

## BY-LAW No. CEC 12-2019

### Community Events Committee

Pursuant to the authority vested in it by the *Local Governance Act*, the Council of Belledune, duly assembled, makes the following:

#### **Section 1: Duties and Functions**

1. Council hereby creates the Community Events Committee (hereinafter: *Committee*).
2. The *Committee* is comprised of the following appointments from Council:
  - (a) One (1) chair (voting member),
  - (b) One (1) co-chair (voting member),
  - (c) One (1) recording secretary (voting member).
  - (d) Two (2) municipal representatives (voting members) that may include a member of Council.
3. The Mayor is an *ex-officio* and non-voting member.
4. The chair's role is to carry out the mandate of the *Committee* and be the liaison with the Village of Belledune. The co-chair assists and replaces the chair in case of an absence. The recording secretary assists the chair and co-chair and takes minutes. The municipal representatives assist the 3 other members.
5. The mandate of the *Committee* is to
  - (a) plan, fundraise and coordinate events and festivals (Belledune Days, Canada Days, Christmas in the Village, Senior's supper & dances, to name a few) within the budget approved by Council,
  - (b) ensure that all financial matters relating to revenues and expenses are conducted through the municipal treasurer's office,
  - (c) seek approval from Council (e.g. formal Council resolution in conformity with municipal legislative requirements) on all required contracts before making commitments to any third party,
  - (d) meet as necessary with the community (organizations and individuals) to plan, fundraise and coordinate events and festivals, and determine funding allocations,

- (e) work with the budget approved by Council, which is recorded in the minutes,
- (f) provide a list of names to the municipal treasurer's office when recruiting volunteers to assist with events and festivals, and
- (g) ensure, through the municipal treasurer's office, that the proper safety considerations and insurance are in place to protect the organiser, the participants and the village.

6. Unless a member is replaced by municipal council, or the member resigns, the terms for all members of the *Committee* are for 4 years.

**Section 2: Effective Date**

7. This by-law shall come into force on the date it is passed, signed and sealed.

**Section 3: Made and Passed**

First Reading in its entirety: December 16, 2019


Second Reading: December 16, 2019

Third & Final Reading: December 18, 2019

Adoption: December 18, 2019

**Section 4: Signed and Sealed**

  
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Joe Noel, Mayor

  
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Brenda Cormier, Clerk

