

Artefact Oversight Committee			
Subject:	Terms of Reference	Issued by:	Council

1. Name:

1.1. The name of the Committee is the “Artefact Oversight Committee”.

2. Duration:

2.1. The Term of the Committee is for a four (4) year term, which runs consecutive with the Term of Council.

3. Mandate:

The Artefact Oversight Committee will provide oversight of the Town’s Artefact collection, the Collections manager and the Artefact Oversight Committee budget as follows:

- 3.1. Support and assist the Collections Manager in the strategic and operational oversight process and setting of budgetary guidelines and priorities as they relate to the Artefact collection.
- 3.2. Act as a link to the community through its regular meetings and other communications in order to improve and encourage full awareness of Gananoque’s heritage and Artefact base.
- 3.3. Work with the Collections Manager to identify Artefact condition and storage issues and provide input on how to address these specific issues within the funding available.
- 3.4. Work to ensure that any initiatives undertaken are sustainable.
- 3.5. Provide an annual report to Council covering scope of work and financials for the year.

4. Membership:

4.1. The Committee will be composed of one (1) member of Council; one (1) member Heritage Advisory Panel, one (1) member, Board of Directors, Arthur Child Heritage Museum (ACHM), one (1) member of the public and the Executive Director of the ACHM.

5. Committee Selection:

- 5.1. Committee selection will be conducted in accordance with Procedural By-law No. 2016-094.
- 5.2. The appointment of the Committee shall be done by Artefact Oversight Committee through an Application screening process.
- 5.3. Applications will be considered confidential, in conformity with the Municipal Freedom of Information and Protection of Privacy Act, until such time as the Committee appoints the Community Representative, at which time only the successful member may be publicly announced.
- 5.4. The appointment of replacements/alternates to the Committee shall be done at the discretion of the Committee.

- 5.5. The Committee may not appoint a direct family member to sit on the committee.
- 5.6. The Terms of Reference and Application form will be posted on the Town's websites in addition to selected local media outlets.
- 5.7. The selection process will be based upon clearly understood and equitable criteria. The Member will be selected on the basis of the following:
 - 5.7.1. Knowledge and or experience in collections management/oversight;
 - 5.7.2. An interest in the care and preservation of Artefacts;
 - 5.7.3. Availability and willingness to attend meetings, and
 - 5.7.4. An demonstrated ability to work within a team.

6. Conflict of Interest:

- 6.1. The principles of the Council Code of Conduct Policy, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee.

7. Chair:

- 7.1. The Chair shall be selected in accordance with the Procedural By-law.

8. Meetings:

Meeting of the Committee will be conducted in accordance with the Procedural By-law, as amended.

8.1. Timing of Meetings

- 8.1.1. The date and time of the meeting will be determined by the Committee members.

8.2. Meeting Location

- 8.2.1. The Committee shall meet at the Arthur Child Heritage Museum, 125 Water Street, Gananoque, ON, K7G 3E3.

8.3. Meeting Notices, Agendas and Minutes

- 8.3.1. The Executive Director, ACHM, shall give notice of the Committee's meetings by posting the Agenda and backup material on the Town's website in accordance with the Town's Notice Policy.
- 8.3.2. Minutes of the Committee shall be recorded, adopted by the Committee, signed by the Chair and recording secretary, posted on the Town's website, and then forwarded to the Clerk.

8.4. Quorum

- 8.4.1. Quorum for meetings shall consist of a majority of the members of the Committee.
- 8.4.2. If no quorum is present fifteen (15) minutes after the time appointed for a meeting, staff shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

8.5. Meeting Attendance

- 8.5.1. Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member.

8.6. Motions and Voting

- 8.6.1. A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.
- 8.6.2. Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.
- 8.6.3. In the case of a tie vote, the motion shall be considered to have been lost.
- 8.6.4. The manner of determining the vote on a motion shall be by show of hands.
- 8.6.5. The Chair shall announce the result of every vote.

9. Administrative Practices and Procedures:

- 9.1. The Terms of Reference constitute the Administrative Practices and Procedures of the Committee as set out in the Community Grants Program.

10. Records Retention:

- 10.1. Will conform with the Town's Records Management Policy.