



Township of North Huron

Name of Committee

Musical Muskrat Festival Planning Committee

Subject:	Terms of Reference	Effective:	
Applies to:		Replaces:	By-law No.
Issued by:	CAO	Approval:	By-law No.

Special or Ad Hoc or Joint Committees may be established from time to time by Council to consider a specific matter in accordance with the Township's Committee Appointment Policy.

Council shall appoint all Committees and its members by by-law at the first regular Meeting of Council each year.

A. Mandate

The role of the Musical Muskrat Festival Planning Committee (MMF Committee) is a Committee of Council that is appointed annually to plan the Musical Muskrat Festival.

The Musical Muskrat Festival Planning Committee was established at the request of Council to:

1. Provide a family oriented, community based festival that will encourage local and regional participation in festival events that will contribute to community pride and sense of place.
2. Provide opportunities for community groups to participate in the festival for the purposes of fundraising, public relations and community awareness.
3. Promote local talent and opportunities for youth engagement.

B. Authority of the Committee

Authority transfer is restricted to the scope described herein, unless an amendment is explicitly authorized by Council.

1. The Musical Muskrat Festival Planning Committee will:
 - a) Recruit committee members
 - b) Hold regular planning meetings
 - c) Provide meeting minutes to Township of North Huron CAO and Council

- d) Present to Township of North Huron Council prior to annual event
 - i) Committee members
 - ii) Proposed budget (by February annually)
 - iii) Request to be recognized as a municipally significant event
- e) Present to Township of North Huron Council with 90 days of the completion of the annual event
 - i) Wrap up report of event
 - ii) Financial summary of the event
- f) Book park and other venues and make arrangements with Township staff for required equipment and supplies
- g) Book all programming and entertainment for event
- h) Submit a Special Event Coordinators Application to Huron County Health Unit 60 days prior to event
- i) Ensure all food vendors are aware of requirement to submit Food Vendor Application to the Huron County Health Unit – 30 days prior to event
- j) Ensure all insurance requirements for event are met including (but not necessarily limited to):
 - i) Food vendors insurance
 - ii) Volunteer waivers
 - iii) Participant Release
 - iv) Pre-event check list (daily)
- k) Prepare and provide marketing and advertising for the event
- l) Solicit additional sponsorship and funding for event as required
- m) Ensure adequate volunteer coverage is scheduled and in place
- n) Ensure conditions set out by the Township of North Huron Municipal Alcohol Policy are met
- o) Ensure adequate security is booked for event
- p) Ensure adequate electrical for event is in place and inspected by a certified electrician
- q) Acquire adequate refrigeration space for beverages, ice and food
- r) Provide secure space for overnight storage of items left in park
- s) Ensure adequate number of public washrooms are available for the festival and ensure that they are clean and stocked during the event
- t) Pay any expenses incurred at the event
- u) Recognize the Township of North Huron as a Gold Sponsor of the event in all relevant advertising
- v) Ensure that all financial transactions are appropriately carried out, that records of all financial transactions are maintained and that these records are audited annually by the auditing firm specified by the Township of North Huron.

1. The Musical Muskrat Festival Planning Committee:
 - a) Shall not communicate externally on behalf of Council except as related to its scope;
 - b) Shall not authorize any expenditures outside their Council approved budget;

C. Reporting Responsibility

1. The Musical Muskrat Festival Planning Committee shall report to North Huron Council.
2. The Chair and the North Huron Council Representative shall, at the discretion of the Committee facilitate clear communication of information between Council and the Committee.
3. Reporting shall include meeting minutes, budgets, financial statements and other requirements relating to the management of funds.

D. Committee Composition

1. Membership
 - a) Voting Members:
The Musical Muskrat Festival Planning Committee shall consist of a minimum of 7 citizen members and one member of Council.
 - c) Non-Voting Members: Economic Development Officer
 - d) Absence:
Any citizen member who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Recording Secretary/Technical Advisor shall advise the Clerk.
 - e) Resignation of Citizen Members:
Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.
 - f) Filling Vacancies:
Vacancies shall be filled per the Procedural By-law.
 - g) Term:
 1. Council shall appoint members to the Musical Muskrat Festival Planning Committee on an annual basis in accordance with the Township's appointing by-law.

2. The Musical Muskrat Planning Committee is a Committee of Council. The term of the MMF Planning Committee is finite and it shall be disbanded upon completion of its mandate

2. Responsible Department:

The Economic Development Officer shall be responsible for all actions and financial undertakings of the Musical Muskrat Planning Committee.

3. Structure:

a) Chair, Recording Secretary, Treasurer, Logistics Lead, Entertainment Lead, Food and Beverage Lead, and Marketing (Sponsorship) Lead

A Chair, Recording Secretary and Treasurer shall be elected at the first meeting.

4. Support Resources:

- a) The Economic Development Officer shall be the Municipal Liaison to the Musical Muskrat Festival Planning Committee to ensure compliance with Township policy.
- b) The Economic Development Officer will attend meetings as required.
- c) The following task list is agreed upon by the Township of North Huron and will be provided in support of the Musical Muskrat Festival annual event.

Prior to event	<ol style="list-style-type: none">1. Baseball Diamond Rental for the duration of the event2. Tent Permit3. Locates for electrical as per event layout4. Equipment and supplies (use of):<ul style="list-style-type: none">• 12 Picnic Tables - One table by River – for Boat races - Others under beer tent• Garbage Cans 10 – 12• Garbage bags• Toilet Paper• Paper Towel• 4 barricades• 20 pylons5. Fencing - erected for refreshment tent as per event layout6. Firemen platform in place (if applicable)7. Midway and/or programming support Will be reviewed upon agreement from council and relayed to township staff8. Bleachers moved to riverbank prior to event and returned to ball diamond upon completion of event9. Stage and bars in park (stored in Galbraith shed)10. Pre-event Park Maintenance<ul style="list-style-type: none">- Lights working in washrooms/extra bulbs
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	<ul style="list-style-type: none"> - Completed pre-event checklist (for insurance purposes) - Grass cut - Grass cleared by river for boat races (ensure boat launch area is cleared)
During Event	<p>11. Canoe Race Support</p> <ul style="list-style-type: none"> - Lifeguards (two) - Canoes and paddles (for lifeguards) - Extra Paddles (for participants) - Life Jackets <p>12. Washrooms Cleaned on Saturday and Sunday</p> <p>13. Garbage and Recycling removed daily</p>

E. Policies and Procedures

All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to, the Township of North Huron's:

1. Accountability and Transparency Policy
2. Procedural By-law
3. Procurement By-law
4. Municipal Alcohol Policy

In addition to the above general provisions, the following shall be required:

- a) Establish an annual meeting schedule and publish same. The schedule shall include at least eight regular meetings per year. It is contemplated that, subject to scheduling issues, one regular meeting will be held in each calendar month, with allowances for summer and Christmas hiatuses, as well as, the timing of the event.
- b) All sitting members eligible to vote, including the Chair, must vote.
- c) Solicit, document and consider public input where appropriate.
- d) Distribute the agenda as per Procedural By-law, and send the agenda, with any associated reports attached, to the members of Council, through the Clerk, in a timely fashion.
- e) Distribute the minutes as per Procedural By-law and send draft minutes to members of the Council, through the Clerk, in a timely fashion.
- f) Provide the approved minutes, signed by the Chair and Recording Secretary, to the Clerk for the official records and Council's information.

- g) Present an annual budget to the Director of Finance/Treasurer by February annually for Council approval.
- h) Present to Township of North Huron Council within 90 days of the completion of the annual event
 - iii) Wrap up report of event
 - iv) Financial summary of the event
- i) Ensure that all financial transactions are appropriately carried out, that records of all financial transactions are maintained and that these records are audited annually by the auditing firm specified by the Township of North Huron
- j) In the event that the Musical Muskrat Committee accumulates a surplus of funds over the average cost of staging one year's event, the committee may in consultation with the Township of North Huron direct surplus funds to a Township of North Huron project mutually agreed upon by the Musical Muskrat Planning Committee and the Township of North Huron.

F. Quorum

As per the Procedural By-law –

- a) “Quorum” means the minimum number of required members (fifty percent plus one of the membership) to be in attendance to conduct the business of the meeting and vote on any matter or question to achieve a simple majority.
- b) The Head of Council is “Ex Officio” a member of every Committee of Council. The Head of Council will not be considered part of the Committee quorum. (Section 7.8) The Head of Council is able to participate fully in any meeting of a Committee or Board established by Council, without restriction, including voting (Section 9.2).

G. Remuneration

There is no stipend for members of the Musical Muskrat Festival Planning Committee.

From time to time there may be opportunities for citizen members to attend training session and seminars, as approved by the CAO.

- 1) Council representative
Appointed by the Council of the Township of North Huron
Liaison between committee and Council
Ensures all requirements of being a Committee of Council are met
- 2) Chair
Elected by committee (position approved by Council annually)
Sets meeting schedule
Chairs meetings
Ensures all requirements for holding a festival are met
Spokesperson for event
Recruits committee members
- 3) Secretary
Elected by committee (position approved by Council annually)
Maintains up to date contact list for committee
Records meeting minutes and circulates in timely fashion to committee members, and the Township of North Huron
- 4) Treasurer
Elected by committee (position approved by Council annually)
Maintains budget for annual event
Provides event budget to Township of North Huron annually in February, prior to event
Ensures all bills are paid
Deposits and records event income
Provides event year-to-date to Township of North Huron annually, within 90 days of the completion of the event
Prepares and presents to committee monthly budget actuals at planning meetings
Maintains banking records and bank account
- 5) Marketing Lead
Elected by committee (position approved by Council annually)
Provides marketing information and plan for budgeting purposes
Ensures marketing strategy agreed up on by Festival Committee is carried out
Provides all invoices to treasurer
May, if necessary, recruit marketing committee members to ensure all marketing needs (social, print, radio etc.) are met
- 6) Logistics Lead
Elected by committee (position approved by Council annually)
Working with the Department of Recreation and Facilities, create and submit and site plan in compliance with the Municipal Alcohol Policy
Order tents, event furniture including garbage and recycling containers
Ensure adequate washrooms and hand stations are on-site
Plan for signage and fencing as required

Working with Food and Beverage Lead and Bar Lead, ensure secure and safe storage of all food and beverage products
Working with Entertainment Lead, set up stage and sound equipment in secure and safe manner
Arrange for tent permits and inspection
Arrange for fire inspection

7) Bar Captain (if required)

Will work with the Recreation Department to fulfill the requirements of the Municipal Alcohol Policy
Will obtain the event SOP and liquor licence
Working with the logistics chair will set up the bar and determine the most appropriate site plan for event
Will arrange for volunteers and schedule accordingly
Will ensure volunteers are Smart Serve trained and are following the requirements set out in the Municipal Alcohol Policy and the AGCO (Alcohol and Gaming Commission of Ontario)
Will order product and arrange for delivery and storage
Will ensure volunteers sign appropriate volunteer waivers

8) Entertainment Lead

Will source and book entertainment for weekend
Working with Logistics Lead, will ensure safe and proper set up of stage and sound equipment
Will book sound equipment and technician
Will ensure contracts are signed and insurance requirements are met

9) Children's Events Lead

Will book children's events and programming
Will ensure contracts are signed and insurance requirements are met
Will recruit and schedule volunteers as needed

10) Food and Beverage Lead

Will book food and non-alcoholic beverages as required and in compliance with the Municipal Alcohol Policy
Will ensure contracts are signed and insurance requirements are met
Working with Logistics Lead will, ensure safe and proper set up of food service areas
Working with Logistics Lead will, ensure safe and proper of storage of food and beverage products for event

11) Volunteer Coordinator

Will recruit, schedule and train volunteers for event as required
Will ensure insurance requirements are met as outlined by municipality and the municipal insurance holder

12) Sponsorship Lead

Will prepare sponsorship package and distribute to potential sponsors

Will follow up with sponsorship requests and ensure proper recognition is given

Working with treasurer will collect, deposit and acknowledge sponsorship accordingly

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