



South Huron Exeter Rodeo Committee Terms of Reference

Purpose of the Committee

The mandate of the Exeter Rodeo Committee is to provide an annual community rodeo event. This event is an avenue to showcase South Huron as a great place to live, work and play.

Proceeds from the Exeter Rodeo Event shall be used to maintain a Reserve for the next year's Rodeo and for recreation projects in South Huron, with recommendations from the Committee.

The Committee will actively assist Council by fostering and promoting:

- Volunteerism in the community
- Attracting visitors in support of economic development
- Partnerships within the community
- Community engagement

Committee Objectives or General Activities:

The primary objectives of the committee are to:

- Organize an annual rodeo event;
- Promote the event, in partnership with the Municipality and staff;
- In partnership with municipal staff, book and prepare facilities and grounds for the rodeo event – (event fencing, portable washroom facilities, tents, lighting etc);
- Secure vendors for the event;
- Secure sponsors;
- Investigate and book special events throughout the weekend;
- Foster volunteerism through community participation;
- Foster civic pride;
- Engage citizens of all ages with family friendly events;
- Assist staff and Council with developing and implementing plans for the current and future year rodeo events;
- Provide comment and opinion when called upon by the Council regarding any matters referred to the Committee.

Membership Composition and Responsibilities

The Exeter Rodeo Committee shall be composed of 10 - 20 members, of which seven (7) members shall be identified for the purposes of quorum and have voting privileges.

Chair and Co-Chair will be elected for a two-year term (maximum).

The Council shall appoint all Committee members by By-law and the term of appointment shall be concurrent with the four-year term of Council.



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Council authorizes the Committee to call upon members of the community, from time to time, in order to establish a working group to carry out or assist with specific projects. These community members shall be recognized as sub-committee members that may submit items of concern, however do not receive a vote.

Budget and Expenses

The Committee in coordination with the staff liaison shall prepare and submit an operating budget annually, for approval by Council. The budget will reflect revenue expectations and operating expenses. Revenue will be reflected in general admissions, donations, sponsorship funds and vendor fees. Expenses will include, but not be limited to, contracted services, marketing and promotion, supplies and services – for example rodeo management group, tent rental, portable washrooms, additional bleachers, equipment rentals and signage.

Expenses incurred by the committee, supported by an approved budget, shall be detailed in the Agenda of the Committee meeting, and will be ratified as part of the meeting business. The Rodeo contract is provided to Council for their consideration and approval. A staff liaison shall be appointed by the Municipality for that committee to oversee the finances of the committee and ensure that all purchases by the committee are in accordance with the Municipality's Procurement Policy. The expenditure of any municipal funds shall be in accordance with the Municipality's procurement policy and approved budget. Any contract that requires funding for is to be provided to Council for consideration and approval.

The Committee in partnership with Municipality staff will investigate and apply for applicable funding opportunities. The Committee shall not apply for grant funding without the prior approval of the Chief Administrative Officer or the Municipal Treasurer. The Chief Administrative Officer or Treasurer will determine if Council approval is required to proceed.

Work Plan

The Committee, with the staff liaison, will prepare an organizational workplan for the event annually, identifying and confirming responsibilities for the event.

Staff Support

The Committee's primary staff contact will be a member of the Community Services Department, as delegated by the Community Services Manager. The staff member shall provide advice on matters of governance, legislation and operational policies and procedures, and shall act as the lead to coordinate the activities of the group for specific projects.

Legislative Services staff will provide secretariat support to the Committee.

Meeting Roles and Requirements

The Committee is accountable to Council. The appointed member of Council shall act as a liaison between the Committee and Council, providing input and guidance from Council to the Committee.



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The Committee shall meet a minimum of four (4) times annually on dates and times determined by the Committee. Meetings will take place in person at the South Huron Recreation Centre or through virtual technology. Additional meetings can be scheduled at the call of the Chair.

Each voting committee member is expected to attend a minimum of three (3) meetings per year and shall not miss more than two (2) consecutive meetings. Special circumstances shall be addressed on an individual basis.

Minutes and Agenda

The minutes of each meeting will be amended when necessary and adopted at the following meeting. When adopted, the Minutes will be provided to the Clerk to be circulated to Council.

The committee agenda will be prepared by the Committee Recording Secretary and distributed to the members in advance of the meeting, as well as provided to the Clerk to be posted on the municipal website.

Amendments to the Terms of Reference

The non-statutory provisions of this Terms of Reference may be eliminated or amended in any way by Council at its full and final discretion. Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

The Clerk or designate is delegated the authority to make administrative changes to this Terms of Reference that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the Terms of Reference.

General Conduct

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order.

In general meetings shall be open to the public. Meetings will be declared In Camera by a majority vote of those present and in the attendance of the Clerk or designate and should be so declared to discuss matters in accordance with Section 239 of the Municipal Act.

Conflict Of Interest

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.

Municipal Freedom of Information and Protection of Privacy Act



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Committee Members will act to protect the privacy of individuals with respect to personal information contained in application forms and information circulated to the Committee and to ensure that personal information is used solely for the purposes of Committee.