

## **Appendix “B”**

### **Draft Terms of Reference for a Greater Sudbury Museums Advisory Panel**

#### **Mandate:**

To provide advice and contribute to the creation of short and long-term plans which are approved by City Council with goals and objectives relevant to the purpose of the museum consistent with the vision of the City of Greater Sudbury. Provide advice to Museums staff in meeting municipal, provincial and federal policies and procedures pertaining to museum operations and activities.

#### **Role of the Museum Advisory Panel:**

As an Advisory Panel, the Greater Sudbury Museums Advisory Panel will provide advice on:

- formulating the museums’ statement of purpose
- creating written policy specific to museums operating standards and recommended programs;
- securing funding, assisting with grant applications and soliciting donations;
- fulfilling the mission of the museums;
- ensuring proper care and maintenance of the collections, museums and heritage programs
- developing working relationships with relevant groups

#### **Organization of the Advisory Panel:**

The Advisory Panel will be composed of people residing within the City of Greater Sudbury who demonstrate a strong commitment to the terms of reference. A diverse cross section of people should be chosen in order to bring the Panel relevant technical and professional expertise as well as strong advocacy, communication and organizational skills.

- Nine members comprised of a broad representation of the culture and heritage sector, ideally including representation from:
  - The Francophone community
  - The Indigenous community
  - People that demonstrate interest in local history and culture
  - Private, not-for-profit, education and public sectors
  - Youth Member (18 years-30 years)
  - One Member of Council
- Appointment opportunity will be advertised on the CGS website and through social media
- Advisory Panel members will be appointed by Council through the Nomination Committee process
- Additional members may be appointed throughout the term to fill any vacancy that occurs on the Panel
- The term of the Advisory Board will coincide with the term of Council
- The public members of the Panel shall hold office for a term of four years and may be re-appointed to one more consecutive term. Following this, the member must retire for at least one term to be eligible for re-appointment to the Panel

- One member will be appointed by vote of Advisory Panel at the first meeting of each term to serve as chair for the upcoming term. The Panel will also, at this time, select a vice-chair and secretary for the same duration
- CGS staff shall provide support to the Panel

### **Meetings:**

The Panel will meet on a regular basis and as necessary to conduct its business effectively:

- The Panel will hold a minimum of four (4) meetings a year
- The date and time of the regular meetings will be established at the first meeting of each term
- Meetings will have a formal agenda
- Agendas and information packages, that will include the minutes from the previous meeting, will be sent (via mail or email) to the Panel Members prior to each meeting
- A majority of Council appointed Members will constitute quorum for the transaction of business
- The members may meet occasionally informally to discuss issues as required

### **Role of the Chair:**

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

- Calling the meeting to order
- Creating an informal atmosphere to encourage the exchange of ideas such as, using a roundtable format
- Creating an agenda in consultation with the Secretary
- Chairing the meetings
- Acting as the spokesperson when required
- Representing the Panel on other panel/committees when necessary
- The Chair shall conduct meetings in accordance with the City's procedures
- In the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair

### **Role of the Secretary:**

The Secretary is responsible for ensuring a complete up to date record for the Panel:

- In liaison with Chair, arrange date, time and venue for meetings
- In liaison with Chair, set agendas and circulate to members two business days prior to the meeting
- Circulate meeting minutes to the members
- Keep a complete up to date written record of all discussions and decisions
- At the discretion of the Advisory Panel, a City staff person may serve as Secretary

### **Role of Members:**

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

- Attend all regular scheduled meetings. Members are required to notify the Chair, Secretary or the designated municipal staff liaison if they are unable to attend a meeting
- Review all information supplied to them
- Prepare information for the use in the development of materials for the Panel
- Promote the role of the Panel
- Offer input to the Municipal Staff reports to Council

- Attend training as required to effectively perform their role as a panel member
- Panel 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 to the meeting

**Role of Municipal Staff:**

The Panel will provide advice to municipal staff on the operations of the museums. Municipal staff are responsible for reporting to Council for their direction. Municipal staff will also:

- Act in liaison with other municipal departments, be an information resource for the Panel
- Provide orientation of Advisory Panel members at the first meeting after Council appointment

Provide Council with an annual report at the beginning of the year outlining the Panel's accomplishments in the previous twelve months