

# Community Events Advisory Committee- Terms of Reference

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# **Community Events Advisory Committee- Terms of Reference**

## **Preamble**

Thorold City Council recommended the formation of a Special Events Advisory Committee in late 2018. The committee will work towards planning local events and creating a vibrant and welcoming community for all.

## **Mandate**

To enhance and provide a structured approach to special events within the municipality. Immediate Special Events coordination will encompass, but not be limited to Canada Day Celebrations, and Santa Claus Parade. The Committee shall do its best to request public input and to keep the public informed of its activities.

As we continue to grow as a municipality there is an opportunity that additional special events may arise.

## **Goals and Purpose**

The goals and purpose of the Special Event Advisory Committee is to enhance special events within the City of Thorold. The Committee will:

- Act in an advisory capacity to Council in matters pertaining to Special Events, including recommending to Council all matters relating to City of Thorold Special Events including policies, planning, marketing and promotion.
- Recommend to Council, events within the City of Thorold to be considered City run events.
- Review and approve in principle, any City led events proposed by Committees of Council.

## **Reporting Structure**

The Special Events Advisory Committee will report directly to City Council.

## **Membership**

### **Composition**

The Committee shall consist of the following members:

- At-large members (9)
- Council Representative (Minimum of 1)

The following City staff positions are non-voting members, who count towards quorum:

- Manager of Community Services (or designate)
- Program Manager (or designate)
- City Clerk (or designate)

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### **Term**

Committee appointments shall be held for the term of Council.

The term of the Committee itself is determined by the Committee's mandate, goals and objectives.

### **Roles and Responsibilities**

#### **Chair and Vice Chair**

The Chair will:

- Act as the Presiding Officer for all meetings.
- Preside over all meetings and be responsible for the overall administration of the affairs of the Committee.
- Serve as spokesperson for the Committee/Board.
- Recognize all speakers.
- Be an active and voting member of the Committee.
- Work with the Staff Liaison to build and coordinate the Committee/Board work plan and associated documents.
- Provide annual reports to Council.
- "In Camera" items dealing with enforcement, legal, property or financial matters shall be at the call of the Chair, in consultation with the City Clerk.
- The Vice Chair, shall act as the Presiding Officer in absence of the Chair, or should the Chair be unable to fulfill his or her duties.

#### **Committee Members**

All Committee members, including the chair and vice-chair, have the responsibility to help achieve the Committee's mandate and responsibilities. Committee members are also responsible for:

- Electing a Chair and Vice-Chair
- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration.
- Communicating activities of the committee to groups represented or those who may have an interest and offer information back to the committee
- Represent interests of community
- Create working groups as required to report back to them on specific matters
- Working within their budget (if applicable). Committees/Boards do not have the authority to commit City resources or direct the work of staff.
- Review and recommend to council proposed calendars of events submitted by Committees of Council:

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- Event Calendars are to be submitted to the Special Events Committee for review and approval prior to the end of December each year, and prior to the end of February in the year following the municipal elections.

### **Working Groups**

Working groups or Subcommittees may be established, as required, to complete specific research or to implement a specific project. Subcommittees shall be approved by the Committee. Subcommittee Presiding Officers shall be appointed by the Committee as required.

Subcommittee Presiding Officers shall be responsible for calling and chairing subcommittee meetings, setting up meeting agendas, submitting minutes of subcommittee meetings to the staff representative of the Committee, and the preparation of subcommittee reports to the Committee.

### **Subcommittee**

The Thorold Runway of Recognition will operate as a subcommittee under the Community Events Advisory Committee. The mandate of the Thorold Runway of Recognition subcommittee is to honour and perpetuate the names and deeds of those individuals whose athletic abilities have brought fame to themselves and their community and of those individuals whose interest in and work for sport has resulted in a climate that benefited athletes and athletics. The subcommittee will select individuals to be inducted into the Wall of Recognition, select athletes and a team of the year, and plan and execute a recognition dinner for award winners.

### **Resources**

The City's Clerks department is the designated department providing resource support to the committee, however, the committee also has access to staff from other departments as may be required.

The Clerks department shall be responsible for taking and distributing meeting minutes.

### **Meetings**

Regular meetings shall be held every month. The date and time of meetings will be determined at the first meeting of each term. Special meetings will be at the call of the Chair.

Meetings shall be held at the City of Thorold Municipal Office. As required, the Committee may identify other meeting locations from time to time.

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Meetings of the Committee are open to the public, members of the public are invited to address the Committee on specific matters at the beginning of each meeting. Presentations to the committee shall not exceed ten minutes for any individual or group.

The mover of a motion speaks to the motion and is the last person to speak. All other members speak once for up to five minutes, and are permitted to reply to comments made by other members.

### **Absenteeism**

Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is provided to the Committee prior to the meeting date/time.

### **Amendments to the Terms of Reference**

The terms of reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposed amendments to the terms of reference shall require the approval of a majority of the Special Events Advisory Committee members present and those amendments if approved will be submitted to City Council for approval. Amendments to the terms of reference shall take effect only upon the approval of Council.

### **Glossary of Terms**

n/a