



The Township of Tiny

Mayor's Charity Golf Tournament Working Committee

Terms of Reference

The purpose of the Mayor's Charity Golf Tournament Working Committee (the "Committee") is to plan, coordinate and implement the Mayor's Charity Golf Tournament, with tournament proceeds supporting local charities.

Composition

- i) The Committee shall consist of up to five (5) non-elected members, the Mayor, and Deputy Mayor who will act as Chair of the Committee.
- ii) Non-elected members will hold the following titles/roles:
 - Silent Auction Procurement
 - Charities' Liaison and on-course games
 - Sponsorships and Fundraising
 - Committee Recording Secretary and Community Promotions
- iii) Council may from time to time appoint additional members to the Committee.
- iv) Resignations shall be tendered in writing to the Chair. The Chair shall advise Council through the Township Clerk. Subject to the remaining term, a replacement member shall be appointed at the discretion of Council.
- v) Any appointed member shall be deemed to have resigned himself or herself from his/her respective appointments if he/she has missed three consecutive meetings without being authorized to do so by a resolution of the Council entered upon its minutes.
- vi) Each Committee member shall be paid as per the current by-law setting remunerations of Council members and Committee members.

Meetings and Minutes

- i) The Committee shall hold meetings and shall forward all decisions and minutes to Council.
- ii) All Committee meetings shall be open to the public.
- iii) The Committee members shall forward all meetings minutes to Council.
- iv) In the conduct of Committee business, all members of the Committee have equal voting rights, including the Chair.
- v) The Director of Recreation will act as a resource to the Committee, while the Community Engagement Leader will support the Committee with its mandate.

Quorum

- i) A majority of the Committee members constitute a quorum at meetings.
- ii) A quorum of one (1) member of Council, along with the majority of Committee members, is required when a financial resolution is voted upon.
- iii) Where a Committee member resigns, quorum shall be the majority of the remaining members.

Agent of the Municipality

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In carrying out the provisions of this by-law, the Committee shall at all times be the Agent of the Municipal Corporation and, while acting bona fide within the limits of the authority of this by-law, neither the Committee nor any member shall incur any liability by reason of anything done or left undone by the Committee, provided, however, that nothing in this paragraph shall authorize or empower the Committee to incur any debt, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the consent of the Council.

Budget

- i) The Committee may incur expenditures to the extent provided in the annual budget as approved by Council.
- ii) No alteration to the amounts budgeted for will be made without the express consent of Council.