



March 22nd, 2021

AYR BICENTENNIAL ANNIVERSARY PROGRAMMING COMMITTEE TERMS OF REFERENCE

Mandate:

The purpose of the Ayr Bicentennial Programming Committee is to engage the community through the Year 2024 event. This will be achieved through educational programs, activities, events, exhibitions, and celebrations that are designed to instill pride in the history of the former Village of Ayr and its context in North Dumfries on both an individual and community level.

Workplan:

The Programming Committee is an Advisory Committee of Council. As such it is the role of the Committee to be an advisory body to Council that provides strategic advice and recommendations to Township Council that will inform the development and implementation of the program to support the 2024 Ayr Bicentennial. The Programming Committee is tasked with the responsibility to design & co-ordinate programs, events and celebrations that will be scheduled to occur throughout 2024 at varying locations across North Dumfries.

The Programming Committee has responsibility to develop and implement a multi-year delivery schedule to support the 2024 Ayr Bicentennial event.

The Committee would be responsible to develop a detailed Program Plan, Business Plan and Operational Program Plan for Council's consideration and approval. Upon adoption, the Plan(s) would then be tasked to the Committee to implement. Key elements of the workplan and deliverable tasks include:

- i) Identification of partners;
- ii) Identification of a wide range of events, programs, activities and exhibitions that would be hosted throughout calendar year 2024 at various venues across the Township;
- iii) Establish a marketing and promotions campaign;

- iv) Develop a recommended Budget and leverage funding for the year-long celebration;
- v) Implementation and enablement of the approved programming campaign

Year 2021

- Develop the Bicentennial Anniversary Program Plan and submit to Council for approval;
- Work collaboratively with the Community in the development of the Program Plan and venues;
- Identify “seed” funding necessary for deployment in 2022 to assist in the campaign and long lead time deliverables. This information would inform the 2022 Operating Budget;

Year 2022

- Develop a Business Plan (2022 to 2024) which would focus on event planning and identify site logistics / requirements necessary to support the various program elements at all recommended venues. The Business Plan would also identify a recommended Operations and Logistics governance model to implement the recommended Anniversary Program Plan
- Identify and confirm funding opportunities for the Anniversary Program Plan initiatives, which should include sponsorship and Grant revenue streams;
- Secure long lead deliverables such as specialized services, equipment and/or entertainment;
- Develop a volunteer engagement campaign to support the various venues and logistics elements
- Identify funding necessary for deployment in 2023 to assist in the campaign and deliverables. This information would inform the 2023 Operating Budget;

Year 2023

- Finalize the Operational Program Plan;
- Roll-out the volunteer engagement strategy and commence training, if required;

- Apply for and confirm Grants, and, sponsorship opportunities;
- Secure specialized services, equipment and/or entertainment;
- Identify funding necessary for deployment in 2024 to assist in the campaign and deliverables. This information would inform the 2024 Operating Budget

Year 2024

- Execute the Ayr Bicentennial Anniversary Program Plan

Year 2025 (January / February)

- Wrap up / Wind down

Committee Composition:

- 1 member of Township Council
- Mayor is an ex-officio member of the Committee
- Maximum of 6 members of the Public-at-large / Community organizations

Appointees to the Advisory Committee are to be residents and/or business owners of the Township.

Staff Resource:

Recreation & Community Services Coordinator
Director of Leisure & Community Services

Council shall advertise and complete a recruitment campaign to solicit interested members of the Community and/or Community Organizations that may be interested in being of the Committee. Council shall appoint members to the Committee by By-law. The appointments to the Committee shall run through to February 2025.

Reporting Structure:

The Ayr Bicentennial Anniversary Committee is to serve as an advisory body to Council. The Committee does not have any delegated authority or decision-making capacity. Recommendations which require Council action will be placed on the Council Agenda for consideration.

Recommendations requiring implementation and/or expenditures will be reviewed by Staff and considered by Council as Budget matters.

Typically, on business matters on the Agenda, decisions are made based upon group consensus of those members present at the meeting and would be recorded accordingly in the Minutes of Meeting. Where a Recommendation is made to Council on an action item, a Resolution carried by the voting majority will be required. In the event of a tie vote, the motion will not carry. The appointed members to the Committee present at the scheduled meeting will be deemed to be the voting members.

The membership of the Committee will be reviewed and evaluated annually by Council based on the ability of members to carry out their advisory duties, attendance, and participation. Council has the ability to remove members from the Committee should they fail to fulfil their responsibilities to the Committee. To maintain a high level of commitment and ensure business continuity, members may be required to resign if they have been absent for more than two (2) consecutive meetings without good cause. Resignation of a member during the term must be given in writing to the Township Clerk.

Appointment of Chair and Vice-Chair:

The Chair and Vice-Chair shall be elected by a voting majority by the appointed members. The Chair and Vice-Chair positions will be for the term of the Committee. The Council representative to the Advisory Committee for the time period after October 2022 will be appointed by the Council of the 2022 – 2026 Term of Office.

The Chair shall be responsible for conducting the meeting in accordance with the relevant Township By-laws and procedures and will facilitate the discussion at each meeting pursuant to the published meeting Agenda and the Committee's mandate. The Vice-Chair will act in the capacity of the Chair in the absence of the Chair.

The Chair will work with the Recording Secretary to prepare meeting Agendas and the circulation of material to the Committee in advance of the meeting date.

Committee Administration:

A Recording Secretary will be provided from a pool of Township Staff. The Recording Secretary will provide support with Agenda preparation, taking of Meeting Minutes, and will provide organizational and procedural support to the Committee. Agendas will be circulated to the Committee and posted on the Township's website a minimum of six (6) calendar days prior to the scheduled meeting date. All Committee Agendas and Minutes

of Meeting will be posted by the Recording Secretary on the Township's website. The Committee Meeting Schedule will be posted on the Township's website.

Technical support on Agenda items may necessitate from time to time the presence of Staff to appear before the Committee at scheduled meetings. Technical support and the requested presence of Staff will be coordinated through the Reporting Secretary and the appropriate Department Head. Staff resource liaison and support to the Committee do not have voting privileges.

Term of Office:

Expires end of February 2025

Meetings:

The Committee shall establish a Meeting Schedule on a year basis to properly account for and deliver upon the work plan / cycle of activities.

Remuneration:

Nil