



## Events Committee

### Terms of Reference

#### Purpose of this Committee:

- To schedule and execute family-friendly events in the community to promote gathering and connection, as defined in “Schedule A”.
- To foster and recommend event opportunities to enhance individual wellbeing, community wellbeing, for consideration by Council during annual budget deliberations.
- To foster high levels of communication between Staff, the Community Groups, and the community partners, the local businesses, vendors, and volunteers regarding community events.

#### Members:

The core membership of the Events Committee is appointed by Council; however, depending on the event or municipal initiative, the Committee may create event groups, which may include additional volunteers as may be needed for a particular event.

Council will appoint five (5) members who must be residents of the Municipality of Callander, with the term concurrent with the Term of Council. Replacement members shall be appointed by Council Resolution as required.

There is one member of Council on the Committee that is considered a voting member on the Committee. This member cannot be appointed as the Chair of the Committee.

A majority of the members constitutes quorum for transacting the Committee’s business.

Replacement members shall be appointed by Council Resolution, as required. If there is difficulty recruiting five (5) members for this Committee, the remaining vacancies can be filled by Council representatives. At no time shall an elected member of Council be appointed as Chair, Treasurer, or Communications Chair of the Committee or Event Chair of an Event Group.

#### Committee Responsibilities:

Committee members must have the ability to understand the purpose of hosting these events, as well as the Committee’s purpose, as defined by Council. Decision-making must be in alignment with their direction.

Committee Members must:

- Perform duties in a manner that maintains and enhances public confidence in the integrity, objectivity, and impartiality of the Municipality
- Maintain confidentiality when necessary, and ensure personal information controlled by the Municipality is used or disclosed in compliance with the Municipal Freedom of Information and Protection of Privacy Act
- Follow the Terms of Reference for this Committee and maintain proper decorum at meetings and in public, when representing the Municipality of Callander.
- Attend meetings, and prepare for meetings by reading agendas and any background information supplied and by actively participating in the discussion and decision-making process
- Put Council's vision and strategic objectives at the forefront of their recommendations and decision-making.

The Events Committee may form event groups to address specific projects as required. Members of the Committee may also be assigned as an Event Chair overseeing the tasks of any such event group and will be responsible to report on the event group's progress at regular committee meetings. The Committee has the power to recruit volunteers for the purpose of hosting an event but must remain compliant with the Volunteer Policy.

Decisions or issues that cannot be resolved within the Committee must be brought to the Staff Representative for assistance or clarification. Staff will provide advice on what must be forwarded to Council for approval.

#### Committee Position Roles

**The Committee Chair** will be responsible for ensuring the effective operation of the Committee and its roles in accordance with the Municipality's meeting procedures and this Terms of Reference. Specifically, the Chair shall be responsible for:

- Calling meetings to order
- Scheduling additional meetings, as necessary

**The Treasurer** will be responsible for:

- Presenting a budget plan to the committee for the years' events
- Tracking and approving all expenses for each event to ensure the budget is maintained
- Has spending approval of up to the \$300, for the purpose of acquiring small scale products such as paper plates, stationary, etc.
- All major purchases are required to follow the Procurement Policy, and must be verified and approved by a senior member of staff prior to the issuance of a purchase order
- Delivering a Financial Event Report related to the event within thirty (30) days of hosting the event

**The Communications Chair** will be responsible for communicating relevant details regarding the event to the Mayor, or their designate, and participate in media outreach. The Communications Chair may also be called on to speak on behalf of the Committee on factual items regarding the Event, such as the history, where it will be located, and what is transpiring. All opinions regarding the event is to be disseminated by the Mayor, or their designate.

**The Secretary** shall be is responsible for preparing the agenda and motions, prescribing notice, and taking minutes at all Committee meetings. The Secretary will also ensure the notice of meeting, agenda and minutes are posted within the meeting portal, and circulated to all committee members as well as the Manager of Operations and the Municipal Clerk. The Secretary shall keep on file all official business of the Committee. The Secretary shall be a member of staff.

**The Event Chair** is responsible for:

- meeting with the Manager of Operations or delegate to discuss requirements for the upcoming event, which may include follow-up meetings as necessary to coordinate assistance from Operations
- Providing social media requirements to Staff Representative
- Bringing updates regarding the event to the Committee
- Volunteer recommendations to Committee for approval
- Meeting with the Treasurer to ensure event remains on budget

**Council Representative Responsibilities:**

The Council representative is responsible for updating Council and the public on pertinent information regarding Events and the Events Committee. The Council representative is a voting member.

**Staff Representative Responsibilities:**

As a non-voting member, the Staff Representative of the Events Committee will provide guidance and advice while remaining impartial during discussions of committee matters with all members. The Staff Representative will also ensure that they inform the Chair of any proposed procedural issues that may contradict this Terms of Reference. The Staff Representative shall not be appointed to any position under this Committee.

The staff representative is also responsible for ensuring the notice of meeting, agenda and minutes are posted on the meeting portal, and circulated to all members. The information must also be forwarded to the Clerk's office for inclusion on the next scheduled Council agenda as correspondence received.

The names and contact information for vendors interested in participating in events planned by the Events Committee will be maintained by the Staff Representative. This Contact list will be based upon vendor request to be included. These vendors will be contacted upon Council's

approval of the Schedule of Events each year to determine interest in any upcoming events upon the Committee's request.

The names and contact information for individuals interested in volunteering for the Municipality with respect to events is maintained by the Staff Representative. Details and information regarding upcoming initiatives and volunteer opportunities are communicated to interested parties upon Committee request. Their information is to be gathered and forwarded to the insurance company prior to any event taking place.

The Staff Representative will also assist with creating marketing for upcoming events, as required, upon receipt of details from Event Chair, to be approved by the Committee and the Senior Municipal Director before dissemination. The Staff Representative must receive the request 4-6 weeks prior to the event to ensure maximum notice to the public.

### Schedule of Events

The Events Committee will be responsible for submitting a schedule of planned events, which includes fundraising initiatives, in October of each year, for the next fiscal year.

Additional events may be brought to Council for consideration upon meeting the following criteria:

- The event meets the Event Committee's mandate
- The event is in line with the Municipality of Callander's Strategic Plan and Recreation and Parks Master Plan

All proposed events must be brought up during budget deliberations, no later than September of each year, for the next fiscal year.

Proposed changes to existing events, as outlined in **Schedule A**, will also be included in the Schedule of Events submitted to Council in October.

### Budget and Spending

The Municipality commits to an annual budget for events, to which the Committee is delegated the authority to manage. Senior management shall maintain the final signing authority for all invoices prior to payment. A financial report must be submitted by the Treasurer of the Committee within thirty (30) days of hosting the event. The Committee must stay within budget.

If in extenuating circumstances, the Committee finds itself in a situation where they will be overbudget, they must, by resolution of the Committee, bring a request to Council for consideration which details the reason for the over expenditure, the necessity of the expense, and any proposed solutions for counteracting the over expenditure.

## Meeting Structure

The Committee will be called to order for a mandatory training session at the beginning of the term. At the first meeting of the term, the Committee must also elect a Committee Chair, Vice Chair, Treasurer and Communications Chair.

The Committee also has the delegated authority to assign committee members to chair individual events, at their discretion, referred to as Event Chair.

Meetings will be scheduled at a regular interval at the first meeting of the year, however, it is understood that additional meetings may be called, if needed. It is recommended that scheduled meetings take place monthly.

If a member is unable to attend a meeting, they should inform the Chair or Secretary. If a member of the Committee is absent from the meeting for three consecutive meetings without being excused, Council may consider this the member's resignation and terminate the appointment and may by resolution appoint a new member to fill the vacancy.

If the Chair is absent from any meeting, the committee shall appoint an Acting Chair for that meeting. While presiding, the Acting Chair shall have all the powers and rights of the Chair.

## Public Access

All Committee meetings shall be fully accessible to the general public.

## Rules of Procedure to be Followed by this Committee

The Committee shall follow the Municipality's Procedural By-law when it comes to notice of meeting, agenda, minutes, motions and adjournment.

## Schedule A

### Regular Yearly Events Approved by Council Managed by the Events Committee

#### Family Day Skate (February)

A community enhancement opportunity, and an ability to bring families together for an open skate, on a holiday. It includes a free open skate on Family Day of each year, at the Bill Barber Arena with the intention of providing outdoor recreation opportunities for families and residents. Vendors may include food and snack vendors.

Facility Required: Orton Room & Bill Barber Arena ALL DAY

#### FunFest (June/July)

The Municipality's largest community event and held for the purpose of bringing families together for a day of family entertainment and activities. It is held at the end of June or beginning of July. The day offers family activities and entertainment, including a pancake breakfast, bands, vendors, kids' activities, fireworks, and a parade to celebrate Canada Day.

Facility Required: The Community Centre and Centennial Park will be booked for this event from Friday at 12:00 p.m. to Sunday at 4:00 p.m.

#### Cranberry Day (September/October)

Held at the end of September or beginning of October. The intention is to celebrate Callander's its natural cranberry marsh with fresh cranberry goods, and may include horse-wagon rides, vendors, live music, and other activities for families at the Cranberry Trail and marsh.

Facility Required: The Community Centre and Cranberry Trail will be booked for this event from Friday at 12:00 p.m. to Sunday at 4:00 p.m.

#### Callander's Safe Halloween (October)

Held on or near Halloween night, Callander's Safe Halloween provides a safe community space for Halloween activities, treats, and family fun. Community members may contribute to the treats and activities to support the community party rather than participating in trick-or-treating at their homes.

Facility Required: The Community Centre will be booked from October 30<sup>th</sup> at 4:00 p.m. to November 1<sup>st</sup> at 9:00 a.m.

#### Callander Lights Up Christmas (November/December)

Callander Lights Up Christmas takes place on the first weekend of December at Centennial Park. The event is intended for families to celebrate the holidays with community spirit in Centennial Park. The Mayor will begin the event by lighting up the park for the holidays, Santa reading "The Night Before Christmas" and is followed by winter activities and food and artisan vendors.

Facility Required: Centennial Park, the Pavilion and Lions Den for the weekend