



Erin 150 Committee

TERMS OF REFERENCE

1.0 GOAL

To provide advice and assist Council through the office of the Chief Administrative Officer (CAO/Town Manager) on Canada 150 celebrations.

2.0 PRINCIPLES

Principles that guide the Erin 150 Committee (Erin150) include:

- A commitment to facilitating the hosting of local celebrations that contribute to building a sense of pride and attachment to Canada
- A commitment to community involvement and participation
- A commitment to collaboration and partnership to achieve common objectives

3.0 MANDATE

The mandate of the Erin 150 Committee is to plan, organize and execute Canada 150 celebrations, with Town-wide community involvement and within the budget set by Council.

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Erin 150 Committee shall consist of 11-23 members appointed by resolution of Council. The membership shall be comprised of members of the public, service groups, Town of Erin staff, and shall include one Councillor.

4.1 Members shall be appointed to August 31, 2017 or until such time as a post-celebrations report is delivered to Council. Once said report is presented, the committee is deemed to be dissolved.

4.2 The Committee will be comprised of two Co-chairs, and a recording secretary, and remaining members. The Co-chair(s) will be expected to be available to make a post-celebration presentation to Council at the request of the Chief Administrative Officer (CAO).

- 4.3 All members will be expected to devote some time between meetings to work on matters before the Committee (including the appointed Council member).
- 4.4 In the absence of the Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all normal responsibilities and privileges assigned thereto.
- 4.5 By majority vote, Erin150 may recommend removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absences. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.
- 4.6 If at any time Committee size drops below five (7) members, the Council through the office of the Chief Administrative Officer (CAO/Town Manager) shall appoint an appropriate number of additional members as deemed necessary.
- 4.7 In considering new appointments to the Committee, Council may select members from any remaining applications received during the Erin150 appointment periods. Council may also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.
- 4.8 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Committee may, from time to time, request the Chief Administrative Officer (CAO/Town Manager) to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

5.0 REPORTING

- 5.1 Erin150 is an Ad Hoc committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to Council.
- 5.2 Erin150 reports directly to Council through the office of the Chief Administrative Officer (CAO/Town Manager), under the signature of the Co-chair(s) or designate. Erin150 reports and communications will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council. The Committee Co-chair(s) may be present at Council meetings when reports are being considered.

5.3 As part of its reporting requirements, Erin150 shall prepare a post celebrations report, to be submitted in the August 2017 Regular meeting agenda. The Report shall among other things:

a) Summarize the activities and achievements of Erin150 over the period.

5.4 The Committee shall keep proper minutes and records of every meeting and provide Council with a copy of same, through the Clerk's office.

6.0 OPERATING BUDGETS

6.1 Financial support for the Committee shall include \$7,500 in the 2017 Operating Budget.

6.2 Committee members will receive no remuneration for their involvement in Erin150 Committee activities.

7.0 CONFLICT OF INTEREST

7.1 Members having a conflict of interest in any matter under consideration by the Committee shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

8.0 STAFF LIAISON AND SUPPORT SERVICES

8.1 Administrative support to be provided by the Town will include: staff members responsible to submit grant applications for funding, to fill the function of recording secretary and for the coordination of Erin150 related material, and minor clerical support as needed (such as photocopying).

8.2 The Direct of Finance/Treasurer will administer the Erin150 budget.

9.0 MEETINGS

9.1 All committee meetings shall be open to the public.

9.2 The Committee may, from time to time, invite resources to attend a meeting.

9.3 Quorum for a full Committee meeting will be 50% of the current membership plus 1.

9.4 On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus majority position to the Town CAO. On matters where

there is significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair, except where disqualified to vote, may vote on all questions, and when doing so, shall vote last.

10.0 AMENDMENTS

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

10.2 Erin150 may wish to review the Terms of Reference, from time to time, and make recommendations to Council through the office of the Chief Administrative Officer (CAO/Town Manager) regarding amendments.