



TOWN OF AURORA
ADDITIONAL ITEM
FOR GENERAL COMMITTEE

Tuesday, February 16, 2016
7 p.m.
Council Chambers

- **Item 16 – LLS16-010 – Canada 150 Ad Hoc Committee Terms of Reference**

RECOMMENDED:

THAT Report No. LLS16-010 be received; and

THAT the Terms of Reference for the Canada 150 Ad Hoc Committee, Attachment 1 to this report, be approved; and

THAT Council appoint the Mayor and one (1) other Member of Council to the Canada 150 Ad Hoc *Committee*.



**TOWN OF AURORA
GENERAL COMMITTEE REPORT**

No. LLS16-010

SUBJECT: *Canada 150 Ad Hoc Committee Terms of Reference*

FROM: *Stephen M.A. Huycke, Acting Director of Legal & Legislative Services/Town Clerk*

DATE: *February 16, 2016*

RECOMMENDATIONS

THAT Report No. LLS16-010 be received; and

THAT the Terms of Reference for the Canada 150 Ad Hoc Committee, Attachment 1 to this report, be approved; and

THAT Council appoint the Mayor and one (1) other Member of Council to the Canada 150 Ad Hoc Committee.

PURPOSE OF THE REPORT

To obtain Council approval for the Terms of Reference for the Canada 150 Ad Hoc Committee which includes the duties and functions recommended by the Committee at its first meeting on February 11, 2016.

BACKGROUND

At its meeting on January 26, 2016, Council appointed five (5) citizen members to the Canada 150 Ad Hoc Committee ("Committee"). This appointment followed Council's direction of September 29, 2015, "That the Town establish a Canada 150 Ad Hoc Committee and staff be directed to advertise for five (5) members of the public in accordance with the Policy for Ad Hoc/Advisory Committees and Local Boards." The September 29, 2015 Council direction was in response to the following motion adopted by Council on March 31, 2015:

NOW THEREFORE BE IT HEREBY RESOLVED THAT Council direct staff to bring forward a report with recommendations regarding the implementation of a "Canada 150 Committee", similar to the "Aurora Sesquicentennial Committee", for the purpose of coordinating Town of Aurora events surrounding the 150th anniversary of Confederation; and

BE IT FURTHER RESOLVED THAT Council direct staff to investigate and include in their report any possible synergies and collaboration opportunities with the federal and provincial governments as they roll out their plans for Canada 150 celebrations.

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COMMENTS

Following appointment by Council on January 26, 2016, the (5) citizen members of the Committee met on February 11, 2016. Mayor Dawe chaired the meeting in his capacity as Ex-officio Member of all committees as defined in section 7.1 of the Policy for Ad Hoc/Advisory Committees and Local Boards ("Policy"). Under section 5.1 of the Policy, where a committee's Terms of Reference has not been approved by Council prior to recruitment of committee members, approval of the Terms of Reference will be "*concurrent with the recruitment and first meeting(s) of the Committee.*" The purpose of this provision of the Policy is generally to permit the committee members to have input on the role of the committee. The Duties and Functions section of the attached proposed Terms of Reference are based on the Committee's discussions at the February 11, 2016 meeting, which were based in part on the Terms of Reference for the Aurora Sesquicentennial Ad Hoc Committee.

As noted in Report No. CAO15-012, the Town will be applying for a Canada 150 Grant to finance the provision of various events and activities to celebrate the 150th Anniversary of Confederation in Aurora. To maximize the opportunity of receiving as much funding as possible from this grant, the Committee will have to finalize its draft program for Council's consideration very soon. It is therefore recommended that the final Terms of Reference for the Committee be adopted as soon as possible to permit the Committee to begin accomplishing its goals.

LINK TO STRATEGIC PLAN

Establishing a Canada 150 Ad Hoc Committee supports the Strategic Plan goal of ***Supporting an exceptional quality of life for all*** through the accomplishment in satisfying requirements in the following key objectives within this goal statement:

Strengthening the fabric of our community: through the identification of new formats, methods and technologies to effectively and regularly engage the community.

ALTERNATIVE(S) TO THE RECOMMENDATIONS

Council could amend the Terms of Reference to increase or decrease the number of Members of Council appointed to the Committee. It should be noted, however, that under section 7.4 of the Policy, Council Members who are not Committee Members are entitled to attend all meetings and participate in any discussion at that meeting.

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FINANCIAL IMPLICATIONS

There are no financial implications at this time. The Committee will be making recommendations to Council on a program to celebrate the 150th Anniversary of Confederation. It is expected that the various aspects of the program will be funded by the Canada 150 grant that is available to communities from the Federal Government. Additionally, the proposed Terms of Reference encourages the Committee to identify other fundraising opportunities to support any Council-approved program. Committee members were informed that any draft program of events or activities would be subject to Council approval and appropriate funding being provided.

CONCLUSIONS

The citizen members of the Canada 150 Ad Hoc Committee held an initial meeting on February 11, 2016. At this meeting, the Committee members discussed their goals for the Committee, which has formed the basis of the Duties and Functions section of the proposed Terms of Reference. It is recommended that Council approve the proposed Terms of Reference for the Committee, and appoint the Mayor and one (1) other Member of Council to serve on this Committee.

PREVIOUS REPORTS

1. September 22, 2015, CAO15-012 – Canada 150.

ATTACHMENTS

Attachment 1- Canada 150 Ad Hoc Committee Terms of Reference

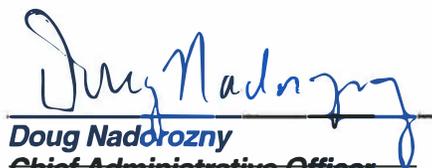
PRE-SUBMISSION REVIEW

Chief Administrative Officer, February 12, 2016

*Prepared by: Stephen M.A. Huycke, Acting Director of Legal & Legislative/Town Clerk,
Ext. 4771*



Stephen M.A. Huycke
Acting Director of Legal & Legislative
Services/Town Clerk



Doug Nadrozny
Chief Administrative Officer



CANADA 150 AD HOC COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Canada 150 Ad Hoc Committee shall make recommendations to Council and provide guidance in the development, promotion, collaboration, and implementation of Town of Aurora community events and opportunities in celebration of the 150th anniversary of Confederation during the year of 2017.

2. MEMBERSHIP

The Committee shall be comprised of seven (7) members, as follows:

- Two (2) members of Council, including the Mayor and one (1) Councillor; and
- Five (5) citizen members selected by Council.

3. TERM

The term of office shall conclude after the final Canada 150 event responsibilities are completed.

4. REMUNERATION

None

5. DUTIES AND FUNCTIONS

The Canada 150 Ad Hoc Committee shall act in an advisory capacity to provide input on event activities and promotions, including making recommendations on the allocation of any funds available for the celebration of the 150th anniversary of Confederation.



To achieve this goal, the Committee will:

- In consultation with appropriate Town Departments, develop a plan and program for Aurora's celebration of the 150th anniversary of Confederation that includes, but is not limited to:
 - The provision of one or more standalone events;
 - The design and installation of a permanent commemoration of Aurora's celebration of the 150th anniversary of Confederation;
 - The provision of one or more other legacy projects that celebrate, enhance or promote the Town's unique place in Canada;
 - Working with the Town's partners, for the provision of an educational program that would appeal to a wide variety of residents; and
 - Opportunities to enhance regular Town events with the addition of specific elements recognizing the 150th anniversary of Confederation.
- Investigate fundraising and other grant opportunities to facilitate the delivery of any Council-approved program.
- Identify, engage, and work with various other community groups and partners who are actively engaged in the celebration of the 150th anniversary of Confederation to identify shared opportunities.
- Work with other community groups to identify opportunities for other volunteers to participate in and support the approved program.
- Work with the appropriate Town departments to develop and recommend a marketing and promotion campaign, including the possible creation of an Aurora Canada 150 brand, aligned to the program approved by Council.
- Actively participate in and attend all planned events.
- Undertake any other assignment pertaining to Aurora's celebration of the 150th anniversary of Confederation as may be requested by Council from time to time.

6. REPORTING

The Committee shall report directly to Council through Committee minutes.



7. MEETING TIMES AND LOCATIONS

The Committee shall meet on an as required basis to be determined by the Committee.

8. STAFF SUPPORT

Town staff will provide technical support to the Committee, as required.

The Legal and Legislative Services department will provide administrative support services to the Committee.