The Corporation of the Municipality of Red Lake

Red Lake Regional Heritage Centre Advisory Committee Terms of Reference

Purpose

The Red Lake Regional Heritage Centre Advisory Committee ("the Committee") exists to advise the Council of The Corporation of the Municipality of Red Lake on matters relating to the curation, and programming of the Red Lake Regional Heritage Centre.

The Committee serves as a bridge between the community and heritage stakeholders to help ensure the Red Lake Regional Heritage Centre continues to preserve local history and provide meaningful cultural, educational, and social experiences.

Mandate

The Committee may:

- Provide advice and recommendations on the care, preservation, policies, and interpretation of the Museum's collections.
- Provide guidance with the planning and direction of cultural, educational, and social programming hosted by or in partnership with the Red Lake Regional Heritage Centre.
- Support community engagement, volunteer participation, and fundraising opportunities to strengthen the Red Lake Regional Heritage Centre.
- Function as ambassadors for the Red Lake Regional Heritage Centre, fostering pride and awareness in local heritage, including focusing on long term planning, future developments and carrying out the Red Lake Regional Heritage Centre's mission.

Authority

The Committee is advisory in nature and does not have independent decision-making authority over staff, budgets, or operations.

All financial, staffing, and administrative matters remain under the jurisdiction of the Municipality of Red Lake.

Recommendations of the Committee shall be forwarded to Council for consideration.

Membership

The Committee shall be composed of seven (7) members, appointed by the Council of The Corporation of Municipality of Red Lake.

During the first meeting of the year, a Chairperson and Vice- Chairperson shall be elected from among the members.

One (1) member of Council shall be appointed to sit on the Committee.

The Red Lake Regional Heritage Centre Manager shall attend meetings in a staff support and resource role and take minutes. The Manager shall be a non-voting member of the Committee

Members are expected to act in good faith, prioritizing the best interests of the Red Lake Regional Heritage Centre and the community.

Terms of Office

Members shall be appointed for the term of Council.

Meetings & Operations

The Committee shall meet at least quarterly and additionally as required at the call of the Chair.

Meetings will follow the Municipality of Red Lake Committee procedures and be conducted respectfully and transparently.

Minutes will be recorded and forwarded to the Clerk of the Municipality of Red Lake for inclusion in the next available Council agenda.

Conflict Resolution

If disagreements arise between the Committee and the Heritage Centre staff regarding programming or curatorial direction, the matter shall be addressed in a joint meeting between the Committee and the Red Lake Regional Heritage Centre Manager (staff) and the CAO.

Reporting

The Committee shall provide an annual report to Council summarizing activities, recommendations, and outcomes.

Dissolution & Amendments

The Committee is established by By-Law and may be amended or dissolved by Council as required.

The Terms of Reference shall be reviewed every four (4) years.