



**TERMS OF REFERENCE FOR THE
CANAL DAYS® MARINE HERITAGE FESTIVAL
ADVISORY COMMITTEE**

**JANUARY 2011
*Revised: May 2017**



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Preamble

The Port Colborne Canal Days Marine Heritage Festival, commonly called Canal Days, is planned and organized through a Committee of Council. It is traditionally held during the annual Civic Holiday Weekend. It is built upon the principle that City Council, City staff, select representatives of officially sanctioned events and the community along with members of various Agencies act together to plan, develop, promote and coordinate festival operations. To support this goal, the City of Port Colborne is responsible for establishing and maintaining the Canal Days Marine Heritage Festival Advisory Committee, commonly referred to as the "Canal Days Advisory Committee".

The City of Port Colborne and its employees have acknowledged that for the Canal Days Advisory Committee to be effective, representatives of all parties must be committed to their responsibilities and must endeavour to promote a co-operative, positive, and progressive approach to dealing with festival operations.

The City of Port Colborne Canal Days Advisory Committee has adopted these Terms of Reference to guide its operations. The Committee may review and revise these Terms of Reference at any time as deemed necessary to facilitate the ongoing effective function of the Committee.

1.0 Composition of the Committee

Membership of the Canal Days Advisory Committee shall be comprised of those individuals who are directly responsible for running specific festival events, City Council, City Staff, and community support services as outlined below.

1.1 Voting Members

The Committee shall consist of the following voting members:

- The Chair will be a member of the community at large
- Two (2) Councillors appointed by City Council
- Two (2) members from each local BIA
- Four (4) members of the community at large

The status of official partner which provide attractions, activities or venues shall be approved by the Committee at its first Committee meeting each year.



1.2 Non-Voting Members

Non-voting members of the Committee may consist of:

- Designated City support staff (Museum, Community Services)
- Official partners which provide attractions, activities or venues shall be approved by the Committee at its first Committee meeting each year

1.3 Chair / Vice-Chair

The Canal Days Advisory Committee will be chaired and vice-chaired by one of the community members at large, as voted on by majority of voting members.

1.4 Sub-Committees

Sub-Committees may be created in special or extraordinary circumstances as designated by the Committee.

Special Events Resource Team (SERT) Subcommittee will consist of the following members:

- Chaired by Event Coordinator
- Designated City support staff (Marina, Public Works, Parks, Fire Department)
- Technical advisors drawn from the Niagara Regional Police Services, St Lawrence Seaway Management Corporation, Niagara Regional Health Services, The Alcohol & Gaming Commission of Ontario, contracted security services
- Any other technical advisory specialists as deemed necessary by the SERT Sub-Committee

Budget Sub-Committee:

- Chaired by Event Coordinator
- One (1) member of the community at large
- One (1) Councillor
- Director of Community & Corporate Services or Finance designate
- Designated City support staff

1.5 Public Access

All meetings of the Canal Days Advisory Committee shall be open and no person shall be excluded there from except for improper conduct or except matters identified in Section 239(2) of the Municipal Act, 2001, S.O. 2001, c.25.



2.0 Functions of the Committee

The Canal Days Advisory Committee is intended to:

Promote Port Colborne's Marine Heritage, the history of the Welland Canal and its contribution to the City of Port Colborne

- Promote the City of Port Colborne and the Niagara Region
- Contribute positively to civic pride and the quality of life in the community
- Contribute positively to community economic development and business development (particularly the local tourism)
- Raise awareness of festival attractions and activities

In carrying out its mandate as a Committee of Council, the Canal Days Advisory Committee shall:

- Recommend festival themes and priorities
- Recommend and operate specific festival attractions and venues
- Recommend festival partners, festival sponsors, and festival vendors
- Review and approve the use of the Canal Days name, logo and/or brand by any partners, businesses and/or community groups for use in marketing, advertising and/or social media.
- Review and evaluate the performance of each year's event
- Review correspondence presented by Event Coordinator before circulation to Council
- Provide post Canal Days report and present to Council through the Chair or designate
- Liaise with community groups and organizations

3.0 Providing Information to the Committee

Staff shall make oral and or written progress reports to the Committee on a regular basis.

City staff will provide technical advice, sponsor relations, and all operational and logistical components of the Festival itself, including festival marketing, parameters of social media, logo use, and vendor solicitation and the designation, use and maintenance of festival grounds.

4.0 Meetings / Quorum / Notice

4.1 Frequency

The Committee shall meet at least six (6) times per year. The date, time and location will be determined by the Committee Chair.



4.2 Quorum

A quorum of the Canal Days Advisory Committee shall consist of a majority of sitting, voting members (4); vacant seats shall count as seats for the purpose of calculating a quorum.

4.3 Notice

Agenda, minutes, correspondence shall be circulate to all Committee Members no later than seven (7) business days prior to the next scheduled meeting.

5.0 **Record Deliberations**

The City of Port Colborne will provide through Community Services Division administrative support for the Committee including room bookings, preparing and distributing agendas and minutes, submitting reports, and other items that may arise.

Representative of groups and organizations responsible for an official partnerships which provide an attraction, activity or venue will be required to communicate Committee decisions and distribute Committee minutes to their group or organization.

Once adopted, minutes of Committee deliberations and recommendations shall be forwarded to the City Clerk for safekeeping and inclusion on the next regular City Council Agenda. The minutes shall be open to inspection in accordance with the Municipal Act, 2001, S. O. 2001, c. 25.

6.0 **Member Responsibilities**

Members shall attend Committee meetings regularly. Members who are unable to attend a particular meeting must inform the Recording Secretary.

Members shall act as liaisons while on site during the festival.

Members shall be required to wear provided branded Canal Days attire.

7.0 **Confidentiality**

Members shall adhere to rules of confidentiality, except where disclosure of information is specifically required by legislation.

Information including, but not limited to, the names and addresses of artists, vendors and sponsors, compiled through the effort of the Committee and City staff is the property of the City of



Port Colborne and is subject to the rules of confidentiality and the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

All members shall acknowledge that they have read, understood, and will abide by the rules of confidentiality by signing a Confidentiality Agreement at the beginning of their term.

A breach of the Confidentiality Agreement may result in the removal of the offending member from the Committee and may preclude the member from subsequent reappointment to the Committee or another board/committee of Council. In the instance of a breach of confidentiality, the Committee shall make a recommendation to Council to remove the offending member.

Items considered confidential will be appropriately identified to the members by staff.

8.0 Term of Office

The Term for voting members shall coincide with City of Port Colborne policy regarding making appointments to Boards and Committees as adopted by Council on November 10th, 2008.

9.0 Member Entitlement

All members of the Canal Days Advisory Committee shall serve without remuneration excepting that the remuneration of the non-voting staff member shall be governed by the Administrative Policies of the City of Port Colborne or the Collective Agreement whichever is applicable.

10.0 Financial Practices

All financial records and accounting practices of the Committee shall follow financial operating guidelines established by the City Treasurer / Manager of Accounting.