

Type of Decision									
Meeting Date	Friday, February 4, 2011				Report Date	Thursday, January-20-11			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Ad Hoc Canada Day Committee Report #04/02/11/1202									

Subject: Resolution to appoint members to an ad hoc committee – with terms of reference attached.

RECOMMENDATIONS: That Council approve the following resolution appointing members and defining terms of reference and length of term of committee including date for final report.

WHEREAS Council has agreed to appoint an ad hoc group of volunteers to organize a Canada Day Celebration on behalf of Council and according to the guidelines of Heritage Canada's funding program:

AND WHEREAS the following individuals have expressed an interest in being members of this committee:

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby appoint the following people as members of an ad hoc committee to coordinate and staff a Canada Day Celebration to be held at Old Mackey Park: Melanie Thiel, Cathy Balla-Boudreau, Marion Chaput, Linda Chartrand and Robert Reid.

AND FURTHER THAT in order to comply with our Procedure By-law the following conditions apply:

1. the committee shall complete its event following up with a final committee meeting and final report to Council by August 15th, 2011;
2. the committee shall provide Council with regular updates including minutes of meetings and copies of budgets;
3. the committee shall appoint from among its membership a Chair to oversee the committee;
4. the committee shall follow the rules of the Municipal Procedure By-Law.

BACKGROUND/EXECUTIVE SUMMARY: In our procedure by-law there is a requirement that any committee formed to make decisions on behalf of Council is to follow the pertinent sections of that by-law as outlined below.

1.0 OTHER COMMITTEES

- 1.1. 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.

- 1.2. 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.
- 1.3. Standing, Advisory and Ad-hoc Committees wholly within the sphere of jurisdiction of Council may be established, revised, disbanded and replaced, as Council deems necessary.
- 1.4. 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.
- 1.5. Immediately after committee members are appointed, each committee shall meet briefly to appoint a chairperson from among themselves, unless otherwise specifically stipulated herein.
- 1.6. The Head of Council will be deemed to be an ex officio member on all committees where not otherwise prohibited by any Act and shall have full voting privileges when in attendance at any meeting thereof but shall not have the privilege of raising new business or adding any matter to a previously completed meeting Agenda. The Head of Council, in this capacity, does not count towards the determination of a quorum.
- 1.7. Should one be created, the main purpose of a Standing Committee is to oversee the operations of one or more municipal departments as well as to make recommendations to Council on policy matters referred to them. All provisions of this by-law shall apply to Standing Committees of Council.

2.0 SPECIAL/AD HOC COMMITTEES

- 2.1. 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.
- 2.2. 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.
- 2.3. Meetings shall be called as designated by Council, or at the call of the committee chairperson.
- 2.4. 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.

Financial Considerations/Budget Impact: Appointing the committee has no financial impact. The commitment to provide funding has been previously approved.

Policy Impact: None

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk

Melinda Reith