



Committee Application 2024 Canada Day Committee

Applications can be sent by email to the Clerk at clerk@greatermadawaska.com or in person/mail to the Township Office at 19 Parnell St, Calabogie ON, K0J 1H0 or by Fax: 613-752-2617. Submission deadline is **September 15th, 2023, at 4:00pm**. It is your responsibility to ensure that your application is received by the deadline, as late applications will not be considered.

Please read the attached 2024 Canada Day Committee Terms of Reference.

Contact Information:

Name: _____ Phone (Home): _____

Address: _____ Phone (Mobile): _____

_____ E-mail: _____

Please indicate your preferred method of contact: _____

Questionnaire:

1. Have you read and understood the attached Committee Terms of Reference? _____
2. Are you 18 years of age or older? _____
3. Are you a resident and/or taxpayer in the Township of Greater Madawaska? _____
4. Why would you like to serve on the Canada Day Committee?

5. What qualifications would make you an effective Committee Member?

6. Do you have experience as a committee member or volunteer, specifically related to Community Events ? Please describe.

Applicant's Signature

Date

Notice of Collection:

This application may contain "Personal Information" as defined under the Municipal Freedom of Information Act and Protection Privacy Act. This information is collected pursuant to the Municipal Act, 2001 as amended. It will be used by the Township of Greater Madawaska to process this application to determine whether to appoint an individual to a committee, for administration of such appointment and for law enforcement purposes to ensure compliance with all applicable statutes, regulation, and by-laws. Question about this collection should be directed to the Deputy Clerk, 19 Parnell St, Calabogie, K0J 1H0 (613) 752-2229.

Accessibility:

Accommodation will be provided in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*.



2024

Canada Day Committee

Terms of Reference

Purpose

The mandate of the Canada Day Committee is to plan and implement Canada Day activities held in Calabogie for the purpose of celebrating national and local civic pride, culture, and Community.

The Canada Day Committee shall work with the DACA Centre and Matawatchan Hall, both being private halls that host Canada Day functions.

The Canada Day Committee shall:

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

Membership

The Committee shall consist of a minimum of four (4) volunteer members, maximum seven (7), and one (1) member of Council. 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:

1. Individuals interested in taking on committee responsibilities, participating in Canada Day Events, and attending committee meetings.
2. Individuals with experience as a committee member or volunteer, in particular as related to community events.

Meetings

This Ad Hoc Committee will act as a Service Committee, planning and implementing the Canada Day event held in Calabogie and assisting the DACA Centre and Matawatchan Hall with their respective events. In this function:

1. All committee meetings shall be open to the public to observe
2. Meetings shall be held as required, at the call of the Chair
3. Notice of meetings shall be made at least 48 hours in advance of such meeting and shall be posted on the Township's website and Social Media
4. The Committee shall meet as often as needed
5. Quorum shall be the majority of committee members appointed
6. 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, challenges, and the Township's financial implications of the Canada Day Events, by September following Canada Day.

Term

The Committee will cease once the final report has been submitted to Council.

Recruitment for the following year's committee will begin after the final report to Council has been submitted and the Committee Terms of Reference have been approved by Council, ideally at the August Council Meeting and no later than the September Council Meeting.

Ideally members of the next Committee will be appointed during the September Council Meeting and no later than the October Council Meeting.