



Terms of Reference

Committee Name: Ontario's Best Butter Tart Festival Steering Committee	Committee Type: Advisory
Staff Support/Departmental Support: Culture, Tourism and Special Events Manager and Cultural Development Coordinator	Created by: Council Resolution 2015-320
Date Approved: July 13/2015	Amendments: Resolution 2018-293

Mandate/General Statement

- The Committee shall be delegated the authority for the governance and oversight of Ontario's Best Butter Tart Festival located in Downtown Midland.
- The Committee is to investigate and provide recommendations to Council on the opportunity of legally incorporating the Festival, as a separate entity owned by the Town of Midland.
- The Committee must be a positive and productive committee which will participate in all aspects of the Festival including but not limited to: sponsorships; finance; promotion/ potential expansion of the Festival; coordination with community groups and organizations.

Strategic Plan Priorities/ Legislative Requirements

- Economic Development & Tourism
- A Healthy Sustainable Community

Committee Composition

The Members shall be appointed by Council for a term of four (4) years to coincide with the term of the Council that appointed them or until replaced or re-appointed by a new incoming Council, whichever provides more consistent project overview.

The Committee shall consist of five (5) members as follows:

- 2 Council representatives
- 2 BIA representatives
- 1 Community representative

Other community organizations may be asked to attend in an ex-officio capacity.

There is no Legislative/statutory requirement for Council representation.

1. A Chair and Vice Chair shall be elected annually by the voting member.
2. The Human Resources Sub Committee shall review all committee applications.

Committee Criteria

1. Preference will be given to persons who are residents and/or property owners within the Town of Midland (unless Council stipulates otherwise).
2. Members shall be appointed based on the following skills and/or knowledge:
 - Event management
 - Marketing and fundraising management
 - Volunteer management
3. Members must be able to commit the necessary time to Committee meetings and events (if applicable).
4. Members shall provide adequate notice to Staff if unavailable to attend meetings.
5. Members should demonstrate a strong interest in the Committee's mandate, etc.
6. Acting on behalf of the Town/Code of Conduct, members shall conduct themselves as a representative of the Town.
7. Resignations from Committee members shall be tendered in writing to the Clerk or designated staff support. The Clerk will advise Council.
8. Attendance
 - a) If a member misses three (3) consecutive meetings and the Chair of the respective Committee has not granted permission for same, the Chair shall notify Council in writing concerning the absence.
 - b) Upon notification by the respective Committee Chair regarding the absence, Council may declare the seat of any member of the committee vacant.

Committee Duties

- The Committee shall report directly to Council and shall be delegated the responsibility for the following.
- Provide professional oversight and guidance in the continued development and enhancement of the Festival. The Town will continue to provide assistance coordinated through the Manager of Tourism, Special Events and Culture. This assistance shall include, but not be limited to: event coordination and management; financial oversight; setup and clean-up and road closures.

- Investigate the opportunity of incorporating the Festival as an entity owned by the Town and provide results and recommendations to council and the BIA Board.
- Hire and manage the Festival Manager.
- Develop a yearly Festival Budget for the approval of Council. All accounting and financial support will be provided by the Town's Treasury Department.
- Promote and enhance the Festival to the community, tourists, vendors and sponsors.
- Coordinate with community groups and organizations for the provision of Festival enhancements, entertainment, volunteers, etc.
- Ensure regular communication updates are provided and maintained with the Town, the BIA, downtown merchants and the Community.

Staff Support and Duties

Council shall determine the Staff resources at the time of establishing the Committee.

1. The designated Staff support shall attend as required in an advisory capacity.
2. The designated Staff support shall confirm meeting dates and provide proper notice.
3. The designated Staff support shall publish and distribute agendas, and record and distribute the minutes to the Committee for approval.

Meetings

1. The Clerk shall recommend the meeting schedule at the commencement of each Council term. The schedule shall be subject to the Committee's approval. Notice of any changes to the meeting dates shall be provided to the public in accordance with the Town's Procedural By-law. Meetings during the months of July and August shall be at the discretion of the Chair.
2. Meetings shall be held at the Town Municipal Offices or in such other place as appointed.
3. A quorum for meetings shall be 50% plus one (1) of the voting members
4. Items which are recommendations to Council will require a Committee resolution.

5. Committee meetings shall follow the Town Procedural By-law as amended from time to time.

The Committee shall meet monthly between January and June and with up to two meeting between July and December at the request of the Chair, with additional meetings to be called by the Chair as required for review of particular matters or issues.

Reporting Structure

1. The Committee shall report directly to Council through the Clerk (or designate) by way of a Committee report. Report format shall be in accordance with the Town's standard report format.
2. Minutes of the Committee meetings shall be approved by the Committee at its next meeting and forwarded to Council as information through the Council Information Package (CIP).
3. The Committee shall provide a deputation to Council annually outlining the Committee's accomplishments and provide an overview of its objectives for the following year. Where there is a significant requirement for funding the Committee shall submit a request deemed appropriate by the Treasurer during Budget deliberations.
 - a) Minutes of the meetings shall be recorded by a committee member and shall be approved by the Committee at the next meeting and forwarded to Council.
 - b) Specific reports and/or recommendations by the Committee will be presented to Council by the Manager of Tourism, Special Events and Culture, by way of a staff report at the next General Committee Meeting.

Budget

The budget will be determined by the Committee who will endeavour to organize a self-sufficient festival.

Remuneration

Not applicable.

Review of Terms of Reference / Sunset Clause

Prior to the end of the first quarter of the fourth year of the Council Term, the Committee shall review the Terms of Reference and recommend to Council any amendments by way of a Committee report.

Ad-Hoc Committees:

The Committee shall dissolve upon completion of the Committee's mandate and final reporting by the Committee to Council.

Definitions

1. "the Town" refers to the Corporation of the Town of Midland and may include the Town's Committees, Agencies, Boards and Commissions.
2. "The Festival" refers to Ontario's Best Butterscotch Festival
3. "Council" refers to the Council of the Town of Midland.

Ownership – The Town shall at all times be the owner of the Festival (including all intellectual property rights, whether registered or not) in any works, materials, systems or publications (including drafts thereof) that are developed by the Steering Committee.
