

Township of Douro-Dummer Historical Committee

Terms of Reference

1. Purpose

The Township of Douro-Dummer Historical Committee, is a committee appointed by Council to collect and celebrate the history of Douro-Dummer and share that information with residents and the general public.

2. Duties and Functions

2.1 The Committee will focus on collecting and preserving local culture and history and providing educational opportunities to the public through events, displays, newsletters, publications, the municipal website, and other means. The Committee will be responsible for the following duties:

- a) Create a yearly budget to be submitted no later than the second week in September;
- b) Provide an annual presentation to Council at the first meeting in October regarding the work of the Committee during the course of the year;
- c) Work in partnership with the Public Library, Parks and Recreation, the Municipal Office and other Township Departments to provide cultural and historical displays where space and operations permit;
- d) In consultation with the Clerk and the Library CEO assist the public with access to the Historical Records Archive located at the Public Library;
- e) Provide recommendations to Council on possible cultural or historical projects the Township could undertake;
- f) Adhere to all Township Policies including the Code of Conduct.

2.2 The Committee shall not be responsible for:

- a) The daily operations or maintenance of facilities and services;
- b) Providing direction to Library or Municipal staff;
- c) Incurring expenses outside of what has been approved and budgeted for;
- d) Managing or directing any capital works.

3. Committee Membership

3.1 The Committee shall be composed of a minimum of 4 members of the public and a maximum of 12 members, duly appointed by Council.

3.2 The Committee shall include:

- a) One (1) Member of Council

- 3.3 All members of the Committee are appointed by Council for a four year term, corresponding to the term of Council. Advertisements of vacancies and appointments will be made available to the public through appropriate mediums. Persons interested in being appointed to the Committee must submit a letter of interest or application form that will be made available on the Township website and at the municipal office.
- 3.4 Any member of the Committee whose term of office has expired is eligible for reappointment provided they reapply following the proper procedures.
- 3.5 The Committee shall declare a member's seat vacant and shall provide notice to Council through the Township Clerk, if a Committee member,
 - a) is convicted of an indictable offense;
 - b) becomes incapacitated;
 - c) is absent from the meetings of the Committee for three (3) consecutive meetings without sending their regrets;
 - d) provides written notice that they are resigning from the Committee.

4. Officers

- 4.1 At its first meeting in a new term, the Committee shall elect from their members a Chair who shall hold office for a period of one year and is eligible for re-election.
- 4.2 The Chair is responsible for ensuring the effective operation of the Committee. Specific duties of the Chair include, but are not limited to:
 - a) calling meetings to order;
 - b) conducting Committee business in accordance with these Terms of Reference and the Township's Procedural By-Law;
 - c) maintaining regular communications with appropriate Township staff;
 - d) acting as spokesperson and representing the Committee when necessary.
- 4.3 The Committee shall elect from their members a Vice-Chair who shall have all the powers and duties of the Chair when the Chair is absent or otherwise unable to act, and who shall hold office for a period of one year the term and is eligible for re-election.
- 4.4 The Township Clerk shall provide a staff person as secretary to the Committee, who shall:
 - a) administer correspondence of the Committee;
 - b) in consultation with the Chair, produce and circulate an agenda at least 5 days in advance of all meetings;

- c) record minutes of every meeting of the Committee and forward then to Council for approval; and
- d) ensure the Township's By-laws and Policies are adhered to.

5. Remuneration

5.1 Members of the Committee shall serve without remuneration.

5.2 Members may be reimbursed for direct and appropriate expenses incurred in the fulfillment of their Committee responsibilities with prior approval from Council.

6. Conflict of Interest

As outlined in the Municipal Conflict of Interest Act, where a member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting in which the matter is being considered, the member shall:

- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) not take part in any discussion of, or vote on any question in respect of the matter;
- c) not attempt in way whether before, during or after the meeting to influence the voting on any such question; and
- d) leave the meeting or the part of the meeting during which the matter is under consideration

7. Committee Meetings

7.1 The Committee will hold regular meetings, at such time and place as determined by the Committee, the minimum number of meetings annually shall be four. Meetings may also be scheduled at the call of the Chair.

7.2 All committee meetings shall be open to the public. A meeting or part of a meeting may be closed to the public only as specifically permitted by, and in accordance with, the Municipal Act, 2001.

7.3 Quorum for Committee meetings will be a majority of the current membership.

7.4 The Committee may establish sub-committees for a project-specific initiative. Individuals recruited will have project-based knowledge. Sub-committees shall report to the Committee through the sub-committee Chairperson.

7.5 The Committee will strive to make decisions and recommendations based on consensus. In the event consensus cannot be reached, the Committee will vote with a Resolution moved and seconded, with majority vote prevailing.

- 7.6 Meetings shall be held at a Township facility such as the Town Hall, a multi-purpose room or the Public Library depending on the availability of the facility.

8. Amendments

- 8.1 Amendments to the Terms of Reference can only be made by Council.
- 8.2 If the Committee wishes to review the Terms of Reference they may do so at any time and make recommendations to Council regarding amendments.