



TOWN OF ECKVILLE

Town of Eckville 100th Anniversary Committee

Terms of Reference



Terms of Reference Number: 1121-1

Council Approval Date: October 22, 2018

The following terms of reference define the respective roles, responsibilities and function of the Town of Eckville 100th Anniversary Committee.

Purpose:

The 100th Anniversary Committee is established to develop a comprehensive plan to celebrate the Town of Eckville's 100th Anniversary which falls officially on November 3, 2021.

Committee Structure:

- The 100th Anniversary Committee members will be appointed by Eckville Town Council for a term of approximately (3) three years ending December 31, 2021;
- The Committee shall be comprised of up to seven (7) Member as follows:
Two (2) Members of Eckville Town Council; and up to Five (5) Members of the Public;
- The Committee Chairman may / may not be a Member of Council and shall be appointed by Town Council;
- The CAO, or Delegate, will be a Nonvoting Member of the Committee;
- The CAO will ensure that adequate support staff is provided to assist the Committee as needed.

Meetings:

- Meetings will generally be held in the Town Council Chamber.
- Meetings will initially be held a minimum of once every three months, and we likely be held monthly in the year prior to or leading up to the actual anniversary celebration;
- Emergent meetings shall be held at the call of the Chair.

Authority:

- The Eckville 100th Anniversary Committee is an advisory committee and is accountable to the Eckville Town Council;
- The Eckville 100th Anniversary Committee is given the responsibility to develop and prepare a comprehensive plan and budget for the Town's 100th Anniversary Celebration(s);

- The Town's 100th Anniversary Celebration Plan and Budget shall be presented to Council of Council's approval no later than October 1, 2019;

Term:

The Town of Eckville's 100th Anniversary Committee shall serve for a term of approximately (3) years and ending December 31, 2021.

Mayor

CAO