

## **Terms of Reference**

### Township of Norwich **CANADA DAY COMMITTEE**

Approved by Resolution #12, September 23, 2014

#### **GOAL**

The Canada Day Committee will act as facilitator and fundraiser for the annual Canada Day festivities.

#### **MANDATE**

1. The Canada Day Committee shall engage the local community and provide a free event that is accessible to all residents.
2. Seek sponsorship through federal grants, secure fundraising and ensure responsible allocation of expenditures.
3. Develop and implement promotional communications through media and/or other sources.
4. The Committee shall submit a Canada Day program and proposed budget to Council prior to June 1<sup>st</sup> of each year.
5. The Committee shall submit a complete final report to Council, including a financial statement within two months of the Canada Day Celebration completion.

#### **HOST VILLAGES**

Burgessville, Norwich, Otterville, Oxford Centre and Springford

#### **COMPOSITION**

The Canada Day Committee will have a maximum of twelve voting members.

- Community Members who are residents or property owners within the Township of Norwich
- Council representation from the Host Ward
- The Mayor as Head of Council shall be considered an ex officio member

#### **SUPPORT**

- A Staff Liaison will be appointed as a non-voting member.

#### **NON-VOTING MEMBERS**

Additional non-voting members may participate and provide input on an ongoing basis or as required when specific priority areas are being investigated. Subcommittees may be formed to complete specific tasks related to the committee's mandate and work plan. Such subcommittees members shall be appointed by motion of the committee.

## **APPOINTMENTS**

Committee members shall be appointed by resolution of Council on an annual basis for a one-year term. Advertisements will be placed within local media and on the Township of Norwich website.

## **OFFICERS**

The Committee shall at its first meeting appoint a Chair, Vice-Chair, Secretary and Treasurer. Members of Council shall not be eligible to serve as a chairperson or vice chair.

The Chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. With the assistance of the Secretary, the Chair shall prepare and distribute meeting agenda's and minutes of the previous meeting to members.

The Treasurer shall be responsible for maintaining a record of revenue and expenditures and ensuring funds are deposited with the Township of Norwich Finance Department.

The Secretary shall prepare minutes for each meeting, assist the Chair in agenda preparation and provide approved minutes to the Clerk's Department for inclusion on Council agenda's.

## **MEETINGS**

The Committee shall meet monthly from the time of appointment until such time as their annual report has been filed with Council. At the initial meeting, the committee shall set a meeting schedule. Additional meetings and wrap up meetings may be scheduled at the discretion of the Chair. Meetings shall be open to the public.

## **QUORUM**

Attendance of a minimum of fifty percent (50%) plus one (1) of the appointed members at any regular or special meeting shall constitute a quorum

## **MINUTES**

Committee minutes of each meeting will be forwarded to the Clerk's Department for inclusion on the Council agenda.

## **PECUNIARY INTEREST**

If a member has a pecuniary interest in any matter and is, or will be present at a meeting at any time at which the matter is the subject of consideration, the member;

- Shall at the beginning of the meeting orally disclose the interest and its general nature, and;
- Shall not, at any time, take part in the discussion of, or vote on, any question in respect to the matter

## **FINANCES**

The Municipality shall hold funds and maintain records of such funds for each host village. Funds surplus to the expenses for each Canada Day event shall be kept in reserve for use the next time the Canada Day events are held in that host location.

In the event a Village chooses to no longer participate by taking a turn as 'host village', the funds remaining in their reserve account will be utilized within the community that raised the money at the discretion of Council.