

Municipality of the District of Shelburne
EVENTS COMMITTEE
Terms of Reference

Purpose

The purpose of the Shelburne Events Committee is to coordinate, and execute four signature events for Shelburne: spring event (TBD), Dock St. Days, Shelburne Pumpkin Regatta and Miracle on Dock St.

Authority

The Events Committee has been granted its legal authority to assist the Municipality with the development and planning of major events and by virtue is being delegated this responsibility with Council's approval on May 10, 2023, of this Terms of Reference and thereafter appointing members to the Committee.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing, and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given to the Committee, to efficiently and cost-effectively carry out the event plans.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

Role of Municipal Staff

The CAO shall designate a staff member(s) to carry out the functions and roles as directed by the Events Committee from time to time and shall act as a staff resource to the Committee. This person shall organize meetings, prepare minutes, agendas and packages, as necessary. The designated staff will ensure accurate recording keeping for all third party agreements vendors and entertainers participating in events.

Membership

Membership on the Committee shall include up to two representatives from the Municipality of the District of Shelburne and Town of Shelburne council and a minimum of 4 members to a maximum of 12 members of public, as needed, duly appointed by Council annually pursuant to Section 27 of the *Municipal Government Act*.

Member applications shall be vetted by the CAO, or designate, and member appointment will be by Council motion.

Where a vacancy occurs on the Committee, the committee shall advertise expressions of interest. The committee will make a recommendation to Council to appoint a person to fill the position as soon as possible.

Reporting Relationship

The Events Committee shall report directly to the Council of the Municipality of the District of Shelburne and indirectly to the Chief Administrative Officer for operational and administrative support.

Duration of Mandate

The duration of the role of Chairperson and Vice-Chairperson shall be one year. Annually, in January or the next scheduled meeting, an Election of Officers by Committee shall take place appointing a Chairperson and Vice-Chairperson.

Frequency of Meetings

Meetings of the Events Committee shall be held on such day as the Committee decides at the first meeting of the Committee, with such meetings taking place at the time agreed to by the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee.

Quorum Requirements

No decisions may be made at any Events Committee meeting unless at least one elected representative and two community representatives are present.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Events Committee shall be provided to each member of the Committee within a reasonable time after the conclusion of such meeting. The designated Municipal staff member will endeavor to provide each member of the Committee with the agenda and required supporting documentation at least three days prior to every meeting.

Conflict of Interest

It is expected that all members of the Events Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson.

Resources

The Events Committee shall have access to the resources of the appropriate municipal staff as authorized by the Chief Administrative Officer, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for this committee shall be made by the Committee through the Chairperson to Council, on an as needed

basis.

Decision Making Process

All decisions of the Events Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The Committee has authority to oversee and facilitate the research and data collection process by requesting such information from the Chief Administrative Officer and his/her staff, Committee members, or other private sector or government sources.

Confidentiality

All meetings of the Events Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the Municipal Government Act. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

It is expected that all decisions of the Committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Events Committee.

Reporting

Annually the Committee will provide to Council with a draft budget for approval. Regular updates will be given to Council at any time throughout the year from the Council representative.

Approved by Council: February 25th, 2026