

**NIAGARA REGION 50TH ANNIVERSARY COMMITTEE
(NRAC)**

TERMS OF REFERENCE

DRAFT

Appendix to Report CLK 7-2019

Recommended for Approval by the <Corporate Services Committee> on <date>

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1. PREAMBLE

The 50th Anniversary Committee was established by Regional Council to commemorate the Region's 50th anniversary.

2. MANDATE

To communicate and celebrate the accomplishments and initiatives of Niagara Region and recognize the Region's 50th anniversary.

3. GOALS/PURPOSE

- Facilitate, plan and organize events to commemorate the Regional Municipality of Niagara's 50th anniversary
- Communicate the history and accomplishments of the Region over the last 50 years through various initiatives

4. REPORTING STRUCTURE

The NRAC will report directly to Regional Council.

5. BUDGET

The NRAC shall have an annual operating budget to be used for valid Committee purposes as detailed in the budget approved by Regional Council for the current year.

The Committee shall submit a budget request to Regional Council for its consideration and approval.

6. MEMBERSHIP

6.1 Composition

Membership for the NRAC shall not exceed a maximum of 9 members.

Membership for the NRAC shall include up to five (5) Regional Councillors. The Regional Clerk or designate and the Executive Officer to the Regional Chair will be non-voting members of this Committee.

6.2 Term

The term of membership shall be until December 31, 2020.

6.3 Privacy

The meetings of the NRAC are public. Members should be aware that their names will be in the public realm and a list of membership may be provided when requested. Member information, other than name or municipality, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

7. ROLES & RESPONSIBILITIES

7.1 Chair & Vice Chair

A Chair and Vice Chair will be elected from Committee members at the first meeting to preside over meetings and Committee business.

It is the role of the Chair to preside over Committee meetings so that its business can be carried out efficiently and effectively, and to act as a liaison between the Committee and Regional Council.

It is the role of the Vice Chair to preside over Committee meetings in the absence of the Chair and to perform any other duties delegated by the Chair or as assigned by the Committee through a majority vote.

7.2 Committee Members

All NRAC members, including the Chair and Vice Chair, have the responsibility to help achieve the NRAC's Mandate and Goals/Purposes. Committee members are also responsible for:

- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration;
- Working diligently to complete assigned activities;
- Participating on working groups, as appropriate;
- Agreeing to describe, process and resolve issues in a professional and respectful manner;
- Providing input to help identify future projects or strategic priorities for future years' work;
- Communicating activities of the Committee to groups represented or those who may have an interest and offer information back to the Committee.

8. WORKING GROUPS

To fulfill its mandate and accomplish its goals, the NRAC may establish working groups to deal with specific issues or projects. The working groups will meet, as needed, to review specific issues referred to them by the NRAC and otherwise complete their assigned tasks.

Working groups are considered to be time-limited, project specific sub-committees of the NRAC in that they are convened to accomplish a specific task (or tasks) in a narrowly defined time period.

Working groups must be comprised of at least two (2) members of the NRAC and may include community members and other individuals with relevant knowledge and expertise. Local municipal participation should be sought depending on the nature of the work being undertaken.

Working groups shall be chaired where possible by a voting member of the NRAC and shall provide regular updates to the NRAC regarding recommendations on assigned projects. Minutes of the meetings of the working group shall be recorded and submitted to the NRAC for proper directing through the approval process. Working groups may meet at a time and place as decided by the members of the working group.

Administrative support shall be provided by a staff representative of the NRAC or designate.

9. RESOURCES

The Clerk's Department is the designated lead department providing resource support for the NRAC; however, the Committee also has access to the technical expertise of staff from other Regional departments as may be required. It is recognized that staff time and the level of participation will be dependent on other departmental priorities as determined by senior management and/or Regional Council. As required, additional resources may be sought. Additional resourcing may be required for projects with senior levels of government.

The Committee shall receive administrative support from the Office of the Regional Clerk for meeting and agenda management.

10. MEETINGS

An appropriate meeting schedule shall be set for the NRAC. The schedule will be circulated to the members for approval each year. Should a time sensitive matter arise, the NRAC may meet at the call of the Chair.

The NRAC meetings will be held at Regional Headquarters at a time as determined by the members. All meetings will be open to the public.

Meetings shall be governed by the Region's Procedural By-law, being a by-law to govern the calling, place and proceedings of the meetings of Council and its Committees, as may be amended from time-to-time.

A schedule setting the due dates for materials to be included on the agenda will be circulated to each member pending adoption of a meeting schedule or the scheduling of a meeting date.

A committee member who is unable to attend a meeting, shall forward his/her regrets to the Office of the Regional Clerk as soon as possible. Should the Office of the Regional Clerk not have confirmation of quorum 24 hours prior to the meeting, the meeting shall be cancelled.

11. ABSENTEEISM

Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the Committee and will be notified of this in writing by the Committee Chair.

12. AMENDMENTS TO THE TERMS OF REFERENCE

Proposals to amend the Terms of Reference shall require the approval of a majority of the members present. Proposed amendments to the Terms of Reference shall be submitted to Regional Council for approval and shall take effect only upon the approval of Council.