

**THE CORPORATION OF THE TOWNSHIP OF BILLINGS**

**BY-LAW 2019-19**

**SCHEDULE A**

**TERMS OF REFERENCE**

**BILLINGS MUSEUM COMMITTEE**

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## 1. PREAMBLE

In 2005, a group of volunteers formulated a vision and a place to create the Old Mill Heritage Centre in the historical Old Mill building. This vision was fully realized at the Old Mill Heritage Centre and Post Office Museum grand opening in July 2009.

The mandate of the Old Mill Heritage Centre Committee is to collect, record, research and exhibit historical information, data and items for the preservation and enjoyment of our rich heritage by presenting a visual history of Billings Township and Manitoulin Island for present and future generations.

## 2. ROLE OF THE COMMITTEE

(1) The Billings Museum Committee (the “Committee”) shall:

- i. advise council on the operations of and matters related to the Old Mill Heritage Centre and Post Office Museum, including the collection, recording, research and exhibition of historical information, data and items;
- ii. identify and advise council of issues, concerns and government policies that may affect the operations of the Old Mill Heritage Centre and Post Office Museum, including new legislation and funding opportunities;
- iii. advise council on the development of Old Mill Heritage Centre and Post Office Museum programming and exhibits;
- iv. liaise with the community, including individuals, groups and organizations, to get input and encourage support for the Old Mill Heritage Centre and Post Office Museum;
- v. Promote the activities and programs of the Old Mill Heritage Centre and Post Office Museum;

(2) In providing advice to council, the Committee shall have regard for the township’s Strategic Plan, the mission statement for which states:

*“Billings Township is a vibrant community where new people are excited to relocate and existing residents are happy to stay because of the sustainable economy, the artistic and cultural diversity, and the beauty of the environment. Guided by the vision of its citizens, Billings Township is a safe and progressive community that practices environmental responsibility, provides dependable services, and maintains its rich cultural heritage.”*

## 3. COMMITTEE STRUCTURE

(1) The Billings Museum Committee is hereby established as a standing advisory committee and is comprised of the following members as appointed by council:

- i. one (1) member of council, sitting as Chair;
- ii. six (6) members of the general public;
- iii. Mayor sitting *ex officio*, with voting privileges when present; and
- iv. One (1) staff member to assist in committee administration, keep minutes and act as a resource person/liaison.

#### 4. APPOINTMENT OF MEMBERS

- (1) All Committee appointments shall be made by council.
- (2) Council shall make all Committee appointments by resolution, whether appointing council members or public members.
- (3) The Mayor shall be an *ex officio* member of the Committee, with voting privileges when present.
- (4) A Council member shall sit as Chair for all standing advisory and statutory Committees, unless otherwise noted in the Committee terms of reference. The Chair for ad hoc Committees may be a member other than the council member as appropriate.
- (5) Any eligible elector in the Township of Billings is entitled to apply for appointment to a Board or Committee and such appointment, subject to any statutory limitations, and/or removal is at the sole discretion of council.
- (6) Where possible, appointments to Committees made by council shall be for the term of council, generally from January 1<sup>st</sup> following a municipal election until December 31<sup>st</sup> of the next election year.

#### 5. CODE OF CONDUCT FOR MEMBERS AND OTHER APPLICABLE POLICIES

- (1) At the beginning of their term, Committee members shall be required to review the following Acts and policies and confirm such review by submitting a signed acknowledgement to the Clerk within 30 days of appointment:
  - the Code of Conduct for Members of Council and Local Boards of the Township of Billings
  - the *Municipal Conflict of Interest Act*
  - the Township of Billings Procedural By-law
  - the Township of Billings Workplace Harassment, Discrimination and Violence in the Workplace Policy
  - the Township of Billings Council-Staff Relations Policy
  - the Township of Billings Accountability and Transparency Policy
  - The Township of Billings Procurement Policy
  - the Township of Billings Health and Safety Policy
- (2) All Committee members shall comply with the provisions of the Code of Conduct for Members of Council and Local Boards of the Township of Billings at all times for the duration of their appointment to the Committee and thereafter for any ongoing obligations in relation to confidentiality or otherwise.
- (3) All Committee members shall comply with the provisions of all other applicable Acts and policies, including but not limited to:
  - the *Municipal Act*
  - the *Municipal Freedom of Information and Protection of Privacy Act*
  - the *Occupational Health and Safety Act*
- (4) Members shall disclose any pecuniary interest to the chair, and shall absent herself/himself from meetings for the duration of the discussion and voting (if any) with respect to that matter.
- (5) No individual member nor the Committee as a whole, has the authority to make direct representations of the township to Federal or Provincial governments.

**6. AGENDAS AND MINUTES**

- (1) The Committee shall prepare agendas generally in accordance with the format and notice requirements for council agendas, as set out in the Township's Procedure By-law.
- (2) Agendas shall be prepared by the Chair with the assistance of the staff member assigned to the committee.
- (3) The Committee shall prepare minutes in a form as approved by the Clerk.
- (4) Committee meeting minutes shall be submitted to the Clerk for inclusion in the next regular council meeting agenda package for receipt.
- (5) Committee agendas and minutes will be posted on the township website by the Clerk.

**7. COMMITTEE REPORTING AND FINANCE**

- (1) Any recommendations made by the Committee shall be in the form of a written report.
- (2) By November 1 of each year the Committee shall prepare an annual report to council outlining:
  - i. The Committee's achievements during the year
  - ii. Goals and objectives for the upcoming year
  - iii. Members' meeting attendance during the year, including details of any consent sought or provided by council to a member for missing three (3) or more consecutive meetings.
  - iv. Any recommended revisions to the Committee mandate or structure, including number of members.
  - v. An evaluation of whether the Committee is still required or effective.
- (3) The Committee will prepare an annual work plan and budget request to submit to the Treasurer in accordance with the annual budget timetable.
- (4) Any expenditures by the committee will be approved by council during the annual budget process or otherwise in accordance with the township's Procurement By-law.
- (5) Monies collected through fundraising, donations or any other means shall be submitted to the Treasurer as soon as possible following collection, to be deposited in a township account for use by the Committee in accordance with the approved annual budget or as otherwise authorized by council.

**8. MEETING TIMES AND PROCEDURES**

- (1) The Committee shall meet monthly at the Old Mill Heritage Centre or Park Centre, at a consistent day and time to be established by the Committee.
- (2) The Committee shall establish a meeting schedule for the year during their first meeting of the year.
- (3) Meetings may be cancelled and/or rescheduled if necessary, as determined and announced by the Chair.
- (4) Meetings shall follow the provisions of the township's Procedure By-law, including notice and agenda requirements.
- (5) Committee members will respect the requirements of the *Municipal Act* and the township's Procedure By-law.

**9. ATTENDANCE**

- (1) No Committee member shall miss three (3) or more consecutive meetings without prior approval from

the Chair and council.

- (2) All requests for permission to be absent from three (3) or more consecutive meetings will be submitted to the Chair and council in writing.

**10. RESIGNATION AND TERMINATION**

- (1) A Committee member shall be deemed to have resigned where:
  - i. The member delivers written notice of resignation to the Chair and council; or,
  - ii. The member is absent from three (3) consecutive meetings without prior approval from the Chair and council.
- (2) Council will provide notice of termination in writing.
- (3) Council may terminate any Committee appointment for just cause.
- (4) Without limiting the generality of the foregoing, council may terminate the appointment of a Committee member where:
  - i. The member has been absent from three (3) or more consecutive Committee meetings without obtaining prior approval from the Chair and council;
  - ii. The member has been found by council to have engaged in conduct in breach of the Code of Conduct for Members of Council and Local Boards of the Township of Billings; or,
  - iii. The member has been found by council to have engaged in conduct that council considers inappropriate.

**11. REVISIONS TO TERMS OF REFERENCE**

- (1) Council may, at its discretion, revise the Terms of Reference (TOR) for this Committee at any time by by-law.
- (2) Any revisions proposed to these TOR shall be presented to council through an appropriate report.
- (3) The committee may be dissolved by a resolution of council.