

## TERMS OF REFERENCE

BOARD/COMMITTEE:	Cultural and Heritage Committee
TERM:	January 2025 – November 2026
APPOINTED BY:	Council of the Township of Asphodel-Norwood
COUNCIL REP.: ALTERNATE:	

### Background:

The Historical Society was established as a community group in Norwood in 1992. It was officially recognized as a Committee of Council for the Township of Asphodel-Norwood in 2000. In 2018, the group was renamed from the Asphodel-Norwood Historical Society to the Asphodel-Norwood Cultural & Heritage Committee to better reflect its focus on the preservation and promotion of local culture and heritage.

### 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 3<sup>rd</sup> 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.

The Committee shall appoint a Chair, and a Vice Chair.

A designated member of Township staff will serve as the Committee Secretary, if required.

### Time Frame:

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

### Budget:

The Township Treasurer, or their designate, shall provide treasury and accounting functions for the Committee and deliver regular financial updates.

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Cultural & Heritage Committee  
TERMS OF REFERENCE Continued

**Budget continued:**

The Committee shall work with the Treasurer to submit an annual budget request to Council for the upcoming fiscal year.

**Meeting Protocols:**

The Cultural and Heritage Committee shall monthly or as often as deemed necessary at the call of the Chair, in a Township-owned facility/property.

In consultation with the Committee Secretary, 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.

Approved and signed minutes shall be forwarded to the Township Clerk, or designate, for inclusion in the Council Meeting agenda materials.

If sub-committees are formed their meetings shall follow the aforementioned format. The minutes shall also be forwarded to the Township Clerk for inclusion in a future Council agenda package.

If a member misses three (3) 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.

The Committee shall make decisions and recommendations based on consensus.

All committee members shall respect and adhere to the following Township policies:

- Code of Conduct;
- Health and Safety; and
- Workplace Violence and Harassment.

Committee members must provide the Clerk with a Criminal Record and Judicial Matters check from the Ontario Provincial Police (OPP) within 60 days of their appointment. The Township will reimburse any fees associated with obtaining this police check. Police checks will be required every four years, in alignment with the term of Council. Returning Committee members will need to complete a declaration form confirming that there have been no changes to their criminal record since their last police check.

**Facility Maintenance:**

The Manager of Community Centre, Parks, and Facilities is responsible for the maintenance of the Heritage Centre. Any issues with the facility shall be brought to the attention of Township staff.