

## TERMS OF REFERENCE

BOARD/COMMITTEE:	Special Events Committee
TERM:	January 2025 – November 2026 (2 years)
APPOINTED BY:	Council of the Township of Asphodel-Norwood
COUNCIL REP.: ALTERNATE:	

### Background:

The Beautification Committee was established in 2008. The Economic Development Advisory Committee followed in 2013. In 2016, these two committees merged to form the Economic Development and Beautification Advisory Committee (EDBAC). In 2021, the committee underwent a mandate change and was renamed the Special Projects Committee. In 2022, it was further renamed the Special Events Committee.

### Purpose/Mandate:

1. Serve as an advisory committee to Council on special events.
2. Prepare an annual work plan identifying special events to be undertaken by the Committee, including but not limited to Family Day Festival, Showcase Asphodel-Norwood, Trails Day, Canada Day, and the Pumpkin Parade.
3. Submit the work plan for Council approval each November for the following year.
4. Ensure that the financial contributions required from the Township to complete the approved projects in the work plan are included in the annual municipal budget, subject to Council approval.
5. The Committee shall be overseen by the Community Program Coordinator /Economic Development Assistant in collaboration with the CAO.

### Committee Composition:

There shall be a maximum of 12 members on the Special Events Committee which shall include a maximum of two (2) Township Council representatives and a maximum of ten (10) appointed members of the Community of the Township of Asphodel-Norwood.

The Committee shall appoint a Chair, and a Vice Chair.

The Community Program Coordinator shall provide support to the Committee, and serve as the Committee Secretary, if required.

### Time Frame:

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

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Special Events Committee  
TERMS OF REFERENCE Continued

**Budget:**

The Township Treasurer, or their designate, shall provide treasury and accounting functions for the Committee and deliver regular financial updates.

The Committee shall work with the Treasurer to submit an annual budget request to Council for the upcoming fiscal year.

**Meeting Protocols:**

The Special Events Committee shall meet monthly or as often as deemed necessary at the call of the Chair, in a Township-owned facility/property.

In consultation with the Committee Secretary, an agenda shall be prepared and submitted to all committee members no later than three (3) days prior to the meeting by the Chair of the Committee. Meetings shall follow this written agenda and minutes shall be kept.

Approved and signed minutes shall be forwarded to the Township Clerk, or designate, for inclusion in the Council Meeting agenda materials.

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.

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

The Committee shall make decisions and 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.

Committee members must provide the Clerk with a Criminal Record and Judicial Matters check from the Ontario Provincial Police (OPP) within 60 days of their appointment. The Township will reimburse any fees associated with obtaining this police check. Police checks will be required every four years, in alignment with the term of Council. Returning Committee members will need to complete a declaration form confirming that there have been no changes to their criminal record since their last police check.