



Township of McKellar

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TERMS OF REFERENCE FOR MCKELLAR'S 150TH BIRTHDAY CELEBRATION 2023

PURPOSE:

1. To develop a plan for the 150th celebration of the Township of McKellar in 2023
2. To investigate and review what other municipalities have done with their similar 150th celebrations
3. To develop a list of events and projects appropriate for the celebration
4. To engage our ratepayers through public meetings, surveys and social media to share their ideas
5. To develop a three-year budget for the celebration
6. To investigate all grant possibilities for the celebration
7. To organize all aspects of the celebration
8. To keep a record of all aspects of the celebration
9. To make regular reports to Council and a final report
10. To advise and make recommendations to Council for approval

COMPOSITION:

1. The Committee shall be composed of 7-11 members to include: one member of Council who will act as chair, at least one member from each of the Historical and Recreation committees, Library, Church group, Broadbent community, Hurdville community, MLCA and members at large who represent the diversity of McKellar and who will add other skills to the Committee
2. The Committee will call on experts in event planning and those who have extensive historical knowledge (e.g. "Memories of McKellar")
3. The officers of the Committee shall be a Chair, Vice Chair, and a Secretary. The Committee shall elect a Chair, Vice Chair and Secretary who shall be chosen from amongst the members of the Committee. The officers shall be elected by ballot, except in the case of acclamation, and shall hold office until their successors have been elected.
4. Council shall appoint member(s) to the Committee for the present term of Council or until Committees mandate has been fulfilled.
5. Council shall have the power to remove any member(s) of the Committee at any time.
6. Each member of the committee shall have one open vote, with the exception of the chair who shall only vote in the case of a tie.
7. Meetings shall be held on a regular monthly basis as determined by the Chair. Meetings schedule to be submitted to Council for approval.
8. Public meetings determined by the Committee with 21 days notice and follow council's procedural by – laws.

9. Minutes shall be kept of the proceedings and decisions of each meeting and shall be provided to the Clerk in a timely manner for distribution to the Mayor and Council.
10. Councils procedural by law shall be the guide for all regular meetings.

DUTIES OF OFFICERS:

1. The Chair shall preside at all meetings of the Committee. If the Chair is absent, the Vice-Chair shall assume his/her duties. The Chair, in discussion with the Secretary, shall prepare the Agenda for each regularly scheduled meeting, copies of which will be available prior to each meeting.
2. The Secretary shall record minutes of each meeting of the Committee and shall distribute said minutes to each Committee member prior to the next meeting of the Committee and submit minutes and resolutions to council for approval.
3. The Chair shall only vote in the case of a tie.

BUDGET:

1. The Committee will develop a three-year budget proposal to council for approval.
2. The Committee may have access to the Township facilities and assistance of the Township staff for Council approved meetings and projects. Requests for staff assistance shall be made in the form of a recommendation to Council for approval. The use of such is to be considered an "in kind" contribution from the Township.

THE COMMITTEE IS TO:

- To provide an overall plan for the 150th celebration of the founding of McKellar in 1873
- To develop a list of specific projects and events for Council's approval
- To develop a three-year budget for Council's approval
- Explore all grants and ask Council to direct to staff apply for approved projects
- To review other similar celebrations in similar municipalities
- To solicit public input for ideas regarding the celebration
- Shall provide Council with written reports detailing the Committee's suggestions in an ongoing and timely manner
- recognize that Council will only act on suggestions in the form of a written report adopted by resolution of the Committee and forwarded to Council through the Clerk
- recognize that Council ultimately has the discretion of approving, amending or defeating a suggestion

SOME ITEMS TO BE ADDRESSED:

- A summary of historical highlights in McKellar
- Development of a photo gallery
- A video on our history- interviews of elders
- A major capital project to celebrate our history

- Review other similar celebrations
- Regular updates to council and rate payers
- Explore and apply for all applicable grants
- To itemize all former members of council from 1863-present

OTHER IDEAS:

NOTES:

- (i) McKellar's 150th Birthday Celebration Adhoc Committee shall, by resolution of Council, exist and operate as a Committee of the Council of the Township of McKellar.
- (ii) McKellar's 150th Birthday Celebration Adhoc Committee members shall be appointed by resolution of Council.

January 4, 2021