

Tom Thomson Art Gallery Advisory Committee

TERMS OF REFERENCE



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Tom Thomson Art Gallery Advisory Committee

Terms of Reference

Purpose

To provide feedback, advice, and recommendations to Council on matters within the Committee's scope which will support informed decision-making and effective governance.

Vision 2050 Alignment

The Tom Thomson Art Gallery Advisory Committee (the "Committee") aligns with the following theme and examples from the Vision 2050 Strategic Plan:

1. **Celebrating & Embracing Culture:**
Tom Thomson Art Gallery.

Scope

This Committee holds public meetings and considers questions, deputations and presentations, correspondence, and reports in relation to matters such as:

1. **Art Gallery:** policies, programs, and initiatives related to the Tom Thomson Art Gallery.

Staff may consult the Staff Liaison, City Manager, or City Clerk to decide which items belong on this Committee, if necessary.

Composition and Term

The Committee is comprised of:

1. Two (2) members of Council to serve for a two-year term; and
2. Five (5) members of the general public to serve staggered two-year terms, including one (1) member who self declares as an artist.

Selection

Council members select committees in accordance with the Board, Committee and Seat Selection Policy.

Public member applications are considered by Council members in closed session and appointed by by-law in open session.

Chair and Vice Chair

The chair of the Committee is a member of Council, selected using the Clerks procedure in effect at the time.

The vice chair of the Committee is a member of Council, selected using the Clerks procedure in effect at the time.

Meetings

Meetings are generally held quarterly on the first Wednesday at 2:00 p.m. as presented in the Council and Committee Calendar.

Meetings are not held in August.

Meetings may be held at the call of the chair.

Meetings are conducted in accordance with the City's Procedural By-law in effect at the time of the meeting.

Authority

The Committee reviews material and provides recommendations to Council.

The Committee does not have any decision-making capacity or delegated authority.

Urgent Matters

In circumstances where an urgent matter arises between scheduled Committee meetings, the City Manager may authorize that the matter be referred directly to Council for consideration.

Remuneration

The members of the Committee, including the chair, do not receive remuneration beyond the remuneration they receive as a member of Council.

Staff Resources

The staff liaison is the Tom Thomson Art Gallery Director and Chief Curator.

The alternate staff liaison is the Director of Community Services.

The recording secretary is the Committee and Executive Support Coordinator, or their designate.

Attendance by Directors, Managers, Supervisors, and other staff will be determined as needed, in accordance with the items listed on the agenda.

The staff reporting through this Committee will be from the following divisions of the Community Services Department:

1. Tom Thomson Art Gallery.

Associated Plans and Strategies

The plans and strategies associated with this Committee include, but are not limited to:

1. Cultural Master Plan; and
2. Tom Thomson Art Gallery Strategic Plan.