

Terms of Reference

Halifax-Dartmouth Natal Day Steering Committee

(As approved by Council on October 23, 2007)

MANDATE

The Halifax-Dartmouth Natal Day Steering Committee hereinafter called "**NDC**" is a volunteer body of citizens appointed as a committee of council by the Mayor and Councillors of the Halifax Regional Municipality to plan, coordinate and execute all facets of Natal Day festivities.

The NDC will be logistically supported by the staff of the Civic Events and Festivals Division of the Community Development Department of the Halifax Regional Municipality.

1. Composition of Committee

The NDC shall be composed of 22 individuals, such number serving on the committee being made up as follows:

- 19 citizens from the Halifax Regional Municipality;
- up to 3 Halifax Regional Municipality Councillors

2. Terms of Office

- (a) Citizens Appointments - The 19 citizens positions once appointed by the Mayor and Council from the Halifax Regional Municipality shall serve on the committee for either a three or two year term or until resignation or removal by the members of the committee by recommendation to Council;

No member of the committee may be removed from the committee except through a vote of 75% of the Committee members present at a duly convened meeting recommending to Council removal of such member. Such recommendation shall not take effect until such time as the committee's recommendation has been accepted by Council.

- (b) Council Appointments - The 3 members of the committee appointed by the Halifax Regional Municipality Council shall serve for such term as may from time to time be decided upon by Council, and no such appointed member can be removed or replaced except by decision of Council itself.
- (c) Citizens so appointed shall have the right to reapply for continued appointment to the NDC at the end of their term.

3. Vacancies/Replacements

Any vacancies which may arise within the 19 person citizens' composition on the committee, no matter how such vacancy may have arisen, shall be filled in the following manner:

- a duly composed advertisement calling for interested citizen applicants to apply to fill such vacancy shall be placed in a newspaper circulating within the Halifax Regional Municipality;
- all responses to the advertisement shall be directed to the Clerk's office of the or such other appropriate person or department as the Mayor and Council may direct;
- the responses and applications so received shall be turned over to the Executive Committee of the NDC for review and screening, with the names of the required number of most qualified candidates being presented as a written recommendation to the Mayor and Council for the successful applicant(s) appointment to the committee;
- in the event that a vacancy arises in either of the positions held on the committee by the 3 Regional Councillors, the Mayor and Council shall be immediately notified of such vacancy, accompanied by a written request to the Mayor and Council to fill such vacancy as soon as practically possible; and
- any person appointed to the Committee to fill any vacancy which may have arisen on the NDC shall be deemed to have been appointed to complete the unfilled portion of the term of the vacancy they are appointed to fill.

4. Executive Committee

There shall be an Executive Committee of the NDC composed of the following: a Chairperson, Vice-Chairperson, Executive Secretary, Executive Treasurer, Sponsorship Chairperson and the immediate Past Chairperson.

- members of the Executive Committee shall be elected for and serve a two year term;
- members of the Executive Committee shall be elected from within the citizen members serving on the committee;
- the election of the Executive Committee shall take place at the first meeting of the NDC following Natal Day in the year in which elections are to take place. For the purpose of determining the years in which elections will take place and determining the initial terms of office, 2006 shall be deemed the base year for such determinations;
- any individual who has held the position on the Executive Committee shall not be precluded from offering for the same or any other position thereon in any subsequent year in which the Executive Committee is to be elected; and
- in the event of a vacancy arising for whatever reason on the Executive Committee, with the exception of the position of Immediate Past Chairperson, such vacancy shall be filled by means of an election of a replacement(s) at the next full NDC meeting as determined by the Natal Day Executive Committee.

5. Duties

a. The Chairperson shall:

- (i) Preside at all NDC meetings;
- (ii) Preside at all NDC Executive meetings;
- (iii) Act as primary liaison between the NDC and the Mayor and

Council including any and all staff persons of the HRM;

- (iv) Perform any and all duties incidental to the Chairperson's office;
- (v) 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 either the Executive Committee or full committee is neither available nor practical, provided that such decision is made after the Chairperson shall have sought such advice as he or she deems appropriate under the circumstances;
- (vi) Seek ratification by the full committee of any and all actions taken pursuant to subparagraph (v) at the next meeting of the NDC following that date on which such decision was made or action taken;
- (vii) Act as the official spokesperson on behalf of the NDC; and
- (viii) The Chairperson reserves the right in his/her absence to appoint such person from within the Natal Day Executive to serve in the role of Chair.
- (ix) Prepare and present to the Mayor and Council the Final Natal Day Report, together with any and all interim reports as may be requested by the Mayor and Council, by the end of their term.

b. The Vice-Chairperson shall:

- (i) If designated by the Chairperson, fulfil the duties of the Chairperson in their absence, disability or refusal of the Chairperson to act; and
- (ii) Fulfil any duties assigned by either the Chairperson or the NDC Executive.

c. The Executive Secretary shall:

- (i) Work in concert with Municipal staff to regulate minutes of all NDC meetings;
- (ii) Process the official correspondence relating to Natal Day activities;

- (iii) Fulfil any duties properly assigned to he/she by the NDC Executive or by the Chairperson.

d. The Executive Treasurer shall:

- (i) In conjunction with the Chairperson, Executive Committee and staff prepare and formulate the budget for Natal Day and present it to the NDC for approval;
- (ii) Receive and correlate the individual budgets of sub-committees and events chairpersons to the overall budget;
- (iii) Oversee the operation of the Natal Day budget both from an income and expenditure base in conjunction with staff; and
- (iv) Prepare and present a final financial report to the NDC at the earliest possible meeting of the NDC following Natal Day.

e. The Sub-Committee Chairpersons shall:

- (i) Organize their event or area of responsibility;
- (ii) Prepare budget and submit to the NDC for approval;
- (iii) Report timely to Committee
- (iv) Attend and oversee event or area of responsibility; and
- (v) Develop a form of practice manual of names, phone numbers, contact persons and general operating notes for the event, etc., which could be used as a guideline for successors of the event chairperson.

f. The Civic Events & Festivals Staff Facilitator shall:

- (i) Arrange for meeting facilities for NDC meetings;
- (ii) Attend all meetings of the NDC;
- (iii) Act in the capacity of facilitator to the NDC;

- (iv) Where practically possible provide HRM staff and resources to carry out functions or tasks required by the NDC; and
- (v) Maintain a log of transactions, records, correspondence and files every Natal Day year so as to keep an historical record and file for posterity.
- (vi) Be responsible for all risk management and liability issues as pertains to the NDC, staff, the HRM Corporation and the general public.

6. Quorum

Eight members of the NDC present and in person for any meeting of the NDC shall constitute a quorum.

7. Meetings

- (a) Meetings of the NDC shall be held on Thursday evenings at 7:00 p.m. at locations to be decided upon, unless otherwise agreed upon by a majority of members present at the first meeting of the NDC;
- (b) Where practically possible, meetings of the NDC shall be held as equally as possible in the communities of Halifax and Dartmouth, rotating between the two locations, if practical facilities are available to do so; or unless otherwise decided by the full committee;
- (c) The first full meeting of the NDC shall take place prior to January 31st of the year in which the event will take place;
- (d) A wrap-up meeting of the NDC shall take place in each year within 45 days of the close of Natal Day events for that year; and
- (e) Following the first meeting of the NDC, all other meetings of the committee shall be held on dates and times as are agreed upon by the committee or as called by the Chairperson.

8. Conflict of Interest

Any member of the NDC who finds that they have either a direct personal interest or indirect business interest in any event held by or in conjunction with Natal Day, which may give rise to either a direct or perceived conflict between their duties and responsibilities as a member of the committee and their interest in or involvement with such event, they shall immediately disclose all relevant facts to the NDC and seek the advice, direction and guidance of the committee in relation thereto.

9. Exofficio Members:

- (i) From time to time the NDC will ask members of the general public to serve with the Committee in the capacity as a non-voting ex-officio member for such a length of time that the NDC so determines appropriate.