

# **Applefest Steering Committee**

## **Terms of Reference**

### **Mandate**

All Committees of Council are required to follow the Committees of Council Administration Policy.

The Committee is delegated by Council to plan, supervise, coordinate and promote the Annual Applefest event.

The Committee shall solicit additional citizen volunteers willing to participate in producing the event, as well as enter into partnerships with community organizations where appropriate.

### **Goals and Objectives**

- Opportunity for participation by residents and visitors of all ages.
- Focus on building community spirit
- Represent excellence in terms of quality and presentation.

### **Member Requirements**

The Committee shall consist of a minimum of 6 voting members and a maximum of 8 voting members consisting of two members of Council and a number of citizen volunteers.

Committee members shall not be permitted to be a vendor during the Street Fair or any other portion of the Applefest event.

### **Sub Committees**

- The Applefest Steering Committee may establish Sub-Committees to focus on particular parts of the overall event.
- Membership of Sub-Committees will be solicited directly by the Applefest Committee or the specific Sub-Committee.

Staff support will include:

- Parks and Recreation staff.
- Economic Development department staff.
- Clerk's department staff to prepare and issue meeting agendas and minutes.
- Public Works department staff as required.
- Fire Department staff as required.

The Committee or its members do not have the authority to make direct representations of the Municipality to Federal or Provincial Governments.

Committee members may claim remuneration for their participation during the Applefest events of \$60 per day in addition to their meeting remuneration as stated in Section 11.5 of the Committees of Council Administration Policy.

## **Term**

The term of office for the Applefest Steering Committee will be the term of Council.

## **Frequency of meetings**

The Applefest Steering Committee shall meet a minimum of six (6) times per year, and more frequently at the discretion of the Chair and in consultation with staff. Meetings shall be governed by The Municipality's Procedural By-law as may be amended from time to time.