



## Community Services

### *Staff Report*

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REPORT NO: CS-2024-26

TO: Council

SUBMITTED BY: Chris Catania, Director of Community Services  
Kaitlin Bos, Supervisor of Legislative Services/Deputy Clerk

PREPARED BY: Manuela O’Krafka, Manager of Community Services  
Kaitlin Bos, Supervisor of Legislative Services/Deputy Clerk

REVIEWED BY: Greg Clark, Acting CAO, Director of Corporate Services/CFO

DATE: October 21, 2024

SUBJECT: Wilmot Canada Day Event Task Force Terms of Reference

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#### RECOMMENDATION:

THAT Report CS-2024-26 Wilmot Canada Day Event Task Force Terms of Reference be received; and,

THAT Council adopts the Wilmot Canada Day Event Task Force Terms of Reference as attached to Report CS-2024-26 as Attachment 1; and,

THAT the term of the Wilmot Canada Day Event Task Force members be extended to December 31, 2026; and further,

THAT the Deputy Clerk be directed to proceed with the mid-term recruitment as outlined in CS-2024-26.

#### SUMMARY:

The purpose of the report is to provide Council with an updated terms of reference for the Wilmot Canada Day Event Task Force as per Section 4.2.1 of Policy # GP-23-01 Committee Governance Policy, and to seek direction to proceed with the recruitment of citizen members

and organization representatives for the Task Force to replace departing members of the 2024 Wilmot Canada Day Event Task Force.

### BACKGROUND:

At the September 23, 2024 Council Meeting, Council passed the following resolution directing staff to bring forward a Terms of Reference for the Canada Day Event Task Force:

THAT Council directs Staff to proceed with Option 1, as presented in Report CS-2024-22; and further,

THAT Council extend the 2024 Wilmot Canada Day Event Task Force until Staff provide Council with a revised Terms of Reference for 2025.

Option 1 as noted above includes the provision to extend the current Task Force until Staff provide Council with a revised Terms of Reference for 2025, while the new Terms of Reference will address replacing departing members of the existing Task Force.

### REPORT:

The terms of reference have been amended in accordance with the Committee Governance Policy adopted by Council on February 27, 2023 and were presented to the 2024 Wilmot Canada Day Event Taskforce at their October 15<sup>th</sup> Meeting for consideration and comment.

Key changes Staff made to the Terms of Reference are as follows:

- **Removing reference to a specific year**

This will allow the Task Force to continue to plan implement and execute an annual Canada Day celebration on July 1<sup>st</sup> until such time Council, Staff or the Committee make a recommendation for the dissolution of the Task Force.

- **Committee Term**

Due to the task-oriented nature of the Task Force, Staff are proposing a two-year term to align with the advisory committees. Recruitment will occur in even years; this would allow for recruitment to happen alongside quasi-judicial and advisory committee recruitment in Election Years.

- **Frequency and time of Meetings**

Updates made to the frequency and timing of meeting were made to reflect the desire of the responsible department and the members of the Task Force.

The Terms of Reference changes reflect an on-going task force with the goal of putting on a Wilmot Canada Day Event on an annual basis. Based on feedback of the 2024 Task Force the Terms of Reference is suggesting a 2-year term for members, so they can build on the previous event and help with knowledge transfer. The Committee Administrator reached out to members with Council's direction to the current task force for an extension and have had since

heard from 9 committee members that they would be interested in continuing with the Task Force. Councillor S. Martin has also indicated his wish to continue with the committee as the Council appointed member.

Legislative Services staff propose the following recruitment schedule to fill any mid-term vacancies.

### **Recruitment Timeline**

Should Council choose to proceed with the recruitment for the vacancies, the Deputy Clerk will facilitate the appointment process, in accordance with the Committee Governance Policy, and the terms of reference. The following timelines are anticipated for the recruitment process:

Monday, October 28, 2024 – Application form available at [wilmot.ca](http://wilmot.ca)

Monday, November 25, 2024 – Application submission deadline

Monday, December 16, 2024 – Council appointment of Task Force members at Regular Council Meeting

During the recruitment, the re-appointed Task Force members will continue to meet and plan, to ensure a successful 2025 event.

### **ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

This report aligns with the good governance strategic goal.

### **FINANCIAL CONSIDERATIONS:**

There are no direct financial considerations as part of this report.

### **ATTACHMENTS:**

Attachment 1 – Wilmot Canada Day Event Task Force Terms of Reference