



## Terms of Reference for the KBC Events Committee

**Committee Purpose** - The Events Committee helps to ensure the success of events designed to create a welcoming and vibrant Downtown Kentville.

**Committee Membership** - The Events Committee has seven members - five from KBC membership or the greater community, one from the Town of Kentville and one from NSCC's Kingstec Campus.

### Scope of Responsibility -

- Creates a roster of events it recommends being supported by KBC;
- Awards grants based on the criteria established by KBC;
- Recommends when KBC will collaborate on the hosting or partnering of an event;
- Recommends when KBC will initiate a new event;
- Creates and shares resources with organizers of events in downtown Kentville;
- Supports downtown businesses to participate in events;
- Awards contracts for event development and management when required;
- Advocates for changes to policy, procedures, and programs to support event infrastructure.

**Time Commitment** – The Events Committee meets monthly as required. Committee members are also expected to attend and support events when possible.