

Town of Deep River 75th Anniversary Committee

Terms of Reference

1. Committee Mandate & Purpose

The 75th Anniversary Committee is an ad hoc volunteer committee established to develop and help implement a plan to celebrate the Town of Deep River's 75th Anniversary. The committee's role will be to develop and coordinate activities for all ages related to the anniversary, and which celebrate Deep River's history, cultural diversity, and rich arts and recreation opportunities.

2. Committee Responsibilities:

- a) Identify opportunities for Celebration of the Town of Deep River's 75th Anniversary in 2020. Consider and recommend the format for celebrations. (e.g. year long, single weekend or month, etc.)
- b) Seek out community partners willing to arrange and/or run and/or sponsor events that fit in with the 75th Anniversary celebrations. Consider community clubs and organizations, locally-owned businesses, larger organizations (e.g. AECL, CNL, OPG, OCWA, J2PG, banks, etc.) and government agencies (Heritage Canada, Ontario Ministry of Tourism, Culture and Sport, etc.).
- c) Seek out community groups or organizations that may be celebrating anniversaries during 2020 to possibly include or "piggyback" in the Town's celebrations. Ensure agreement of organizations before including in a schedule of events or activities.
- d) Coordinate a Schedule of Events to take place in 2020 to celebrate the Town's 75th Anniversary.
- e) Arrange, delegate or identify individuals and organizations to organize, lead and "champion" events.
- f) Develop a budget for the 75th Anniversary Celebration to be presented to Council for approval. Administration of such budgets to be in conjunction with the Town's Treasurer. The Committee shall work with and adhere to the Town of Deep River's financial and administrative policies.

- g) Research and provide recommendations to Council on grant opportunities to support 75th Anniversary Celebration events; and assist with applications.
- h) Consider development of a theme, a simple logo and marketing material, etc. early in the process and liaise with and assist community groups and 2020 event organizers to encourage appropriate use of the 75th Anniversary theme in established and new events.
- i) Oversee coordination of 75th Anniversary related activities.
- j) Encourage the participation of all community sectors in celebrations, including, but not limited to: current and past residents, youth, seniors, educational institutions, sports and recreation, arts and culture, literacy, business and industry, government, health and environmental.
- k) Communicate regularly in print and through social media regarding plans and scheduled events to celebrate the Town's 75th Anniversary.
- l) Recruit and coordinate volunteers for the organization and operation of Anniversary events as required.
- m) Attend meetings and fulfill responsibilities and commitments as required.
- n) Report regularly to Council, making recommendations for Council's support/approval and preparing a final report for Council

TIMELINE

The Town of Deep River 75th Anniversary Committee shall be appointed until the 75th Anniversary celebrations have concluded and no later than January 2021 or when a final report is received by Council – whichever comes first.

3. Committee Membership:

The ad-hoc committee of council shall be composed of up to 9 voting members to be appointed by resolution of Council and shall include:

- One (1) member of council
- Up to six (6) community representatives representing diverse demographic groups (youth, young families, seniors, etc.) and sectors

such as businesses, services, volunteer organizations, churches or community groups

- Town Recreation Coordinator or designate.
- Mayor as ex-officio member.

Members of the Ad Hoc Committee shall be residents or property owners of the Town of Deep River. Council may, at its discretion, adjust the number of members.

MEMBERSHIP SELECTION:

The Town of Deep River shall place a notice in the local newspaper and on the Town website and Facebook page requesting applications from individuals who are residents or property owners in the Town of Deep River. Applicants shall be required to submit a written application including their interest and highlighting the sector they wish to represent.

When reviewing the applications and considering appointments to the Task Force, Council shall attempt to ensure there is broad representation from many community sectors to provide for a range of perspectives, interests, ideas and experience.

All persons appointed to the Committee shall be required to adhere to the established by-laws, policies, and procedures of the Corporation of the Town of Deep River which apply to Committees of Council.

All members of the Task Force shall serve without remuneration

Appointment is by council based on responses to a public advertisement for interested citizens.

A Chairperson and Vice Chairperson will be chosen from within the membership for the purpose of managing meetings.

A Recording Secretary will be chosen from within the membership, with the minutes being taken for each meeting and forwarded to the Recreation Coordinator and Clerk.

A Committee Finance representative shall be appointed to work with the Town's Treasurer to help keep track of the Committee's finances, income, sponsorships and expenditures.

4. Meetings:

- a) All meetings shall be Open Meetings unless otherwise provided for by Section 239 of the Municipal Act.
- b) Meetings will generally be held in the Town Hall.
- c) All meetings will be guided by a formal Agenda to keep discussion focussed and on track. Brainstorming/general discussion sections shall be included as part of agendas.
- d) Minutes of meetings shall be taken focussing on agreed upon Actions, Responsibilities and related Due Dates.
- e) Meetings to be held at a frequency as determined at the initial meeting of the committee and at the call of or cancellation of the chair
- f) The Committee will endeavour to make decisions on a consensus basis – moving to a formal vote as needed, with all members having an equal vote.
- g) A quorum of Committee shall consist of 50% of the total Committee Members, appointed, plus 1 Member.

5. Financial Responsibility / Accountability:

The Committee shall have no authority to expend or commit financial resources of the Town of Deep River until such funds have been approved by Council.

The Committee shall be permitted to raise additional funds, through donations, sponsorships or advertising etc., for events to take place if needed. Funds raised which are in excess to the needs of 75th Anniversary Committee activities shall be held in a separate municipal account for future events.

6. Reporting Relationship:

The Town of Deep River 75th Anniversary Committee is an Ad-hoc Committee formed to help develop, oversee and coordinate activities related to the celebration of the Town's 75th anniversary, and it is accountable to the Town of Deep River Council. Reporting to Council shall be through the Town of Deep River Council appointed representatives. The Committee shall report and make recommendations as follows:

- a) In the form of a written memorandums or reports to Council.
- b) In the form of Committee Minutes to the Clerk in a timely manner for electronic circulation to Council and posting on the Town's website.
- c) In the form of a final report to Council after 75th anniversary celebrations have concluded and no later than January 2021.

8. Termination and Amendments:

Council may, by resolution, dissolve the Committee at any time or amend these Terms of Reference.