

*Special Events Advisory Committee  
Terms of Reference*

**MANDATE**

The HRM Special Events Advisory Committee shall review, evaluate and make recommendations to Regional Council regarding the annual Special Event Reserve, Festivals & Events Grants and the Summer Festival Grants with the support from staff of the Community Relations and Events Division of the Community Development Department.

**STATEMENT OF PURPOSE**

Pursuant to the HRM Civic Events Policy Framework, members of the HRM Special Events Advisory Committee will evaluate applications for the Special Event Reserve, Festivals and Events Grants and the Summer Festival Grants using an operational framework for events designed around “community development” versus “economic and tourism development” outcomes.

Under “community development outcomes” (Festivals & Events Grants and the Summer Festival Grants) the strategic focus will be on festivals, community celebrations and civic events and under “tourism and economic development outcomes” (Special Events Reserve) the focus will be on commercial, tourism, sporting and significant celebrations.

**1. COMPOSITION OF COMMITTEE**

- 1.1 The HRM Special Events Advisory Committee shall comprise a voting membership, totalling twelve (12) as follows:
  - 1.1.1 Four (4) elected members of Halifax Regional Council representing the urban, suburban and rural areas of the Halifax Regional Municipality;
  - 1.1.2 One (1) member from the Greater Halifax Partnership;
  - 1.1.3 One (1) member from the Hotel Association of Nova Scotia;
  - 1.1.4 One (1) member from the Chamber of Commerce;
  - 1.1.5 One (1) member from Destination Halifax, and
  - 1.1.6 Four (4) members at large.
- 1.2 The representatives of Regional Council shall be appointed by the Audit and Finance Standing Committee and shall inform Regional Council of their selection.
- 1.3 The members-at-large shall be appointed by the Audit and Finance Standing Committee and shall inform Regional Council of their selection..
- 1.4 The Chair shall be appointed annually by the Audit and Finance Standing Committee from the membership of the Audit and Finance Standing Committee.

## **2. TERM OF OFFICE**

- 2.1 Each elected representative shall be appointed for a term of two (2) years, renewable.
- 2.2 Four community representatives shall be appointed for a term of two (2) years and thereafter may be re-appointed for a term of one (1) year so as to ensure staggered terms. Four community representatives shall be appointed for a term of one (1) year and thereafter may be re-appointed for a term of one (1) year.
- 2.3 A call for citizen membership shall be conducted each fall through the Office of the Municipal Clerk.

## **3. VACANCIES**

- 3.1 The Chair shall inform the Clerk's Office of any vacancies.
- 3.2 Should a vacancy occur during an elected member's term of office the Council Selection Committee and Regional Council shall appoint a new representative to complete the balance of the term.
- 3.3 Should a vacancy occur during a citizen's term of office Regional Council shall appoint a replacement to complete the balance of the term.
- 3.4 Effective as of the date of official notification of a vacancy for a citizen representative, Regional Council shall be notified by staff. Regional Council shall then appoint a new citizen member. The replacement shall be selected from among the names submitted during the annual call for citizen representatives. In the event of the unavailability of an alternate from the list of names submitted for consideration through an annual call for committee members, Regional Council may appoint a citizen through an additional call for expressions of interest.

## **4. DUTIES**

The duties of the HRM Special Events Advisory Committee are to:

- 4.1 Advise Regional Council on all matters related to the allocation of the Special Event Reserve, Festivals & Events Grants and Summer Festivals Grants,
- 4.2 Continue to review eligibility criteria, priorities, policy and procedures for assistance under the respective programs and services managed under the auspices of the HRM Special Events & Festivals Grants portfolio;
- 4.3 The duties of the HRM Special Events Advisory Committee shall be reviewed annually by staff and Committee members and may be amended by Regional Council on an on-going basis.

## **5. QUORUM**

- 5.1 A quorum at a regular meeting of the HRM Special Events Advisory Committee shall be a simple majority of members (7) of which one (1) shall be the elected representatives.

## **6. MEETINGS**

- 6.1 The committee shall meet as required to facilitate the timely review and recommendations on the Special Event Reserve, Festivals & Events Grants and Summer Festivals Grant applications.
- 6.2 The Chair in consultation with staff shall be responsible for calling all meetings of the HRM Special Events Grants Committee.
- 6.3 Notice of the HRM Special Events Advisory Committee meetings and minutes shall be provided by the Office of the Community Relations & Events Division.

## **7. REMUNERATION**

Members of the HRM Special Events Advisory Committee shall not be remunerated for serving on the committee except where reimbursement is made in accordance with HRM policy for reasonable expenses incurred while in the service of the Committee.

## **8. DECLARATION OF CONFLICT OF INTEREST**

Where personal or professional involvement or association could result in an actual or perceived conflict of interest for a member of the HRM Special Events Advisory Committee, the member shall declare the conflict and abstain from debate on the related topic, or where appropriate remove themselves from a meeting and shall not vote on any motion applying to the declared conflict.

Approved March 27, 2007

Amended April 1, 2008

Amended March 24, 2009

Amended November 30, 2010

Amended October 18, 2011

Amended December 6, 2011 (Appointment of Chair)