



## **Canada Day Committee**

### **Terms of Reference**

**2023**

#### **Purpose**

The mandate of the Canada Day Committee is to plan and implement Canada Day activities within Ward 1 and work with the private halls of DACA Centre and Matawatchan Hall, if there is interest from DACA and/or Matawatchan, who host Canada functions, to celebrate national and local civic pride, culture, and Community.

The Canada Day Committee shall:

1. Engage the community and provide a free event in Calabogie that is accessible to all residents.
2. Seek sponsorship through federal grants, secure corporate sponsorship and ensure responsible allocation of expenditures.
3. Develop and implement promotional communications.

#### **Membership**

The Committee shall consist of a minimum of four (4) volunteer members and a member of Council. Ideally the committee could consist of a representative from DACA Centre and a representative from Matawatachan Hall. The Chair of the Committee shall be selected by the Committee.

In considering the appointment of members to the Committee, Council shall consider the following:

- a) Individual members willing to take on specific responsibilities for the specific areas of the program.
- b) Availability of members to participate in Canada events and Committee meetings.

## **Meetings**

This Ad Hoc Committee will act as a Service Committee, planning and running the event. In this function:

- All committee meetings shall be open to the public to observe
- Meetings shall be held as required, at the call of the Chair
- Notice of meetings shall be made at least 48 hours in advance of such meeting and shall be posted on the Township's website, Facebook page and bulletin board on the outside of the Township Office.
- The Committee shall meet as often as needed
- Quorum shall be the majority of committee members appointed
- Additional members may be added by Council resolution

## **Staff Contact/Administrative Support**

The CAO will assign staff for agenda and minute taking responsibilities, and other tasks as deemed appropriate.

## **Budget**

The Treasurer will work with the Committee to address any financial concerns/questions.

## **Final Report**

The Committee shall submit a report to Council outlining successes and challenges along with the financial implications by September following Canada Day.

## **Term**

Ideally members of the Committee will be appointed by the end October prior to Canada Day. The Committee will cease once the final report has been submitted to Council.