TERMS OF REFERENCE
Community Enhancement Committee

Overview:

The Town of Salisbury is actively recruiting members of the community to serve as a volunteer on the Community Enhancement and Events Committee. This Committee will serve a number of function, including similar roles as the former Salisbury Beautification Committee and the Parks and Leisure Action Committee.

The purpose of the Community Enhancement Committee is to provide recommendations and advice to Council and staff on the enhancement of the social, cultural, economic, and natural vibrancy of the Town of Salisbury.

Mandate:

The Town of Salisbury's Community Enhancement Committee has the following responsibilities:

- Advise Town Council on methods and activities to enhance the quality of life of residents in the Town of Salisbury;
- Assist in the planning of events for the community and the development of new events (Holiday events, Community Days, Harvest Festival, etc.);
- Provide input and insight into a Beautification Plan for the community;
- Consider, recommend, and provide feedback on initiatives that support the Town's strategic priorities;
- To recommend annual budget and event priorities to Departmental Staff to bring forward to Council for consideration;
- To assist in the annual evaluation of grant applications from community-based groups;
- To assist in seeking sponsorships and partnerships to complement the work of the committee and execute its events and priorities.

Procedures & Decisions:

- Serving as a member of the Community Enhancement Committee is a volunteer position.
- Members of the Committee are appointed through the Mayor and Town Council for a one-year term.
- As an official committee of Council, meetings of the Committee are subject to the Town of Salisbury's Procedural By-law.
- The Committee must report to Council at least annually on the events/activities of the Committee.

Committee Composition:

- Community representation: 5 members

- Council representation: 4 members of Council
- Ex-officio representation: Mayor, Town Staff (as needed/dependent on file)
- It is expected that a meeting will occur every 1-2 months and will be scheduled either in the day or evening, dependent on the availability of the majority of committee members.
- The Committee shall elect a Chair at their first meeting.
- The Committee shall, at any point, create sub-committees on an ad-hoc basis for certain events which are not considered formal Committees of Council.

APPROVED BY COUNCIL: January 9, 2023

TERMS OF REFERENCE
Salisbury Volunteer Awards Committee

Overview:

The Town of Salisbury is pleased to be commencing an annual Volunteer Awards Event in 2023 as part of National Volunteer Week and the creation of an annual Order of Salisbury event. These events will aim to recognize the commitment and contribution of volunteer organizations throughout the community and thank volunteers for the work that they do to create a vibrant municipality, in addition to recognizing the significant impact of many residents in our community.

The purpose of the Salisbury Volunteer Awards Committee is to promote the call for applications, evaluate submissions, and assist in the hosting of the annual event.

Mandate:

The Town of Salisbury's Volunteer Awards Committee has the following responsibilities:

- Create the call for nominations, promote call for nominations, and create short-list and/or select recipients for the following awards as part of the annual National Volunteer Week event:
    - Youth Volunteer Award (1 per year) – selected by committee
    - Volunteer of the Year Award (1 per year) – selected by committee
    - Volunteer Firefighter of the Year Award (1 per year) – voted by SFD
    - Decade of Dedication Award (1 per year) – voted by residents
    - Organization of the Year Award (1 per year) – voted by residents
    - Young Adult of the Year Award (1 per year) – selected by committee
- Explore the feasibility and interest, and pending outcomes, subsequently create call for nominations, evaluate submissions, and select three recipients for an annual Order of Salisbury Event.
- Assist in planning and executing the annual events (National Volunteer Week Dinner and Order of Salisbury Induction, where applicable) including but not limited to: event planning, sponsorship, promotion, etc.

Procedures & Decisions:

- Serving as a member of the Community Enhancement Committee is a volunteer position.
- Members of the Committee are appointed through the Mayor and Town Council for a two-year term.
- As an official committee of Council, meetings of the Committee are subject to the Town of Salisbury's Procedural By-law.
- The Committee must report to Council at least annually on the events/activities of the Committee.

Committee Composition:

- Community representation: 5 members
- Council representation: 2 members of Council
- Staff: 2 members

APPROVED BY COUNCIL: January 9, 2023
REVISED BY COUNCIL: February 10, 2025

TERMS OF REFERENCE

Salisbury 250 Committee (Temporary – No Longer)

Overview:

In 2024, the area of Salisbury will celebrate the 250th anniversary of the area being settled. In light of this, a number of events and programming will be undertaken in order to recognize the area's history and engage residents in different events that inform and educate on the area's past.

Beginning in the Fall of 2023, the temporary Salisbury 250 Committee will work with Administration on planning, executing, and brainstorming events, securing sponsorships, and provide recommendations to Council on how to best recognize the occasion.

Mandate:

The Town of Salisbury's Community Enhancement Committee has the following responsibilities:

- Advise Town Council on programming and activities as part of the Salisbury 250 Celebrations;
- Assist Administration in organizing a number of events and programming;
- Assist in the public engagement for a number of programming elements, including a commemorative banner program and Salisbury 250 awards;
- Ensure the programming reflects the values and mission of the Town;
- Ensure the events are representative of the history of the area;
- Identify areas for partnerships and opportunities for sponsorship;
- Assist Administration in ensuring funding agreements are met by tracking attendance at events and organizing programming accordingly.

Procedures & Decisions:

- Serving as a member of this Committee is a volunteer position.
- Members of the Committee are appointed through the Mayor and Town Council for the duration of the Committee's mandate, expected to be from September 2023 to January 2025.

- As an official committee of Council, meetings of the Committee are subject to the Town of Salisbury's Procedural By-law.
- The Committee will report regularly to Council.

Committee Composition:

- Community representation: 4 members
- Representative(s) as required from the following organizations: Salisbury Arts & Culture Centre, Fort Folly First Nations
- Council representation: 2 Members of Council
- Ex-officio representation: Mayor, Town Staff (as needed/dependent on file)
- It is expected that a meeting will occur monthly from September 2023 to January 2024. These will be scheduled either in the day or evening, dependent on the availability of most committee members.
- The Committee shall, at any point, create sub-committees on an ad-hoc basis for certain events which are not considered formal Committees of Council.

APPROVED BY COUNCIL: February 12, 2024

TERMS OF REFERENCE
Recreation Facility – Steering Committee

Overview:

As approved by the Town of Salisbury's Council in the 2023-2026 Strategic Plan, it is the intent of the Town to undertake a Feasibility Study on a Recreation Facility, as well as explore the feasibility and practicality of designating said facility as a regional project under the Southeast Regional Service Commission's newly-mandated services.

This Committee, beginning in the 2024, will serve as representatives for community members and subject-matter experts to explore a Recreation Facility Project. As the project evolves, pending the feasibility study, this Committee will work to see the project through to completion in conjunction with the Town.

Mandate:

The Town of Salisbury's Recreation Facility Exploration Committee has the following responsibilities:

- Serve as representatives of community members, with a concentrated effort on ensuring representation from all Town wards, including a steering committee-specific engagement session for the proposed facility;
- Work with Town Staff and a retained consultant to define the objectives and scope of the feasibility study for the indoor recreation facility, such as market analysis, financial feasibility, facility and programming requirements, levels of service, and potential partnerships;
- Work with Town Staff and the Consultant to ensure robust public engagement on the proposed facility, including guiding survey questions, engagement strategies, and stakeholder/user group input;
- Assist the Town in serving as champions for a proposed Facility in alignment with the Town's Strategic Plan and Recreation Master Plan findings;
- Pending findings of the Feasibility Study, work with Town Staff and the consultant to identify capital fundraising campaigns, funding avenues, etc. to pursue a potential facility.

Procedures & Decisions:

- Serving as a member of this Committee is a volunteer position.
- Members of the Committee are appointed through the Mayor and Town Council for the duration of the Committee's mandate, expected to be for the calendar year of 2024 with extensions as-needed, based on the findings of the Feasibility Study.
- As an official committee of Council, meetings of the Committee are subject to the Town of Salisbury's Procedural By-law.
- The Committee will report to Council as needed, through the Consultant or the CAO, based on the status of the project.

Committee Composition:

- Community representation: 4 members, plus one youth representative
- Council representation: 2 Members of Council
- Staff Representation: Director of Recreation and Wellness, Chief Administrative Officer
- Ex-officio representation: Mayor, Clerk/Treasurer
- It is expected that meetings will occur starting in February 2024. These will be scheduled either in the day or evening, dependent on the availability of the majority of committee members. Meetings are expected to occur on an ad-hoc basis throughout the duration of the study, although additional meetings may be arranged at the discretion of the Committee members.
- The Committee shall elect a Chair at their first meeting.
- The Committee shall, at any point, create sub-committees on an ad-hoc basis for certain events which are not considered formal Committees of Council.

APPROVED BY COUNCIL: February 12, 2024

TERMS OF REFERENCE

Salisbury Cultural Policy Development Committee
(Temporary – replaced by Implementation Committee)

Overview:

The purpose of the Cultural Policy Development Committee is to formulate a cultural policy that promotes and preserves cultural heritage, arts, and creative expressions within the Town of Salisbury. It also plays a role in mapping Salisbury's cultural assets.

The goals of this project are to:

- integrate arts and culture into the pillars of local governance as a source of sustainable development.
- strengthen the sense of belonging and community identity by using a collaborative approach.
- contribute to the regional vision of tourism and community development.
- develop a shared sense of pride and community among all citizens through arts and culture.
- continuing to improve the quality of life of all citizens.

Mandate:

The Town of Salisbury's Cultural Policy Development Committee has the following responsibilities:

- Develop a municipal cultural policy that reflects the municipality's vision and guiding principles for the cultural development of the community.
- Develop a municipal cultural asset map that identifies and documents cultural assets within the Town of Salisbury which can include historical sites, museums, art galleries, theaters, cultural organizations, festivals, events, public art, and more. This provides a comprehensive inventory of cultural resources.

Procedures & Decisions:

- Serving as a member of the Cultural Policy Development Committee is a volunteer position.
- Committee members will remain in office until the cultural policy is adopted by the municipal council.
- As an official committee of Council, meetings of the Committee are subject to the Town of Salisbury's Procedural By-Law.
- The Committee has no decision-making powers. It must submit a draft cultural policy for approval by the Municipal Council, which will be responsible for taking the necessary to implement the resulting decisions.
- The members of the Cultural Development Committee could act as a resource for the development of a cultural action plan and its implementation once adopted.

Committee Composition:

- 8 to 10 members
- A member of the municipal council
- A member of the municipal staff
- Several members of the arts community (artists, craftspeople, organizers etc.)
- A minimum of four (4) community representatives (recreation, schools, youth, seniors, agriculture, etc.)
- It is expected that a meeting will occur every 1-2 months and will be scheduled either in the day or evening, depending on the availability of the majority of the committee members.
- The Committee shall elect a Chair at their first meeting.

APPROVED BY COUNCIL: August 12, 2024

TERMS OF REFERENCE

Salisbury Arts, Culture, and Heritage Advisory Committee

Overview:

The Town of Salisbury is dedicated to enriching the lives of Salisbury residents by fostering a vibrant arts and culture landscape, following the ratification of the Town's first Cultural Policy in 2025. The development of an Arts, Culture, and Heritage Advisory Committee that aligns with the goals and represents community diversity is vital to the success of the policy.

The purpose of the Arts, Culture, and Heritage Advisory Committee (the "Committee") is to provide advice and recommendations to Town Council on matters related to arts, culture, and heritage, and to support the implementation of the Town of Salisbury Cultural Policy.

Mandate:

The Town of Salisbury's Arts, Culture, and Heritage Advisory Committee has the following responsibilities:

- Advise Town Council on opportunities, methods, and best practices for working with artists.
- Develop a public cultural directory that identifies and documents cultural assets within the Town of Salisbury, which can include historical sites, museums, art galleries, theatres, cultural organizations, festivals, events, public art, and more. This provides a comprehensive inventory of cultural resources.
- With direction from the Town, engage in and sustain discussions between the municipality, artists, and community members about how to integrate arts and culture into municipal and community projects.
- As directed by the Town, assist in seeking sponsorships and partnerships to complement the actions listed in the Town's Cultural Policy.
- Develop a plan for the creation of a public archive related to the history of Salisbury, providing opportunities to share, capture, and preserve local stories and artifacts.

Procedures & Decisions:

- Serving as a member of the Arts, Culture, and Heritage Advisory Committee is a volunteer position.

- Members of the Committee are appointed by the Mayor and Town Council for a one-year term.
- As an official committee of Council, meetings of the Committee are subject to the Town of Salisbury's Procedural By-Law.
- The Committee must report to Council at least annually on the events/activities of the Committee.

Committee Composition:

- Eight (8) to twelve (12) members, consisting of:
    - Two (2) members of the municipal council
    - One (1) member of the municipal staff
    - Several members of the arts community (artists, craftspeople, organizers etc.)
    - A minimum of four (4) community representatives (recreation, schools, youth, seniors, agriculture, etc.)
- The Mayor is an ex-officio member of all Municipal Committees.
- It is expected that a meeting will occur every 2-4 months and will be scheduled either in the day or evening, depending on the availability of the majority of the committee members.
- The Committee shall elect a Chair at its first meeting.

APPROVED BY COUNCIL: March 9, 2026