

Township of Algonquin Highlands

Cultural Resources Committee Terms of Reference

1. Title:

The name of the committee shall be the "Cultural Resources Committee."

2. Purpose:

Appointed by the Council of the Corporation of the Township of Algonquin Highlands, the purpose of the committee is to assist Council with the implementation of the Cultural Plan based on the Vision, Goals and Actions contained in the Plan. Timing for commencing actions will be directly linked to availability of funds and resources.

3. Strategic Vision:

The Cultural Resources Committee embraces, and through its activities, supports the vision statement outlined in the Municipal Cultural Plan, which is as follows:

“Algonquin Highlands' culture is defined by its people, rugged, natural beauty, love of place and commitment to a healthy and sustainable lifestyle. We build on our culture of perseverance, innovation, appreciation for nature, respect for history, healthy living and artistic creativity to market our assets and strengthen our future.”

4. Membership:

The Committee shall consist of the following:

- Two (2) Township Councillors appointed by the Mayor in accordance with the Procedural By-law
- Township's Staff Person
- And may consist of a minimum of Seven (7) members from the community with emphasis on representatives from the following groups:
 - Haliburton County Development Corporation
 - Haliburton County Public Library
 - Municipal Museum and Recreation Committees
 - Arts Council ~ Haliburton Highlands
 - Oxtongue Lake Community Centre Committee
 - Oxtongue Lake Arts and Culture
 - Youth Representative (16 - 30 years)
 - Other Cultural Groups

The Township's Staff Person will be considered an advisory, non-voting member of the committee but will offer support and expertise within the limits of the annual budget and as authorized by the Council. Committee members will be appointed by Council and shall retain their appointment for the duration of the

term of Council. Substitutions or alternate members are not permitted. Vacancies during the term of the Committee will be filled at the pleasure of Council.

Additional ad hoc subcommittees may be created as needed. An ad hoc subcommittee would include at least two (2) members from the Cultural Resources Committee. Ad hoc subcommittees will bring any recommendations resulting from their work to the Cultural Resources Committee for consideration.

5. Administration:

- A quorum of members (fifty percent of the members plus one) and at least one member of Council must be present before a meeting can proceed.
- Meetings will be held at least quarterly. Additional meetings will be scheduled as required and agreed by a majority of committee members.
- Decisions will be made by majority vote and all members (excepting staff) will have voting rights.
- General rules of decorum shall apply during each meeting.
- A member may be removed from the committee should more than 3 consecutive meetings be missed.

6. Chairperson:

The Chairperson shall be appointed annually. The chairperson's responsibilities will include:

- Guiding the meetings according to the agenda and time available.
- Ensuring that all discussion items end with a decision, action or definite outcome.
- Reviewing and approving the draft minutes before distribution.

7. Secretary:

The secretary shall be the Township Staff Person. The secretary's responsibilities shall include:

- Scheduling meetings and notifying committee members.
- Inviting guests and/or specialists to attend meetings when required.
- Preparing agendas in discussion with the Chairperson and ensuring that all necessary documents requiring discussion or comment are attached to the agenda.
- Taking notes of every meeting and preparing minutes of the meeting.
- Distributing the minutes to all committee members one week after the meeting. (Note: The minutes shall be checked in advance by the chairperson and accepted by the committee members as an accurate record at the commencement of the next meeting.)
- Providing the minutes to the CAO/Clerk at the Township Office for inclusion on a Council agenda, at least one week prior to meetings.
- Should the secretary be unavailable for any meeting, the committee shall appoint an acting secretary for that particular meeting, and the normal responsibilities of the secretary shall apply.

8. Finance:

- On or before November 1st of each year, the committee shall submit a detailed estimate of costs for all planned activities for the fiscal year, to be considered by Council for possible inclusion in the annual budget.
- The municipality shall advise the committee of the approved budget for the current year immediately after approval by Council.
- The committee may incur expenditures to the extent provided in the annual approved budget in accordance with normal municipal purchasing procedures. Any additional expenses must be approved in advance by Council.
- Invoices for all expenditures shall be forwarded to the Treasurer for payment upon approval of Council.
- The Committee will regularly monitor their annual budget and work plan, as approved by Council.

9. General:

- Meetings will last a maximum of two hours.
- From time to time the committee may be required by Council to submit additional or special reports. Such reports shall be submitted to the CAO/Clerk in accordance with current agenda procedures, at least one week prior to meetings.
- The Committee shall rotate its meetings between each community of Oxtongue Lake, Dorset and Stanhope, and it is anticipated that members will endeavour to attend all meetings in order to fully appreciate and celebrate what each area of the community has to offer.
- Arrangements for use of each facility for meetings shall be pre-arranged by the Committee Secretary in consultation with Township staff.
- The Committee shall schedule an annual delegation to Council to provide an overview of projects completed within the year, and to present proposed projects for the ensuing year for Council's consideration and approval.