



Committee Application

2023 Township of Greater Madawaska Canada Day Committee

Applications can be sent by email to the Deputy 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 **January 6th, 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 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 taxpayor in the Township of Greater Madawaska? _____
4. Why would you like to serve on the 2023 Canada Day Committee?

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

6. Do you have experience as a committee member or volunteer? 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)*.



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.