

Township of Douro-Dummer Events Committee Terms of Reference

1. Purpose and Functions

The purpose of the Committee is to create, plan and execute community events such as the Canada Day Parade, Remembrance Day and the Santa Claus Parade. The Committee will look for opportunities to partner with other Township Committees and community and service groups to host events.

- The Committee will bring recommendations for new Township events to Council for approval.
- The Committee will make early budget requests to support planned events.
- The Committee will look for ways to involve a wide range of residents and local businesses in community events.
- The Committee has no rights to make changes regarding budget, prior to making recommendations to Council.

2. Committee Membership

2.1 Committee will consist of the following positions:

One (1) – member of Council

Three (3) to Eight (8) Members of the public

A staff resource person who may change based on the event that is being planned and executed.

3. Authority of the Committee & Available Resources to the Committee

3.1 The Committee does not have any delegated authority.

3.2 The Committee will plan and execute events only after receiving approval of the event from Council.

3.3 The Committee will not provide specific direction to staff. Any requested direction shall be made through the CAO.

3.4 The Clerk or their designate will prepare the agenda in consultation with the Chair and record the minutes of the meeting.

3.5 Resources available to the Committee;

3.5.1 A Staff Resource Person to assist in planning and execution of the event, noting that the Committee members must play an active role in these tasks.

3.5.2 Zoom – Committee members will have access to use the Townships Zoom account for the purposes of meeting if required.

3.5.3 Township Office Meeting Rooms – rooms will be available for in person meeting if required – rooms must be scheduled and approved by Township staff in advance

4. Officers

4.1 The Chair of the Committee shall be the member of Council appointed to the Committee.

4.2 The Chair is responsible for ensuring the effective operation of the Committee. Specific duties of the Chair include, but are not limited to:

- a) calling meetings to order;
- b) conducting Committee business in accordance with these Terms of Reference and the Township's Procedural By-Law;
- c) maintaining regular communications with appropriate Township staff;
- d) acting as spokesperson and representing the Committee when necessary.

4.3 The Committee shall elect from their members a Vice-Chair who shall have all the powers and duties of the Chair when the Chair is absent or otherwise unable to act.

5. Remuneration

5.1 No additional remuneration shall be given for sitting on the Committee.

6. Conflict of Interest

As outlined in the Municipal Conflict of Interest Act, as amended, where a Committee member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting in which the matter is being considered, the member shall:

- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

- b) not take part in any discussion of, or vote on any question in respect of the matter;
- c) not attempt in way whether before, during or after the meeting to influence the voting on any such question; and
- d) leave the meeting or the part of the meeting during which the matter is under consideration

7. Committee Meetings

7.1 Meetings shall be scheduled at the call of the Chair.

8. Volunteers

8.1 The Committee may recruit volunteers to assist with events.

8.2 The Committee will provide an accurate list of volunteers in advance of all events to the Township.

8.2 Volunteers must complete any required documentation requested by the Township as per established Policies and may be rejected if they cannot meet Township requirements.

9. Amendments

9.1 Amendments to the Terms of Reference can only be made by Council.

9.2 If the Committee wishes to review the Terms of Reference they may do so at any time and make recommendations to Council regarding amendments.