

# 150<sup>th</sup> Community Celebration Committee- Terms of Reference

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## **Mission**

The Fort Macleod Community Celebration Committee is a temporary Committee of Council consisting of residents and community stakeholders whose membership will plan, and host summer event/s in recognition of the 150<sup>th</sup> Anniversary of the Fort and RCMP being established in Fort Macleod. This group will strive to be welcoming and inclusive in its planning, emphasis will be placed on the Town slogan “Belong” and the Town Strategic goals will be utilized as necessary.

## **Membership and Roles**

The Committee membership will be made up of residents and representatives of stakeholder groups which will including the following:

One Town Councillor – holds Chairperson role

One Town Administration – Director of Community Services, holds Secretary/Treasurer role

One Member of the CHTA – Member at Large (MAL)

One Member from the Chamber of Commerce – Business Owner, MAL

Three Community Members – MAL

The CHTA and Chamber of Commerce are invited to select and forward their recommendation for appointment to Council. MAL applications would be open to residents and or long-standing, positively engaged members of our extended community who may be residents of the MD of Willow Creek. All applications and recommendations will be submitted to the Director of Community Services by March 30, 2023, for presentation to Council at the April 10, 2023, Council meeting.

## **Leadership**

- The Chairperson will chair the meetings.
- A vice chair shall be nominated from the Members at Large to chair meetings in the absence of the chairperson.
- The Secretary/Treasurer will:
  - Schedule meetings and manage group correspondence as required,
  - draft meeting agendas and minutes of meetings,
  - prepare any financial documents and reports as needed.
  - social media and advertising

## **Decision Making and Voting Rights**

The committee will strive for all decisions to be made by consensus of the group.

- All members will have equal voting rights.
- 5 members must be present for quorum.
- **No Quorum**
  - If a meeting fails to meet quorum and a time sensitive decision must be made prior to the next meeting, an email vote will be put out to the group by the secretary.
  - Email votes and discussion on the matter will close within 72 hours of the email being sent.
  - Please note all discussion regarding the above issue must follow the original email thread. Committee members must "reply all" so other members can see discussion and how others have voted.

### **Member Responsibilities**

It is the expectation that those who are appointed and accept a role on this committee are committed to the following:

- Available for both day and evening meetings as scheduled.
- That members endeavour to have a positive vision and commitment for showcasing the best of Fort Macleod.
- Adhere to the budget allocated to the planning and hosting of events specific to the 150<sup>th</sup> Anniversary celebration.
- No member shall commit funds, actions or speak on behalf of the Town or Fort Macleod in conjunction with this committee, prior to informing the committee and receiving the support of committee. Such support and action items will be noted in the minutes.
- If required, all matters discussed *In Camera* will remain confidential.

### **Meeting Schedules**

The first meeting of the committee will be schedule for May 10, 2023, this will be a planning and scheduling meeting. Subsequent meetings will be held monthly and scheduled by group consensus, rotating day, and evening meetings to accommodate schedules. All meetings will be held at the GR Davis Administration building.

### **Membership Resignation or Termination**

Should any member at large resign from their position, an advertisement for the vacancy will be placed and the space filled as soon as possible. The committee may choose to not fill a vacancy if less than 30 days prior to event/s.

Remembering that this is a temporary, short duration board and should a non-harmonious working environment develop, and the functionality and efficiency of the group be compromised by one or more members at large. Council may, by recommendation of at least 5 members of the committee, remove a member from the committee.

### **Termination of Committee**

It is understood that following the conclusion of events planned and hosted by the group for the 150<sup>th</sup> Anniversary Celebration that the committee will provide a final report to Council and Town Administration by December 11, 2024, and then cease to operate and no longer be active.

Approved by Town Council, January 9, 2023

Resolution #