

Recommendation:

That the report from the Clerk's Office-2023-16, dated June 6, 2023 regarding a draft Terms of Reference for the Historical Committee be received, that the draft Terms of Reference be approved and that staff be directed to begin a recruitment process for members.

Overview:

The Township has been undergoing a process to improve Committee structure and functions to ensure that Committees of Council are serving Council and the community well. Through this process, each Committee will have an individual Terms of Reference that will guide their work and provide them direction on what Council would like them to achieve during their tenure.

At the Council Meeting held on April 4, 2023, Ruth Benson, a former member of the Historical Committee presented to Council and requested that the Committee be reformed. In response Council passed the following Resolution:

Resolution Number 103-2023

Moved by: Councillor Johnston

Seconded by: Deputy Mayor Nelson

That the presentation from Ruth Benson, former member of the Historical Committee regarding the future of the Historical Committee be received and that Council will appoint a Committee in near future. Carried

Conclusion:

In response to Council's direction, staff have drafted the attached Terms of Reference for the Committee. The goal of the Terms of Reference was to focus the work of the Committee on the preservation of the Township's culture and history and to promote and educate the public on that history and culture. In the Terms, staff have also inserted clauses requesting that the Committee submit a yearly budget to Council for approval as part of the Township Budget process and that the Committee present to Council once a year to highlight the work they have completed and hope to do in the future. These two new actions will ensure that the Committee and Council are working together to safeguard the history of the Township.

Further to the Terms of Reference, staff are also requesting that Council allow a recruitment process to begin for members to sit on the Committee. The Committee has had a core group of dedicated volunteers and it would be great to be able to bring new voices and faces to the table.

Financial Impact:

Recruitment will cost approximately \$250.00 for ads to be placed in local papers. The Committee once formed will need to bring a budget request forward for the 2024 Township Budget. Currently the 2023 budget allocated \$3250.00 to the Committee.

Strategic Plan Applicability: To develop and/or assist with the development and delivery of social and recreational programs as well as effectively maintaining and updating recreational facilities to promote healthy lifestyles and meet the broad range of community needs.

Report Approval Details

Document Title:	Terms of Reference - Historical Committee.docx
Attachments:	- Historical Committee Terms of Reference.docx
Final Approval Date:	May 26, 2023

This report and all of its attachments were approved and signed as outlined below:

Elana Arthurs