



City of  
**Peterborough**

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**To:** **Members of the Committee of the Whole**

**From:** **Ken Doherty, Director of Community Services**

**Meeting Date:** **June 1, 2015**

**Subject:** **Report CSD15-013  
Canada's 150<sup>th</sup> Anniversary Celebrations Committee**

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## **Purpose**

A report to establish a local Canada's 150<sup>th</sup> Anniversary Celebrations Committee.

## **Recommendations**

That Council approve the recommendations outlined in Report CSD15-013, dated June 1, 2015, of the Director of Community Services, as follows:

- a) That a local Canada's 150<sup>th</sup> Anniversary Celebrations Committee be established and that the Committee Terms of Reference in Schedule A be approved.
- b) That a 2015 budget in the amount of \$25,000 be established with the funds to be drawn from the Capital Levy Reserve.

## **Budget and Financial Implications**

The recommended \$25,000 draw from Capital Levy Reserve will result in a balance of \$2,140,148. Budget requests for \$25,000 in 2016 and \$50,000 2017 will be considered as part of the annual budget approval process.

## Background

Throughout 2017, Canada will be celebrating the 150<sup>th</sup> Anniversary of Confederation. Many of the celebrations will culminate on Canada Day, July 1<sup>st</sup>, 2017. Peterborough has traditionally participated in such milestone celebrations by striking a Council appointed committee to encourage broad community engagement in all stages of planning and commemorating the event.

The Committee Terms of Reference, attached as Schedule A, recommend a committee of eleven comprised of elected officials, organizational representatives, and community volunteers. The committee will be responsible for promoting, planning, organizing, and securing funding for a range of community based events, culminating in local Canada Day celebrations to mark this special occasion.

Advance funding is requested to secure special headline entertainment for Peterborough Music Fest's 2017 Canada Day event.

Submitted by,

Ken Doherty, Director  
Community Services Department

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Attachment:

Schedule A - Canada's 150<sup>th</sup> Anniversary Celebrations Committee Terms of Reference

## **Canada's 150<sup>th</sup> Anniversary Celebrations Committee Terms of Reference**

### **Intent:**

The Committee will plan, coordinate, secure funding, present, monitor, and evaluate community events in 2017, with a special focus on July 1, –Canada Day–, to celebrate Canada's 150<sup>th</sup> anniversary.

### **Governance:**

The Committee will be formed by Council as special project committee with Chair appointed by Mayor. Subsequent members will be appointed by Mayor and Chair in consultation with Director of Community Services. Sub-committee Chairs to be appointed from within Celebrations Committee membership.

### **Committee Composition:**

Mayor is an "ex Officio" member. The Committee will be comprised of eleven members, including:

- 1 Chair
- 1 City Councillor
- 1 representative from the City's Arts Culture & Heritage Advisory Committee
- 1 representative from the Downtown Business Improvement Area
- 1 representative from Little Lake Music Fest
- 1 representative from Canada Day Parade Committee
- 1 representative from New Canadians Centre Multicultural Canada Day
- 4 community representatives (from various sectors)

### **Staff Support:** (not committee members)

Community Services: Director or designate; Department Admin. Assistant; others as required; Mayor's Administrative Assistant

### **Responsibilities:**

- Plan, deliver and/or coordinate, fund, and evaluate a range of community events in 2017, with a special emphasis on the 2017 Canada Day celebrations
- Recommend appropriate level of funding for celebrations; apply for external funding as may be appropriate or available; secure corporate sponsorships and advertising; and encourage donations
- Engage broad community involvement and support at all stages through appropriate consultation mechanisms such as: Town Hall meetings, focus groups, organizational and sectoral meetings, ward and neighbourhood meetings, surveys, and use of social media
- Encourage and support large community special events and festivals, ward events/ projects, and neighbourhood events/ projects

- Partner with existing Canada Day event organizers, like the Little Lake Music Festival, New Canadians' Centre, and the Canada Day Parade to enhance traditional offerings
- Liaise with federal and provincial governments, especially with local Member of Parliament and Member of Provincial Parliament as needed
- Market, promote, and advertise celebration events and activities
- Establish subcommittees as may be required to fulfill mandate

**Authority Levels:**

- Operate within existing procurement policies and approval levels, through Community Services Department budget as special project
- Funding allocation in 2015, 2016, and 2017 approved by Council (may require 2015 funds from contingency as start-up or for 2017 Canada Day bookings; e.g. entertainment)
- Authorized to apply for external funding, to secure corporate sponsorships, and to receive donations and issue tax receipts
- Appoint subcommittee committee chairs and representatives
- Engage and supervise community volunteers