

CITY OF TERRACE POLICY NO. 131



TITLE: CENTENNIAL ADVISORY COMMITTEE TERMS OF REFERENCE

APPROVED: October 14, 2025

RESOLUTION NO.: 360 - 2025

REVISED:

RESOLUTION NO.:

MANDATE:

The City of Terrace 100th anniversary is December 29, 2027. To guide the planning and implementation of Terrace's centennial celebrations through recommendation, coordination, and community engagement, the City of Terrace's Centennial Advisory Committee is being established under Section 142 of the *Community Charter*.

The Centennial Advisory Committee is intended to bring forward members of the community to help plan and coordinate the celebration of the 100th anniversary in 2027.

PURPOSE:

The Centennial Advisory Committee will provide recommendations to Council regarding the planning and coordination of Terrace's 100th anniversary of incorporation on December 29, 2027. The Committee will develop the overall vision and theme, and will work to coordinate the event(s) that celebrates the City of Terrace's history, culture, diversity, and residents' interests.

The Committee will ensure that centennial initiatives meaningfully reflect Indigenous histories, cultures, and perspectives, particularly those of the Tsimshian peoples and Nations on whose territories the City is situated. The Committee will create space for Indigenous voices in planning, foster reconciliation, and ensure that celebrations honour the City's diverse community and shared values.

The Committee serves as an advisory body to Council, providing inclusive community input.

OBJECTIVES:

- Develop the overall vision and theme for the Terrace Centennial Year.
- Prepare a work plan with a schedule of events, required resources, and supporting activities.
- Recommend a proposed budget.
- Identify and pursue sponsorship opportunities, grants, and funding programs.
- Encourage community volunteerism and engagement.
- Oversee the implementation of the Committee's approved work plan.
- Deliver fun and memorable events and activities.

MEMBERSHIP:

The Committee will be comprised of up to 12 voting members and will strive to maintain the following:

- Two Members of Council
- Indigenous member(s)
- Community Group member(s)
- Member(s) of the community-at-large

Non-voting members shall include:

- City of Terrace staff liaison(s)

Members shall serve without remuneration.

A City of Terrace staff liaison shall assume the role of Committee Chair and a Vice Chair shall be elected by the majority vote of the Committee members at the first meeting.

The Chair shall be responsible for setting agendas, conducting meetings, and providing leadership.

In the absence of the Chair, the Vice Chair will preside over the meeting. In the absence of both the Chair and Vice Chair, a Temporary Chair will be selected by the remaining members of the Committee and shall preside over the meeting.

SELECTION CRITERIA:

To be eligible as a community representative, members should have a range of knowledge, experiences or interests including, but not limited to:

- Event planning and delivery.
- Music and entertainment.
- Family-friendly activities and services.
- Understanding of or commitment to Indigenous histories, cultures, and reconciliation.
- Celebrating diversity and fostering inclusion.

Applicants for membership must also meet the following selection criteria:

- Willingness and ability to commit the necessary time.
- Ability and desire to work respectfully toward consensus with people holding differing views.
- Willingness to recognize and respect the Committee process in relation to Council's decision-making structure.

Council will seek to create an appropriate balance in membership, including technical and non-technical members of various ages, genders, and other demographic characteristics, and with a variety of perspectives.

Recommendations for membership will be submitted to Council for approval.

APPOINTMENT AND TERM:

The term of the Committee is two years, December 2025 to December 2027. Extension of the term is subject to Council approval.

Committee members must always pursue and act in the best interest of the Committee and shall immediately disclose any conflict or potential conflict between their interest and the interests of the Committee.

Committee members must act with integrity and honesty, be prepared and informed of relevant issues, be tolerant of others' opinions, and interact with others in a respectful and inclusive manner.

Committee members may resign at any point during their term by sending written notice to the Committee Chair.

If any position becomes vacant during the process, the Committee may identify and recruit replacement members. Recommendations for replacement members will be submitted to Mayor and Council for consideration.

MEETINGS

It is anticipated that meetings will be held at least monthly. Additional meetings may be called by the Chair as deemed necessary.

Meetings will normally be held in the City of Terrace Council Chambers, however, the Chair may change the date, time and/or place of Committee meetings, with notice, if required.

The provisions of the current City of Terrace Council Procedure Bylaw and the *Community Charter* will govern the meetings of the Committee. The Committee shall also abide by all relevant City of Terrace staff policies, procedures, and guidelines, as applicable.

All decisions will be reached by a consensus or a majority vote of the members present, provided quorum is present. Quorum is defined as 50 percent of the members in attendance.

Centennial Committee members will arrive promptly at all meetings. Members who miss three consecutive meetings may have their membership revoked at the discretion of Council.

City staff and/or technical experts may participate at meetings but will not have voting rights.

Meeting deliberations will be recorded as minutes, which will be made available to elected officials, City staff, Committee members, partner groups and interested members of the public on the website at www.terrace.ca.

REPORTING STRUCTURE

The Centennial Advisory Committee will provide comments and recommendations to Mayor and Council through reports prepared and presented by staff.

COMMUNICATIONS

All communications with the media, as well as the use of the City's official brand, logo, and related graphics, must be coordinated through the City's Communications Advisor. Any materials intended for public distribution must be reviewed and approved by the Communications Advisor to ensure consistency with City standards and messaging.

RESOURCES:

The Committee will receive clerical, administrative, research, and technical support on an in-kind basis from City of Terrace staff.

DATE:

CORPORATE OFFICER: