



# SMITHS FALLS

## RISE AT THE FALLS

### Smiths Falls Old Home Week Event Task Force

#### Terms of Reference

##### 1. Purpose

The purpose of the Smiths Falls Old Home Week Event Task Force shall be to plan and execute the 2025 Old Home Week (OHW) Event.

##### 2. Mandate

The success of Old Home Week 2025 depends on the Task Forces' roles and responsibilities to manage each element of planning and execution efficiently and effectively. The mandate of the Smiths Falls Old Home Week Event Task Force will consist of responsibilities which include:

- a) Creating a comprehensive event plan including goals/desired outcomes and theme of the event;
- b) Creating a comprehensive funding plan, inclusive of all estimated expenses and revenues.
- c) Coordinate each aspect of event contributors, volunteers and stakeholders involved in the planning and execution of the event;
- d) Provides leadership throughout planning and execution of the Old Home Week Event;
- e) Prepare and distribute agenda packages and minutes in accordance with Town policies;
- f) Prepare reports for Task Force review and consideration;
- g) Apply for grants and/or solicit sponsorships, donations, etc. as needed.
- h) Makes final decisions regarding budgets, production, venues and logistics.
- i) Develop and implement marketing campaign strategies and actions
- j) Provides feedback and coordination with Town staff liaisons regarding direction of the event organizing processes.
- k) Communicating regularly on the planning progress to Committee of the Whole.
- l) Setting ticket cost and process for OHW Task force organized events and framework for other community stakeholder organized events.
- m) Any use of the OHW 2025 logo must be approved by the Task Force in advance.
- n) Members will participated and be available at all times during the event.
- o) Provide event evaluation within two months of the conclusion of OHW 2025.

### **3. Membership**

#### **3.1 Appointment**

Old Home Week Task Force members will be appointed by Council, the term of which shall be from the date of appointment up to and including post event wrap up and reporting in 2025. Members on the Old Home Week Event Task Force will remain members, except in the event of resignation or removal by resolution of Council, until the Task Force is dissolved via resolution by Council.

- a) The minimum number of members of the Old Home Week Event Task Force shall be 7.
- b) A maximum of one (1) Council member and one (1) Town staff or their alternate and maximum of thirteen (13) citizen members shall be appointed to represent the Town of Smiths Falls at large.
- c) A cross section of individuals shall be chosen in order to build strong advocacy, communication and organizational skills and with relevant technical and professional expertise;
- d) Additional members may be appointed to the Task Force throughout the duration of the term of the Task Force to the maximum membership prescribed.

#### **3.2 Administration**

- a) All citizen members of the Task Force appointed by Council shall be considered voting members.
- b) The membership will appoint two voting members as Co-Chairpersons.
- c) The membership will appoint one voting member as Secretary to prepare and circulate agendas and minutes of the Task Force.
- d) The membership will appoint one voting member as Treasurer to manage budget and coordinate with the Town's Finance Department.
- e) A majority of voting members shall constitute quorum.

### **4. Staff Liaison**

The Town will provide a staff liaison (or their designate) (non-voting) to the Task Force to provide technical and administrative support to the Task Force. The staff liaison will:

- a) Maintain records of agenda packages, minutes and motions of the Task Force;
- b) Provide orientation to the Task Force at the beginning of the Term;
- c) Inform the Task Force of potential training opportunities and funding initiatives;
- d) Research and advise on national and provincial guidelines, policies and best practices related to the Task Force's mandate;
- e) Assist with marketing programming and activities;
- f) Procure external professional advice as required;

- g) Coordinate and call upon other Town Staff to provide insights and direction related to their departmental oversight as it related to the Event, when needed.
- h) Coordinate Council presentations and reports with the Town Clerk.

## **5. Meetings**

### **5.1 Regular Meetings**

The Task Force will meet on a regular basis as determined by the Task Force and to ease scheduling, meetings shall be scheduled where possible on a consistent day of the month and regular time and location. Special meetings may be held, as required, at the call of the Chair.

All meetings will have a formal agenda. Agenda packages will include the meeting agenda, minutes from the previous meeting, staff, working group, and/or Task Force member reports and applicable reference materials. Agenda packages will be sent to the Task Force via email to all members in advance of the meeting.

Task Force members are encouraged to contribute to the preparation of agenda packages by recommending agenda items to the Chair and Secretary in advance of agenda circulation.

Meetings should be under two (2) hours in length, however it is acknowledged that special circumstances may arise when this time limit is exceeded.

### **5.2 Working Groups**

The Task Force may appoint working groups of the Old Home Week Event Task Force to advance a particular purpose in accordance with the Task Force's mandate. Working groups must consist of a minimum of Three (3) appointed members from the Task Force.

As a working group, formal agenda packages are not required; however, working groups are responsible for reporting their proceedings to the Task Force. Any direction, motion or recommendation related to expenditures or responsibilities within the working group's mandate can only be done at the direction of the Old Home Week Event Task Force.

## **6. Reports to Council**

As a Task Force of Council, the Old Home Week Event Task Force is responsible for advising Council based on its mandate. The advice and recommendations solicited from the Task Force as well as any other correspondence will be provided to Council via the following processes:

- a) Task Force meeting minutes or motions included in or appended to staff reports; or
- b) Progress reports to Committee of the Whole by OHW 2025 Task Force co-chairs; or,
- c) Financial requests must come from the Task Force through staff recommendations to Committee of the Whole.
- d) Council representative reports and updates in accordance with the Procedural By-law;
- e) Through Director Updates or correspondence items to Committee of the Whole.

## **7. Budget**

The Old Home Week Event Task Force budget will be approved by Council. Financial recommendations adopted by Council will be incorporated into the Town's operational or capital budget .

## **8. Task Force Remuneration**

Meetings, conferences, workshops and other Task Force business that allows for the education and training of members shall be reimbursed as per established Town policies and as applicable to the Task Force's mandate, and be included in the annual budget request.

## **9. Code of Conduct**

Council of the Corporation of the Town of Smiths Falls established a Code of Conduct for Members of Council and its local boards (By-law 9973-2018).

The Town of Smiths Falls is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Town's goal to provide a healthy and safe work environment for staff and volunteers.