



# South Huron Canada 150 Ad Hoc Committee *Established by Resolution #219-2017* Terms of Reference

## **Purpose of the Committee**

The purpose of Canada 150 Ad Hoc Committee is to monitor and report to Council on the Canada 150 events supported by Council.

The Committee will actively assist Council by:

- Fostering support for and community involvement in Canada's 150<sup>th</sup> celebrations in the Municipality of South Huron;
- Plan the Past and Present Council social on behalf of Council;

## **Committee Objectives or General Activities:**

The primary objectives of the committee are to:

- Plan and carry out all tasks associated with the Past and Present Council Recognition Event to be held in September, 2017 at the Crediton Hall, as per resolution #169-2017.
- Monitor and report to Council on the Canada 150 events sponsored by Council, as per the attached Schedule A to this Terms of Reference;
- Provide comment and opinion when called upon by the Council regarding any matters referred to the Committee.
- Monitor and authorize expenditures related to Council sponsored Canada 150 events.

## **Membership Composition and Responsibilities**

The Canada 150 Ad Hoc Committee will be composed of two (2) voting members.

The Council shall appoint Committee members by resolution and the term of appointment shall be for the year 2017.

## **Staff Support**

The Committee's primary staff contact will be the Chief Administrative Officer, who will act as a conduit to share information and work with the Committee to achieve the goals and objectives outlined in the Terms of Reference.

The Committee is accountable to Council.

## **Meeting Roles and Requirements**

The Committee shall meet on an as-needed basis to achieve the goals and objectives outlined in the Terms of Reference.

The expenditure of any municipal funds is to be approved by the Committee as authorized by Council, in accordance with the Municipality's procurement policy and current budget.

## **Minutes and Agenda**

The minutes of each meeting will be amended when necessary and adopted at the following meeting. When adopted, the Minutes will be provided to the Clerk to be circulated to Council.

The committee agenda will be prepared by the Committee Chair and/or Vice Chair and distributed to the members in advance of the meeting, as well as provided to the Clerk to be posted on the municipal website.

## **Amendments to the Terms of Reference**

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

Amendments to the Terms of Reference can only be made by Council.

## **General Conduct**

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order.

In general meetings shall be open to the public. Meetings will be declared In Camera by a majority vote of those present and should be so declared to discuss matters in accordance with Section 239 of the Municipal Act.

## **CONFLICT OF INTEREST**

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.