

COMMITTEE OF THE WHOLE JUNE 14, 2011

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

Recommendation

- 1) The City Clerk, on behalf of the Task Force on Advisory Committees, recommends that the attached Terms of Reference for the Task Force on the City's Role in Festivals and Community Events, be adopted.

Contribution to Sustainability

Facilitating community festivals and events fosters long term community engagement.

Economic Impact

The deliberations of the Task Force will include consideration of the economic impact of various strategies, ranging from the provision of services-in-kind to more direct financial contributions.

Communication Plan

An advertisement will be placed to recruit members-at-large; the organizers of the established festivals identified in the Terms of Reference will be contacted to provide representatives for appointment.

Purpose

The purpose of this report is to present for Council's consideration and approval the Terms of Reference for the Task Force on the City's Role in Festivals and Community Events.

Background – Analysis and Options

The Task Force on Advisory Committees has given consideration to the establishment or reestablishment of certain advisory committees under the City's new Council/Committee Structure. At its meeting of June 7, 2011, the Task Force on Advisory Committees recommended that the attached Terms of Reference for the Task Force on the City's Role in Festivals and Community Events be forwarded to Committee of the Whole and Council, for approval.

The Task Force is proposed to 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 events. The Terms of Reference, attached, provide that the Task Force be comprised of two members of Council, one representative each from the six established festivals, and three residents at large. Staff from the Departments of Recreation & Culture, Economic Development, Enforcement Services, Public Works, and the City Clerk's Office, will provide advisory and technical support as required.

The findings report is to be submitted by December, 2012.

Relationship to Vaughan Vision 2020/Strategic Plan

This report is in keeping with the provisions of Vaughan Vision 2020, particularly:

Demonstrate Leadership and Promote Effective Governance

Regional Implications

None

Conclusion

It is anticipated that the findings of the Task Force on the City's Role in Festivals and Community Events will assist Council in promoting community engagement by supporting sustainable community festivals and events.

Attachments

Attachment 1 Terms of Reference for the Task Force on the City's Role in Festivals and Community Events

Report prepared by:

Jeffrey A. Abrams, City Clerk

Respectfully submitted,

Jeffrey A. Abrams
City Clerk

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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 the following:

- Two 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. XX of Report No. XX on _____.

Amendment / Expansion of Terms of Reference

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