

Special Events Regulatory Committee TERMS OF REFERENCE

1. GENERAL INFORMATION

Advisory committee name:	Special Events Regulatory Committee
Reporting to:	Committee of the Whole / Council
Date of formation:	
Meeting frequency:	2 to 8 meetings per year, based on the number Special Event Applications Received
Staff lead:	Supervisor – Tourism & Events
Other staff liaison:	Special Projects Coordinator
Council member:	Councillor Hope Jamieson

2. PURPOSE

The Special Event Regulatory Committee's primary purpose is to provide support to organizers of outdoor special events to ensure all regulatory requirements are met to execute a safe and successful event. Outdoor events also include those categorized in the Special Event Policy and Procedure Manual.

Specifically, the Committee will:

- Ensure all relevant forms and supporting documentation necessary are submitted.
- Facilitate event review by leveraging the expertise and experience of those on the Committee.
- Ensure the event is conducted in compliance with applicable Federal, Provincial and Municipal legislation and regulations.

Through the application and approval process, Special Event Regulatory Committee members advise on potential issues arising from their areas e.g. traffic control, crowd control or road closure.

The Regulatory Committee recommendations to the Committee of the Whole and/or the Regular Meetings of Council will occur in the manner defined by these terms of reference to support City Policy. The purpose of this Committee in relation to specific policies, plans and strategies is as follows:

Regulatory Committee Relationship to Strategic Plan:

- A Sustainable City – A City that is sustainable today and for future generations; Economically, Environmentally and Financially.
- A Connected City – A City where people feel connected, have a sense of belonging, and are actively engaged in Community Life.

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Applicable Legislation/City Bylaws:

- City of St. John's Act
- National Building Code (2010)
- City of St. John's Noise Bylaw
- Service NL – Environmental Health Regulations
- National Fire Code 2015
- NFPA Life Safety Code 101. (2015)
- Natural Gas and Propane Installation Code B149.1-15
- Liquor Control Act
- Liquor Licensing Regulations
- Cannabis Control Act
- Cannabis Licensing and Operations Regulations
- Aeronautics Act
- Canadian Aviation Regulations

3. MEMBERSHIP AND COMPOSITION

3.1 Composition

3.1.1 Public Members

Organizations

The Special Event Regulatory Committee will be comprised of representatives from the following organizations:

- Eastern Health
- Service NL
- NL Liquor Corporation
- Royal Newfoundland Constabulary
- St. John Ambulance
- Additional agencies as required based on the event application

Each organization may appoint an alternate representative to attend committee meetings if the primary member is unable to attend.

3.1.2 Staff and Council Members (Ex-Officio Members)

Committee Chair/Lead Staff

A Committee Chair/Lead Staff will be appointed to the committee by the appropriate City executive or senior management.

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City Staff

The Special Event Regulatory Committee is comprised of staff from the following:

- Corporate Risk and Recovery
- Community Services
- Parking Services
- Parks & Open Spaces
- Regulatory Services
- Transportation
- Emergency Preparedness (St. John's Regional Fire Department)
- Fire Support Services (St. John's Regional Fire Department)

City Clerk

The City Clerk will provide support to the Committee as determined by the Chair and the City Clerk.

Council

The Committee will have one council representative acting as committee spokesperson/champion.

3.2 Length of Term

There is no length of term with respect to organization members as well as staff members.

Cooling-off Period (Former City Staff and Council)

There will be a cooling-off period of two years for Council and Staff once they are no longer associated with the City. Setting term lengths with a cooling-off period will promote gradual turnover, ensuring a constant balance between new members and former staff or council.

4. ROLES, RESPONSIBILITIES AND REPORTING

4.1 Shared Roles and Responsibilities

Committee roles include:

- Advise and make recommendations to Council on matters relevant to the committee's defined Purpose.
- Provide organizational based expertise.
- Attend Committee and other meetings, and on-site inspections.

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Conduct

Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Committee members are to be transparent in their duties to promote public confidence. Members are to respect the rights and opinions of other committee members.

Members will also be conduits to/from their respective organizations. As such they will be expected to provide insight on behalf of organizational stakeholders and update their members on the work of the committee.

Preparation

Application processing – members are to review event applications and documentation while providing feedback to the Special Projects Coordinator in a timely manner.

Meeting agendas and accompanying materials will be circulated electronically prior to all meetings; members are expected to review all distributed materials prior to meetings.

Agendas

Agendas are comprised of event applications and supporting documentation. All members are to submit potential agenda items and related material to the Committee Chair/Lead Staff person for consideration.

Voting

During Committee meetings, members will thoroughly discuss event applications and will vote on each. All recommendations are forwarded to Council for approval.

4.2 Defined Member Roles and Responsibilities

4.2.1 City Staff

Chair/Lead Staff

- To act as a liaison between the Committee and the City; linking across departments on issues relevant to committee work.
- Ensure the committee is informed about City policy, procedure and available resources in reference to specific agenda items and to provide assistance to the committee where appropriate.
- Request additional staff support/attendance as needed.

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- Incorporate input from the Committee into ongoing City work where appropriate (e.g. projects, staff updates, publications).
- Uphold Committee processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring Committee members conduct themselves in a professional manner.
- Fulfill Committee requirements related to reporting processes (annual presentations, written reports, FAQ's etc.).

Staff Liaison

- Assists Lead Staff in above noted duties.
- Develop agendas in cooperation with the Chair and City Clerk's Office for distribution.
- Prepare and submit agenda items and accompanying materials to the City Clerk (i.e. act as a conduit for all communications between members, the City Clerk and applicants).

City Clerk

Leading or supporting day-to-day committee activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of committee agendas and reporting forms (i.e. meeting notes/minutes).

4.2.2 Council

One council representative will sit on the Committee as the Council Champion.

The role of Council Champion is to advise Council through Committee of the Whole and Regular meetings, and to promote and enhance the Committee's function. The Council Champion will be encouraged to attend meetings and to act as a liaison between the committee and council.

4.3 Reporting

The Special Event Regulatory Committee shall report through the Committee of the Whole to Council; however, depending on the event application, recommendations may be directed to a Regular Meeting of Council.

Standardized Reporting Process:

The Committee Chair and City Clerk will work to complete a report for Council's consideration.

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Notes:

- Council to be kept informed of committee activities through formal reporting and through the Council Champion.
- Organizational representatives will be encouraged to report back to their respective organizations regarding committee work.

5. COMMITTEE RECRUITMENT AND SELECTION

5.1 Recruitment, Vacancies and Applications

Replacement representatives are provided from organizations as well as Divisions when necessary.

6. PUBLIC ENGAGEMENT

N/A

7. OTHER GOVERNANCE

7.1 Review of Terms

Taking into account recommendations from the Chair, Council, the City Clerk and Lead Staff, the Special Event Regulatory Committee will, at the first meeting of every year, review the terms of reference documents. The purpose of this review is to ensure the operation and function of the committee is still aligned with its defined purpose. Through this review process, amendments to the Terms of Reference will be recommended to Council through the Committee of the Whole.

7.2 Meeting and Schedules

The frequency of Committee meetings will be determined by the Chair/Lead Staff, and City Clerk, as deemed necessary.

Unless otherwise specified, Committee meetings shall be held at City Hall and shall be closed to the public.

7.3 Conflicts of Interest and Confidentiality

Conflicts of Interest

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential or perceived in nature. Conflict of Interest may occur when a Committee member participates in discussion or decision-making about a matter which may financially

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benefit that Member or a member of his/her family, or someone with whom the Committee member has a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the Committee agenda or Committee discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove themselves from the meeting room until the agenda item has been dealt with by the Committee.

Confidentiality:

All Committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Special Event Regulatory Committee.

Staff Liaison Name:

Signature: _____

Date: _____

Chair Name:

Signature: _____

Date: _____

City Clerk Name:

Signature: _____

Date: _____