

TOWN OF RICHMOND HILL

RICHMOND HILL HERITAGE CENTRE ADVISORY COMMITTEE TERMS OF REFERENCE

Name

This committee shall be known as the Richmond Hill Heritage Centre Advisory Committee (the “Committee”).

Purpose

The purpose of the Committee is to advise Council with respect to selected matters pertaining to the operation of the Richmond Hill Heritage Centre (the “Heritage Centre”) in the Town of Richmond Hill (the “Town”).

Mandate

The mandate of the Committee is to advise and/or make recommendations to Council with respect to the following areas:

- Short term and long term planning to provide recommendations on the development of the Heritage Centre;
- Programs and services to be offered at the Heritage Centre to ensure that the Heritage Centre is open to serve the needs of the public and make recommendations for new programs and changes to existing programs based on needs assessments;
- Marketing and fundraising activities to raise public awareness of the Heritage Centre and its activities and to raise funds for the Heritage Centre;
- Facility development and maintenance of the Heritage Centre; and
- Advising staff with respect to the historical and curatorial aspects of the collection and with respect to safety, security and preservation of the Heritage Centre’s collection.

In addition, the Committee shall be aware of the requirements of the Ministry of Culture Museum Operation Grant and make its recommendations in accordance with the Standards for Community Museums in Ontario as detailed by the Ministry of Culture.

Delegated Authority

The Committee is an advisory committee to Council and does not have any delegated authority.

The Committee has no authority to direct staff and any recommendations requiring implementation, reports or staff actions must first be considered by Committee of the Whole and/or Council before any action by staff may be taken.

Committee Composition

The membership of the Committee will be comprised as follows:

- the Mayor;
- one (1) additional member of Council;
- one (1) representative from Heritage Richmond Hill;
- one (1) representative from the education community;
- one (1) representative from the Richmond Hill Public Library;
- one (1) citizen member from the immediate surrounding neighbourhood; and
- two (2) additional citizen members.

For the purposes of these Terms of Reference, “citizen member” means a member of the Committee other than a member of Council.

Only members of the Committee may vote on any issue.

Appointment

For the purposes of these Terms of Reference, “Ex-officio members” mean persons who are members of this Committee by virtue of another office. Without limiting the generality of the foregoing, the following are ex-officio members:

- the Mayor.

All members of the Committee, save and except for ex-officio members, will be appointed by Council.

The advertising of vacancies on and appointments to this Committee will be in accordance with the policies adopted by Council from time to time

Subcommittees

The Committee may establish subcommittees, as needed, to consider specific issues. Subcommittees are not required to be approved through Committee of the Whole and Council. Subcommittees are responsible for the preparation of their own agendas and minutes as required and making their own arrangements for meeting locations. Only members of the Committee may be members of any subcommittee.

Term of Office

All members of the Committee will hold office for a term coincident with the term of Council, and remain in office until their successors are appointed.

Where the representative from the Richmond Hill Public Library is an employee of the Richmond Hill Public Library, he or she shall be deemed not to be a citizen member for the purposes of the following provisions. No one citizen member shall be appointed for more than two (2) consecutive terms. After a maximum of eight (8) consecutive years of service on the committee, an individual citizen member will not be appointed again as a citizen member before a four (4) year absence from the committee as a citizen member.

In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, such vacancy shall be dealt with in accordance with the policies adopted by Council from time to time.

Transition

Any current citizen member of the previous Committee (term ended November, 2006) will be treated as a second term appointee if appointed to the Committee for the term 2006 -2010.

Lead Department/Reporting Relationship

The lead department for the Committee shall be the Parks, Recreation and Culture Department, Recreation and Culture Division.

Staff from the Adult and Cultural Services Section of the Parks, Recreation and Culture Department will attend meetings of the Committee to provide expertise on various matters related to their responsibilities with respect to the Heritage Centre and also to act as a liaison between this Committee and Heritage Richmond Hill.

Additional staff and/or representatives from special interest groups may be asked to attend meetings at the discretion of the Committee.

Any staff attending meetings of the Committee are not members of the Committee.

Administration of the Committee

Members of the Committee will serve without remuneration other than reimbursement of expenses approved by the Committee and the Commissioner of Parks, Recreation and Culture (or his/her designate), incurred in the performance of Committee duties. All such expenses shall be within the approved budget for the Committee.

Save and except as set out in these Terms of Reference, the rules of procedure for Committee of the Whole as set out in the Municipal Code shall apply to the Committee. In the case of any conflict between these Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

The Committee will elect a Chairperson, a Vice Chairperson, a secretary and such other officers as it may deem necessary to serve for such period as determined by the Committee.

Quorum/Meeting Prerequisite

Quorum shall be a majority of the members of the Committee, not including the Mayor. However, if the Mayor is present at a meeting, he/she may be counted in determining if a quorum is present.

The Heritage Centre Coordinator or her/his designate, or the Manager of Adult and Cultural Services or her/his designate, must be present at all meetings of the Committee for the meeting to take place.

Meeting Schedule

The Committee will meet every second month, with the specific dates and times for meetings to be determined by the Committee at the beginning of each year. The Committee will not have meetings during Council's summer recess. Additional meetings may be called by the Chairperson in consultation with the Heritage Centre Coordinator or the Manager of Adult and Cultural Services. The Chairperson can cancel any meeting.

Meetings of the Committee shall not conflict with regular meetings of Committee of the Whole and regular meetings of Council.

Committee members are expected to attend all regularly scheduled meetings. In the event a member, other than the Mayor, is unable to attend a meeting, the member must contact and advise the Chairperson in advance. If a member, other than the Mayor has been absent for three (3) consecutive regularly scheduled meetings and has failed to advise the Chairperson in advance, the member shall be deemed to have abandoned his or her appointment and the office shall be considered vacant.

Staff Resources

Secretariat assistance to the committee will be provided by the Parks, Recreation and Culture Department.

The Heritage Centre Coordinator or her/his designate, or the Manager of Adult and Cultural Services or her/his designate, must be present at all Committee meetings and report to the Committee on the operation of the Heritage Centre.

In the event a matter within the mandate of the Committee arises between meetings, staff will consult with the Chairperson of the Committee and the matter will be placed on the agenda for the next meeting for ratification.

Miscellaneous

Unless otherwise directed by Council, the minutes of all Committee meetings will be presented to Committee of the Whole and subsequently Council for adoption and approval of any recommendations.

These Terms of Reference for the Richmond Hill Heritage Centre Advisory Committee are established by Council and can only be altered by Council.

Date of Adoption by Council: June 24, 2008

Date of Amendment: