

TERMS OF REFERENCE

BOARD/COMMITTEE:	Cultural and Heritage Committee
TERM:	December 2022 – December 2024 (2 years)
APPOINTED BY:	Council of the Township of Asphodel-Norwood
COUNCIL REP.:	Councillor Warr
ALTERNATE:	Councillor Walsh

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. This is to be accomplished by preserving the artifacts and items housed at the Heritage Centre and by hosting events that boast historical significance.

The Committee shall offer open hours at the Heritage Centre located at 1818 Asphodel 3rd Line on a schedule/frequency determined by Committee members.

Committee Composition:

There shall be a maximum of 12 members on the Cultural and Heritage Committee which shall include:

A maximum of two (2) Township Council representatives and a maximum of ten (10) appointed members of the Community of the Township of Asphodel-Norwood.

Time Frame:

The Cultural and Heritage Committee members shall be appointed for a two (2) year term.

Budget:

The Township Treasurer or designate shall provide treasury/accounting functions for the Committee.

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

CULTURAL AND HERITAGE COMMITTEE TERMS OF REFERENCE Continued

Meeting Protocols:

The Cultural and Heritage Committee shall meet in the months of January, March, May, June, September, October, and November at a Township owned facility/property.

Annually the Chair, Vice Chair, and Secretary positions may 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 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 following Township policies:

- Code of Conduct;
- Health and Safety; 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.

CULTURAL AND HERITAGE COMMITTEE TERMS OF REFERENCE Continued

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.