

UBID By-Laws, Policies and Procedures Standing Committee Terms of Reference

The By-Laws, Policies and Procedures Committee is an Advisory Committee to the UBID Board.

1. PURPOSE

The Committee shall provide the UBID Board with recommended by-laws, policies and procedures to manage and direct the operations of the Union Bay Improvement District.

2. GUIDING PRINCIPLES

The Committee:

- Acts as a resource to the Board in by-law, policy and procedure development.
- Members shall have an interest/expertise in this area and in working cooperatively on Committees.

4. OBJECTIVES

The Committee shall:

- Consult with staff prior order to making recommendations to the Board.
- Develop reporting processes.
- Draft by-laws, policies and procedures as required by the Board.

5. ORGANIZATION

5.1 Composition:

- One Trustee appointed by the Board to act as Chair;
- A maximum of four community members appointed by the Board one of whom shall be the secretary.
- The Chair of the Board shall be an ex-officio member of the Committee.

5.2 Role of Chair

- Prepare an agenda for the meeting;
- Facilitate meetings.
- Ensure timely distribution of meeting minutes to Committee members, Trustees and the Administrator.

5.3 Role of Administrator

- Provide information and assistance to the Committee as requested by the Chair of the Committee.
- Attendance at Committee meetings at the request of the Chair

5.4 Roles and Responsibilities of Members

- Provide information and expertise which will assist in meeting the objectives of the Committee.
- Review meeting minutes to ensure that they accurately reflect the decisions of the Committee.

5.5 Term

The Board shall appoint Committee members for a one-year renewable term.

6. MEETINGS AND REPORTING

6.1 Frequency of Meetings

- The Chair shall convene the Committee at least once a month and more frequently as required.
- Committee meetings shall be open to the Public.

6.2 Annual Report

The Chair shall prepare an annual report by March 31 each year to summarize Committee activities, and to report the by-law/policy status of UBID. This report shall be provided to landowners at the Annual General Meeting.

7. DECISION MAKING

Decision-making within the Committee shall be based, when possible on consensus but does not preclude voting when necessary.

8. COMMUNICATIONS

The Chair shall report to the Board at UBID Board Meetings.

9. QUORUM

A quorum is defined as a minimum of three members, with at least one being the Chair.