

City of Owen Sound
Tom Thomson Art Gallery Facility Expansion Ad Hoc Committee
Terms of Reference

PURPOSE

1. The Tom Thomson Art Gallery Facility Expansion Ad Hoc Committee (the “Ad Hoc Committee”) will strategically plan and undertake activities and initiatives to support the execution of an expansion plan for the current physical art gallery facility in order to address critical needs and to provide opportunity for future growth.

MANDATE

2. The Ad Hoc Committee shall provide recommendations to Council respecting the development and implementation of an expansion plan for the physical Tom Thomson Art Gallery facility (the “Art Gallery”) at its present location and inclusive of the adjacent property which is owned by the City.
3. The mandate shall be met once the expansion plan is complete. It is anticipated that this will take approximately 18 months, by the end of the current City Council’s term, September 2022.

STAFF RESOURCES

4. The Ad Hoc Committee shall be supported by the following City staff:
 - a. City Manager;
 - b. two (2) City Staff as assigned by the City Manager;
 - c. Gallery Director; and
 - d. Gallery Recording Secretary.

AD HOC COMMITTEE COMPOSITION AND TERMS

5. The Ad Hoc Committee shall be comprised of:
 - a. four (4) members of Council to serve until the earlier of the completion of their term on Council or the mandate of the Ad Hoc Committee is met;
 - b. one (1) public member from the Art Gallery Advisory Committee to serve until the earlier of the completion of their term on the Art Gallery Advisory Committee or the mandate of the Ad Hoc Committee is met; and
 - c. one (1) member of the general public to serve until the mandate of the Ad Hoc Committee is met.

AD HOC COMMITTEE MEMBER SELECTION

6. The Ad Hoc Committee members will be selected as follows:

- a. Council members will be selected either by the Board and Committee Selection Policy or by the Clerk's procedure for the nomination and election of members to Boards and Committees as decided by the City Clerk;
- b. the public member from the Art Gallery Advisory Committee will be recommended by the Advisory Committee through the established Nomination Policy and appointed by Council; and
- c. the general public member position will be appointed by Council by following the Clerk's procedure for appointment of public members.

CHAIR AND VICE CHAIR SELECTION AND TERM

7. The selection and term of the Chair and Vice Chair will be as follows:
 - a. Council members shall serve as Chair and Vice Chair on the Ad Hoc Committee;
 - b. the Chair and Vice Chair shall be selected in accordance with the Clerk's procedure in effect at the time of the election; and
 - c. the Chair may serve for two (2) consecutive years after which the Council member is not eligible to serve as Chair of the Ad Hoc Committee for one (1) year.

CODE OF CONDUCT

8. At the commencement of their term, public members of the Ad Hoc Committee are required to review the code of conduct provided to them by the City Clerk and acknowledge such review, in writing, to the City Clerk within 30 days of receipt.
9. During their term, members of the Ad Hoc Committee are required to comply with the provisions of the applicable code of conduct at all times. Following their term, past members are required to comply with any ongoing obligations, such as those related to confidentiality.

MEETINGS

10. The Ad Hoc Committee shall meet in accordance with the following parameters:
 - a. Frequency – on a quarterly basis or at the call of the Chair.
 - b. Location – City Hall, Council Chambers.
 - c. Procedure – in accordance with the City's Procedural By-law.

MINUTES

11. A record of every meeting shall be kept in the form of minutes. The Gallery Recording Secretary shall ensure that as soon as practical after each meeting, minutes of that meeting will be prepared, approved by the Gallery Director, and forwarded to the Clerk's Division for inclusion in the Council agenda.