

Terms of Reference

(As amended on December 12, 2006)

Halifax-Dartmouth Canada Day Committee

MANDATE

The Halifax-Dartmouth Canada Day Committee (here in referred to as the Canada Day Committee) is a volunteer body of citizens appointed as a “Committee of Council” by the Mayor and Councillors of the Halifax Regional Municipality to plan, co-ordinate and execute all facets of the Halifax-Dartmouth Canada Day festivities.

The Canada Day Committee will be logistically supported by the Civic Events and Festivals Division of the Community Development Department of the Halifax Regional Municipality (HRM).

1. Composition of Committee

The Canada Day Committee shall be comprised of eleven (11) voting members and one full time staff member, such number serving on the committee being made up as follows:

- Nine (9) citizens from the Halifax Regional Municipality;
- Two (2) Halifax Regional Municipality Councillors
- The members shall serve for a maximum two-year term (2).

2. Executive Committee

There shall be an Executive Committee of the Canada Day Committee comprised of the following: a Chairperson, Vice-Chairperson and the Executive Secretary.

- members of the Executive Committee shall be elected for and serve a two year term;
- the Executive Committee shall be elected from within the voting membership;
- the HRM Civic Events & Festivals Coordinator shall be an ex-officio member to act as HRM staff liaison.

3. Duties

a. The Chairperson shall:

- (i) Preside at all Canada Day Committee meetings;
- (ii) Preside at all Canada Day Committee Executive meetings;
- (iii) Act as primary liaison between the Canada Day Committee and the Mayor and Council including any and all staff persons of the HRM;
- (iv) Perform any and all duties incidental to the Chairperson's office;
- (v) Be enabled to make such immediate decisions as may be necessary in an emergency situation which affects either budget or safety, when time to meet with either the Executive Committee or full committee is neither available nor practical, provided that such decision is made after the Chairperson shall have sought such advice as he or she deems appropriate under the circumstances;
- (vi) seek ratification by the full committee of any and all actions taken pursuant to subparagraph (v) at the next meeting of the Canada Day Committee following that date on which such decision was made or action taken;
- (vii) Act as the official spokesperson on behalf of the Canada Day Committee.

b. The Vice-Chairperson shall:

- (i) Fulfil the duties of the Chairperson in the absence, disability or refusal of the Chairperson to act; and
- (ii) Fulfil any duties assigned by either the Chairperson or the Canada Day Committee Executive.

c. The Executive Secretary shall:

- (i) Assist staff in the processing of official correspondence and documentation relating to Canada Day Committee activities; and
- (ii) Fulfil any duties suitably assigned to he/she by the Canada Day Executive or by the Chairperson.

- d. HRM Civic Events & Festivals Staff Coordinator shall:
- (i) Attend all (if practicable) meetings of the HRM Canada Day Committee and Executive Committee;
 - (ii) Act as the Halifax Regional Municipality financial manager of the Canada Day Committee budget, ensuring all HRM policies for expenditures are adhered to;
 - (iii) Act as the Nomination Chair when holding Executive Committee elections;
 - (iv) Maintain all official Canada Day documentation;
 - (v) Assign duties to the Canada Day Coordinator as required;
 - (vi) Provide guidance to the Canada Day Committee as required;
 - (vii) Act as staff liaison between HRM and the Canada Day Committee when assisting the Chairperson; and
 - (viii) Assist the Chairperson in the fulfilment of their duties.

4. **Miscellaneous**

a. Ex-Officio:

- (i) In order to solicit and acquire valued volunteer services, ex-officio members are encouraged to attend Canada Day meetings to contribute to the committee and the event as a whole; and
- (ii) Ex-officio members are not permitted to vote.

b. Quorum:

Quorum will constitute six (6) voting Canada Day Committee members present at all Canada Day Committee meetings.

c. Conflict of Interest:

Any member of the Canada Day Committee who finds that they have either a direct personal interest or indirect business interest in any event held by or in conjunction with Canada Day, which may give rise to either a direct or perceived conflict between their duties and responsibilities as a member of the committee and their interest in or involvement with such event, they shall immediately disclose all relevant facts to the Canada Day Committee and seek the advice, direction and guidance of the committee in relation thereto.