

**Recommendation:**

That the Clerk's Office-2023-23 report, dated August 1, 2023 regarding an update on the recruitment process for the Historical Committee be received.

**Overview:**

After the 2022 municipal election, all Township Committees (except for the statutory committees) were put on hold to allow the newly elected Council time to review the committee structure and determine what committees should continue or evolve.

Through that process staff have introduced Terms of References for various committees. In the spring Council received a delegation from former Historical Committee members, they requested that Council recruit and appoint new members. In response to that request, Council directed staff to create a new Terms of Reference for the Committee and once approved begin a recruitment process.

Staff posted ads in the local paper, posted information on the Township website and Twitter accounts and sent out emails to past members as part of the recruitment campaign. Sadly, only one submission was received.

**Conclusion:**

Due to this lack of submissions, it is not currently possible to appoint members to the Committee as the minimum number of members is 4. At this time staff are reviewing the minutes of the Historical Committee to see what projects they had been working on and any future projects they hoped to begin. Further to this, the Committee was traditionally the caretakers of the Township archive which is housed at the Douro-Dummer Public Library. As at this time, as there is no Committee, the Clerk's Department will act as the caretakers. This is appropriate as the Clerk's Department is responsible for keeping corporate records and monitoring and implementing the retention schedule. As the Clerk's Department has not been involved with the archive in quite a long time, there will be a transition period as there is not a digital listed of what the archive contains and in what mediums. Further to that, the storage of the items in the archive will need to be reviewed to ensure that they are being housed appropriately. As staff move through this process they will reach out to past members to see if they are able and or willing to assist with this project and any future projects that may be required related to the mandate of the Historical Committee.

**Financial Impact:**

At this time there is no direct financial impact but staff time and capacity will need to be allocated to the archive and to preserving the history of the Township.

**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:	Update on Historical Committee Recruitment.docx
Attachments:	
Final Approval Date:	Jul 25, 2023

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

Elana Arthurs