



MEMO

To: The Elliot Lake Museum Advisory Board

From: Amelia D'Amato, Museum Curator

Date: May 26, 2023

Subject: Revised Structure and Mandate

At the February, 13, 2023, regular meeting of Council, a revised structure for advisory level committees was approved, effective for the 2022-2026 Council term.

To reflect these changes and to ensure that the Elliot Lake Museum Advisory Board is in accordance with the Museum's strategic plan and policies, and that community needs and provincial requirements are met, the mandate for the board has been updated. This mandate is attached for review and is subject to amendment as needed.

Transitioning into a quarterly meeting frequency, below is the proposed schedule for 2023/24:

2023/24	Q2	Q3	Q4	Q1
Elliot Lake Museum Advisory Board	May 30	August 29	November 28	February 27

This schedule reflects the dates and times for the formal meetings of the board and is subject to change at the call of the chair. Working meetings will be arranged as needed to conduct business and complete special projects.

Respectfully submitted,

Amelia D'Amato
Elliot Lake Museum Curator