

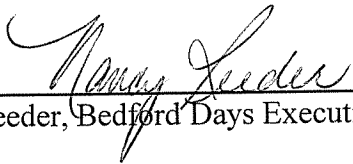
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Halifax Regional Council
January 30, 2007

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY: 
Nancy Reeder, Bedford Days Executive Committee Chair

DATE: January 23, 2007

SUBJECT: Bedford Days Committee Terms of Reference

ORIGIN

The Bedford Days Executive Committee.

RECOMMENDATION

It is recommended that Regional Council approve the revised Bedford Days Committee Terms of Reference as shown in Attachment 1.

BACKGROUND

The Bedford Days Executive Committee was formed in 1977. The Bedford Days Executive Committee has planned, organized and delivered the Bedford Days Program with an existing Terms of Reference (TOR) formally approved by Regional Council on January 16, 2001.

Members of the Bedford Days Executive Committee decided to amend the existing TOR to better reflect the work and composition of the committee as it currently functions.

DISCUSSION

Attachment 1 contains the revised TOR approved unanimously by the Bedford Days Executive Committee.

During the process of revising the TOR, the Bedford Days Executive Committee addressed the following issues:

- Due to increased interest to serve on the committee the membership of the Bedford Days Executive Committee be made up of nine (9) HRM citizens (from the original six) appointed by the Council Membership Selection Committee.
- Incorporate a Co-Chair option and a Past Chair position into the membership.

BUDGET IMPLICATIONS

None.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

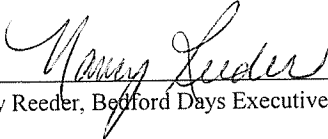
Council may choose to not amend the proposed Bedford Days TOR.

ATTACHMENTS

Attachment 1. The Bedford Days Committee Terms of Reference.

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by:



Nancy Reeder, Bedford Days Executive Committee Chair

Bedford Days Executive Committee

Terms of Reference

STATEMENT OF PURPOSE

- 1) The Bedford Days Executive Committee (also referred to as the ‘Committee’) is a volunteer body of citizens and a Councillor appointed as a committee of council by the Mayor and Councillors of the Halifax Regional Municipality to:
 - a) Plan, co-ordinate, and execute activities to celebrate Bedford Days in the latter part of June and July 1st;
 - b) Co-ordinate (whenever possible), assist, and encourage community groups to organize events to celebrate Bedford Days;
 - c) Seek funding to support activities in the community of Bedford;
 - d) Complete any necessary documentation and make appropriate representation to Halifax Regional Council as well as Federal and Provincial Governments in seeking all possible funding for activities;
 - e) Maintain a current list of Bedford Days Community Group and Executive Committee activities. Promote all activities, both Community Group and Executive Committee organized;
 - f) Adhere to Halifax Regional Council policies and procedures when planning events, particularly with regard to financial agreements and risk management;
 - g) Adhere to the budgetary allocation provided by Halifax Regional Council annually, and whatever additional corporate, governmental, or other funding acquired by the committee in support of the program.

COMPOSITION OF COMMITTEE

- 1) Committee members shall be appointed by the Halifax Regional Council:
 - (a) The committee shall be composed of nine (9) citizens of the Halifax Regional Municipality with preference being given, whenever possible, to those citizens who reside in the community of Bedford and surrounding area;
 - (b) One representative of the Halifax Regional Council – the Councillor for Bedford;
 - (c) One staff facilitator from the Community Relations and Events Division of the Halifax Regional Municipality;
 - (d) When staff resources permit, one recording secretary from the Halifax Regional Municipality.

TERMS OF OFFICE

APPOINTMENTS

Four (4) community representatives will be appointed for a term of three years and the remainder of the community representatives will be appointed to a term of two (2) years and thereafter shall be appointed for a term of three (3) years in order that there be a staggering of appointments. Committee members may re-apply for additional terms.

RESIGNATIONS

Resignations shall be given in writing to the Halifax Regional Council and the Chair of the Bedford Days Executive Committee.

ABSENTEEISM

Any member who misses three (3) consecutive meetings without notification may be replaced. Absentee members must first be notified in writing by a letter from the Chair. The final approval to remove any member being the decision of Halifax Regional Council.

VACANCIES/REPLACEMENTS

Vacancies for positions on the Bedford Days Executive Committee will be filled by using the HRM Clerk's Office Committees of Council membership process.

Bedford Days Executive Committee feels that it is important that they have a role in the selection and recommendation to Halifax Regional Council of both new members and replacement members.

OFFICERS

CHAIR

The Committee shall elect a Chair from among its members at the beginning of the first meeting in the new event planning year or if the position is vacant.

The Chair shall:

- (a) Preside at Bedford Days Executive Committee meetings;
- (b) Act as primary liaison between the Bedford Days Executive Committee and the Mayor and Council including any and all staff persons of the HRM;
- (c) Perform any and all duties incidental to the Chair's office;
- (d) Be enabled to make such immediate decisions as may be necessary in an emergency situation which affects either budget or safety, when time to meet the entire Bedford Days Executive Committee is neither available nor practical, provided that such decision is made after the Chair shall have sought such advice as he or she deems appropriate under the circumstances;
- (e) Seek ratification by the full Bedford Days Executive Committee of any and all actions taken pursuant to subparagraph (d) at the next meeting of the Bedford Days Executive Committee following that date on which such decision was made or action taken;
- (f) Act as the official spokesperson on behalf of the Bedford Days Executive Committee.

VICE-CHAIR

The Committee shall elect a Vice-Chair from among its members during the first full committee meeting in the new event planning year.

The Vice Chair shall:

- (a) Fulfil the duties of the Chair in the absence, disability, or refusal of the Chair to act; and
- (b) Fulfil the duties assigned by either Chair or the Bedford Days Executive Committee

CO-CHAIRS

Alternatively to the chair/vice chair format the committee can elect co-chairs during the first full committee meeting in the new event planning year.

PAST-CHAIR

The immediate Past Chair holds this position. The term for this position is dependent on the length of time the new Chair holds his/her position.

OFFICERS continued

SECRETARY TO THE COMMITTEE

A recording secretary shall be appointed by Regional Council or, when a recording secretary is not available from the Clerk's Office, elected from the members at the first full committee meeting in the new event planning year.

The Secretary shall:

- (a) Work in concert with Municipal staff to regulate minutes of all Bedford Days Executive Committee meetings;
- (b) Fulfil any duties properly assigned to he/she by the Bedford Days Executive Committee or by the Chair.

SUB-COMMITTEE CHAIRS

The Committee shall elect Sub-Committee Chairs as needed from its members at the first meeting in the new event planning year.

The Sub-Committee Chairs shall:

- (a) Organize and implement their event or area of responsibility;
- (b) Prepare a budget and submit it to the Committee for consideration;
- (c) Report timely to the Committee;
- (d) Attend and oversee event or area of responsibility; and
- (e) Develop a record of names, phone numbers, contact persons, and general operating notes for the event(s) or area of responsibility, etc., which could be used as a guideline for successors of the Sub-committee Chair(s).

CIVIC EVENTS & FESTIVALS STAFF FACILITATOR

The Civic Events & Festivals Staff Facilitator shall:

- (a) Arrange for meeting facilities for the Committee meetings;
- (b) Attend meetings of the Bedford Days Executive Committee;
- (c) Act in the capacity of facilitator to the Committee;
- (d) Where practically possible provide HRM staff and resources to carry out functions or tasks required by the Bedford Days Executive Committee;
- (e) Maintain a log of transactions, records, correspondence, and files every Bedford Days Executive Committee year so as to keep an historical record and file for posterity;
- (f) Be responsible for all risk management and liability issues as pertains to all Bedford Days Executive Committee, staff, the HRM Corporation, and the general public; and
- (g) Be responsible for the Bedford Days budget.

OFFICERS continued

OTHER POSITIONS

Other positions to be created as needed.

TIME OF MEETINGS

The Committee shall meet regularly. The Committee will meet once a month from September to February. The Committee will meet twice a month starting in March in preparation for Bedford Days. The Chair will schedule a wrap-up meeting to take place within 45 days of the close of Bedford Days Events. The above timings may be adjusted at the discretion of the Committee.

QUORUM

Five (5) of the voting members of the Committee shall constitute a quorum.

CONFLICT OF INTEREST

Conflict of interest as outlined in the Municipal Conflict of Interest Act.