



## **TOTEM SUB-COMMITTEE TERMS OF REFERENCE**

### **AUTHORITY:**

The Totem sub-committee is an Advisory Committee that refers its recommendations to the Tourism Committee for approval and processing to City Council.

### **MANDATE:**

The Totem sub-committee, reporting to the Tourism Committee, exists to:

- preserve and to continue to build the world's largest public outdoor collection of Totem Poles.
- to advise on matters pertaining to the Totem Collection and Maquettes, maintenance, placement, additions and deletions to the Collection, and protection of Copyright.
- for clarity, the Tourism Committee will approve the use of images for marketing and protect the integrity of the use of Totem images in any form.
- marketing, signage and promotional materials are to be administered by the Tourism Committee unless specifically referred to the sub-committee by Tourism.

### **DUTIES AND RESPONSIBILITIES OF THE CHAIR**

The Chair of the Committee shall be appointed by the Mayor. An Alternate Chair will be selected by the members of the committee in the event of an absence.

The Chair shall preside at all meetings of the committee, preserve order and decide all points of order.

### **TERM**

The term of the sub-committee shall commence upon approval of the Terms of Reference document and terminate upon the sooner of:

- December 31, 2018
- A resolution of the City of Duncan

### **MEMBERSHIP**

The Totem sub-committee consists of 7 members appointed by City Council as follows:

- One Council member from the Tourism Committee
- Two additional representatives from the Tourism Committee
- One representative from Cowichan Historical Society
- Three at-large members

The Corporate Services Coordinator shall be appointed as the staff liaison and recording secretary to the Committee.

Appointments to the Committee must be made by Council and shall be effective until its disbandment. Should a Committee member resign, replacement members must also be appointed by Council.

## **REMUNERATION**

Committee members serve as volunteers and shall serve without remuneration. Committee meeting expenses shall be undertaken by the City of Duncan, as deemed acceptable.

## **ACCOUNTABILITY**

Sub-committee members are expected to attend all meetings. If a member is continuously absent from committee meetings for a period of three consecutive meetings, unless the absence is because of illness, the member is deemed removed and Council may proceed to replace that member. If an Advisory Committee member finds it necessary to resign from the Sub-committee, a letter to that effect should be sent to the Chair of the Advisory Committee and copied to the Recording Secretary.

City Council shall have the power to remove any member of the Committee from office at any time.

## **CONFLICT OF INTEREST GUIDELINES**

Advisory Committee members shall absent themselves from discussions or decision-making at Committee meetings if there is a potential conflict of interest, and this shall be recorded in the Minutes of Committee meetings.

Advisory Committee members shall not knowingly take advantage of, or benefit from, information that is obtained through their Committee duties and responsibilities and which is not generally available to the public.

Any member whose personal or financial interest could conflict with the subject matter discussed should immediately disclose this information.

As soon as a potential conflict of interest arises, the member will declare it for discussion and recording, after which the member will vacate the meeting for the discussion and vote.

## **CONFIDENTIALITY**

Advisory Committee members may be privy to confidential material and as such are expected to sign a "Conflict of Interest/Confidentiality Form."

Should a closed meeting be held by the Committee, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required. Should the municipality suffer loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.

## **WORKING GROUPS**

There may be merit in establishing smaller working groups with a very specific mandate to work on special projects if the need arises. If this approach is adopted, then the Committee, via resolution, would identify select members of the Sub-committee to work on the sub-committee's directive and report back its findings or work to the Totem sub-Committee.

## **MEETING PROCEDURES:**

The Advisory Committee will meet in February, June and October. Additional meetings may be held at the call of the Chair.

The location of meetings will be at the City of Duncan Committee Room.

All Committee meetings will be conducted in an orderly and business-like manner abiding consistent with the City of Duncan Procedure Bylaw, as amended or replaced from time to time.

Meetings are open to the public unless otherwise posted as a closed meeting per S 90 of the *Community Charter*.

Quorum shall consist of four (4) voting members

The conduct of meetings shall enable members of the committee to consider information presented, weigh evidence related thereto, and make informed decisions in a democratic, consensually driven environment. Each member shall have one vote and will respect the following rules of meeting conduct:

- Group discussion is important; everyone participates;
- Provide honest, open opinions;
- Agree to disagree; consensus may not always be achieved;
- Promise to stay on track and on topic, and
- Promise of anonymity; names are not associated with comments.

Discussions/deliberations related to any matter requiring a decision by the committee must not be discussed via email. The information must be submitted to the Chair and staff liaison for inclusion on the agenda.

Informal information exchanges between Committee members via email is permitted.

## **AGENDAS**

The Chairperson in collaboration with the staff liaison shall prepare an Agenda for each meeting. Agenda items, and supporting material must be submitted to the Chair with a copy to the staff liaison prior to the agenda cut-off in order to be placed on the Committee agenda, as per Council's Procedure Bylaw. Late items (after the agenda has been circulated) will only be considered if the item is emergent in nature and cannot wait until the next meeting. Acceptance of late items must be approved by the majority of the Committee members. Agendas will be circulated to each Committee member via email.

## **MINUTES**

Minutes for the Sub-committee meetings will be prepared by a City of Duncan staff member in accordance with Council's Procedure Bylaw. Resolutions from the Committee will be forwarded to the Tourism Committee for consideration.

## **COMMUNICATIONS**

The Mayor is the official spokesperson on Council business or matters before Council. The Committee Chair may be asked by the Mayor to be the spokesperson on matters within the Committee's purview.

On technical matters, or where the status is still at the staff proposal level, the Chief Administrative Officer or senior staff may be the appropriate spokesperson.