

City of Thunder Bay - EVENTS ADVISORY COMMITTEE (EAC)

Terms of Reference

Overview

Provide community-based advice (and knowledge) to the Recreation & Culture Division on marketing, sponsorship, program content, including entertainment, logistics and infrastructure for the provision of high-quality, successful City-delivered events.

Duties

- Attend meetings as scheduled by the committee or called by the Recreation & Culture Division
- Commit to attending a representative number of events in order to be able to provide informed advice
- Ensure committee representation at each event or series
- Demonstrate genuine interest in seeing City-run events grow, develop and improve
- Provide professional and technical advice
- Aid in selection and scheduling of musical talent, non-musical performers, vendors and activity providers as requested

Membership

The EAC will be comprised of 5 voting members :

Five (5) community members who reside, work or own a business/property in the city of Thunder Bay. Individuals who do not meet these criteria may be non-voting members of the committee. Committee members shall possess a range of knowledge and experiences including, but not limited to:

- Music & Entertainment
- Marketing
- Business/Sponsorship
- Event planning & delivery
- Family-friendly activities and services

Sub-Committees and Juries

The EAC may establish sub-committees to undertake ongoing or time-limited projects.

Sub-committees and juries will be chaired by an EAC member and will include at least one other EAC member in addition to project-specific members.

Appointment and Term

New members will be recruited through an application process. Committee or designated representatives will review applications and interview selected candidates along with representatives of Cultural Development & Events.

Member terms will be 2 or 3 years. Members must reapply at the end of each term and be reviewed by other committee members for a next term. Members may resign at any time with one month's written notice submitted to Recreation & Culture Division through Cultural Services & Events.

Any EAC member who is absent from three (3) consecutive regular meetings without leave of absence from, or reason satisfactory to, the committee may be asked to forfeit their membership.

Compensation

Membership on the EAC is voluntary and without compensation.

Staff Support

Administrative support for the EAC will be provided by the Recreation & Culture Division.

The Events Supervisor shall serve as administrative liaison to the committee, along with the Manager of Cultural Development & Events.

The EAC shall not have the authority to assign tasks to designated City staff; however staff will work cooperatively with the EAC and assume related duties as directed by the Recreation & Culture Division.

Conflict of Interest

The EAC will be governed by the *Municipal Conflict of Interest Act*. Copies of the Act will be provided to the members.

Administration

Regular committee meetings will be held quarterly.

A quorum of 3 members shall be required for carrying out business.

The objective is to reach consensus when possible. Members of the Committee shall verify their positions through a voting process. Each Committee member shall be entitled to one vote, with the exception of non-voting, ex-officio members.

Prior to presentation to the Recreation & Culture Division any decisions and recommendations of the Committee must be adopted by Committee resolution with a majority affirmative vote from members present at that time.

Amendment of Terms of Reference

These terms of reference shall be reviewed by EAC as necessary and may be amended at any time by EAC with the endorsement of the Recreation & Culture Division.