

# **Community Events & Civic Awards Steering Committee**

## **Terms of Reference**

### **Mandate**

All Committees of Council are required to follow the Committees of Council Administration Policy.

The Committee shall support Council as follows:

1. Plan, supervise, coordinate, and promote the following community events:
  - Canada Day Celebrations annually
  - Concerts in the Park every summer
  - Santa Claus Parade annually
  - Community Civic Awards every other year
  - Movies in the Park every summer
  - Any other event approved by Council

And shall support community organizations to produce events; and,

2. To actively promote the recognition or superior achievements by various individuals in the Municipality of Brighton
  - To organize an awards presentation every other year, and to celebrate the quality of life in Brighton
  - To engage citizens in recognizing the contributions of others to the community.

### **Goals and Objectives**

1. The Committee will:
  - Present the opportunity for participation in community events by residents and visitors of all ages
  - Focus on building community spirit
  - Represent excellence in terms of quality and presentation of events
2. To develop an annual awards program, the Committee will:
  - Recommend individuals who have demonstrated significant achievement in their category
  - Engage citizens actively in the nomination process
  - Review and select the various award winners from among the nominations received

- Continually review the award categories to ensure they reflect the current evolution of the community
- Adhere to the budget approved by Council

## **Member Requirements**

The Committee shall consist of 6 community voting members, plus 2 members of Council.

Staff support will include:

- Parks and Recreation staff.
- Economic Development department staff.
- Clerk's department staff to prepare and issue meeting agendas and minutes.
- Public Works department staff as required.
- Fire Department staff as required.

Other Committee members may be added as may be deemed appropriate by the Council of the Municipality of Brighton.

Sub Committees

- The Committee may establish Sub-Committees to focus on particular parts of an overall event.
- Membership of Sub-Committees will be solicited directly by the Committee or the specific Sub-Committee.

The Committee or its members do not have the authority to make direct representations of the Municipality to Federal or Provincial Governments.

Committee members may claim remuneration for their participation during the Canada Day Celebration and Santa Claus Parade events of \$60 per day in addition to their meeting remuneration as stated in Section 11.5 of the Committees of Council Administration Policy.

## **Term**

The term of office for the Community Events and Civic Awards Steering Committee will be the term of Council.

## **Frequency of meetings and general meeting schedule & times**

The Community Events and Civics Awards Steering Committee shall meet a minimum of ten (10) times per year, and more frequently at the discretion of the Chair and in consultation with staff. Meetings shall be governed by The Municipality's Procedural By-law as may be amended from time to time.