

Thompson, Holly

Subject: Albert Community Centre Management Committee - Terms of Reference & Meeting Procedures

Attachments: Albert Community Centre Management Committee - Meeting Procedures - 2024 Signed Copy.pdf; Albert Community Centre Management Committee - Terms of Reference -2024.docx

-----Original Message-----

From: Lucas, Barb <Barb.Lucas@Saskatoon.ca>
Sent: Thursday, December 19, 2024 10:23 AM
To: Bryant, Shellie <Shellie.Bryant@Saskatoon.ca>; Web E-mail - Online Appointments <Online.Appointments@Saskatoon.ca>
Cc: [REDACTED]; Boyle, Dean <Dean.Boyle@Saskatoon.ca>
Subject: Agenda Item - Albert Community Centre Management Committee - Terms of Reference & Meeting Procedures

Hello Shellie Bryant,

As requested here are the revised Albert Community Centre Management Committee's Terms of Reference and Meeting Procedures documents. Nutana Community Association and Varsity View Community Association representation noted in the Terms of Reference. They were passed at our last meeting on December 13, 2024. Please review and add as an agenda item to the next City's Standing Policy Committee on Planning, Development and Community Services (PDCS) for information and approval. Garry Ayotte (Chairperson) is available to attend if needed. Please let him know the specific details of when and where should his presence be required as well carbon copy me for our files. Garry's email address: [REDACTED] and phone number is (306) [REDACTED]. Have a great day.

Barb Lucas
Recording Secretary for the Albert Community Centre Management Committee

Meeting Procedures for the Albert Community Centre Management Committee

In accordance with subsection 55.1(5) of *The Cities Act*, the following constitutes the Meeting Procedures for the Albert Community Centre Management Committee:

DIVISION A Interpretation

1. In these Meeting Procedures “**committee**” means the Albert Community Centre Management Committee.

DIVISION B Committee Meetings - General

Regular Committee Meetings

2. Regular Committee Meetings of the committee will be held monthly on the third Friday of the month. Regular Committee Meetings will not be held in July or August unless the committee calls a Special Meeting. Notice of regular meeting will be sent out in advance of the meeting.

Special Committee Meetings

3. Special Committee Meetings may be convened by any committee member if, at least 24 hours prior to the meeting, all committee members have been given notice of the date, time and place of the meeting and the matters on the agenda. Notice is not required provided all committee members attend the meeting and unanimously consent to the holding of the meeting.

Place of Meetings

4. Both Regular and Special Committee Meetings shall be held at the Albert Community Centre.

Resolutions in Writing

5. Notwithstanding any other provision of these Meeting Procedures, a resolution signed by all committee members entitled to vote on that resolution at a committee meeting is as valid as if it had been passed at a committee meeting. Voting by proxy is not permitted. A copy of the resolution shall be kept with the minutes and records of the committee.

Electronic Meetings

6. Meetings may be held in person, virtually, or a combination of both (hybrid). Virtual and hybrid meetings are only permitted:
 - (a) where facilities allow all participants to communicate adequately with each other and, where applicable, enable the public to hear all participants; and
 - (b) where facilities allow all participants to be seen by each other while speaking and, where applicable, by the public, unless otherwise determined by the Chair.

DIVISION C

Control and Conduct at Committee Meetings

Chair

7. (1) The Chair shall:
 - (a) preside at all meetings;
 - (b) preserve order at meetings; and
 - (c) enforce the rules of the committee.
- (2) The Chair shall have the same rights and be subject to the same restrictions, when participating in debate, as all other committee members. All motions are moved and seconded by committee members and not the Chair.

Vice-Chair

8. The Vice-Chair shall act as the Chair if:
 - (a) the Chair is unable to perform the duties of Chair; or
 - (b) the office of Chair is vacant.

Conduct of Committee Members

9. (1) Any committee member may speak at a meeting shall:
 - (a) speak respectfully to committee members or guests;

- (b) the use of offensive language will not be tolerated.

DIVISION D
Committee Meeting Procedure

Procedure and Rules

10. (1) When any matter arises relating to procedure, which is not covered by these Meeting Procedures, the matter shall be decided by reference to *Bourinot's Rules of Order of Parliamentary Procedure*.
- (2) In the event of any conflict between the provisions of these Meeting Procedures and those contained in *Bourinot's Rules of Order of Parliamentary Procedure*, the provisions of these Meeting Procedures shall apply.

Order of Business and Agenda

11. (1) At a Regular Committee Meeting, committee members may consider or transact any business that is within the authority of the committee. The order of business for a Regular Business Meeting shall generally be as set out in the Albert Community Centre Management Committee Agenda.
- (2) The Chair shall prepare the agenda for committee meetings and shall distribute copies of the agenda, along with all reports or communications to be dealt with at the committee meeting, to each committee member in advance of the meeting.
- (3) At a Special Committee Meeting, only those matters specifically identified by the convenor as being on the agenda for the meeting may be discussed and voted on. Business shall be considered in the order in which it stands on the agenda, unless the committee members alter the order of business for the convenience of the committee meeting by a majority vote of the committee members present.

Minutes

12. (1) The Secretary shall arrange for the recording of the minutes of each committee meeting and shall distribute copies of the minutes of the last committee meeting to each committee member prior to the next committee meeting.
- (2) Any committee member may request that a portion of the minutes be read aloud.
- (3) Any committee member may make a motion amending the minutes to correct any mistakes.

Commencement of Meeting

13. (1) The Chair shall commence the meeting at the time specified for the meeting. If quorum is not obtained, the meeting will continue but all motions and actions will be deferred to the next committee meeting.
- (2) If neither the Chair nor the Vice-Chair is present, the committee members present will choose the person to assume the Chair.

Quorum

14. (1) A quorum for the transaction of business at any committee meeting shall consist of a majority of voting committee members.
- (2) Any act or proceeding of the committee that is adopted at any committee meeting at which a quorum is not present is invalid.

Motions and Debate

15. (1) All committee decisions must begin with a motion put forward by a committee member. Afterward, a discussion (and possibly an amendment) occurs. When the discussion is over, the Chair calls for a vote.
- (2) When a motion is under discussion, no other motions may be made.

Amendments to a Motion

16. (1) If a committee member agrees with the general intent of a motion but wants to make a change to its wording or scope, the member can suggest an amendment.
- (2) The amending motion must be:

- (a) relevant to the main motion;
- (b) made while the main motion is being considered; and
- (c) consistent with the principle embodied in the main motion.

Withdrawal of Motion

17. The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

Notice of Motion

18. (1) A motion introducing a new matter shall not be considered by committee members unless a notice of motion has been submitted in writing to the Secretary at a previous regularly scheduled committee meeting.
- (2) A notice of motion shall include a copy of the actual motion to be placed before the committee.
- (3) The committee members may, by unanimous consent of the committee members present, waive the requirement for notice.
- (4) All notices of motion received pursuant to subsection (1), shall be considered at the next Regular Business Meeting.

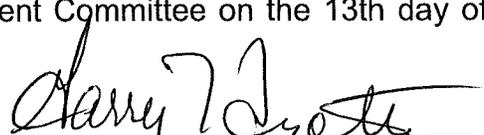
Voting of Committee Members

19. (1) A committee member attending a committee meeting shall vote at the meeting on matter before the meeting unless the committee member is required to abstain from voting because of a conflict of interest. Voting in support of a motion is shown by the member raising their hand.
- (2) If a committee member chooses to abstain, the Secretary will record the abstention.

Voting of Chair

20. The Chair shall only vote to settle a tie.

Adopted by the Albert Community Centre Management Committee on the 13th day of December, 2024.


Signature of Chair – Garry Ayotte

Albert Community Centre Management Committee Meeting Agenda

Friday @ 12 noon at the Albert Community Centre

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Previous Minutes**
4. **Building and Maintenance**
5. **Correspondence**
6. **Rentals – Booking Manager Update**
7. **Budget**
8. **Staffing**
9. **Tenant Representative Update**
10. **New Business**
11. **Next Meeting and Adjournment**



Terms of Reference

Albert Community Centre Management Committee

Authority

Established: City Council Resolutions - October 9, 1984 Clause 8, Report No. 41-1984 of the Planning and Development Committee)

Updated: October 27, 1986 (Clause 2, Report 7-1986 of the Committee on Committees); December 12, 2005 (Clause 2, Report No. 20-2005 of the Executive Committee); and, December 20, 2023 (City Council Item 8.5.1)

Mandate

The function and mandate of the Albert Community Centre Management Committee shall be to:

1. Supervise the operation of the Albert Community Centre;
2. Determine the users of the building;
3. Determine the rental policy and fees for approval by City Council;
4. Determine eligibility criteria for tenants and make recommendations for any changes;
5. Approve all redecorating requests and report to the Municipal Heritage Advisory Committee for information;
6. Submit all requests for structural changes to the Community Services Division for appropriate building permits and to City Council and the Municipal Heritage Advisory Committee for final approval;
7. Oversee the use of the building reflects preferences and needs of the community; and
8. Hear submissions from the community and tenants.

Composition

- 6 voting members as follows:
 - 3 citizen representatives of the public;
 - 1 representative from the Nutana Community Association;
 - 1 representative from the Varsity View Community Association; and
 - 1 representative from the City's Facilities Management Department.
- 1 non-voting resource member as follows:
 - 1 member selected by the permanent tenants;
 - 1 representative from the City's Recreation and Community Development Department.

Preferred Qualifications

Successful candidates will be appointed based upon the following criteria:

- Community involvement;
- Interest in historical structures and preservation;
- Experience administrating a budget;
- Interest in the functions and use of the Albert Community Centre.

Appointment and Term

- Appointment of citizen representatives:
 - Made by City Council through the City Agency Recruitment and Evaluation (CARE) Committee.
 - 2-year staggered terms.
 - Maximum of 3 consecutive terms.
- Appointment of City of Saskatoon representatives to be designated by the City Manager.

Quorum

Quorum shall be a majority of voting members.

Meetings

Meetings are held monthly on the third Friday at 12:00 p.m. No meetings are held in July and August.

Meeting Support

Meeting support is provided by an independent recording secretary.

Remuneration and Expense Reimbursement

Albert Community Centre Management Committee members shall serve without receiving remuneration. Benefits and expense reimbursement shall be provided in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Reporting

The Albert Community Centre Management committee shall report to City Council through the Standing Committee on Planning, Development and Community Services (PDCS).