

Culture, Heritage, and Tourism Advisory Committee

Terms of Reference

Purpose of this Committee:

- To promote, and to educate citizens and visitors with respect to Callander and the surrounding areas' rich and cultural heritage.
- To assist in developing and promoting cultural activities, facilities, and resources, within the budget and work plans approved by Council.
- To work with Council to develop as a tourist destination in the north through identified strategic priorities.
- To assist the Museum Curator in securing partnership funding and ensuring alignment between tourism-related objectives and community objectives, as outlined in Municipal Plans, and as approved by Council.
- To promote, and to educate citizens and visitors, with respect to The Callander Bay Heritage Museum and to assist the Museum Curator in preserving historical artifacts in accordance with legislation.
- To promote, and to educate citizens and visitors, with respect to The Alex Dufresne Art Gallery, and to assist the Museum Curator in supporting local artists by providing avenues to showcase their art.
- To advise and make recommendations to the Museum Curator / Art Director regarding the implementation of plans to highlight culture and heritage in Callander.
- Review and recommend to Council the policies and procedures to collect, preserve, interpret, and promote the cultural and historical significance of the Dafoe House.
- Initiate and recommend approval to Council a Museum Strategic Plan that is consistent with the Plans and Strategies that have already been implemented by Council.
- To assist at events and museum showings, if needed.

Members:

The Cultural, Heritage and Tourism Advisory Committee shall consist of five (5) to seven (7) members of the public appointed by Council concurrent with the Term of Council. Members should, although not required, have some knowledge and understanding of the cultural and geographic history of Callander, and the regulating legislation prescribed by the Ontario Museum Association.

There is one member of Council on the Cultural, Heritage and Tourism Advisory Committee that is considered a voting member on the Committee. This member cannot be appointed as the Chair of this Committee.

Quorum shall be classified as the majority of the Committee members. For example, if there are five (5) committee members, three (3) committee members shall constitute quorum. If there are seven (7) members, four (4) shall constitute quorum.

Replacement members shall be appointed by Council Resolution as required. If there is difficulty recruiting five (5) members for this Committee, the remaining vacancies can be filled by Council representatives. At no time shall an elected member of Council be appointed as Chair of the Committee.

Committee Responsibilities:

Committee members must have the ability to understand the purpose of the Museum and Art Gallery, as well as the Committee's purpose, as defined by Council. Recommendations must be aligned with their direction.

Committee Members must:

- Perform duties in a manner that maintains and enhances public confidence in the integrity, objectivity, and impartiality of the Municipality
- Maintain confidentiality when necessary, and ensure personal information controlled by the Municipality is used or disclosed in compliance with the Municipal Freedom of Information and Protection of Privacy Act
- Attend meetings, and prepare for meetings by reading agendas and any background information supplied and by actively participating in the discussion and decision-making process
- Follow the Terms of Reference for this Committee and maintain proper decorum at meetings and in public, when representing the Municipality of Callander.
- Put Council's vision and strategic objectives at the forefront of their recommendations and decision-making.

Committee Position Roles

The Committee Chair will be responsible for ensuring the effective operation of the Committee and its roles in accordance with the Municipality's meeting procedures and these Terms of Reference. Specifically, the Chair shall be responsible for:

- Calling meetings to order
- Scheduling monthly meetings and additional meetings as necessary

The Secretary shall be responsible for preparing the agenda and motions, prescribing notice, and taking minutes at all Committee meetings. The Clerk's Department will ensure the notice of meeting, agenda and minutes are posted within the meeting portal and circulated to all committee members. The Secretary shall keep on file all official business of the Committee. The Secretary shall be a member of staff.

Council Representative Responsibilities:

The Council representative is a voting member and is responsible for updating Council and the public on pertinent information regarding the Museum, the Art Gallery, or items discussed at the meetings associated with Culture, Tourism and Heritage.

Staff Representative Responsibilities:

As a non-voting member, the staff representative of the Culture, Heritage and Tourism Advisory Committee will provide guidance and advice while remaining impartial during discussions of committee matters with all members. The staff representative will also ensure that they inform the Chair of any proposed procedural issues that may contradict these Terms of Reference. The staff representative shall be the Secretary.

The Clerk's Department is responsible for ensuring the notice of meeting, agenda and minutes are posted on the meeting portal and circulated to all members. The information must also be provided to the Clerk's office for inclusion on the next scheduled Council agenda as correspondence received.

In this instance, the Museum Curator will also provide a Curator Report for the members information.

Meeting Structure

The Committee will be called to order for a mandatory training session at the beginning of the term. At the first meeting of the term, the Committee must also elect a Committee Chair.

A meeting schedule for the following year will be passed by the 2nd last regularly scheduled meeting in the preceding year, however, it is understood that additional meetings may be called, if needed. It is recommended that meetings take place bi-monthly.

If a member is unable to attend a meeting, they should inform the Chair or Secretary. If a member of the Committee is absent from the meeting for three (3) consecutive meetings without being excused, Council may consider this the member's resignation and terminate the appointment and may by resolution appoint a new member to fill the vacancy.

If the Chair is absent from any meeting, the committee shall appoint an Acting Chair for that meeting. While presiding, the Acting Chair shall have all the powers and rights of the Chair.

Public Access

All Committee meetings shall be fully accessible to the general public. Rules of Procedure to be Followed by this Committee

The Committee shall follow the Municipality's Procedural By-law when it comes to notice of meeting, agenda, minutes, motions and adjournment.