



# **Terms of Reference**

## **Thames Centre Special Events Committee**

Revised: January 2019

# Thames Centre Special Events Committee Terms of Reference

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**1. Overview:**

The Municipality of Thames Centre Council, in 2017, recommended the formation of a Special Events Committee to enhance and provide a structured approach to special events within the municipality. Immediate Special Events coordination will encompass but will not be limited to Canada Day Celebrations and the Festival of Lights community events.

**2. Purpose:**

That the primary purposes of this Committee be considered as follows:

- To administer all matters relating to Thames Centre Special Events including policies, operation, planning, marketing and promotion and will be trustees of all records.

**3. Committee:**

Composition and Structure

- The Thames Centre Special Events Committee will be composed of a minimum of three (3) members and two (2) members of Council who will be voting members.
- Council will be kept informed of the progress of the Special Events within the Municipality, and will have an opportunity to get involved in the various components of the events, e.g., participation in the recognition events and other areas as required.
- A council representative of the committee will be involved in the formal development of the Special Events Committee, such as the terms of reference.
- A special events representative will be a formal member of the committee who will preferably have extensive knowledge in an area of event planning and organizing or have the resources to gain the necessary knowledge to help make a recommendation on hosting special events.

Authority

- The Committee shall be bound by all requirements of the Municipal Act and the Municipality's Procedural By-law as a Committee of Council in the carrying out of its' objectives.
- The Committee shall do its' best to involve public input and to keep the public informed on its activities on a regular basis including notifying the public of its

meeting dates, times and locations and the posting of its minutes on the Municipality of Thames Centre web site.

### Frequency of Meetings

- The Thames Centre Special Events Committee will meet on a quarterly basis with a minimum of two (2) meetings per year and other meetings as required. The meeting schedule will be established on an annual basis and at the last meeting of the calendar year. Additional meetings may be required based on the special projects or sub-committee work. In this instance, a meeting can be called at the request of the Chair.
- All meetings of Thames Centre Special Events Committee will be open to the public. As a formal committee to Council the Thames Centre Special Events Committee is subject to the Rules of Procedure for Committees, the Municipality of Thames Centre Procedural By-Law, Volunteer Code of Conduct and the Municipality's Harassment Policy and any other applicable policies and/or procedures.

### Sub-Committees

- Sub-committees may be formed at the direction of the Committee to address specific issues as required.
- A member of the Advisory Committee will be assigned as chair overseeing the tasks of any such sub Committee and to report on the sub-Committee progress at regular Committee meetings.
- Members of the public may be solicited to sit on these sub-committees and various related taskforces to assist with the activities of that committee, and to promote community involvement.

### Council Role

- Council may, at its discretion, review the composition of the Committee to ensure that it is representative of their mandate and is working effectively. Council can, with or without the advice of the Committee, make changes to membership composition to ensure Committee effectiveness.

## **4. Annual Budget:**

- The Committee will prepare an annual budget each fall for approval.