

COMOX NAUTICAL DAYS FESTIVAL COMMITTEE

TERMS OF REFERENCE

Purpose

The Comox Nautical Days Festival Committee serves as the governing body responsible for providing high-level oversight, and strategic direction, for the annual Comox Nautical Days Festival, ensuring its success and alignment with community goals.

Membership

The Committee shall consist of 5 to 7 members, appointed by Council, as follows:

- Two (2) members from the current Town of Comox Council, and
- Three to five (3-5) members from local businesses, community organizations, and residents.

The committee may also include the current festival producer and a Town staff member as an advisory member.

Chairperson

The Chairperson of the Committee will be elected by the Committee from among its members appointed by Council.

Schedule of Meetings

Regular meetings shall be held quarterly, with additional meetings scheduled as needed during peak planning periods. Meetings may be conducted in-person or virtually.

Roles and Responsibilities

The Committee will act in an advisory capacity and work in conjunction with Town staff to provide advice and present recommendations to Council for matter within the following areas:

- a. Foster a collaborative relationship between the Comox Nautical Days Festival Committee and the festival producer, ensuring effective communication and shared objectives.
- b. Provide strategic oversight for the festival to align with community goals.
- c. Establish high-level recommendations for budgeting, risk management, and community engagement.
- d. Monitor the festival producer's operations, offering feedback for optimization through Committee motion.
- e. Advise on significant planning and implementation matters.
- f. Facilitate communication between stakeholders.
- g. Evaluate festival success and provide improvement recommendations.



- h. Advocate for the festival's importance within the community including promoting fundraising opportunities.
- i. Uphold integrity and transparency in Committee proceedings.

Use of Staff Resources:

Administrative support will be provided principally through the Administration Department. Staff and technical support will be provided through requests to the Chief Administrative Officer, who will direct appropriate staff depending on the issue at hand.

Reporting and Recommendations:

Minutes and agendas are prepared and distributed by the Corporate Services Division. The Committee will submit regular progress reports to Council and present recommendations for approval. Recommendations may cover budget allocations, event logistics, and any other relevant matters.

Festival Production Manual:

The committee may contribute to the development and updating of a Festival Production Manual, outlining detailed procedures and guidelines for efficient execution.

Term

Members' terms will be consistent with that approved by Council. The committee's term aligns with the annual festival cycle.

Review and Amendment

These Terms of Reference shall be reviewed annually and may be amended with the approval of the Council to adapt to changing circumstances or improve committee operations.