

Terms of Reference

Ravenous for Rhubarb Festival Committee

Mandate:

The Ravenous for Rhubarb Festival Committee shall:

- a) Be responsible to develop, oversee and coordinate annual Ravenous for Rhubarb Festival activities

- b) Provide recommendations to Council regarding:
 - (i) Festival activities
 - (ii) Amendments to the Terms of Reference

The Committee:

1. The committee is responsible to Stewiacke Town Council.
2. The committee shall be comprised of five (5) members.
3. Council may appoint 1 Councillor to the committee, for a two year period commencing in November. The Councillor shall be responsible for the recruitment and retention of the remaining vacant seats. If volunteers cannot be recruited, activities for the upcoming year will not occur. The terms of reference, will be reviewed and if appropriate may be removed from the Towns books.
4. A quorum is required to hold a meeting. If a quorum is not present an informational meeting may take place, but no decisions or recommendations can be approved to bring forward to Council.
5. The committee will select a chairperson and a vice chairperson at their first meeting, for a one year term.
6. Secretarial duties shall be provided by committee members.
7. The committee shall endeavor to conduct business by consensus, but should voting be necessary majority support is required.
8. The committee shall prepare and present to Council, by April 30th each year, a draft plan outlining the various activities scheduled for that year's event.
9. The committee shall prepare and present to the Town Administrative staff, by January 31st each year, a draft budget outlining revenues and expenditures for the upcoming year.

10. The committee shall prepare an annual written report to be distributed to the Stewiacke Town Council by August 31st each fiscal year.

Ravenous for Rhubarb Festival:

1. The Festival will commence on the second Friday of June
2. The Festival will run for a maximum of three (3) days – Friday through Sunday
3. The car show parade will take place at 3:00 p.m. on Sunday
4. The Parade route is to be determined.

Annotation for Official Policy Book

Date of Notice to Council Members of Intent to consider: May 13, 2010

Date of Passage of Current Policy: May 27, 2010

I certify that this was adopted by Council as indicated above.

CAO / Clerk

May 28, 2010
Date