

- Working within the direction and with authorization of Council for a designated Sub-Committee or designated individuals to prepare, draft and submit Grant proposals for approval of Council.

Town Clerk

The Lockeport Town Clerk/Treasurer will:

- work with the Chair and Vice-Chair in order to build a work plan for the Committee/Board and develop a regular reporting process to Council with respect to the performance and progress of the Committee.

Lockeport Heritage and Tourism Advisory Committee - Terms of Reference

- ensure matters within the mandate of the Committee are circulated to the Committees attention through Reports and Memorandums where applicable.
- incorporate input from the Committee into staff reports where applicable.

Working Groups

Working groups or Subcommittees may be established, as required, to complete specific research or to implement a specific project. Subcommittees shall be approved by the Committee. Subcommittee Presiding Officers shall be appointed by the Committee as required.

Volunteers

Lockeport Heritage and Tourism Advisory Committee shall encourage volunteers when required, to assist in completing specific research, implement a specific project or participate in a festival or fundraising event with preference given to interested persons representing small retail/commercial operatives, fishing community, area youth and seniors, historical groups or committees, arts community and festival organizers and other persons who have a genuine interest and willingness to support heritage, arts, culture, tourism and community.

All volunteers will be made aware of the Code of Conduct and Professionalism and its strict adherence.

Volunteer positions will be open to the public

Volunteers shall not have any voting privileges

Resources

The Town Clerk/Treasurer or Designate is the designated person providing resource support to the committee.

All committee minutes will be forwarded to the Town Clerk for retention and distribution to council.

The Town Clerk/Treasurer or Designate shall be responsible for preparing and distributing meeting agendas and meeting minutes.

Meetings

There shall be 10 regular meetings scheduled each year. No regular meetings will be held in July or December. The date and time of meetings will be determined at the first meeting of each term. Special meetings will be at the call of the Chair.

A quorum shall consist of a majority of the total number of voting Heritage and Tourism Advisory Committee members.

Meetings shall be held in the Town of Lockeport Council Chambers. As required, the Committee may identify other meeting locations from time to time.

Meetings of the Committee are open to the public; members of the public are invited to address the Committee on specific matters at the designated time during each meeting.

All public presentations must be submitted to the Town office at least one week prior to the regularly scheduled meeting.

Presentations to the committee shall not exceed ten minutes for any individual or group.

The mover of a motion speaks to the motion and is the last person to speak. All other members speak once for up to ten minutes, and are permitted to reply to comments made by other members.

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Absenteeism

Committee members who are absent three (3) consecutive meetings shall forfeit their appointment, unless such absence is provided to the Committee prior to the meeting date/time.

Amendments to the Terms of Reference

The terms of reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposed amendments to the terms of reference shall require the approval of a majority of the Lockeport Heritage and Tourism Advisory Committee members present and those amendments if approved will be submitted to Town Council for approval. Amendments to the terms of reference shall take effect only upon the approval of Council.

Glossary of Terms

n/a