



CORPORATION OF THE

TOWNSHIP OF BLACK RIVER – MATHESON

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BRM EVENTS COMMITTEE TERMS OF REFERENCE

1. PURPOSE

The BRM Events Committee (the “Committee”) is established to support, develop, and coordinate community events that enhance local spirit, celebrate diversity, encourage volunteerism, and create opportunities for residents to come together in a safe and inclusive manner.

Key Objectives:

- Advise Council on matters relating to municipal and community-led events.
- Plan, promote, and assist in the delivery of inclusive and accessible events throughout the Township of Black River-Matheson.
- Encourage active participation from all sectors of the community.
- Support partnerships with community organizations, schools, service clubs, and local businesses.
- Promote awareness of important civic occasions, cultural observances, and heritage days.
- Recommend practices that ensure the safety, sustainability, and positive impact of events.

2. MEMBERSHIP

The Committee shall consist of at least 5 voting members, appointed by Council:

- [1–2] Members of Council
- [4–6] Citizens-at-large with experience or interest in community engagement or event planning

Municipal staff shall attend in a non-voting advisory/support role (e.g., Clerk).

3. TERM OF OFFICE

Appointments of the Committee are made by council. The term of office or all appointments shall align with the term of Council.

The Chair shall be selected by the Committee members at the first meeting. The Chair shall serve for no longer than two terms.

The Committee shall inform Council if a member misses three (3) consecutive meetings without justification. Council may consider the replacement of the member.

4. MEETINGS

Meetings shall be held at the call of the Chair. A quorum shall consist of a majority (50% +1) of voting members. The Committee shall appoint a Chair at the first meeting of each term. Minutes shall be recorded and forwarded to Council through the designated staff liaison.

5. DUTIES AND RESPONSIBILITIES

- Develop and maintain an annual community events calendar.
- Identify opportunities for new events or enhancements to existing ones.
- Collaborate with municipal staff to ensure events comply with local policies, permits, and regulations.
- Assist with volunteer recruitment, recognition, and coordination.
- Recommend event budgets, materials, and resource needs to Council.
- Engage in promotional activities in coordination with municipal communications.
- Evaluate each event's success and areas for improvement and submit findings to Council.

6. AUTHORITY AND ADMINISTRATION

The Committee shall strive for consensus; where consensus is not possible, a majority vote will determine decisions. In the event of a tie, the Chair may cast the deciding vote.

The Committee is an advisory committee and does not have any delegated authority.

The Committee reports to Council through the Clerk or their designate. An annual summary of activities, outcomes, and recommendations shall be submitted to Council.

7. CODE OF CONDUCT & CONFLICT OF INTEREST

All members shall adhere to the Municipality's Code of Conduct for Committees and applicable conflict of interest legislation. Members must declare any real or perceived

conflicts at the start of meetings.

8. ACCESSIBILITY, EQUITY, AND INCLUSION

All events shall strive to be inclusive, accessible, and reflective of the diversity of the community. The Committee shall consider physical, cultural, financial, and social accessibility in all planning efforts.

9. REVIEW OF TERMS OF REFERENCE

These Terms of Reference shall be reviewed at least once every term or as directed by Council.