

TERMS OF REFERENCE

BOARD/COMMITTEE:	Special Events Committee
TERM:	December 2022 – December 2024 (2 years)
APPOINTED BY:	Council of the Township of Asphodel-Norwood
COUNCIL REP.:	Councillor Walsh
ALTERNATE:	Councillor Hodge-Greaves

Background:

The Beautification Committee was formed in 2008.

The Economic Development Advisory Committee was formed in 2013.

The Economic Development and Beautification Advisory Committee was formed in 2016 when the Economic Development Advisory Committee and the Beautification Committee merged.

The Economic Development and Beautification Advisory Committee underwent a mandate change in 2021 and was renamed the Special Projects Committee to reflect that change.

The Special Projects Committee was renamed to the Special Events Committee in 2022.

Purpose/Mandate:

1. Act as an advisory committee to Council on special events;
2. Prepare a work plan identifying special events that the committee would undertake on an annual basis these shall include The Pumpkin Parade, Showcase Asphodel-Norwood, Canada Day, and The Family Day Festival;
3. Submit the work plan for approval in November of each year for the following year;
4. The financial contribution from the Township required to complete the approved projects in the work plan would be approved annually by Council in the municipal budget;
5. The Committee would be overseen by the Community Program Co-ordinator/ in collaboration with the CAO;
6. This Committee does not provide direction to municipal staff.

Committee Composition:

There shall be a maximum of 12 members which shall include:

A maximum of two (2) Township Council representatives.

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The Community Program Coordinator shall provide support in collaboration with the CAO. The remainder of the appointees shall be members from the community.

The committee shall appoint a Chair, Vice Chair, and Secretary.

Time Frame:

The Special Events Committee members shall be appointed for a two (2) year term.

Budget:

The Township Treasurer or designate shall provide treasury/accounting functions for the Committee.

The Committee shall submit an annual budget request to Council in November of each year requesting funding for the following year.

Meeting Protocols:

The Committee shall meet the months of January, February, March, April, May, June, September, October, and November in a Township-owned facility or virtually unless a special meeting is called by the Chair.

If a member misses three (3) consecutive meetings without authorized absence, the Committee shall put forward a request to Council to have the member removed from the Committee.

An agenda shall be prepared and submitted to all committee members no later than three (3) days prior to the meeting. Meetings shall follow this written agenda and minutes shall be kept which accurately reflect the recommendation of the committee. Approved minutes shall be forwarded to the Township Clerk to be included in the Council package for information as necessary.

Financial updates shall be forwarded to the Township Treasurer as necessary. Committee recommendations that require support and/or direction shall be presented to Township Council for approval.

SPECIAL EVENTS COMMITTEE TERMS OF REFERENCE Continued

If sub-committees are formed their meetings shall follow the aforementioned format. The minutes shall also be forwarded to the Township Clerk for inclusion in a future Council agenda package.

The Committee shall make recommendations based on consensus.

All committee members shall respect and adhere to the following Township policies:

- Code of Conduct;
- Health and Safety; and
- Workplace Violence and Harassment.

In accordance with the Township of Asphodel-Norwood Code of Conduct policy, all committee members must provide the Clerk with a document relating to them, obtained from the Ontario Provincial Police, known as a Vulnerable Sector Check within 60 days of appointment. Any fees associated in obtaining a police check will be reimbursed by the Township.

All committee members shall attend a mandatory orientation session at the beginning of each term.