

Wilmot Canada Day Event Task Force

Committee Type: Task Force

Reports to: Council

Administered by: Community Services

Committee Administrator: Manager of Community Services, or delegate

Effective: October 21, 2024

1. Enabling Legislation/Authorizing By-law.

The Wilmot Canada Day Event Task Force is established pursuant to the Township's Committee Governance Policy GP-23-01.

2. Purpose/Mandate

The purpose of the Wilmot Canada Day Event Task Force is to plan, implement and execute an inclusive Canada Day celebration event, which normally consists of one focal event on July 1st, in combination with smaller complementary activities, such as contests or other events, with respect to the following:

- Encourage a strong economic and tourism base;
- Promote and support local businesses;
- Promote cultural diversity, civic and national pride;
- Promote active lifestyles by creating a public gathering place;
- Engage all sectors of the community, such as Service Clubs, businesses, agriculture, sports organizations, arts, cultural, etc., in developing and promoting the celebration; and,
- Build volunteerism and community.

3. Responsibilities/Specific Functions

The Wilmot Canada Day Event Task Force is responsible for:

- Planning, implementing and executing the annual Canada Day celebration event.
- Ensuring continued community engagement through multiple avenues (e.g., in person, website, social media, community digital signs etc.) to recruit community members interested in volunteering with the event.
- Seeking donations, sponsorships or fundraise for any additional desired activities beyond the budget upset limit established by Council.

4. Committee Composition

The Committee will be composed of:

- Township of Wilmot Mayor (ex officio);
- One (1) member of Council appointed by Council;
- Up to eight (8) representatives from service organizations operating within the Township of Wilmot (i.e., service clubs); and,
- Up to three (3) members from the community at large (e.g., business owners, community stakeholders, residents, etc.).

5. Committee Term

Committee members will be appointed to a two-year term. For example, January 1st, 2025 – December 31st, 2026. Recruitment will take place in the even calendar years.

6. Chair Appointment

The members of the Committee shall elect a Chair from among themselves at the 1st meeting of the term. When the Chair is absent through illness or otherwise, the Committee may appoint another member as acting Chair.

7. Meeting Quorum

Quorum for the task force shall be six (6) members.

8. Frequency and time of Meetings

The Task Force will meet at a minimum once a month and may hold additional meetings as needed. The Task Force will not meet in July, September or December.

The monthly meetings will be held on the Third Tuesday of the month in the Wayne Roth Meeting Room at the Wilmot Recreation Complex at 6:30 p.m.

9. Agendas and Procedures

The Task Force is required to publish meeting agendas in accordance with the Township of Wilmot Procedural By-law 2024-42. Meetings of the Task Force shall be governed by the Procedural By-law.

10. Closed Meetings

The Task Force may not meet in a closed meeting, unless authorized by the Municipal Clerk and in accordance with the applicable legislative open meeting exemptions outlined in the Municipal Act, 2001.

11. Minutes and Reporting Requirements

The Task Force is required to publish meeting minutes in accordance with the Township of Wilmot Procedural By-law 2024-42.

The Task Force is required to submit a post-event report to Council within three (3) months of the Canada Day event taking place. The report should highlight the total event expenditure, successes, and areas for continued improvement.

12. Compensation

Members on the Wilmot Canada Day Event Task Force will not receive compensation or remuneration for their volunteer service.