

Town of Peace River- Centennial Committee

Terms of Reference

Purpose

The Town of Peace River Centennial Committee will be responsible for the development of activities related to the celebration of the Town of Peace River 100th Anniversary.

Activities will take place throughout the year of the centennial- 2019. The committee will be required to be fully engaged to plan, organize and implement the activities.

The committee will work within the parameters of the Canadian Heritage Grant Agreement.

Membership

The committee shall be composed of a minimum of 5 members, but not more than 11, with the membership being comprised as follows;

- 2-Town of Peace River Council members
- 5-Members of the Public at Large
- 2-3 members from community organizations/clubs and service groups
- 1- Staff member from the Peace River Museum, Archives and Mackenzie Centre
- Community Programs Coordinator
- Director of Community Services as alternate.

All public members shall serve without remuneration and shall not directly or indirectly receive any financial gain from their position.

Term

The Town of Peace River Centennial Committee shall be an ad hoc committee of Council and shall be disbanded no later than January 2020, upon completion of an activities report to be provided to the Town of Peace River Council.

Financial Responsibility/Accountability

Only members of the Town of Peace River staff will have financial authority, with the ability to obligate the Town to financial agreements. The Town of Peace River Council will manage those commitments through the approved budget.

Reporting

Reporting to Council shall be through the Director of Community Services and the Town of Peace River Council appointed representatives.

Responsibilities

Committee members will be expected to be directly involved and actively participate in the planning and implementation of the centennial events. Committee members will be responsible for the following activities;

- Implement activities and programs as approved by the Canadian Heritage Grant
- Oversee activities such as event planning, fundraising, marketing, promotion and overall coordination of Centennial activities.
- Identify and arrange for activities that celebrate the Town of Peace River's past and look forward to the future.
- Work with the Community Programs Coordinator and the Peace River Museum and Archives and Mackenzie Centre staff in all Centennial activities.
- Develop and adhere to a budget for the Centennial activities, which may be dictated by the approved grant through Canadian Heritage.
- Identify, arrange and coordinate fund raising activities.
- Identify possible partnerships with other community and government organizations for coordination of events.
- Recruit and coordinate volunteers for the organization and operation of Centennial activities.
- Attend meetings and fulfill responsibilities and commitments as required.
- Coordinate all promotions through the Town of Peace River Communications Coordinator to ensure compliance with the Town Branding Standards.

Meeting Procedures:

Chair: Chair will be chosen within in the membership, for the purposes of managing meetings.

Secretary: A secretary will be appointed from within the membership, with minutes being taken for each meeting and forwarded to the Director of Community Services following each meeting.

The committee will endeavor to make decisions on a consensus basis. Moving to a formal vote as needed, with current members having equal vote.