

Municipality of Temagami

**TERMS OF REFERENCE
FOR THE AD HOC
CANADA DAY COMMITTEE**

Purpose

This is the Terms of Reference for the Ad Hoc 2018 Canada Day Committee formed as directed by Resolution _____ on _____, 2018 and appointed by the Council of the Corporation of the Municipality of Temagami on _____, 2018. The purpose of the Committee is to assist municipal staff in planning, organizing and running the Municipality's Canada Day Celebrations, in a similar manner to the Parks and Recreation Advisory and Service Committee.

It is anticipated that the Committee will work with staff to plan the Canada Day Celebration within the budget allocated by Council and to assist in running the event as Volunteers. The Committee will submit a report to Council following the event. Upon Council's receipt of the Committee's report by resolution, this Ad Hoc Committee shall be dissolved.

Background

The Municipality has held a Canada Day Celebration for many years. In the past it has been planned and run by staff, assisted by the Parks and Recreation Committee. In 2017, for Canada's 150th, Council instead formed and appointed an Ad Hoc Committee specifically for Canada Day Celebrations with a Terms of Reference based on that of the Parks and Recreation Advisory and Service Committee. In 2018, Council was requested to form an Ad Hoc Committee for 2018 Canada Day Celebrations.

Context and Scope

The Committee shall review previous Canada Day celebration activities and work with the Tourism and Special Initiatives Intern, Parks and Recreation staff and other staff as may be assigned, to plan and carry out the Canada Day events including any enhancements recommended by the Committee and authorized by Council. They may work with other community groups to coordinate events taking place on the Canada Day weekend.

In making their final report, the Committee shall report on the outcome of the event, including attendance, costs and revenues.

Committee Members

- The committee members, appointed by Council Resolution 18-____ are:
 - Judy Gouin;
 - Ike Laba;
 - Paul Middleton;
 - Sally Middleton;

- Sabrina Pandolfo
- Betty Poirier
- John Shymko
- Carol Lowery
- Lorie Hunter.
- Additional members may be added by council resolution.
- The Committee Chair shall be selected by the committee.

Meetings

Similar to the Parks and Recreation Advisory and Service Committee, this Ad Hoc Committee will act as a Service Committee, to assisting with planning and running the event.

- In this function:
 - All committee meetings shall be open to the public to observe.
 - Notice of meetings shall be made at least 48 hours in advance of such meeting and shall be posted on the Municipal website and on the bulletin board in the lobby of the Municipal Office.
 - The Committee shall meet as often as needed.
 - quorum shall be three (3) members; and staff taking the minutes of the committee need, at a minimum, only to record the date, time, and place of the meeting, the names of those in attendance, and the event(s) being worked on. Such minutes shall not require adoption by the committee or to be provided to Council, but shall be provided to the Municipal Clerk.

Administrative Support Staff

The Municipality shall provide municipal staff support to the committee, who will assist the committee by preparing notices and agendas and take minutes of all Committee meetings.