



## ***Town of Trenton***

POLICY NO. COM-20210914-01

APPROVED: 2021-09-14

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# **TRENTON FUNFEST COMMITTEE TERMS OF REFERENCE POLICY**

## **Introduction**

The Town of Trenton (hereafter “the Town”) has established the Trenton FunFest Committee as a standing advisory committee to provide recommendations, develop and implement the annual community festival (“Trenton FunFest”) on behalf of the Town under the direction of Council and with assistance from staff.

## **1. Authority**

### **1.1. Municipal Government Act**

The Town of Trenton is authorized to establish committees of Council, as per Part I, Sections 24-27 of the Municipal Government Act, 1998, c. 18, s. 1.

### **1.2. Town Policies**

All committee work will be carried out in accordance with the Town of Trenton’s Committee Procedural Policy (COM-20201013). Members are expected to operate in compliance with this policy and all policies, laws and regulations governing the Town.

## **2. Scope**

The Trenton FunFest Committee will coordinate a memorable, inviting, fiscally responsible annual community festival that encourages families of all ages to participate in a variety of summer activities and events while promoting outdoor activity, showcasing local businesses, and creating awareness to community groups. The annual festival will promote the general betterment and positive self-image of our community, embrace our rich heritage and natural beauty of the area.

## **3. Goals & Objectives**

### **3.1. The Trenton FunFest Committee is responsible:**

3.1.1. To organize, promote and host the annual community festival in collaboration with the Trenton Parks & Recreation Department and under the direction of Council;

3.1.2. For the preparation and administration of an event budget (review Section 4.4.1.);

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- 3.1.3. To act as and recruit volunteers to assist in the operation of the annual festival;
- 3.1.4. To develop methods and new ideas to maintain the sustainability and build upon the tourism draw of the annual festival;
- 3.1.5. To implement partnership opportunities and develop business community relations for fundraising and event development;
- 3.1.6. To engage in necessary event marketing and advertising to ensure the success of the annual festival;
- 3.1.7. To ensure the policies and procedures of the Town be followed and upheld;
- 3.1.8. To develop, coordinate, and recommend to Council other activities and event programming to take place throughout the year, outside of the annual festival dates. These programs should be directly related to the scope of the Committee or used as fundraising opportunities to enhance the annual festival.

## **4. Restrictions & Requirements**

### **4.1. Decision-Making**

With assistance from the Director of Parks & Recreation, the Committee shall develop a work plan complete with a schedule of events, proposed budget and benchmarks annually to submit to Council for review. The Town of Trenton shall have the final decision-making authority on all events and programs hosted by the Trenton FunFest Committee.

### **4.2. Town Personnel**

Use of any Town employees, including seasonal and/or summer workers, must be granted prior approval. The Trenton FunFest Committee shall not become involved in, nor direct Town of Trenton personnel on the following:

- 4.2.1. All human resources, which is the direct day-to-day contact with the employees in relation to managing/supervising/assignment of tasks.
  - 4.2.2. It shall be the sole responsibility of the department head/manager to operate within their department pursuant to the description of their duties without interference of the Trenton FunFest Committee.
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### 4.3. Use of Town Facilities

The Trenton FunFest Committee will be granted use of any Town facility required during the annual festival free of charge. For programs and events scheduled outside of the annual festival dates, the Town reserves the right to apply costs, if incurred, including but not limited to facility rental fees, employee overtime, maintenance costs, etc.

### 4.4. Budget & Finances

4.4.1. The Committee is responsible for preparation and administration of an event budget. The municipal subsidy is subject to annual approval by Council. The Town will not be responsible for payment of any expenses over and above this approved amount. The budget is to be managed for expenditures to increase only through the generating of additional sponsorship revenue to be used to enhance to the event.

4.4.2. All funds obtained by the Committee through revenue generation, acquiring corporate sponsorship, grant initiatives and fundraising efforts belong to the Town of Trenton. The Committee is responsible to use these funds as the foundation for all future programs and events hosted by the Committee.

4.4.3. All funds obtained by the Committee must be deposited into the Trenton FunFest bank account in a timely manner. The Committee shall be responsible to provide quarterly bank statements to Council as well as an updated final report as to the financial status of the Committee no later than two (2) months following the festival.

4.4.4. Committees of Council cannot be dissolved without the approval of Council. Should this Committee be dissolved, all funds remaining in the Trenton FunFest bank account must be surrendered to the Town of Trenton to be disbursed to other Town Committees or Departments undertaking efforts comparable to those of the Trenton FunFest Committee.

## **5. Guiding Principles**

### 5.1. Values

The Committee Procedural Policy Section 7.1 (Conduct of Members) will guide Committee efforts, promoting the highest ethical standards and professionalism while ensuring that the best interests of the community are met.

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## 6. Number of Members

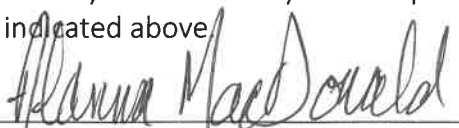
6.1. The Trenton FunFest Committee will be composed of:

- Four (4) Residents (minimum)
- One (1) Representative from the Trenton & Area Minor Softball Association
- Director of Parks & Recreation
- One (1) member of Council

6.2. The Trenton FunFest Committee shall be supported by:

- Town Council
- Chief Administrative Officer (CAO)
- Public Works Superintendent

6.3. A cross section of people shall be chosen to bring to the committee relevant technical and professional expertise as well as strong advocacy, communication, and organizational skills.

		<u>CAO's Annotation for Official Policy Book</u>	
Policy Number:	COM-20210914-01	Date of Notice to Council Members of Intent to Consider (Minimum 7 Days):	<u>Sept. 07, 2021</u>
Council Approval:	<u>2021/ 09/ 14</u> Y M D	Date of Passage of Current Policy:	<u>Sept. 14, 2021</u>
Effective Date:	<u>2021/ 09/ 14</u> Y M D	I certify that this Policy was adopted by Council as indicated above	
Supersedes Date:	<u>2007/ 03/ 13</u> Y M D		<u>09/14/2021</u>
		Chief Administrative Officer	Date