



MUSEUM ADVISORY COMMITTEE Terms of Reference

1. PURPOSE

The Museum Advisory Committee makes recommendations to Council in regards to the operation of the Port Burwell Marine Museum and Lighthouse.

2. DUTIES

The Museum Advisory Committee reviews the Marine Museum and Lighthouse policies and procedures for service, operation, and programming. The Committee makes recommendations to Council on the long-term planning goals of the Museum including review of artifacts, budget requirements, and special events.

3. MEMBERS

The Museum Advisory Committee is comprised of five (5) voting members consisting of four (4) members of the public and one (1) member of Council. The appointed member of Council shall be the Chair. The Mayor may attend meetings in an *ex-officio* capacity and does not have a vote.

4. APPOINTMENTS & QUALIFICATIONS

Appointments will be carried out as outlined in the Advisory Board and Committee Policy.

The ideal member for the Museum Advisory Committee should be:

- A resident of Bayham
- 18 years of age or older
- Available for in person meetings held at the Municipal Office in Straffordville
- Has previous experience being an Advisory Board or Committee member
- Has knowledge of museum operations
- Knowledgeable of Bayham's history and nautical history

Staff members are not eligible to serve on an Advisory Board or Committee.

5. MEETINGS

The Museum Advisory Committee will meet a minimum of four (4) times a year with Regular Meetings set quarterly by the Committee at the first meeting of the year. Additional meetings may be scheduled by the call of the Chair if required.

6. ADMINISTRATIVE SUPPORT

The Planning Coordinator|Deputy Clerk or designate will attend all meetings and be responsible for the preparation and distribution of agendas and minutes. The Planning Coordinator|Deputy Clerk, for purposes of the Museum Advisory Committee, is the primary Staff Resource.

Specific staff members or external stakeholders may be requested to attend meetings from time to time, including a representative from the Elgin County Archives.

Committee members cannot direct staff.

7. REPORTING RELATIONSHIP

Committees of Council provide recommendations to Council. Any motions passed by the Committee that involve a recommendation to Council will be presented to Council for consideration at the next available Regular Meeting agenda. Outcomes of Council's consideration will be provided to the Committee on their next available Regular Meeting agenda.

8. TERMINATION AND AMENDMENTS

This Committee shares the same term of Council unless otherwise stated. Council may terminate or amend the terms at any time as deemed appropriate.

9. OTHER

Committee members are to operate and adhere to all provisions set out in the Advisory Board and Committee Policy and the Council Procedural By-law.

Members of the Museum Advisory Committee are volunteers and do not receive remuneration for their duties.