

**THE CORPORATION OF THE
TOWN OF MATTAWA**

**MATTAWA VOYAGEUR DAYS
COMMITTEE**

**THURSDAY, SEPTEMBER 2ND, 2021
5:30 P.M.**

**DR. S. F. MONESTIME MUNICIPAL
COUNCIL CHAMBERS
160 WATER STREET
MATTAWA, ONTARIO**

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1. Call to Order
2. Disclosure of Pecuniary Interest and Nature Thereof
3. Adoption of Minutes of Previous Meeting
4. Committee Reports (per Agenda items)
 - 4.1 Brainstorm / Planning
 - Poll Results
 - Rebranding
 - Potential Dates
 - Festival Format
 - Partnerships
 - Budget Recommendations to Council
 - 4.2 Recommendations for Sub-Committees:
 - Fundraising & Sponsorship
 - Entertainment / Kids Zone
 - Downtown / Community Participation
 - Marketing & Communication
 - Security
 - Volunteers
 - Bar
 - 4.3 Next Steps
 - Terms of Reference – Recommended Changes
 - Set Date for Next Meeting
5. 2/3 (Special Resolutions – not previously circulated)
6. In Camera (Closed) Session – None
7. Return to Regular Session
8. Adjournment



Corporation of the Town of Mattawa

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MATTAWA, ONTARIO P0H 1V0

www.mattawa.ca

TERMS OF REFERENCE

The Mattawa Voyageur Days Committee of Council shall act as advisors between Council and the Municipal Staff that are assigned to the operation of the Voyageur Days Festival.

Mattawa Voyageur Days Committee structure shall be composed of:

- The Chair of the Recreation, Tourism and Special Projects Committee;
- The Chair of the Finance Committee;
- The Chair of the Social & Family Services Committee;
- The Mayor as ex-officio

Representing the Council of the Corporation of the Town of Mattawa; and

- The CAO/Treasurer;
- The Recreation and Facilities Services Manager;
- The Clerk 1;
- The Clerk 2

Representing municipal staff.

The Chair of the Recreation, Tourism and Special Projects Committee shall Chair the Mattawa Voyageur Days Committee of Council. The Committee shall meet at the Mattawa Municipal Office in the Dr. S. F. Monestime Council Chambers at 4:30 p.m. at least three times in each calendar year.

The Committee shall:

1. Recommend annually an entertainment budget for Council consideration.
2. Report to Council on overall festival operations for informational purposes.
3. Review annual documents such as the Security Plan, insurance coverage, marketing plan and other plans and documents as deemed necessary.
4. Table recommendations for Council consideration on operational matters.
5. Provide an annual financial statement to Council highlighting significant information arising from their discussions with the auditor.

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6. Advise the Council of the Corporation Town of Mattawa on any significant financial risks.
7. Provide opinions and recommendations to Council regarding the capacity, effectiveness, performance and future direction(s) of the festival.
8. Advise Council on the adequacy of funds available for proper planning and budgeting of the festival and report on the appropriateness of the Committees spending based on budget limitations set by Council.
9. Ensure that the Council provides adequate insurance coverage for the Committee Members, festival events, entertainment and programs that will address and manage significant risks.
10. The Council representatives on the Committee shall not change or contravene in the daily operations, program and entertainment decisions of the festival. It is understood that the operations and decisions of the programming and entertainment of Mattawa Voyageur Days festival will remain that of the municipal staff as their function.
11. The Committee shall have the authority to spend Voyageurs Days funds as required for the planning and operations of Mattawa Voyageur Days. The Committee will not have the authority to spend or commit other Municipal funds, unless such funds are specifically allocated by Council.
12. The Committee shall have the authority to retain counsel, accountants or other professionals to advise or assist the Committee with the prior approval from Council.
13. The Committee shall have the authority to access staff resource time for administrative support, set up/break-down, day to day festival operations and for emergency purposes to ensure a quality and safe festival.
14. The Council of the Corporation Town of Mattawa has the authority to reject decisions or recommendations of the Mattawa Voyageur Days Committee of Council.