

## 6. COMMITTEES AND VOLUNTEER BOARDS<sup>1</sup>

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### PURPOSE:

The purpose of this policy is to define the role between the Village of Torquay, and volunteer boards who have accepted the role of stewardship for town-owned facilities. As part of asset management planning, Council is committed to work with Boards and Committees to ensure there is an understanding between the Council and the Boards or Committees as to who is responsible for the care and maintenance of community buildings.

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### DEFINITIONS:

A committee or Board may be made up of members of Council, a combination of members of Council and volunteers, or volunteers alone.

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### DUTIES OF BOARDS/COMMITTEES:

Each Board/Committee operating a community owned facility is:

- a. Considered a Board or Committee of Council and is responsible and accountable to Council unless incorporated as a registered Non-Profit with the Corporations Branch.
- b. Expected to work with Council to develop and review an annual term of reference.
- c. Expected to submit an annual list of its members and Board of Directors to Council annually.
- d. Expected to have Ad Hoc Committees report to their Boards in a manner determined by their Board.
- e. Expected to provide an annual financial statement.
- f. Expected to provide an annual AGM report within 60 days of it having occurred.
- g. Expected to provide an annual activity report.
- h. Is expected to manage and operate the facilities.
- i. Expected to collect rent and user fees.
- j. Expected to hold regular meetings and provide minutes to the council.
- k. Expected to have control of bank accounts.
- l. Expected to ensure all maintenance, upgrades, or renovation comply with building codes and other safety standards.
- m. Expected to ensure there is appropriate permits obtained for all functions serving alcohol.
- n. Expected to maintain a record of major acquisitions or renovations for insurance purposes.
- o. Allowed to engage in fundraising activities as they see fit.
  
- p. A Board/Committee may adopt rules consistent with those set out on the Municipalities Act, that governs their conduct and procedures. They may vary these rules by a vote consistent with their bylaws, otherwise the rules consistent with the Municipalities Act applies.

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<sup>1</sup> Adapted from the Community of Perdue

- q. No Board/Committee may use Village credit for their expenses, to pass bylaws, or to enter into any contractual agreement that result in an expense to the Village without the Village's express written consent.
- r. Board/Committees act in an advisory capacity to Council in all matters pertaining to their mandate and terms of reference and are expected to co-operate with other agencies and civic groups in interest of sound planning.
- s. Board/Committees are expected to formulate policies that reflect their mandates and terms of reference.
- t. The Board/Committee is expected to obtain Special Events Insurance for any activity that is outside the normal activity of the facility.

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**DUTIES OF THE VILLAGE OF TORQUAY:**

- a. The Village shall retain ownership of the facilities on behalf of the citizens.
- b. The Village shall supply water/sewer and garbage pick up at no charge.
- c. The Village issues building permits for new construction and major renovations. Renovations without a building permit are not allowed.
- d. The Village shall resume ownership of all assets in the event of Board/Committee dissolution.
- e. The Village shall have facilities evaluated for insurance purposes.
- f. The Village shall issue tax receipts on behalf of the facility for donations.
- g. Should it be necessary for any Board/Committee to make a claim of insurance, property or liability, The Village of Torquay as the owner of the property is responsible for initiating the claim.

**EFFECTIVE DATE**

This policy takes effect February 12, 2025

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Tammie Jackson, CAO

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Terry Malaryk, Mayor