in an annual cycle. Membership will be reviewed annually, and updated membership list supplied to the Village Office for matter of public record. Each Committee will have two Council representative appointed to its membership, with the exclusion of the Art and Parks Committees which are established specifically to be advisory to Council.
- vi. When a committee is not yet at maximum membership or when a member steps down from a committee, the said committee shall notify the Village Office, which will in turn publicly advertise the committee membership opening. All names

**Resort Village of Manitou Beach  
Committee Procedure Bylaw**

submitted to the Village Office will be turned over to the Committee for the membership to vote to determine new member.

- vii. All members shall be caused to vote on each question except a member who declares themselves in a conflict of interest on the said question. That member shall declare a conflict and leave the meeting while the discussion and vote take place. Conflicts must be declared that are pecuniary as well as nepotistic in nature.
- viii. All members shall have the right to vote. The question shall be decided by a majority of votes.
- ix. Half of Committee Membership plus one (1) shall constitute a *quorum* and no business shall be conducted by the committee in the absence of a quorum.

**6. Proceedings of the Committee**

**Minutes:**

- a. All resolutions, decision and other proceedings of the Committee shall be recorded and entered into the minute book by the secretary.
- b. The minutes are to be signed by the Chairperson and Secretary once adopted.
- c. All members shall receive written copies of the minutes and the Council of the Resort Village of Manitou Beach shall receive a copy of all regular and special meeting minutes, by submission to the village office.

**7. Annual Reporting**

- a. The Committee shall submit annually, no later than January 31<sup>th</sup>, a written summary that accounts for all minutes and financial activities of the Committee from the previous year. This report shall be presented by the Committee Chairperson to the Resort Village of Manitou Beach.

**8. Fiscal Responsibilities of the Committee**

- a. The fiscal year of the Committee shall commence on the 1<sup>st</sup> day of January and close the 31<sup>st</sup> day of December each year.
- b. The Committee shall submit financial operating budgets for all recreation and cultural services, programs, and facilities to council on or before the 15<sup>th</sup> day of February each year.
- c. As per requirements of the Municipalities Act, all contracts that are proposed to be entered into by the Committee must be submitted to Council for approval. Upon Council approval, and contractor approval, a signed copy must be presented to the village office to retain for public record.
- d. All revenues and expenditures shall be accounted for.
- e. The Committee shall review and monitor financial accounts at their meetings and the account reports shall be prepared by the committee and present to

**Resort Village of Manitou Beach  
Committee Procedure Bylaw**

municipal administration, which then is reported and the next meeting of Council.

- f. The Committee, and staff/volunteers shall be authorized to expend finances only as per the approved annual budget, and as approved by resolution of committee, with quorum present. Committees must follow the dual signing system, for contracts and cheques. Signing authority is granted to a maximum of three executive members.
- g. During events, festivals, or fundraising activities, it is the fiduciary responsibly of the Executive Membership to ensure that two members handle funds, at all times, and all transactions are recorded.

**10) General**

- i) All members of the Committee are deemed to be agents of the Municipality and are generally insured under the Resort Village of Manitou Beach General Liability Insurance Policies.
- ii) No committee member has the authority to direct Village employees to act on committee recommendations.
- iii) This Governing Policy shall be reviewed at the first regular meeting of the committee annually and be available to all members of the committee.
- iv) *All procedural items* are to supersede procedural items in Bylaw to Provide for the Establishment of the Recreation Board Bylaw 10-2016.
- v) Council Procedure Bylaw 02-2016 and *The Municipalities Act* shall govern all procedures of the Committee not outlined in this policy.

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Chief Administrative Officer  
Elise Dale

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Mayor  
Pauline Petersen

1<sup>st</sup> Reading December 20, 2021  
2<sup>nd</sup> Reading December 20, 2021  
3<sup>rd</sup> Reading and Adopted January 24, 2022  
Resolution #2022-021

**Resort Village of Manitou Beach  
Committee Procedure Bylaw**

**SCHEDULE A  
Committee**  
Lines of Responsibility Diagrams

