

**TERMS OF REFERENCE FOR THE  
CALLANDER BAY HERITAGE MUSEUM AND ALEX DUFRESNE GALLERY  
BOARD OF DIRECTORS**

**1.0 Purpose of this Committee**

**The Callander Bay Heritage Museum  
Statement of Purpose**

The Callander Bay Heritage Museum (CBHM), established in 1979, **was created to convey the cultural** and natural heritage of the settlement and development of the area. The CBHM shall be concerned in the efforts to continue the gathering of current archival information and pertinent artifacts to enrich the collection for future generations.

**The Alex Dufresne Gallery Mission Statement and Mandate**

The Mission of the Alex Dufresne Art Gallery (ADG), part of the Callander Bay Heritage Museum, is to promote awareness and the appreciation of the visual arts through the operation, development and growth of a public art gallery.

The Alex Dufresne Art Gallery, along with the Museum, is supported by the Municipality of Callander, patrons and artists alike. Through the efforts of its volunteers and staff, the Alex Dufresne Gallery will achieve its mission by exhibiting and encouraging the development of artists and their works with special emphasis on local artists residing within a 50 km radius of Callander; and by organizing educational programs to stimulate knowledge and interest in the visual arts.

**2.0 Term of Appointment of this Committee**

- This Committee will hold a term of appointment running concurrent with the term of Council

**3.0 Governance and Organizational Graph for this Committee**

- The officers of the Council-appointed Board are: Chairperson, Vice-chairperson, Secretary; Sub-committees work with the Curator and consist of Events Co-coordinator, Advertising Coordinator, Educational Development Coordinator, Historical Research Coordinator
- Organizational Flow: Municipal Council ↔ Council Representative ↔ Executive Directors ↔ Board of Directors ↔ Curator ↔ Staff

**4.0 Council Representation on this Committee**

- A Council liaison (Chair of the Community & Protective Services Committee) will be appointed to the CBHM & ADG meetings to ensure Council's rules and regulations are observed. The Council liaison on the Board shall not have a qualifying vote.

**5.0 Relationship of this Committee to Council/Making recommendations**

- This Committee will make recommendations to Council via Resolution for items requiring consideration or some form of action. Recommendations for specific projects requiring taxpayer-funded expenditures will be subject to the normal annual budget process. For specialized or urgent projects, Council may authorize funding so long as the project is deemed necessary for the express safety, security and or health of staff and the public.

## **6.0 Relationship of this Committee to Municipal Staff**

- Municipal staff shall be apprised of the CBHM & ADG's activities in order to effectively answer to public queries. The Board Chairperson and Curator shall consult with the CAO/Clerk on all matters of Municipal corporate policy, project funding and Council process, and the Municipal Treasurer concerning yearly budgets and expenditure management. The Curator is also able to request services of the Roads & Public Works Dept. for essential maintenance and repairs.

## **7.0 Relationship of this Committee to other Council-appointed Committees**

- This Committee functions in the same context as all other Council-appointed Committees.
- Committee liaisons from other Committees are intended to foster high levels of communication.

## **8.0 Rules of Procedure to be Followed by this Committee**

- In general, all Council-appointed Committees are expected to follow accepted Rules of Order for public organizations. Newly appointed Board of Directors can view these rules on [www.mycallander.ca](http://www.mycallander.ca) under "Government" then "Guidelines: Boards and Committees" or a hard copy will be provided upon appointment.
- Board meetings (subject to change to coincide with the majority's schedules) are held on the first Friday of each month at 10:00 p.m. at the Museum/Gallery. Meetings will work on a timed agenda.
- Prior to the next meeting, Directors are asked to contact the Board Chair should he/she wish to have an item discussed; the Board Chair will ensure that the item is put on the agenda.
- Each newly appointed Director shall be given a binder that contains the procedures of the Museum/Gallery.