

# **Town of Lincoln**

## **Museum Advisory Committee**

### **Terms of Reference (2022-2026 Term)**

#### **Mandate and Responsibilities**

The Museum Advisory Committee shall act in an advisory capacity to Council through reports to the Community Services and Infrastructure Committee, followed by final consideration and approval by Council. The Committee will oversee the implementation of the Museum's Strategic Plan, focusing on the six strategic action areas outlined in the plan: Governance; Fundraising and Revenue Development; Exhibits, Outreach and Programs; Collections and Research; Marketing, Access and Branding; and Community Partnerships.

The Museum Advisory Committee will also support the work of the Museum and its staff, and will ensure that it meets professional standards outlined by the Ministry of Heritage, Sport, Tourism and Culture Industries through the Standards for Community Museums in Ontario. The Committee will work to advance the Mission and Vision of the Museum as it strives to engage citizens in meaningful ways.

The Advisory Group shall have the following objectives and responsibilities:

- Provide input into the implementation of museum's Strategic Plan (monitoring progress);
- Assist in the development of future strategic plans;
- Formation of, and participation in sub-committees as deemed necessary (relating to strategic priorities outlined in the museum's Strategic Plan, i.e. fundraising, exhibits, collections, partnerships);
- Support special projects furthering public awareness of and support for the Museum; and
- Serve as museum ambassadors to champion positive community engagement and support of key initiatives.
- Advance the Mission and Vision of the Museum

#### **1. Committee Structure**

##### Composition

The Museum Advisory Committee shall be comprised of no less than seven (7) members of the public, two (2) appointed members of Town Council, support staff provided from

Legislative Services and Community Services. Members of the public will be voting members not including Council and staff.

The Committee Chair and Vice-Chair will be elected from the approved citizen members on the Committee and will be determined at its first scheduled meeting.

#### Committee/General Requirements

The Committee is established by Council and will report to Council with recommendations through the Legislative Services and Community Services departments to the Town of Lincoln. Reports and minutes from this Committee shall be submitted to Council through Committee of the Whole as information.

#### Sub-Committees

Sub-committees may be formed in alignment with the action areas from the strategic plan, as deemed necessary by the Museum Advisory Committee. Sub-committee meetings are held separately as needed. Legislative Services staff are not required to attend these meetings, but notes will be taken and provided to the Chair and Clerk at the next regular Committee meeting. The Chair of the sub-committee can be chosen by the majority of the sub-committee members; however, he/she must be a voting member of the committee. The term is for one year only.

#### Member Qualifications

The Committee should be composed of business owners or people residing within the Town of Lincoln who demonstrate a strong commitment to heritage and culture and who possess the necessary skill set to fulfill the roles and responsibilities of the position. Applicants will be selected for their relevant expertise in subject areas deemed necessary to advance the Mission and Vision of the Museum (i.e., museums, history, culture, business, marketing, etc.).

The following should be considered for appointing members to the Museum Advisory Committee:

- Strong interest in museums, culture and/or history
- Demonstrated passion through previous volunteer experience
- Ability to commit necessary time to meetings and events
- Demonstrated expertise through work/academic qualifications
- Strong interpersonal skills and able to maintain effective working relationships

## **2. Terms of Office**

Each Committee member will be appointed by resolution of Council for a four-year term. The term corresponds with the beginning of the term of Council that appointed them. Reappointment will be considered by approval of Council. Advisory Committee members shall serve on the same advisory committee no longer than two (2) consecutive terms plus one (1) preceding partial term in those cases where Advisory Committee members are initially appointed mid-term.

Once a member has completed their terms, he or she has the option of volunteering on a sub-committee or can apply again to the committee once one full year has passed.

### Election of Chair and Vice-Chair

The Committee Chair and Vice-Chair will be elected from the approved citizen members on the Committee and will be determined at its first scheduled meeting. The length of term for the Chair and Vice-Chair is one year.

## **3. Quorum**

Quorum will be reached when the majority of Committee members are present, excluding the Council representatives, Town staff and any vacant committee positions, if quorum is not met, the meeting may be rescheduled, cancelled or continued with information sharing only. The Clerk is not required to stay if the meeting proceeds with information sharing.

## **4. Communications**

### Lead Department and Staff Support

The staff liaison will be the Museum Cultural Development Coordinator within the Community Services Department. The responsibilities of the staff liaison are as follows:

- Provide professional information related to the museum, its policies, plans, and documents
- Support committee members awareness of the Town's activities in their area of expertise
- Advises and consults with committees on reports being presented to standing committee
- Assists the committee in meeting its mandate

Legislative Services staff will serve as procedural support as well as provide documentation of agendas and minutes and manage the budget for the committee.

## **5. Meetings**

### Meeting Frequency, Location, and Schedule

The Committee will meet bi-monthly on the 3rd Tuesday. Anticipated meetings will be held at the Museum and commence at 6:00 p.m. unless otherwise determined by the Committee. Established meeting dates and times shall not be changed unless circumstances are warranted. During a Municipal election year, meetings shall be cancelled where possible in the last quarter.

## **Budget**

The Advisory Committee has been allocated funds specifically for civic engagement and for meeting the needs of the established mandate to be successful. Committee activities will be funded annually by the Town through the budget approval process. The budget will be managed through Legislative Services.

Expenditures as it relates to citizen advisory committees:

- a) Their annual budget allocation to an advisory committee shall be at the sole discretion of Council and subject to Council's annual Budget deliberations, taking into consideration the requests of the advisory committees.
- b) All expenditures by an advisory committee must relate to matters directly within its mandate.
- c) Each advisory committee shall provide an annual report to Council, through the appropriate standing committee, detailing all expenses incurred against its annual budget allocation and in a format established by the Town Clerk.
- d) All advisory committee expense information is public information and shall be made available upon request to the Town Clerk.
- e) Authorization for expenditures shall be as follows:
  - i. The Town Clerk, or their designate, shall have the authority to process all payments for standard items within the advisory committee's mandate, subject to budget availability, such as costs associated with Council-approved events (e.g. speaker's gifts, communication)

- ii. and/or promotional efforts), shall require the approval of Council, via the appropriate standing committee; and
- iii. Financial grants/contributions or awards to third party individuals, organizations or groups shall be directed to the appropriate Department to be addressed through the approval and reporting processes by Council for those situations, unless that authority is explicitly provided for by Council in an advisory committee's mandate. If that authority has been explicitly provided for in an advisory committee's mandate, then the Town Clerk, or their designate, shall have the authority to process those particular expenditures;
- iv. Expenses associated with communication and/or promotional efforts being undertaken by an advisory committee, within its mandate, are to be approved by the Town Clerk, or their designate and Communications for consistency in messaging and proper branding, prior to those expenses being incurred. The Town Clerk, or their designate, shall have the authority to process those expenses, subject to budget availability.

## **Ethical requirements**

Committee members will adhere to ethical guidelines and behaviour for museums (Canadian Museum Association Ethical Guidelines) and to the Citizen Committee Members Code of Conduct.