



## **Municipality of West Elgin Old Town Hall Committee Terms of Reference**

### **Purpose of the Committee**

The purpose of West Elgin Old Town Hall Committee is to assist Council in carrying out the work of the municipality by advising Council on matters regarding the Old Town Hall, Rodney.

The Committee is guided by the Municipal Act, the Conflict of Interest Act, the West Elgin procedural by-law and the Committee Terms of Reference.

### **Membership Composition and Responsibilities**

The Committee will be composed of seven (7) voting members, consisting of two (2) members of Council and five (5) members of the Public.

The Council shall appoint all Committee members by By-law and the term of appointment for public members shall be concurrent with the four-year term of Council, and members of Council appointed to the Committee shall be appointed annually.

### **Staff Support**

The Secretary to the Committee is the Municipal Clerk or designate.

### **Meeting Roles and Requirements**

The Committee shall meet as required, at the Municipal Office Board Room.

Annually, the Committee shall elect a Chair and Vice-Chair from the appointees.

### **Minutes and Agenda**

The Secretary will prepare and distribute the Agenda and provide recording secretarial services. The Minutes of each meeting will be amended when necessary and adopted at the following Committee Meeting. Approved minutes shall be forwarded to the municipal clerk for inclusion in the next Council agenda. Recommendations to Council shall be made by Committee resolution and forwarded to the municipal clerk for inclusion in the next Council agenda for Council's consideration.

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

The meetings shall be held in public. Closed sessions shall comply with the Municipal Act, Section 239.

## **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.

\*Revised & Approved May 2024