

**Town of Fort Frances
Museum and Cultural Centre Advisory Committee
Terms of Reference**

Section 6 of the Town of Fort Frances By-law 53/16 provides for the establishment of Terms of Reference of the Board/Committees of Council outlining the mandate, operational details including but not limited to its composition, activities, term, quorum, meeting schedule, and staff and members' roles.

1) Purpose

The purpose of the Museum and Cultural Centre Advisory Committee is to preserve and promote the history, heritage, art, and culture of Fort Frances and the Rainy River District for many generations to come, by:

- providing strategic direction and advice.
- making recommendations to Town Council, centralizing, engaging, and facilitating the efforts of different stakeholders, including The Friends of the Fort Frances Museum.

2) Mission

The Museum and Cultural Centre Advisory Committee is the responsible steward of community resources and the museum, and the catalyst for partnerships which enhance opportunities and ensure the sustainability of the Museum and activities around it through community participation.

3) Objectives

The Committee will work towards accomplishing the following wide range of objectives:

- To ensure that the statement of purpose/mandate of the Fort Frances Museum is being fulfilled.
- To ensure that Standards for Community Museums in Ontario are being met.
- To ensure that policies are in place to govern operations and define programs.
- To connect history with the present and future through education, dialogue, and information sharing.
- To function as a teaching institution.
- To raise the profile of the museum in the community through advocacy and stakeholder relations.
- To facilitate and support the accessibility of museum collections.
- To promote members, memberships, networking, and communication opportunities.
- To build and enhance organizational capacity.
- To ensure the sustainability of the Fort Frances Museum.
- To provide an opportunity for community involvement in museum operations and programs.
- To ensure that the museum meets visitors' expectations.

4) Definitions

Board/Committee – means any Board or Committee of the Town of Fort Frances as named in the By-law/Policy or as established by resolution of Council, which consists of citizen members, established to provide advice, make recommendations, fulfill a statutory role, organize events, or provide program support.

Clerk – means the Clerk of the Town of Fort Frances, or his/her designate.

Council – means the Council of the Town of Fort Frances.

Eligibility – means the qualifications established by Council that an applicant must possess to serve on Boards and Committees.

Length of Service – means the period for which a member is appointed to a specific Board or Committee.

Mandate – means the statement that describes the Board / Committee purpose or authority to address matters. The Mandate shall align with Council's strategic goals and objectives.

Member – means a person appointed by Council to serve on a Board or Committee.

Resident/Citizen – means a member of the public who is the owner or tenant of assessable land situated in the municipality, or of land now situated in the municipality.

Statutory Committee – means a committee required by Provincial legislation which addresses matter or performs functions as specified in the relevant legislation.

Terms of Reference – a document outlining the mandate and board or committee's operational details including such things as composition, activities, term, quorum, meeting schedule, staff roles and the like. Terms of Reference must be approved by Council, including any amendments.

Town – means the Town of Fort Frances.

Youth – means a person under the age of 21 or a student enrolled in post-secondary studies.

5) Members and Composition

That a Museum Advisory Committee of the Town of Fort Frances comprises following members appointed by resolution of Council as specified herein in their sole discretion:

- 5 Citizens (community at large).
- 1 Council member.
- 1 Youth member (Fort Frances High School or Post-Secondary Institute).
- Town Staff (Administration).

6) Member Eligibility

- Must be over 18 years of age, except youth members.
- Must be a Resident/Citizen of the Town of Fort Frances, i.e., the owner or tenant of assessable land situated in the municipality, or of land now situated in the municipality.
- In addition, individuals should meet the following requirements:
 - Knowledge and understanding of the importance of art, culture, history, heritage, and tourism.
 - Passion for bringing the museum to the next level.
 - Understanding of the importance of strategic partnerships.
- Are required to maintain their eligibility status for the duration of their term and are responsible for advising the Clerk of any change to their status.
- Town of Fort Frances full time staff are not eligible for positions as citizen members on this Committee. Citizen members who subsequently receive a full-time position with the Town, shall immediately resign from the Committee. Staff may be given the opportunity to attend and participate in discussions at Committee meetings based on previous expertise.

7) Recruitment, Appointment Process, and Vacancies

The recruitment and appointment of Committee members and the filling of vacancies are subject to the provisions of the Town's By-law 53/16.

8) Chair/Vice Chair

A Chairperson and Vice-Chairperson will be elected by Committee members, on a 4-year term at the first meeting of the term, to preside over meetings and Committee business. The Council representative shall chair the meeting until the new Chair is elected but shall not be the permanent Chair of the Committee. The Chair and Vice-Chair shall not serve for more than two consecutive terms unless the Committee determines otherwise with the unanimous consent of the members present at the election for each position.

9) Roles and Responsibilities

- Members (Advocacy)
 - Oversight of Museum operations to ensure the purpose of the Museum is accomplished in collaboration with the Curator, Town, and community partners.
 - Policy formulation and updates to ensure museum policies are formulated and updated in a timely manner in consultation with the Curator.
 - Review policies and make recommendations to the Council.
 - Strategic Plan - in consultation with the Curator and community partners, develop and update a strategic plan.
 - Ensure oversight of Museum operations as per the strategic plan.
 - Provide input on budget preparation.
 - Provide input on Curator's hiring.

- Recreation and Culture Manager (Resource - Liaison)
 - Recreation and Culture Manager attends Board Meetings as a resource person and act as a liaison between Council and the Committee.
- Museum Curator (Administrative)
 - Action Plan – in consultation with the Committee and Recreation & Culture Manager, prepare and implement an annual action plan to achieve goals outlined in the strategic plan.
 - Provide reports on museum operations at Committee meetings.
 - Act as a secretary and prepare agendas in consultation with the Committee Chair and Recreation & Culture Manager.
 - Record and distribute meeting minutes.

10) Code of Conduct

The Committee is governed by and subject to the provisions of the Town's Procedural By-Law, the Municipal Conflict of Interest Act and the Code of Conduct and shall adhere to all Town policies and procedures.

11) Conflict of Interest

Where a member of the Committee has an interest in the matter before the Committee, whether directly or indirectly, he/she shall declare his/her interest, remove themselves from the meeting, be excluded for all discussions and shall not be entitled to vote thereon.

12) Quorum

A majority of the members of the Committee shall constitute a quorum. In the absence of a quorum, the only actions admissible are: 1. Act to obtain a quorum; 2. Recess until a quorum is attained; and 3. Adjourn in the event a quorum cannot be attained.

The mayor is an ex-officio member of the committee. As such, if the appointed member of Council to Committee is absent, the mayor assumes voting responsibilities.

13) Committee Meetings

- Frequency of meetings – not less than 9 meetings in a year. A special meeting can be called by the Chair on a 48-hour notice.
- Agenda – the meeting agenda will be published 72 hours before the meeting date. The Committee secretary is responsible for the preparation and circulation of the agenda prior to the meeting. Items for inclusion on the agenda shall be provided in a timely fashion to the Committee secretary.
- Meeting minutes – the Committee will review the minutes at the next regularly scheduled meeting and shall be adopted by a majority vote of members in the form of a mover and seconder, and once approved, forwarded to the Clerk's department for inclusion as information on the next Council agenda.

- Representatives from any group or organization may be invited to attend meetings when deemed appropriate by the Committee.
- Attendance – the members shall be responsible for advising the Committee secretary if they are unable to attend a meeting. The Committee may pass a resolution requesting that a member's position be declared vacant when a member has been absent without good reason for three consecutive meetings or five total meetings in any calendar year.
- Electronic/virtual meeting or attendance – any regular or special meetings of the Committee may be conducted electronically or virtually with the expectation that every reasonable effort will be made by members to physically be in attendance. Members participating electronically shall be limited to not more than three consecutive electronic meetings in a row.
- Committee meetings will be held at the Museum, or any other place mutually agreed upon by the members.

14) Remuneration

All members of the board serve without remuneration.

15) Term

The term of appointment shall generally coincide with the Term of Council, i.e., four (4) years. The appointment will commence upon passing of the appointment resolution and will expire no later than November 15th in an election year, unless otherwise specified.

Members will not be appointed for more than two consecutive terms on the Committee. Notwithstanding the foregoing, Council may reappoint a member beyond two consecutive terms if deemed necessary by Council to maintain continuity and to achieve balance between new and experienced members. Members eligible for reappointment, must complete an application form and submit it to the Clerk. Members that have served two consecutive terms on the Committee, may apply to serve on another Board/Committee. If a member is appointed to fill a vacancy mid-term, then he/she completes that term and then may serve an additional two terms. If a member has served on the Committee, and leaves the Committee for a complete term, they are once again eligible to serve for two successive terms.

16) Reporting

The Committee reports to Council through the Recreation & Culture Manager on an as-needed basis:

- Administration reports to and takes their direction from Council.
- The Committee shall provide their recommendations on initiatives or issues as provided for under the Purpose of the Committee.
- These recommendations will be brought forward to Council through the Recreation and Culture Manager - the administrative representative of the Committee. The report shall clearly state the intent of the Committee with respect to the issue, but the recommendation to Council will come through Administration.

- Council has the final decision-making power to accept or reject any recommendation.

17) Review

- The Terms of Reference will be reviewed by the Committee annually or as needed.
- The Committee shall review its purpose at the end of the term or as needed and submit a report to Council with recommended adjustments in the structure of the Committee, if deemed necessary.