



3360 Victoria Drive, Vancouver, BC V5N 4M4

Tel.: 604-257-6955 | Fax: 604-257-6961 | Email: troutlakecc@gmail.com

Practices and Procedures

Subject: Operational Standing Committees Policies and Procedures

Document owner: Executive Committee

Last updated: June 22, 2022

Created by: Strategic Planning Committee

Summary

This document details the procedures and policies for operational standing committees that have been struck to conduct Trout Lake Vancouver Community Centre Association work. Including:

- the purpose of standing committees and how they are formed;
- how appointments are made; and
- the procedures for committee operation.

It also outlines each standing committee's composition, scope of responsibility and accountability.

Table of Contents

Introduction	1
1.0 Policy Statements	1
1.1 Formation and Purpose of an Operational Standing Committee	1
1.2 Making Appointments to Standing Committees	1
1.3 Committee Procedures.....	2
1.4 Committee Descriptions	3
2.0 Related Policies and Procedures	5
4.0 Roles and responsibilities	5
5.0 Revision schedule.....	6

Introduction

The Board of Directors of the Trout Lake Vancouver Community Centre Association determines the strategic direction of the Association and provides financial and operational oversight for its activities. The Board directs work through committees of the Board — both standing and ad hoc — without abdicating Board responsibility or accountability to the membership. The Board relies on standing committees in order to focus on detailed matters related to the various areas of work that are necessitated by the Association’s vision and mission.

1.0 Policy Statements

1.1 Formation and Purpose of an Operational Standing Committee

1.1.1 The Board of Directors may, at its discretion and by motion at a meeting of Directors, create an operational committee that is assigned specific duties and responsibilities as may be required by the Association. These committees are designated as ‘standing committees’.

1.1.2 Each standing committee has terms of reference that is developed and approved by the Board prior to activating the committee. Terms of reference are made available to all members and others through the Association’s website or in print form on request.

1.1.3 From time to time, the Board may review the organization and terms of reference of a standing committee and may make changes to either the organization or terms of reference. These changes can include combining standing committees, disbanding standing committees or adding new responsibilities and duties. Such changes are at the discretion of the Board and require approval of Directors at a Board meeting.

1.1.4 As of June 2022, the following standing committees have been approved and are active:

- Arts Committee
- Social Committee
- Parks Committee
- Program Committee
- Rental Committee
- Seniors Committee
- Youth Council
- Finance Committee
- Policy and Planning Committee
- Green Committee
- Preschool Advisory Committee

1.2 Making Appointments to Standing Committees

1.2.1 The Board may establish and appoint individuals to a standing committee at any time during the year. A call for interested candidates to serve on standing committees shall be made at every Annual General Meeting. The Board of Directors shall evaluate candidates and, where the candidate meets Board requirements, make committee appointments

within 60 days following the Annual General Meeting. Unsuccessful candidates will be notified within the same time period.

- 1.2.2 Committee appointments shall be for two years.
- 1.2.3 Unless otherwise stated in the applicable committee terms of reference, standing committee Chairs shall be appointed by the Board.
- 1.2.4 The Board shall appoint a Director to serve on the standing committee as a Board liaison and to ensure Board policies are followed.
- 1.2.5 The Board shall fill vacancies on standing committees by appointment as necessary during any year, with the appointment for the vacated term to expire as per the committee member rotation.
- 1.2.6 For any new standing committees created by the Board, approximately half of the initial appointments shall be made for one year and half for two years to create a rotation of terms for committee members. After these initial terms, all committee appointments will revert to the two-year expiration timeline.
- 1.2.7 Committee members can be re-appointed in accordance with the terms of reference for that committee.

1.3 Committee Procedures

Proceedings of meetings for standing committees will adhere to the Association's Bylaws, Policies and Procedures, and Roberts Rules of Order (current edition), with specifics noted below:

- 1.3.1 Committee members will adhere to the Association's Volunteer Confidentiality Agreement, Code of Conduct and Respectful Workplace policies.
- 1.3.2 Committee meetings are held at the call of the committee Chair and based on the needs of the committee work plan.
- 1.3.3 Meetings can be held in person, by conference call or through other electronic meeting methods available to all committee members.
- 1.3.4 A quorum is a simple majority of members appointed to the committee at the time of the meeting.
- 1.3.5 Committee decisions will be reached by consensus or by simple majority.
- 1.3.6 Committee Chairs may cast a vote.
- 1.3.7 If the committee Chair is unable to attend a scheduled meeting, or is not in attendance within 30 minutes of the meeting start time, committee members in attendance shall appointment a Chair for the meeting from those present.
- 1.3.8 A committee member is appointed to be recording secretary for each meeting, with draft minutes being circulated within seven (7) days of the meeting.
- 1.3.9 Meeting minutes will be distributed to the committee's liaison to the Board when

approved by the committee.

1.3.10 A committee may obtain the advice and counsel of external advisors, providing the Board has approved the involvement and any cost of engagement of such advisors.

1.3.11 Non-Board committee members must review the Association's Code of Conduct and Respectful Workplace policies and agree in writing to comply with them before attending any committee meetings or receiving committee information.

1.4 Committee Descriptions

1.4.1 Arts Committee

The Arts Committee develops recommendations for plans and activities that support and expand opportunities for people in the community to learn and create through the arts. The Committee will:

- Develop an annual budget and program
- Make budget recommendations to the Treasurer and Finance Committee
- Support a summer and winter concert series
- Develop, monitor, and revise as necessary, criteria and procedures for relationships with art groups, including collaboration and exchange of the use of space for performances
- Advise on annual events such as arts-focused history/storytelling events
- Assist in developing and maintaining a neighbourhood inventory of artists
- Develop and recommend policies for donation of art to the community centre
- Provide advice to the artist in the Artist in the Community Program
- Give input on the use of the Centre's display case

1.4.1b Social Committee

The Social Committee is generally responsible for planning and developing social events at Trout Lake Community Centre. The Committee will:

- Make recommendations to the Board for an annual calendar of social activities for the centre, including events such as Trout Lake Day, Volunteer Appreciation and Family Day
- Make budget recommendations to the Treasurer and Finance Committee
- Seek out new social event/activity ideas and identify community interest
- Work with staff to help develop and deliver training for volunteers at the social activities
- Develop and analyze social event input and evaluations to assist with decisions for future years' activities

1.4.2 Parks Committee

The mandate of the Parks Committee is to review area parks (John Hendry Park, Clark Park and Brewers Park) and provide Vancouver Park Board staff with input, recommendations, priorities and need for services. The Committee will meet regularly in the Spring, Summer and Fall to:

- Receive input from the community on the use of the parks, and regularly involve park users in reviews

- Review the parks in the Trout Lake catchment area for repairs or maintenance as well as possible redevelopment and/or enhancements
- Act as a conduit to Park Board regarding park usage
- Make recommendations for the terms of reference and administration of the John Hendry Fund
- Act as a community partner to acquire and administer funding for park initiatives
- Stay up to date on park-related developments and Park Board strategic planning initiatives
- Contribute to engagement and planning activities that will impact the users of the three parks

1.4.3 Program Committee

The Committee works with the Centre Programmer and assists in the development of a strong, diverse, accessible and responsive range of programs that will meet the needs of the Trout Lake community and the requirements of the Association’s Strategic Plan. The Committee does so by informing processes and practices (at governance and operational levels) as they relate to programming. The Committee will:

- Foster the development of community level partnerships for programming (and events)
- Assess community needs/interests and seek out new program ideas
- Advise on budgeting for all fee programs (analyze revenue/cost guidelines, review minimum program registration and advise on instructor fees and contracts)
- Aid in recruitment of program instructors
- Recommend allocation of funds for capital costs for programming to the Board
- Advise on evaluation processes including the program “comment form”
- Strategize on program promotion and budget for advertising
- Oversee and provide input on core programs, such as Youth in Action, Summer Daze, Preschool, and others
- Provision of subsidies [in addition to the Leisure Access Card (LAC)] on a case-by-case basis
- Review and make recommendations to strengthen registration and cancellation policy, benefits and subsidy policies, for approval by the Board
- Liaise with program sub-committees and assists them in addressing their issues and concerns
- Progress towards the relevant programming goals set out in the Strategic Plan

1.4.4 Rental Committee

The Rental Committee provides oversight and recommendations for the rental program. The Committee will:

- Determine rental rates within the parameters established by the Association and Park Board

- Develop and review rental policy including rental agreement ensuring that space use fits with TLVCCA mission and vision
- Make recommendations to the Treasurer and Finance Committee for the development of the rental budget
- Ensure that rentals are within the parameters established by the Association and follow Park Board policies
- Make recommendations to the Board for rentals from external organizations within the context of the Association's policies
- Make recommendations to the Board regarding requests for free or significantly reduced rental rates
- Develop criteria and make recommendations regarding the type of external organization that could be considered as providing an appropriate public service or community service while considering the applicable legislative obligations flowing from the Association's charitable status
- Plan policy on birthday parties
- Determine issues on dedicated space

1.4.5 Seniors Committee

The Seniors Committee works to meet the programming and servicing needs of the seniors in the community within the scope of the Association's mandate. The Committee will:

- Provide information and make recommendations to the Association for programming, activities and services for seniors
- Identify and arrange special events, trip and other activities for Association seniors
- Help provide seniors in the community with a sense of belonging and connection to the centre and the Association

1.4.6 Youth Council

The Youth Council elects a Council Chairperson from amongst Council members. Overseen by the Centre's Youth Worker, the Council provides a weekly program of educational and growth opportunities for youth through engagement in leadership skills, life skills, and guest speakers. The Youth Council also assists the Centre and Association by volunteering at special events.

2.0 Related Policies and Procedures

- 1) Individual committee Terms of Reference
- 2) Code of Conduct
- 3) Respectful Workplace

4.0 Roles and responsibilities

This document is owned by the TLVCCA Executive Committee and may be assigned to a specific Executive Committee member to manage, review and revise as necessary.

5.0 Revision schedule

Association policies and procedures shall be reviewed at minimum every four years or as required by an Association resolution. All amendments will be stored in the revision schedule contained within the following table and will be ordered in sequence as changes are made.

Table 1: Association policy amendment history

Version	Date	Comments
1.0	2016	New policy
2.0	2019-10-20	Strategic Planning Committee review
3.0	2020-03-04	Revised by Board administrator
3.0	2022-05-11	Executive Committee review
4.0	2022-05-25	Minor amendment at Board meeting (which lacked quorum)
4.0	2022-06-22	Board approval