



VISION STATEMENT: THE TOWNSHIP OF ASPHODEL-NORWOOD IS A SAFE, GROWING COMMUNITY, RICH IN HERITAGE, OFFERING A RURAL LIFESTYLE.

**TOWNSHIP OF ASPHODEL-NORWOOD
MILL POND REVITALIZATION COMMITTEE**

TERMS OF REFERENCE

January 2017 – December 2018

BACKGROUND

The Mill Pond Revitalization Committee was formed in 2005.

PURPOSE/MANDATE

The Mill Pond Revitalization Committee purpose is to protect the water resources of the Mill Pond. They shall attempt to return the Mill Pond and area to a safe clean park and waterway with walking trails.

COMMITTEE COMPOSITION

There shall be a maximum of 5 members on the Mill Pond Revitalization Committee plus the Mayor or their designate and one member of Council. Five members will be appointed from the Community and the Township Clerk, or their designate shall act as the secretary and provide support.

TIME FRAME

The Mill Pond Revitalization Committee members shall be appointed for a two year term.

BUDGET

The Township Treasurer shall provide treasury/accounting functions for the Mill Pond Revitalization Committee.

The Mill Pond Revitalization Committee shall submit an annual budget request to Council in November of each year requesting funding for the following year.

MEETING PROTOCOLS

The Mill Pond Revitalization Committee shall meet four times per year in the months of January, April, July and October in a Township-owned facility/property, or at the call of the Chair.

Annually the Chair position will rotate.

Meetings shall follow a written agenda and minutes shall be kept which accurately reflect the recommendation of the committee. Approved minutes shall be forwarded by the Township Clerk, or designate to be included in the Council package for consideration.

The Mill Pond Revitalization Committee shall make decisions and recommendations based on consensus.

All committee members shall respect and adhere to the Township policies pertaining to Code of Conduct and Workplace Violence and Harassment.

All committee members shall attend a mandatory orientation session at the beginning of each term.

Approved by Motion #528/16 – October 25th, 2016