

TERMS OF REFERENCE

BRANDON MILITARY RELATIONS COMMITTEE

GENERAL

1. The Brandon Military Relations Committee is a joint Committee of the following agencies:

- a. the City of Brandon;
- b. the Rural Municipality of Cornwallis;
- c. the Brandon Chamber of Commerce; and
- d. Canadian Forces Base Shilo

AIM

2. The aim of the Brandon Military Relations Committee is to foster and maintain a close relationship between all participating agencies for their mutual benefit.

GOVERNANCE

3. Brandon Salutes is governed by the Brandon Military Relations Committee, which consists of the following members:

- a. the Mayor of Brandon;
- b. the Reeve of the R.M. of Cornwallis;
- c. the President of the Brandon Chamber of Commerce;
- d. the Base Commander of CFB Shilo; and
- e. the Brandon Military Relations Committee Chairperson, who shall also function as Chairperson of Brandon Salutes.

4. The Brandon Military Relations Committee, or their representatives, shall meet at least twice annually, to assign funding, priorities, and objectives for Brandon Salutes, with additional meetings being added at the request of the Chair or any Committee Member.

BRANDON SALUTES COMMITTEE STRUCTURE

5. **Chairperson.** The Chairperson shall be appointed for a two-year term on the mutual agreement of the participating agencies. The Chairperson shall be responsible to the Brandon Military Relations Committee for the effective running of Brandon Salutes, including the appointment of officers from the membership and the organizing of sub-committees as required.

6. **Membership.** Brandon Salutes shall consist of four representative members appointed by their respective agencies as follows:

- a. City of Brandon member;
- b. R.M. of Cornwallis member;
- c. Chamber of Commerce member; and
- d. CFB Shilo member.

7. Brandon Salutes shall also include four general members, one recommended by each participating agency and approved by the committee chair. General members shall be appointed for two-year terms.

8. Officers. The Chairperson shall arrange for the appointment of the following officers from among the eight members;

- a. Vice-Chairperson
- b. Secretary; and
- c. Treasurer

9. Meetings. Brandon Salutes shall meet at least six times per year. Meetings shall reflect the succession of all committee members. A quorum will be a simple majority of the membership (i.e. five persons). Minutes of the meetings shall be provided to the members of the Brandon Military Relations Committee.

10. Voting. All members and officers shall be voting members. The Chairperson shall cast a second and deciding vote in the event of a tie.

11. Sub-Committees. Sub-Committees shall be struck as required to meet the goals and priorities set by the Brandon Military Relations Committee. Sub-Committees shall consist of at least one Brandon Salutes Committee member and may include any other persons as required at the discretion of the Chairperson. Sub-committees shall meet as required and report to Brandon Salutes via minutes.

ETHICS AND CONFLICT OF INTEREST GUIDELINES

12. Ethics and conflict of interest guidelines as approved by the Military Relations Committee, are contained within the Brandon Salutes Conflict of Interest Guidelines document.

REVIEW AND AMENDMENT

13. These Terms of Reference shall be reviewed every other year by the Military Relations Committee. Requests and suggestions for amendments shall be forwarded to the Military Relations Committee through the Committee Chairperson.

Approved:

D. Burgess
Mayor

D.J. McIntosh
Reeve

R. Brown
President

C. LaRocque
Base Commander

Dated: