

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 six (6) 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 Tourism, Culture, & Heritage Department of the Halifax Regional Municipality;
 - (d) When staff resources permit, one recording secretary from the Halifax Regional Municipality.

TERMS OF OFFICE

APPOINTMENTS

Three community representatives will be appointed for a term of three (3) years and the remainder of the 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 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

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 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

Four (4) 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.