

Terms of Reference

Apple Butter & Cheese Festival Committee

1. Name of Committee

- Apple Butter & Cheese Festival Committee

2. Purpose/Mandate/Scope

The purpose of the Apple Butter & Cheese Festival Committee is to plan, develop and implement the annual Apple Butter & Cheese Festival event in the Township of Wellesley, with assistance from staff.

The Committee will advise and make recommendations to Council regarding distribution of profits from the festival;

The ABC Festival is held on the last Saturday in September on a yearly basis.

Committees of the municipality are governed by the same legislation (Municipal Act, Municipal Conflict of Interest Act, Occupational Health and Safety Act, etc.) and municipal bylaws and policies (Procedural By-law, Code of Conduct etc.) as Council.

3. Goals/Objectives

- The festival is to raise funds for projects within the Township of Wellesley;
- Projects are to benefit as many residents as possible within the Township of Wellesley;
- All funds raised after expenses will be invested in Wellesley Township as approved by Council.

4. Committee Composition & Appointments

- Committee members will be appointed by Council and shall be comprised of six (6) to ten (10) members of the public living in the Township who represent the municipality at large and who will have voting capability;
- In addition to appointed members as detailed above, one (1) Councillor shall be appointed to serve on the Committee for the term of Council and will be a voting member;
- *Affiliate Members*
 - a. Given the scope of the event, it may be necessary to have additional members to join at various times of the event planning process;

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- b. Should the Committee feel additional individuals are required in order to undertake a specific project or assist therewith, members of the public may be recognized as 'affiliate' members. These members do not receive a vote;
 - c. Council authorizes the Committee to call upon members of the community, from time to time, in order that the Committee may establish a working group to carry out or assist with the above noted function;
- *Municipal Staff (Staff Liaison)*
- a. One (1) municipal staff person, or designate, shall provide guidance and advice on matters of governance, legislation and operational policies and procedures in conjunction to objectives as set out in the Committee's mandate and related initiatives, as required.
 - b. Staff Liaison will provide support to the Committee and liaise with various Township departments to ensure facilitation and due diligence in planning the event, as well as, reinforce and advise on proper protocols and procedures in the overall implementation of the event.
- The Mayor shall be non-voting ex-officio member of the Committee;
- All members shall be required to sign the Oath of Confidentiality.
- *Delegated Authority*

The Committee is an advisory group to staff and Council; their authority is limited to their mandate and role only and as defined within these approved Terms of Reference.

5. Term of Office

The Committee shall be appointed to serve for the term of Council.

6. Election of the Executive of the Committee

A Chair, whose responsibility will be to chair the meetings in accordance with the Township's procedural by-law, shall be elected by the Committee at the start of each Council term and two years thereafter. Each Chair shall be appointed for a two year period with an option for reappointment for an additional two year period.

The Committee shall vote one (1) member as Secretary and one (1) member as Treasurer at the first meeting for the term of Office;

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The Committee may elect a Vice-Chair for the same duration. A Council Representative may not be appointed in the capacity of Chair or Vice Chair.

7. Committee Responsibilities

The Committee shall report indirectly to Council through the Staff Liaison and shall be responsible for the following:

- a. Provide professional oversight and guidance in the continued development and enhancement of the Festival. The Township will continue to provide assistance coordinated through the Staff Liaison.
- b. Develop a yearly Festival Budget for the approval of Council. All accounting and financial support will be provided by the Township's Treasurer.
- c. Promote and enhance the Festival to the community, tourists, vendors and sponsors.
- d. Coordinate with community groups and organizations for the provision of Festival enhancements, entertainment, volunteers, etc.
- e. Ensure regular communication updates are provided and maintained with the Township and the community.
- f. Through the Staff Liaison, Committee recommendations regarding the distribution of funds shall be presented to Township Council for consideration. Allocation of funds shall be at the discretion of Council.
- g. Recommendations for the distribution of funds shall meet the needs of the Township.
- h. The Committee Chair shall attend as a delegation before Council to speak to recommendations/budgets. Additional reports or deputations to Council shall be provided, as required.

8. Meetings

- The Committee shall meet on the 2nd Wednesday of each month unless otherwise determined by the Chair;
- The Township of Wellesley's Procedural By-law 51/2015, as amended from time to time, and the *Municipal Act, 2001*, S.O 2001, c. 25, as amended, shall govern the Committee.
- An Annual General Meeting shall be held each year.

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- The Committee shall publish the schedule of meetings, agendas and minutes on the Apple Butter & Cheese Festival website;
- All meetings of the Committee shall be open to the public.

9. Quorum

- A quorum shall be the majority of the Committee's appointed voting members.
- If there is no quorum after fifteen (15) minutes of the scheduled start time, the meeting will be cancelled or rescheduled.

10. Agenda/Minutes

- All meetings will have a formal agenda (Schedule "A") published in advance of the meeting for members of the Committee and the public;
- The agenda should contain the following:
 1. Call to Order
 2. Disclosures of Pecuniary Interest / Conflict of Interest
 3. Adoption of Minutes
 4. Presentations/Delegations/Communications
 5. Unfinished Business
 6. New Business
 7. Financial Report
 8. Other Business
 9. Next Meeting
 10. Adjournment
- Minutes shall be kept which accurately reflect the recommendations of the Committee including all other proceedings of the meeting without note or comment. (Schedule "B")
- Minutes shall record the place, date and time of the meeting.
- Minutes shall be reported indirectly to the Committee of the Whole through the Staff Liaison. Committee recommendations that require support and or direction shall be presented to Township Council for consideration.

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11. Delegations

- From time to time, delegations may wish to appear and speak to a matter. Delegations must register with the Secretary prior to the meeting.

12. Rules of Procedure & Records

- The Procedural By-law shall apply to the Committee; a copy of which shall be provided to all members by the Township Clerk.
- Where the by-law is silent, the Township Clerk is available to assist the Committee with the interpretation of the rules.
- When a motion is put forward, every member entitled to vote shall do so by show of hands.
- Failure to vote by a Member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

13. Expenses/Budget

- The Treasurer of the Township of Wellesley shall establish a separate financial account for the Apple Butter & Cheese Festival Committee;
- The fiscal year of the Apple Butter & Cheese Festival Committee shall coincide with the calendar year, January 1 to December 31.
- Funds or proceeds from event(s) shall be submitted to the Treasurer of the Township of Wellesley;
- Funds and interest will be tracked individually on a monthly basis;
- Upon receipt, the Committee shall submit all invoices to the Township of Wellesley Treasurer for processing;
- A petty cash fund of \$1,000 shall be established and used for expenses/flowers, meeting expenses etc. When the petty cash fund is near depletion the receipts for expenses will be submitted to the Treasurer of the Township of Wellesley and a cheque for the value of those receipts shall be issued from the Apple Butter and Cheese fund to replenish the fund.
- The Treasurer shall provide the Committee with a report with the activity in the Apple Butter & Cheese Committee account on a monthly basis.

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14. Reporting Structure

- The Chair of the Committee indirectly reports to the Committee of the Whole through the Staff Liaison;
- Minutes of the Committee, once adopted or as agreed upon, shall be forwarded to the Clerk for inclusion on the next Council “for information” agenda.

15. Conflict of Interest

If a Committee member has a conflict of interest or a perceived conflict, the member must declare their conflict of interest and leave the room until the discussion on that matter is completed. The identified conflict of interest and the removal and return time of the member must be recorded in the minutes.

16. Pecuniary Interest

In accordance with the Municipal Conflict of Interest Act, any member of the Committee shall disclose any direct or indirect pecuniary interest for themselves or a family member and shall state the general nature of such interest. The disclosure shall be recorded accordingly. The Committee member shall not vote on a matter if he or she has declared a pecuniary interest.

17. Amendments to the Terms of Reference

Amendments to the Terms of Reference can only be made by Council. The Committee may review the Terms of Reference from time to time and make recommendations to Council regarding amendments.

18. Remuneration

Unless otherwise stipulated, Committee members shall serve without remuneration.

19. Insurance Coverage

Appointed members and affiliate members of the Apple Butter and Cheese Festival Advisory Committee and their activities are covered under the Township’s insurance policies.

All persons appointed to the Committee by Township Council are covered by the Township’s insurance provider. The insurance policy includes coverage against general liability claims made by another person resulting from activities as a Committee member.

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Committee members and affiliate members are required to follow Township policies. The Committee must ensure that affiliates are: aware of and abide by applicable Township policies; that they understand who they report to; that they are provided with proper tools; that they are given proper instructions as to their duties and responsibilities; and that they are provided with all required health and safety instructions and training. Any Committee sponsored event must be supervised by Committee member(s).

Where there is an incident or accident at any of these events, where a person or property is (potentially) injured or harmed, the Committee member or affiliate member must report it to the Township Clerk immediately.

Insurance for the Apple Butter and Cheese Festival is provided by the Corporation of the Township of Wellesley through the Waterloo Region Municipalities Insurance Pool.

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Schedule “A”

AGENDA [date – time – location]

1. Call to Order
2. Disclosures of Pecuniary Interest / Conflict of Interest
3. Adoption of Minutes
4. Presentations/Delegations/Communications
5. Unfinished Business
6. New Business
7. Financial Report
8. Other Business
9. Next Meeting
10. Adjournment

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Schedule “B”

MINUTES
[date – time – location]

Members Present:

Absent:

Staff:

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- 1. Call to Order
- 2. Disclosures of Pecuniary Interest / Conflict of Interest
- 3. Adoption of Minutes
- 4. Presentations/Delegations/Communications
- 5. Unfinished Business
- 6. New Business
- 7. Financial Report
- 8. Other Business
- 9. Next Meeting
- 10. Adjournment

