



***Museum, Culture, Heritage & Special Awards Advisory
Committee***

TERMS OF REFERENCE

Mandate:

To advise and make recommendations to Council on all matters with respect to tourism and culture in the Town of Tillsonburg. To advise and make recommendations to Council on all matters related to properties of architectural and historical significance. To receive nominations and make recommendations to Council for the Citizen of the Year award. To receive nominations and select nominees for volunteer awards. To provide commemorative naming options to Council.

1.0 Role of the Culture and Heritage Advisory Committee

- 1.1 To advise and make recommendations to Council on matters related to tourism, culture, heritage and the museum.
- 1.2 To advise and inform Council of new legislation and funding initiatives.
- 1.3 Liaise with other organizations to promote Tillsonburg's culture.
- 1.4 To develop and obtain endorsements of sub-committees when necessary to establish events.
- 1.5 To develop relationships for coordinating events with local service groups.
- 1.6 To advise and make recommendations to Council on all matters related to properties of architectural and historical significance.
- 1.7 To make recommendations to Council regarding the designation of buildings, natural areas and parks with historical or architectural significance to ensure the conservation, protection and preservation of heritage resources in accordance with the *Ontario Heritage Act, R.S.O. 1990, c.O.18*.
- 1.8 To assist with the ongoing implementation and operation of the Tillsonburg Century Plaque Program.

- 1.9 Act as ambassadors for the museum within the community.
- 1.10 Liaise with Tillsonburg and District Historical Society regarding trust for artifact purchases and to act as trustees for the restoration trust.
- 1.11 To receive nominations for volunteer recognition and to promote the program within the community.
- 1.12 To select nominees for volunteer recognition on a quarterly basis.
- 1.13 To receive nominations and make recommendations to Council for a Citizen of the year and assist with planning a recognition ceremony.
- 1.14 To provide recommendations to Council on commemorative naming for Tillsonburg properties, buildings and structures as required.
- 1.15 To receive nominations and provide recommendations to Council on recipients for provincial wide awards.

2.0 Organization of the Committee

The Committee should be composed of people within Tillsonburg who demonstrate a strong commitment to the Terms of Reference. A cross section of individuals should attempt to be chosen in order to bring to the Committee relevant technical and professional expertise, as well as strong advocacy, communication and organizational skills.

- 2.1 Vacancies for citizen appointments will be advertised as per the Town's procedures for Committees of Council.
- 2.2 Committee members will be appointed by Council.
- 2.3 The Committee shall have a minimum of seven members (one Council representative, six members of the public and one representative from the Tillsonburg District Craft Guild) with a maximum of nine members in total.
- 2.4 The term of a Committee Member is four years, concurrent with the term of Council.
- 2.5 Additional members may be appointed throughout the term.
- 2.6 One member will be appointed by vote of the committee at the first meeting of each term to Chair the meetings for that term. At this time, they will select a vice-chair for the same duration. These appointees shall not be staff members or Council representatives.
- 2.7 Municipal staff shall act in an advisory manner to the committee and the role of staff liaison shall be fulfilled by the Curator/Manager of Culture & Heritage and Records & Legislative Coordinator.

3.0 Meetings

- 3.1 The Committee will hold a minimum of ten meetings a year and a maximum of one meeting per month.
- 3.2 The date and time of the regular meetings will be established at the first meeting of each term.
- 3.3 Meetings will have a formal agenda.

- 3.4 Agendas and information packages (including previous meeting minutes) will be sent electronically to Committee Members prior to each meeting.
- 3.5 A majority of Council appointed Committee Members will constitute quorum for the transaction of business.

4.0 Role of the Chair

The Chair is responsible for ensuring the smooth and effective operation of the Committee and its' roles. This will include responsibility for:

- 4.1 Calling the meetings to order.
- 4.2 Encouraging an informal atmosphere to encourage the exchange of ideas.
- 4.3 Creating an agenda in consultation with the Secretary and staff liaison.
- 4.4 Chairing the meetings to ensure business is carried out efficiently and effectively.
- 4.5 Acting as spokesperson.
- 4.6 Representing the Committee on other committees when necessary.
- 4.7 The Chair shall conduct meetings in accordance with the Town's Procedural By-Law.
- 4.8 In the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair.

5.0 Role of the Secretary

The Secretary is responsible for ensuring a complete up-to-date record for the Committee.

- 5.1 In liaison with the Chair, arrange date, time and venue for meetings.
- 5.2 In liaison with the Chair, set agendas and circulate agendas to the members two business days prior to the meeting.
- 5.3 Circulate draft minutes to the members.
- 5.4 Keep a complete up-to-date record of the committee minutes.

6.0 Role of Members

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- 6.1 Attend all regularly scheduled meetings. Members shall notify the Chair and Secretary if they are unable to attend a meeting.
- 6.2 Adhere to the provisions set out in the Policy for Boards and Committees of Council. If a member has an unexplained absence of three or more consecutive meetings then their seat on the Committee shall be declared vacant.
- 6.3 Review all information supplied to them.

- 6.4 Prepare information for use in the development of materials for the Committee.
- 6.5 Promote the role of the Committee and its' decisions made.
- 6.6 Offer input to Committee reports to Council.
- 6.7 Attend training as required to effectively perform their role as a Committee member.
- 6.8 Committee Members are subject to the *Municipal Conflict of Interest Act R.S.O. 1990, c. M50* and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.

7.0 Role of Municipal Staff

The Town of Tillsonburg, by its nature and purpose, affects and is affected by many different Municipal departments. Assistance will be provided on an as required basis from various departments. Municipal staff will be responsible for carrying out the following functions with respect to the Committee:

- 7.1 Act as an information resource.
- 7.2 Orientation of Committee members by the Clerk's Department at the first meeting after Council appointment.
- 7.3 Assist the Committee in its' reporting to Council.
- 7.4 Provide correspondence to the Committee.
- 7.5 The Town Clerk will maintain a list of designated properties situated in the municipality in accordance with Sec. 27 of the *Ontario Heritage Act, R.S.O. 1990, c.O.18*.
- 7.6 Responsible for maintaining accurate and up-to-date Committee records and providing minutes to Council.

8.0 Reports to Council

The Committee may advise and make recommendations to Council in accordance with its' role. Reports may be submitted as follows:

- 8.1 Verbally by a Council representative.
- 8.2 Written Report from the staff liaison and presented by the Chair or the designated representative to Council.

An annual report will also be submitted and presented to Council at the beginning of each year outlining the Committee's accomplishments in the previous year.