



**VISION STATEMENT: OUR PROGRESSIVE, SAFE COMMUNITY IS RICH IN HERITAGE, OFFERING A RURAL LIFESTYLE AND ECONOMIC OPPORTUNITY.**

**TOWNSHIP OF ASPHODEL-NORWOOD  
CANADA DAY COMMITTEE**

**TERMS OF REFERENCE**

**January 2019 – December 2019**

**BACKGROUND**

The Canada Day Committee was formed in 2013.

**PURPOSE/MANDATE**

The Canada Day Committee shall coordinate the annual Canada Day festivities.

**COMMITTEE COMPOSITION**

The Canada Day Committee shall be a maximum of two Township Council representatives and maximum of 10 members of the Community of the Township of Asphodel-Norwood. The Committee shall appoint a Chair, Vice Chair and secretary.

**TIME FRAME**

The Canada Day Committee members shall be appointed for a one-year term.

**BUDGET**

The Township Treasurer shall provide treasury/accounting functions for the Canada Day Committee. An upset amount shall be included in the annual Township budget.

The Township Treasurer shall prepare/submit an annual request for funding from Canadian Heritage – Celebration and Commemoration Program Funding. A final report shall be prepared annually.

## **MEETING PROTOCOLS**

Inaugural meeting of the Committee is called by the Clerk.

The Canada Day Committee shall meet in a Township-owned facility at the call of the Chair commencing in April annually. Additional meetings shall be held prior to July 1 to ensure the event is a success, as well as after July 1 for a wrap-up meeting.

Annually, the Chair position may rotate.

If a member misses three consecutive meetings without authorized absence, the Canada Day Committee shall put forward a request to Council to have the member removed from the committee.

An agenda shall be prepared and submitted to all committee members no later than three (3) days prior to the meeting by the Chair of the Committee. The meetings shall follow this written agenda, and minutes shall be kept which accurately reflect the recommendations of the committee. Approved minutes shall be forwarded to the Township Clerk to be included in the Council package for Township Council consideration.

All committee members shall respect and adhere to the Township policies pertaining to Code of Conduct and Workplace Violence and Harassment.

In accordance with the Township of Asphodel-Norwood Code of Conduct policy, all committee members must provide the Clerk with a document relating to them, obtained from the Ontario Provincial Police, known as a Vulnerable Sector Check within 60 days of appointment. Any fees associated in obtaining a police check will be reimbursed by the Township.

All committee members shall attend a mandatory orientation session at the beginning of each term.