

Request for Decision		Type of Decision							
Meeting Date	Friday, March 27, 2009				Report Date	Thursday, March 5, 2009			
Decision Required	x	Yes		No	Priority	X	High		Low
Direction Only		Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Canada Day Celebration Committee									

Subject: Resolution to form a committee to organize and operate Canada Day celebrations for 2009.

Recommendation: That Council pass a resolution forming a committee for purposes of organizing and holding municipal Canada Day celebrations.

**WHEREAS** Council has agreed at its February 27, 2009 meeting to budget, apply for funding for and support municipally sponsored Canada Day celebrations;

**AND WHEREAS** the municipal Procedure By-law 2008-10 provides rules for forming ad hoc committees of Council;

**AND WHEREAS** any committee of Council must follow Council by-laws including the Procedure and Procurement by-laws;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria hereby forms a Canada Day Celebration Committee whose sole purpose is to plan and execute a municipally sponsored event for Canada Day following as close as possible to the guidelines as indicated in the Heritage Canada funding application and the application itself;

**AND FURTHER THAT** the committee will appoint Councillor Bob Reid, whose responsibility it is to locate up to 4 other members of the municipality to be appointed as non paid members of this committee;

**AND FURTHER THAT** the term of this committee is for the period from February 27, 2009 until August 30, 2009. The committee shall channel all financial and banking functions through our Treasurer, Ruth Morin, and is further allowed to request assistance from \_\_\_\_\_ for \_\_\_\_\_ purposes.

**AND FURTHER THAT** monthly reports from the committee shall be submitted to Council in the form of minutes including a budget report prior to the second Council meeting of each month with a final report to be submitted to Council by August 30, 2009.

**AND FURTHER THAT** Council shall commit \$\_\_\_\_\_ to Canada Day Celebrations with the understanding that any funding received from Heritage Canada will be deducted from that amount to be returned to general revenues.

### Background/Executive Summary:

When forming sub or ad hoc committees Council must follow its procedure by-law conditions. An excerpt follows:

- **OTHER COMMITTEES**

- Insofar as possible, the procedures of the committees shall be the same as those set out for Council, unless otherwise prescribed by statute or law; it being understood that Committees act in an advisory capacity only and that unless decision making authority has been

delegated by Council, motions presented and resolutions passed at the Committee level shall be deemed proposals and recommendations respectively.

- The purpose, composition, jurisdiction, term and support staff assigned to any committee shall be as stipulated in the by-law or resolution establishing that Committee.
  - The Council may, by By-Law or resolution, appoint any of its members or non Council members to standing, special or ad-hoc committees of Council.
  - Immediately after committee members are appointed, each committee shall meet briefly to appoint a chairperson from among themselves, unless otherwise specifically stipulated herein.
- **SPECIAL/AD HOC COMMITTEES**
- Special/ad hoc committees shall be constituted for the purpose, and members named, as expressed by resolution of Council. The Head of Council shall be an ex-officio member and in this capacity will not be included in determining a quorum.
  - If no time limit is set for dissolution, a special/ad hoc Committee shall be dissolved upon the acceptance of its final report by Council and at the end of the term of Council.
  - Meetings shall be called as designated by Council, or at the call of the committee chairperson.
  - Committees appointed to report upon any subject referred to them by the Council shall report their findings and their opinion thereof in writing in the form of minutes and resolutions passed in duly conducted meetings of committee. No minutes shall be received by Council unless signed by the secretary and chair of the committee.

(These are specific excerpts from the by-law 2008-10 which can be found on our webpage in its entirety.)

#### Financial Considerations/Budget Impact:

1. Obviously since Council has committed to provide funding there is a budgetary impact. The committee will have to keep accurate records, submit and follow a budget.
2. Council must determine an amount to allocate to this event (to be reimbursed by funding as provided by Federal Government) if the application is approved. Failing approval, all costs will be borne by Council (aside from any donations to be deducted).
3. All financial transactions are to be channelled through our Treasurer. All donations, in-kind contributions, receipts, invoices etc. are to be submitted to her.

#### Options:

1. Council needs to appoint members to the committee.
2. Determine the number of staff hours to be allocated to this committee.
3. Determine what other municipal resources are to be allocated to this committee.
4. Determine which staff members are to be available to this committee.
5. Compensation to committee members? Not recommended.

Policy Impact: none – all municipal by-laws are to be complied with.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*