



Township of Elizabethtown-Kitley Lyn Bandshell Committee Terms of Reference

Township's Intention Statement

The Strategic Plan states the Township's mission is to provide excellent services, fostering a safe, inclusive, and resilient community through responsible government, with a vision to grow a progressive community for today and tomorrow.

The Township of Elizabethtown-Kitley is seeking the support, advice and guidance from local volunteers to assist in the fundraising, design, location and construction of a bandshell at the Douglas A. Scott Jr. Memorial Park in Lyn

Committee Name and Type

Lyn Bandshell Committee is an Ad Hoc Committee of Council and will report to the Committee of the Whole.

Purpose

The purpose of this committee is to assist in fundraising for the design, development and construction of a band shell at the Douglas A. Scott Jr. Memorial Park in Lyn.

A substantial donation has been made to the Township for the construction of the bandshell, however the Township realizes that additional funds and in-kind donations will be needed to complete the project.

While the primary focus of the Committee will be on fundraising for the construction of the bandshell, Council is also looking for the Committee's input on the size and type of bandshell constructed and provide insight into possible locations within the park.

The completion of the Committee's mandate will be the dedication of the new bandshell within the park.

Council have set an ambitious timescale for this project and would like to have the funds raised and the bandshell under construction in the summer of 2025.

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Scope

The Committee will coordinate fund raising and the construction of a new bandshell at the Douglas A. Scott Jr. Memorial Park in Lyn including, but not limited, to the following areas:

- Fundraising, including soliciting sponsorship, in-kind donations and if applicable writing grant applications
- Design of the bandshell
- Location of the bandshell
- Oversight of construction
- Volunteer coordination

Accountability, Monitoring and Reporting

The Lyn Bandshell Committee will report to Council through the Committee of the Whole.

The Lyn Bandshell Committee may provide verbal updates or reports and recommendations to Committee of the Whole related to the coordination and delivery of the bandshell.

Authority

The Lyn Bandshell Committee will be an ad hoc committee to Township Council with the role of fundraising and the coordinating and delivering the construction of the Lyn bandshell.

Membership and Roles/Responsibilities

The Lyn Bandshell Committee will be comprised of four (4) to five (5) voting members from the following:

- The Citizen who made the initial donation (if they wish)
- Two (2) to Three (3) citizen appointees
- One (1) Township Councillor

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The Township's Building Inspector/Facilities Manager and the Recreation & Operations Coordinator will be appointed as the staff liaison on the Committee.

The Chair and an alternate will be selected from the Committee. The Chair will preside at all meetings of the Committee.

Citizen appointees must be 18 years of age or older and a Canadian Citizen.

All citizen appointees are members-at-large, representing the best interest of the Township overall, with a demonstrated interest in helping to deliver the bandshell.

Citizen appointees are not representative of any agencies, organizations or special interest groups.

Citizen appointees are expected to attend meetings and participate in the delivery of the project.

These Terms of Reference may be amended from time-to-time by Council.

Meeting Arrangements

Council have set an ambitious timescale for this project and would like to have the funds raised and the bandshell under construction in the summer of 2025.

The Committee will meet monthly or as needed in a manner to allow the Committee to achieve its mandate.

Quorum for Committee meetings is 3 voting members.

The Meeting agenda will be available to members at least two days in advance of the meeting.

Disclosure of Conflict of Interest

All Committee members will be required to identify any pecuniary or indirect conflict of interest. This will be a standing item on all Committee agendas.

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Financial Authority

The Committee will adhere to the Township's Procurement Policy.

All procurement will be undertaken and approved by Township staff in accordance with the Township's Procurement Policy.

Bylaws and Process

The Committee will adhere to Township by-laws, policies, and standards, including but not limited to:

- Procedure By-law
- Council Code of Conduct
- Municipal Conflict of Interest Act
- Procurement Policy