

Beautify Bassano Initiative –Steering Committee Terms of Reference (TOR)

Summary:

The Terms of Reference (TOR) shall clarify the roles and responsibilities of the Beautify Bassano Initiative (BBI) steering committee. The role of the steering committee is to aid in the implementation of the BBI, and to take on projects as outlined in the BBI. The BBI attempts to improve the quality of life for residents and focuses on long term viability of the community. The Town has called on “Special” volunteers to go above and beyond for the greater good of the community.

Members of the steering committee will operate as representatives of the Town, organizing, coordinating, and running projects that will contribute to the success of the BBI and betterment of the community. The steering committee will consist of residents of the Town who are passionate about the community; by volunteering they will not only reap the positive personal benefits of their actions; they will also help the community thrive. Members of the steering committee will help Bassano see the full benefits of the BBI which will improve the quality of not only their lives but also of other residents. Members will have the opportunity to make positive changes in the community that they love.

Roles and Responsibilities

Town Council shall:

- a) Town Council is responsible to appoint members to the BBI steering committee. Community members who wish to be a part of the steering committee shall submit a letter of intent and a fill out the “Steering Committee Membership Application” (Appendix B). Council will then review the letter and application and grade the applicant based on the criteria of the “Grading Matrix” (Appendix C). Council may accept or reject applicants based on their score.
- b) A minimum of two elected officials shall be appointed annually to the steering committee to support the actions of the BBI and the volunteers.
- c) Council shall approve an annual budget to support the implementation of the BBI.
- d) Council shall vote on projects presented by the Steering Committee or Administrative Representatives where applicable. Council shall receive the “Steering Committee Special Projects Request Form” (Appendix D) to aid in their decision for projects beyond the general projects outlined in the BBI. A general project is defined as the annual spring clean-up. A special project is defined as a project not explicitly listed in the BBI or project request of administration/public works such as building murals.

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Steering Committee Members

Steering Committee Members shall:

- a) Send a Letter of Intent and a completed “Steering Committee Member Application” (Appendix B) to Town Council to be considered for membership.
- b) Act as ambassadors for the BBI and complete projects to improve the quality of life of residents of Bassano.
- c) Align the vision of the steering committee with BBI priorities and set an annual task list to advance the BBI initiative.
- d) Create and facilitate projects that align with the BBI.
- e) Work within the budget provided to the steering committee by the Town.
- f) Appoint a chair and vice chair to administer steering committee meetings.
- g) With administrative discretion, plan and facilitate projects that are within the scope of the BBI.
- h) Projects that are outside the scope of the BBI must be formalized (with Appendix D the “Special Project Request Form”) and presented to Town Council for approval before any action is taken. Special projects must be endorsed by the steering committee before they are presented to Council.
- i) Set an Annual Action Plan in alignment with the BBI (Appendix E).
- j) If needed, assign task groups to better tackle projects if the committee sees fit and a majority vote is in favour.

Town Administration

- a) The CAO shall delegate administrative responsibilities to support the actions of the steering committee where appropriate.
- b) An administrative representative shall prepare and distribute a meeting agenda to Steering committee members 72 hours prior to committee meetings.
- c) An administrative representative shall attend meetings and prepare meeting minutes.
- d) Assist the steering committee with administrative responsibilities where applicable.
- e) Administration shall provide progress reports to Town Council regarding the actions of the BBI steering committee.

The steering committee does not have authority to delegate administrative work, the town shall assist with projects where applicable.

Steering Committee

The steering committee serves the purpose of aiding in the facilitation and implementation of the BBI as well as to facilitate projects that align with the BBI. Members of the committee shall act as BBI ambassadors, communicating with the public to generate community buy-in, and promote positive attitudes towards the BBI Initiative in the Town of Bassano. The steering committee is action focused.

Chair and Vice Chair

All members of the steering committee must be appointed by Town Council, once all members are appointed, the committee shall appoint a Chair and Vice Chair at the first meeting.

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Minimum steering committee representation: 3
Maximum steering committee representation: 15

The steering committee shall make a motion to recommend a Chair and Vice Chair. A secret ballot will follow the election of Chair and Vice Chair. The person elected to Chair and Vice Chair positions must formally accept the position.

- **Chair:** The steering committee Chair, once appointed will facilitate meetings and act as the committee representative when giving recommendations for projects outside the scope of the BBI to Town council.
- **Vice Chair:** The Vice Chair will resume the Chairpersons' responsibility in his or her absence.

Each steering committee member must be respectful of every other member. Disrespect will not be tolerated on the committee. Disrespectful steering committee members may be asked to leave the steering committee temporarily or permanently. Permanent removal from the steering committee will be by a formal motion of Town council, recommended by administration through a member of the committee.

A steering committee member may withdraw from their position on the steering committee by providing written notice to administration.

Voting Procedures

- Each committee member must vote on every business item.
- Each committee member has only one vote.
- Each committee member vote has equal weight.
- Recommendations are based on a majority vote not a unanimous vote.
- Each member shall be given a chance to present their point of view on the voting subject matter.
- Motions do not require a seconder.

Meeting Preparation and Attendance

- Administration shall provide steering committee members with an agenda a minimum of 72 hours in advance of all regular steering committee meetings.
- An administrative representative will be present to assist with administrative responsibilities.
- All steering committee members must be prepared to discuss agenda items and business matters at the regular steering committee meetings.
- Administration will send out calendar invites for all steering committee meetings as soon as reasonably possible to the emails provided by the representatives (see Appendix A).
- Steering committee representatives must confirm their attendance at regular steering committee meetings. All steering committee meetings will commence with a quorum. It shall be the representative's responsibility to follow-up on meeting outcomes in their absence by reviewing the meeting minutes.
- Steering committee members must endeavor to attend all regular committee meetings.
- Steering committee meetings must be held a minimum of 2-times a year at the Town office.

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- Meetings will be set where possible at the end of each meeting. Otherwise, meeting will be arranged through email.

Correspondence

The steering committee shall have an administrative representative as a point of contact with the Town to ensure consistent information and communications. All project related matters will be discussed at steering committee meetings. Email dialogue will be limited. When responding to emails, administration and steering committee members must use the “reply all” feature.

Concerns regarding the steering committee, projects or matters related to the BBI shall be directed to the administrative representative in writing. The concerns must clearly describe the subject matter, concern and potential mitigation tactics.

Confidentiality

There is the potential to receive confidential information regarding property information. If this matter arises, committee members may be required to sign a confidentiality agreement provided by the Town. Steering committee representatives must adhere to the *Freedom of Information and Privacy Act* when in receipt of any personal information.

Projects

The steering committee shall develop and facilitate projects that align with the BBI and enhance the general well-being of the community. The steering committee should aim to facilitate four projects per year.

The steering committee may assign task groups to better handle responsibilities. The steering committee must first agree on the need for task groups and receive a majority vote in favour. The task groups must be assigned specific duties that are in alignment with the Action Plan (Appendix E).

Special Projects

If the steering committee wishes to create a project that is outside the scope of the BBI the project must first be endorsed by the steering committee and then the project must be formalized using the “Special Project Request Form” (Appendix D) and presented to town council. A delegation to town council is required to present the project request and all special projects must be approved by Council before any action is taken.

Spring/Fall Clean-Up

Projects that are within the scope of the BBI must be endorsed by the steering committee and supported by administration, as directed by town council before any action is taken. Projects within the scope of the BBI include but are not limited to, Spring and Fall Clean-Up duties.

Conclusion

All Committee members are subject to equal terms and conditions as outlined above and are in agreement as signed in Appendix (A). This is a volunteer position, and steering committee

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representatives will not receive compensation for the attendance at meetings, preparing for meetings, or undertaking volunteer work to assist with the implementation of the BBI.

The term of this appointment is annual unless otherwise agreed to in writing.

By signing this document (Appendix A), you are hereby agreeing to act in accordance with the Steering Committee Terms of Reference, to represent the Town of Bassano in an ethical and professional manner.

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Appendix A

Beautify Bassano Initiative –Steering Committee
Members 2020

Town Council Representatives	
John Slomp 403-641-4229 John.slomp@bassano.ca _____	Ron Wickson 403-501-8854 Ron.wickson@bassano.ca _____
Community Representatives	
Municipal Representatives	
Amanda Davis 403-641-3788 cao@bassano.ca _____	Jody Seidel 403-641-3788 accounting@bassano.ca _____
Bradley Redding 403-376-3788 facilities@bassano.ca _____	

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Appendix B

Beautify Bassano Initiative – Steering Committee
Member Application

Personal Information	
First Name:	Last Name:
Phone Number:	Email:
Mailing Address:	

Reason for requesting membership:

Skills/Competencies to support the committee:

Anticipated Length of Membership: _____

Letter of Intent Attached:

Office Use Only:			
Date of Application:		Accept	Date of Notification of Member
Date Reviewed by Council:		Reject	Admin. Signature of Approval:

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Appendix C

Beautify Bassano Initiative –Steering Committee
Member Application Grading Matrix

	1	2	3	4
Skills	The applicant’s skills are unlikely to benefit the committee.	Some of the applicant’s skills are likely to benefit the committee.	Most of the applicant’s skills are likely so benefit the committee.	All of the applicant’s skills will directly benefit the committee.
Reasons for Requesting Membership	The applicant’s reasons for requesting membership are not aligned with the BBI and inappropriate.	The applicant’s reasons for requesting membership are partially aligned with the BBI and are somewhat appropriate.	The applicant’s reasons for requesting are mostly in alignment with the BBI and are appropriate.	The applicant’s reasons for requesting membership are in total alignment with the BBI and are appropriate.
Experience	The applicant has no experience that will contribute to the success of the steering committee.	The applicant has some experience that may contribute to the success of the committee.	The applicant has an appropriate amount of experience that will directly benefit the committee.	The applicant has a substantial amount of experience that will help directly benefit the committee.
Letter of Intent	The applicant’s letter of intent did not display adequate purpose for membership.	The applicant’s letter of intent displayed adequate purpose for membership.	The applicant’s letter of intent was satisfactory in displaying purpose for membership.	The applicant’s letter of intent displayed excellent purpose for membership.
Total:				/16

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Appendix D

Beautify Bassano Initiative –Steering Committee Special Projects Request Form

Request Date:	
Project Title:	
Budgeted Amount: <i>(Please attach a breakdown of the budget)</i>	
Proposed Date(s) of Project:	
Project Description: <i>This section should provide a brief description of what the project is about. This section should answer questions such as:</i> <i>What initiative or problem will this project solve?</i> <i>What are the main goals of the project?</i>	
Project Objectives: <i>This section should provide a list of what must be achieved in the project to realize the overall goal. The objectives can be considered as “sub-goals”. They need to be defined and in measurable terms.</i> <i>Ex.</i> <ul style="list-style-type: none">- <i>Defined activities</i>- <i>Estimated timeline of activities</i>- <i>Parties involved</i>	
Project Justification: <i>This section will answer the question of “Why should this project be undertaken?” and “How will this project impact the community?”</i>	
Steering Committee Chair Signature:	

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Administrative Use Only	
Decision	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>
Date:	
Comments:	
Authorization:	

Approved: March 9, 2020
Motion 056/20

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Appendix E

Beautify Bassano Initiative –Steering Committee Annual
Action Plan

Action Item	Subtasks	Resources	Start Date	Milestones	End date