

# DECISION/DIRECTION NOTE

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**Title:** Special Events Regulatory Committee – Terms of Reference

**Date Prepared:** February 20, 2020

**Report To:** Committee of the Whole

**Councillor and Role:** Councillor Hope Jamieson – Special Events

**Ward:** N/A

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**Decision/Direction Required:**

Seeking approval from Council to approve the newly developed Terms of Reference for the Special Events Regulatory Committee.

**Discussion – Background and Current Status**

- Attached are newly developed Terms of Reference to govern the Special Events Regulatory Committee (historically known as the Special Events Advisory Committee).
- Its mandate and purpose remain as is with the Terms of Reference providing further clarity.
- Community Services will provide continued oversight of the Committee with the Office of the City Clerk provides support as required.

**Key Considerations/Implications:**

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders:
  - Members of the Special Events Regulatory Committee
  - Event Organizers
  - Members of the General Public
3. Alignment with Strategic Directions/Adopted Plans: N/A
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A



8. Procurement Implications: N/A

9. Information Technology Implications: N/A

10. Other Implications: N/A

**Recommendation:**

That Council approve the newly developed Terms of Reference for the Special Events Regulatory Committee as presented.

**Prepared and Approved by:** Elaine Henley, City Clerk