



VISION STATEMENT: THE TOWNSHIP OF ASPHODEL-NORWOOD IS A SAFE, GROWING COMMUNITY, RICH IN HERITAGE, OFFERING A RURAL LIFESTYLE.

**TOWNSHIP OF ASPHODEL-NORWOOD
CULTURAL AND HERITAGE COMMITTEE**

TERMS OF REFERENCE

January 2019 – November 2022

BACKGROUND

The Historical Committee was formed in April 1992 and later renamed to the Cultural and Heritage Committee in December 2018.

PURPOSE/MANDATE

The purpose of the Cultural and Heritage Committee is to ensure the history of the community and area is retained for future generations.

COMMITTEE COMPOSITION

There shall be a maximum of twelve members on the Cultural and Heritage Committee which shall include:

A maximum of two Township Council representatives and a maximum of ten appointed members of the Community of the Township of Asphodel-Norwood.

TIME FRAME

The Cultural and Heritage Committee members shall be appointed for the term of Council.

BUDGET

The Township Treasurer shall provide treasury/accounting functions for the Cultural and Heritage Committee.

The Cultural and Heritage Committee shall submit an annual budget request to Council in November of each year requesting funding for the following year.

MEETING PROTOCOLS

The Cultural and Heritage Committee shall meet on the third Tuesday in the months of January, March, May, September, and November at 7:00 p.m. at a Township owned facility/property.

Annually the Chair, Vice Chair, and Secretary positions will rotate.

An agenda shall be prepared and submitted to all committee members no later than three (3) days prior to the meeting by the Chair of the Committee. Meetings shall follow this written agenda and minutes shall be kept which accurately reflect the recommendation of the committee. Approved minutes shall be forwarded to the Township Clerk to be included in the Council package for consideration each month.

The Cultural and Heritage Committee shall appoint a recorder for any sub-committees. Minutes of sub-committee meetings shall be submitted to the Cultural and Heritage Committee through the secretary for their approval and provided to Council through the Township Clerk.

The Cultural and Heritage Committee shall make decisions and recommendations based on consensus.

If a member misses three consecutive meetings without authorized absence, the Cultural and Heritage Committee shall put forward a request to Council to have the member removed from the committee.

All committee members shall respect and adhere to the Township policies pertaining to Code of Conduct and Workplace Violence and Harassment.

In accordance with the Township of Asphodel-Norwood Code of Conduct policy, all committee members must provide the Clerk with a document relating to them, obtained from the Ontario Provincial Police, known as a Vulnerable Sector Check within 60 days of appointment. Any fees associated in obtaining a police check will be reimbursed by the Township.

All committee members shall attend a mandatory orientation session at the beginning of each term.

FACILITY MAINTENANCE

The Township of Asphodel-Norwood Fire Chief is responsible for the Heritage Centre maintenance. Any issues with the facility shall be brought to the Fire Chief's attention through the CAO/Clerk/Treasurer.