

City of Castlegar Special Events Commission

Terms of Reference

ESTABLISHMENT AND AUTHORITY

Municipal Commissions of Council are established under the authority of Section 143 of the *Community Charter* and are established to operate a service. Commissions can be used when a Council does not have the capacity to undertake an initiative, or feels a delegated body could better deliver the service.

PURPOSE

The purpose of the Special Events Commission (the "Commission") is to plan, organize, promote, and host community special events, under the general or annual direction of Council.

Council has identified Canada Day, and December Winter Wonderland to be the two main events to be organized annually, and a minimum of one other to be determined by the Committee.

MANDATE

The mandate of the Commission is to:

- i) Create opportunities through special events for residents to gather, connect and experience the vibrancy and diversity of our city.
- ii) Encourage involvement from the community, organizations, and volunteers.
- iii) Solicit private and corporate sponsorships for events.
- iv) Assist with researching and recommending other funding sources.
- v) Recruit volunteers to assist with rollout of events.
- vi) Engage in collaborative and respectful discussions while sharing ideas and being open to the ideas of others.
- vii) Plan, organize, and host events that are inclusive, accessible, and appeal to residents and visitors of all ages.
- viii) Establish budgets and operation plans for events.
- ix) Comply with all City bylaws, provincial and federal legislation, laws, and regulations.

This Commission will not be involved in planning, hosting or organizing any events that already have established organizing Committees or Societies, including but not limited to the Castlegar Festival Society and Sunfest, Spring Fling.

The City of Castlegar may at any time choose to organize and host additional events separate of the Commission.

STRUCTURE AND MEMBERSHIP

The Special Events Commission will be comprised of:

- i) No less than six (6) and no more than eleven (11) community members, each to be appointed by Council resolution.
- ii) The Chair and Deputy Chair of the City Community Wellness and Social Services Standing Commission will act as Council liaisons on the Commission.
- iii) The Communications Manager will act as the staff liaison for this Commission.

TERM

Appointments to the Commission are made by Council resolution and will be for a four-year term to coincide with the term of Council.

Where a vacancy occurs for any reason on the Commission, the Commission shall notify Council in writing of the vacancy.

In the event of a vacancy, the Commission may submit one or more nominations for appointment to Council for consideration.

As per the City's 1-7 Policy, In September of each year the City will place an advertisement for interested volunteers to serve on any Council board, committee or commission will be placed in two (2)/three (3) consecutive issues of the local newspaper.

PROCEDURES AND RESPONSIBILITIES

The Commission will meet a minimum of four times per year, and on an as-required basis depending on event planning requirements.

The Commission will elect the following for the Commission at the first meeting of each term a:

- i) Chair
- ii) Deputy Chair
- iii) Recording Secretary

The Commission is responsible for maintaining records and formally reporting to Council annually on:

- i) An annual events plan and draft budget for the upcoming year, to be considered as part of the City's annual budgeting process.
- ii) A review of each year's events and finances annually prior to December 31.

If a member is unable to attend a meeting of the Commission, the member must contact the Chair no later than 48 hours before the meeting.

The meeting agenda will be prepared and distributed to members by the Chair or Recording Secretary a minimum of 24 hours before a meeting.

Quorum shall be constituted of a majority of all the current members of the Commission.

The Council liaisons shall report on the activities of the Commission at the Committee of the Whole Meeting following a Commission meeting.



MINUTES

Minutes of all the Commission meetings will be taken by the Recording Secretary and a copy provided to the City Corporate Service Department for record and information management purposes. These minutes will be publicly available.

REMUNERATION

Commission members serve as volunteers and shall serve without remuneration.

FINANCIAL MATTERS AND BUDGET

The Commission is required to present their annual event plan and budget request to Council for each fiscal year during Council budget preparations with the rationale for the proposed expenditures.

Council may allocate funds in its annual budget to assist with financing events organized by the Commission.

City Funds allocated to this Commission will be disbursed upon approval of submitted receipts for event costs, by the Director of Finance or designate, and shall not exceed the approved sum.

The Commission must follow all City bylaws, policies, and processes when organizing and hosting events, including, but not limited to Procurement Policy 3-1 and Special Events Bylaw 1410

The Commission is responsible for researching and finding additional grants, and sponsorship opportunities to host events.

Events organized and hosted by the Commission on behalf of the City will be covered under the City's insurance.

RESOURCES

The Communications Manager will attend the meetings of the Commission as a staff liaison and to provide information on City operational processes and procedures.

City staff and resources may be assigned to the administration and delivery of the Commission's mandate and responsibilities at the discretion Senior Leadership, and will be formalized as part of the permitting process for each event.

Following the Commissions presentation to Council of its annual event plan and budget request, any staff requirements will need to be developed and considered by Council as part of Council's annual budgeting process.

