

Nova Scotia Marathon Committee
Terms of Reference

1. The “Nova Scotia Marathon Committee” is an Ad Hoc committee of the Municipality of the District of Barrington.
2. **Definitions:**
 - a. ‘Committee’ means an Ad Hoc Committee of the Municipality of the District of Barrington;
 - b. ‘Council’ mean the Council of the Municipality of the District of Barrington;
 - c. ‘Councillor’ means a member of the Council of the Municipality of the District of Barrington;
 - d. ‘Community’ means the Counties of Shelburne and Yarmouth;
 - e. ‘Members’ means the members of the Ad Hoc Committee;
 - f. ‘Chair’ means the person appointed by members to lead the Ad Hoc Committee;
 - g. ‘Director’ means the Director of the Recreation Department.
3. **Committee Values:**
 - a. To treat all Committee Members with respect and dignity and actively encourage an environment of teamwork and cooperation.
4. **Committee Objectives:**
 - a. To organize a range of the activities focused around the annual Nova Scotia Marathon;
 - b. To consult with, advise and make recommendations to the Council, through the Director, on matters affecting the annual Nova Scotia Marathon;
 - c. To engage community involvement in all aspects of the development and coordination of the event;
5. **Membership:**

The members of the Ad Hoc Committee shall be as follows:

 - a. Two (2) members of Council, who shall be appointed annually by Council, and who shall hold office for the terms for which they are appointed (Nov 1 – Oct

31); and who shall cease to hold office upon ceasing to be members of the Council;

- b. A minimum of Six (6) residents of the community;
- c. One (1) citizen representative from the Town of Clark's Harbour, who shall be appointed annually by the Town Council;
- d. Staff representatives as determined by the CAO.

6. Membership Selection Process and Criteria:

- a. In making the appointments to this Committee, Council shall endeavor to have a balanced representation of interests from the community;
- b. The call for Expressions of Interest process shall, at minimum, include one notice in the local newspaper, and provide a minimum of three (3) weeks for responses;
- c. The Committee shall review all applications and recommend appointments to Council based on the following criteria; 1) Demonstrated interest in the development of the event and 2) the ability to attend regular Committee meetings and related events;

7. Open Meetings:

- a. All meetings of the Committee will be open for citizens to attend.
- b. Regular meetings of the Committee shall be held on at least four (4) day's notice, but emergency meetings may be called by the Chair on one day's notice.

8. Other:

- a. Appointments to the Committee shall be approved by Council by a resolution.
- b. The Committee shall operate in accordance with the procedures provided in the Municipal Government Act.

9. Administration:

- a. Proposed agenda items should be submitted to the Director for consideration by the Chair.
- b. The Chair is responsible for meeting agenda content and shall review proposed agenda items with the Director before each meeting.

- c. No Committee member shall instruct or give direction to, either publicly or privately any employee of the Municipality.
- d. The Director works with the committee to solicit their input for recommendations to Council.

10. Calling Meetings:

- a. Meetings will be held as decided by the Chair.

11. Chair or Vice-Chair:

- a. Members on an annual basis shall elect the Chair and Vice-Chair.

12. Decision Making:

- a. The Committee makes recommendations to the Director based on general consensus.
- b. The Director will consider input from the committee when making recommendations to Council.
- c. A quorum of the committee shall be five (5) members of the Committee.