



## Community Celebration Standing Committee

### TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	<b>Community Celebration Committee</b>
2	PURPOSE	To act as facilitators for planning, organizing and implementation of community events, including, but not limited to, Canada Day, Family Day, Miners Days and any other event proposed by the committee.
3	COMPOSITION	The volunteer Committee shall consist of one (1) member of Council, 2 members of the public at large as appointed by Council and one (1) invited representative from each relevant community organization, including, but not limited to, The Legion, 55 Plus Club, Coalhurst Parks and Recreation Society, Coalhurst Cruisers, Coalhurst Elementary and High School, F.C.S.S. and any other group deemed to be relevant by the committee. Invitations will be sent by Town administration. Members-at-large will be appointed for a term of three (3) years with a maximum of two consecutive terms. Recruitment process shall comply with applicable municipal committee recruitment policies.
4	MEETING SCHEDULE	The Committee will meet monthly on a day and time agreed to by majority of members at the first meeting of the committee following the annual Council Organizational meeting. Additional meetings as required shall be called by the committee Chairperson.
5	MEETING PROCEDURES	All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the MGA, Council Procedure Bylaw and Code of Conduct Bylaw. Meetings will be conducted based on Robert's Rules of Order.
6	LEADERSHIP AND GOVERNANCE	Quorum is a simple majority of appointed members. Annually, the Committee shall select its own Chair and Vice-Chair at the first meeting following the annual Council Organizational meeting. In the absence of the Chair, the Vice-Chair will assume the Chair's meeting and committee duties. The Community Services Director will act as recording secretary to record minutes and produce agendas for each meeting.

		<p>Each Committee member shall have one vote. All Committee members shall vote on every question, and, in the event of a tie, the motion shall be defeated. Any member must declare a conflict of interest on discussion items in which the member has a pecuniary interest as defined in the <i>Municipal Government Act</i>, sections 169 - 173. Members of the Committee may have access to information that is confidential. Members of the Committee are expected to hold all closed session items in confidence in accordance with the <i>Municipal Government Act</i>. If a member is absent from three (3) consecutive meetings without cause, then the Chair shall request the member's resignation or replacement if it is a group representative.</p>
7	REPORTING	<p>The Committee will make decisions based on motions approved by simple majority of members in attendance and shall be recorded in the minutes of the meeting. Draft meeting minutes will be distributed to Committee Members and Legislative Services Director after each meeting and brought to the next committee meeting for approval and included as correspondence on the next Council agenda. An agenda, along with draft minutes will be provided to the committee members at least four (4) days prior to the next meeting.</p>
8	RESOURCES - FINANCIAL	<p>Committee members shall receive remuneration based on existing policy for attendance. Budget requests will be provided to Council prior to November 1 each year for consideration in the following year's capital and operating budgets. For 2024 only these requests shall be submitted prior to February 28, 2024. Funding requests may be made outside of the budget process but are subject to Council approval and funding availability. The committee is encouraged to seek outside donations, grants and contributions to support their endeavors. Town funding shall be provided based on approved budget via reimbursement, funding provided to registered local organizations or through special arrangement with town administration.</p>
9	RESOURCES - HUMAN/OTHER	<p>The Committee will be supported by the Community Services Director and the Chief Administrative Officer may designate other staff member(s) to provide support to the Committee on an ad hoc or regular basis at his or her discretion. Support may include, but is not limited to, providing expertise and recommendations, and any other duties that are reasonably required by the Committee to carry out its duties.</p>

10	COMMUNICATION	Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website. The secretary of the committee shall provide Council with a report on each event which shall include revenues and expenses, along with estimated number of participants.
11	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.