



TERMS OF REFERENCE

THE CORPORATION OF THE TOWN OF PETROLIA
COMMITTEE/ADVISORY COMMITTEE OF COUNCIL

Committee Name:

PETROLIA'S 150TH ANNIVERSARY COMMITTEE

Advisory Committee of Council

Department Responsible:

Community Services & Marketing, Arts & Communications

Reporting Director:

Laurissa Ellsworth

ROLE

Petrolia's 150th Anniversary Committee will provide advice, support and assistance to the Director of Marketing, Arts and Communications, who in turn will be responsible to the council of the Town of Petrolia within all aspects of the events.

MANDATE, OBJECTIVES & RESPONSIBILITIES:

- To promote the development of events in celebration of the sesquicentennial of the Town of Petrolia incorporated as a town
- To consult with residents, community partners, community groups and organizations and staff
- To promote opportunities for volunteers to support the community
- To provide support and assistance to volunteers throughout the events and activities
- To advise on the short and long-term goals as they pertain to the 150th celebration of the town
- To assist with the support of researching funding opportunities to support the events
- Communicate ideas and make suggestions to create community events and activities
- Help to maintain a positive image of the community

COMMITTEE COMPOSITION

The committee should consist of:

- Mayor
- 1 councillor
- Director of Marketing, Arts and Communications (Non Voting)
- 1 special events staff member (Non Voting)
- 8 community volunteers

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- 2 youth volunteers

All membership representation will be appointed by council to ensure the Petrolia 150 Committee reflects the interest of the Town.

Appointed Chairperson

Chair: Director of Marketing, Arts & Communication

1. Responsible for calling and scheduling meeting;
2. Responsible to create and distribute the Agenda through iCompass;
3. Responsible to ensure that the Agenda is provided to the Clerks office a minimum of 48 hours in advance of the meeting;
4. Responsible to ensure decorum and proper procedure occurs during meetings;
5. Inviting specialists or other guests as required;
6. Presiding over meeting and guiding it as per the agenda; (e) Ensuring a decision is reached on all agenda items;
7. Ensuring the Committee carries out its functions and meets its obligations;
8. Ensures that all recommendations of the Committee are brought forward to Town Council;

Appointed Secretary

Secretary: Marketing & Special Events Associate

1. Responsible to record meeting minutes in iCompass;
2. Responsible to provide the Clerks office with completed meeting minutes, within 7 days of the meeting date;
3. Responsible to distribute minutes to Committee Members;
4. Responsible to ensure the Committee Chair has signed the adopted meeting minutes:



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- i. Signed original copy to be provided to the Clerks Office.
5. Responsible to distribute correspondence and communication on behalf of the Committee and to all committee members;
6. Keep all pertinent committee records, in accordance with the Town of Petrolia retention policy;
7. Assist the Chairperson as required.

QUORUM

For Quorum to be present, a **majority** of the committee members with a vote must be present and in attendance.

DUTIES OF MEMBERS

All members of the committee shall:

- a) Attend all committee meetings, when not possible to attend, send regrets in advance
- b) Provide suggestion and ideas
- c) Have an active participation role in preparation, day of and take down of the event

MEETINGS

Meeting will be held the first Wednesday of each month at 6:00 pm.

No meetings in January, July & August.

*Additional or special meetings may be convened by the chairperson.

The Agenda of every committee will be structured as follows:

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of previous meeting Minutes
- 4) Disclosure of Pecuniary Interest
- 5) New/Old Business
- 6) Report/Discussion
- 7) Date of Next Meeting
- 8) Adjournment



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TERM AND REPLACEMENT OF MEMBERS

Members of the committee will serve from May 1, 2019 to Dec 31, 2024.

Members may not simply leave the committee without a replacement.

Resignation of a member

- A member may resign with written notice to the chair.
- In the event of a vacancy, through application, the vacancy will be filled for the remaining portion of the term.

If a member misses three (3) meetings in a one (1) year period, without sending regrets the member is considered to have resigned from the committee;

MARKETING & MEDIA

Prior to the release of any publication or Committee initiative the Town of Petrolia's Director of Marketing, Arts & Communication will be provided with a Draft version for review.

Only once approval has been granted by the Town should the Committee proceed.

All media enquiries shall be referred to the Director of Marketing, Arts & Communications or CAO in accordance with the Town of Petrolia media policy.

ENTITLEMENT TO COMPENSATION

Committee members will not receive any monetary reward for their contribution

Expenses incurred by members may be re-imbursed, so long as approval of the expense was provided by the Chair or Director in advance.

CODE OF CONDUCT & CONFLICT OF INTEREST

All members will conduct themselves in a professional manner at all times while a member.

All members must be in good standing with the Town of Petrolia.

All members will govern under the Code of Conduct as adopted by Council.

If a member has, at any time, a conflict of interest in relation to a particular issue or interest they must declare this conflict of interest under the agenda order of business.

The conflict of interest is to be properly documented by the Secretary, and recorded in the minutes.



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REVIEW

A review of these Terms of Reference will be undertaken every four years, and presented to Council for adoption or more frequently if deemed necessary by the committee.

COUNCIL ADOPTION:

Terms of Reference adopted by the Council of the Town of Petrolia on September 24, 2018 through By-Law 56-2018.