

Policy: **Terms of Reference --- Stewiacke Town's Day Committee**

Date Originally Approved: **February 25th, 2010**

Motion: **That** the Terms of Reference for the Stewiacke Town's Day Committee be approved as presented; and

Further that the amended Terms of Reference be effective immediately

Amended on April 23rd 2020

Motion: **That** Council amend the Town Day parade route contained in "Terms of Reference Stewiacke Town's Day Committee" as presented

This Policy is current as of: **April 23rd 2020**

Terms of Reference

Stewiacke Town's Day Committee

Mandate:

The Town Day's Committee shall:

- a) Be responsible to develop, oversee and coordinate annual Town Day activities

- b) Provide recommendations to Council regarding:
 - (i) Town Day activities
 - (ii) Amendments to the Terms of Reference

The Committee:

1. The committee is responsible to Stewiacke Town Council.
2. The committee shall be comprised of 9 members.
3. Council shall appoint 2 Councillors to the committee, for a two-year period commencing in November. The councillors shall be responsible for the recruitment and retention of the remaining vacant seats.
4. A quorum is required to hold a meeting. If a quorum is not present an informational meeting may take place, but no decisions or recommendations can be approved to bring forward to Council.
5. The committee will select a chairperson and vice chairperson at the first meeting of each year, for a one-year term.
6. Secretarial duties shall be provided by committee members.
7. The committee shall endeavor to conduct business by consensus, but should voting be necessary majority support is required.
8. The committee shall prepare and present to Council, by May 31st each year, a draft plan outlining the various activities scheduled for the year's event.
9. The committee shall prepare and present to the Town Administrative staff, by January 31st each year, a draft budget outlining revenues and expenditures for the upcoming year.
10. The committee shall prepare an annual written report to be distributed to the Stewiacke Town Council by September 30th each fiscal year.

Town Day's:

1. The 1st Saturday in August will be Town Days
2. Town Day's run for a maximum of four (4) days – Thursday through Sunday
3. The Town Day parade will take place on Saturday. Parade time to be determined by Committee.
4. The Parade route will be:
 - Start at Alweather Windows – up George Street and on to Kitchener
 - Up Kitchener Street and turn onto Main Street at the Green
 - Down Main Street East to Riverside Avenue
 - Down Riverside Avenue to Joffre Street
 - Up Joffre Street to Asquith Avenue
 - Up Asquith Avenue and disburse
5. Fire Works may be held on Friday night with Council being responsible for associated costs. Sunday night will be considered the rain night.

Annotation for Official Policy Book

Date of Notice to Council Members of Intent to consider: April 17th 2020

Date of Passage of Current Policy: April 23rd 2020

I certify that this was adopted by Council as indicated above.

CAO / Clerk

Date