



CITY OF VAUGHAN

TASK FORCE ON THE CITY'S ROLE IN FESTIVALS AND COMMUNITY EVENTS

AGENDA

Committee Rooms 245
2nd Floor
Vaughan City Hall
2141 Major Mackenzie Drive
Vaughan, Ontario

October 24, 2011

7:00 p.m.

INTRODUCTION AND WELCOME TO MEMBERS

- 1. ELECTION OF CHAIR
2. CONFIRMATION OF AGENDA
3. DISCLOSURE OF INTEREST
4. COMMUNICATIONS
5. ITEMS FOR THE CONSIDERATION/INFORMATION OF THE COMMITTEE
a) Terms of Reference
b) Schedule of Meetings
c) Signing of the Code of Ethics
6. ADJOURNMENT
7. NEXT MEETING - November 21, 2011

COMMITTEE MEMBERS

Representing Established Festivals
Dale McCleave, representing Maplefest
Sylvia McCleave, representing Pancake Festival
Jamie Maynard, representing the Woodbridge Fair
Robert Stitt, representing the Thornhill Festival

Representing City Council
Regional Councillor Schulte
Councillor DeFrancesca
Councillor Shefman

Representing the Community
Sandi Folkes
Jacky Odish
Renata Pahcihi
Nancy Payne

Please confirm your attendance at least 48 hours prior to each meeting by contacting Gloria Hardyckuk (905) 832-8585 Extension 8637 or email Gloria.Hardyckuk@vaughan.ca www.vaughan.ca



**TASK FORCE ON THE CITY'S ROLE IN FESTIVALS AND COMMUNITY EVENTS  
SCHEDULE OF MEETINGS**

- MEETINGS ARE HELD ON THE THIRD MONDAY OF EVERY MONTH
- *START TIME (To Be Determined)*

Committee Room 245, 2<sup>nd</sup> floor  
Vaughan City Hall  
2141 Major Mackenzie Drive  
Vaughan, Ontario

Quorum = 6

<u>2011 DATES</u>	<u>COMMITTEE MEMBERS</u>
<p>October 24 *(7:00 p.m.)</p> <p>November 21</p> <p>December 12 <i>REVISED</i></p>	<p><b><u>Representing Established Festivals</u></b></p> <p><i>Dale McCleave, representing Maplefest</i> <i>Sylvia McCleave, representing Pancake Festival</i> <i>Jamie Maynard, representing the Woodbridge Fair</i> <i>Robert Stitt, representing the Thornhill Festival</i></p> <p><b><u>Representing the Community</u></b></p> <p>Sandi Folkes Jacky Odish Renata Pahcihi Nancy Payne</p> <p><b><u>Representing City Council</u></b></p> <p><i>Regional Councillor Schulte</i> <i>Councillor DeFrancesca</i> <i>Councillor Shefman</i></p> <p><b><u>Staff</u></b></p> <p>Mary Reali, Director of Recreation &amp; Culture Terri Cosentino, Manager Client Services (<i>Designate</i>) Tim Simmonds, Director of Economic Development Tony Thompson, Director of Enforcement Rick Girard (<i>Designate</i>) Brian Anthony, Director of Public Works Jim Johnston, Manager of Road Maintenance Services (<i>Designate</i>) Gloria Hardyчук, Assistant City Clerk</p>

Please confirm your attendance at least 48 hours prior to each meeting by contacting  
Gloria Hardyчук (905) 832-8585 Extension 8637 or  
email [Gloria.Hardyчук@vaughan.ca](mailto:Gloria.Hardyчук@vaughan.ca)

[www.vaughan.ca](http://www.vaughan.ca)



## **TERMS OF REFERENCE TASK FORCE ON CITY'S ROLE IN FESTIVALS AND COMMUNITY EVENTS**

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### **Mandate / Objectives**

The Task Force shall be responsible for research and consultations leading to the production of a comprehensive documented findings report recommending whether and/or how the City and City resources should be linked to Community Festivals and Community Events.

### **Term**

The Task Force on City's Role in Festivals, Community Events and Service Clubs shall submit its findings and recommendations by December 2012.

### **Membership**

The membership shall be composed of up to 15 members:

- Three Members of Council, one of whom shall serve as Chair
- One Member from each of the following established festivals:
  - Woodbridge Italian Festival
  - Bindertwine
  - Thornhill Festival
  - Santafest
  - Maplefest
  - Woodbridge Fall Fair
- Three residents at large

Members are to be appointed by Council. Any changes to the membership will require Council approval.

### **Meeting Procedures**

The proceedings of the committee are to be governed by the City's Procedural By-law.

### **Agendas and Reporting**

Agendas shall be prepared by the City Clerk's Office in consultation with the Committee Chair. Agendas shall be posted on the City's web site one week prior to the scheduled date of meeting, or so soon as practicable

After each meeting of the Committee, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole.

### **Meetings**

Meeting dates will be determined at the first meeting of the committee. The committee may meet on the schedule determined, or at the call of the Chair.

Meetings are to be open to the public in accordance with the Municipal Act, 2001.

### **Notice of Meetings**

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

## **Quorum**

The majority of members, including the Chair, shall constitute quorum.

## **Staff Resources**

The role of Staff is to act as a resource to the committee, but not to be members of the Committee, or to deliberate or draft the findings of the Committee. The Following Staff will provide advisory and technical support specific to the mandate and objectives of the Committee:

- Director of Recreation & Culture, or designate;
- Director of Economic Development, or designate;
- Director of Enforcement, or designate;
- Director of Public Works, or designate; and
- City Clerk, or designate.

The City Clerk's Office will be responsible for agenda production and distribution, the giving of procedural advice, the recording of the proceedings of the Committee.

## **Authority**

The committee may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The committee may not direct staff to undertake activities without authority from Council.

The Terms of Reference for the Committee were established by Council's adoption of Item No. 56 of Report No. 32 on June 28, 2011.

## **Amendment / Expansion of Terms of Reference**

Only Council can initiate any amendment and/or expansion of the Terms of Reference.



**TASK FORCE ON  
2012 SCHEDULE OF MEETINGS**

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➤ MEETINGS ARE HELD ON THE THIRD MONDAY OF EACH MONTH

*Start Time To Be Determined*

**January 30**  
*(4<sup>th</sup> week due to Chinese New Year)*

**February 27**  
*(4<sup>th</sup> week due to Family Day)*

**March 19**

**April 16**

**May 14**  
*(4<sup>th</sup> week due to Victoria Day)*

**June 18**

*No meetings in July or August*

**September 24**  
*(2<sup>nd</sup> week due to Rosh Hashanah)*

**October 15**

**November 19**

**December 10**  
*(2<sup>nd</sup> week)*