



The Corporation of the Town of LaSalle

Benoit House Steering Committee

Terms of Reference

Introduction

As we begin planning for the creation of the first-ever museum in the Town of LaSalle (Benoit House), we are seeking feedback from community stakeholders. This will help ensure a feeling of ownership, interest and support for this remarkable opportunity to celebrate, preserve, and promote the many layers of history that exist in this unique site. Our objective is to ensure the rich history of the buildings, the property and the wider LaSalle community is reflected wherever possible, including operations, exhibitions and programming. This should include elements from LaSalle's English, French and Indigenous heritage as well as our diverse community today.

As this project is in the early stages of development, our goal is to create a dynamic and collaborative relationship with the community it will be honouring. As steering committee members we are asking you to join us on the journey to developing a creative, engaging and enjoyable space for our community.

Framework and Expectations

As part of the steering committee, we ask that you:

- Provide independent and objective feedback to Town of LaSalle administration and Council
- Be honest, open-minded and respectful in all committee discussions
- Assist with building a community consultation and communication plan
- Provide suggestions and/or connections to stakeholders that may have an interest in the project
- Provide input and ideas on potential exhibits and programming for the site

- Provide feedback and suggestions on possible funding sources
- Act as community ambassadors for the project
- Assist in other duties as needed

As Town of LaSalle administration, you can expect from us:

- Honest and open communication on developments and decisions made regarding the Benoit House
- Honouring your feedback and time
- Respecting your opinions and incorporating them into the decision process whenever possible and appropriate
- Act as facilitators for the steering committee and the community to Mayor and Council

As part of the overall work of the municipal planning team, our primary deliverables are

- Develop strategic plan for the creation of the Benoit House
- Development of a Community Consultation and Communication Plan
- Establish connections with community stakeholders
- Develop community engagement and interest in the museum
- Identify potential funding sources
- Identify strategic direction for museum programming and exhibits

Members and Membership

Steering Committee Members

Peter Neilson
 Gordon Orr or designate, Tourism Windsor-Essex Pelee Island
 Madelyn Della Valle
 Didier Marcotte

Project Consultant

Alysson Storey
 519-365-2129
alysson@adsconsultinggroup.com

Town of LaSalle Administration

Kevin Miller, Director of Special Projects

519-969-7770 ext 1225

kmiller@lasalle.ca

Patti Funaro, Director of Culture and Recreation

519-969-7770 ext 1239

pfunaro@lasalle.ca

Dawn Hadre, Corporate Communications and Promotions Officer

519-969-7770 ext 1253

dhadre@lasalle.ca

- Members will meet as needed through summer and fall 2021 and will be held remotely until further notice.
- Consent to participate in the steering committee indicates a commitment to participate in planned meetings. If individuals cannot partake in a scheduled meeting, notice of this would be encouraged and appreciated.
- Desire to leave the steering committee is accepted without judgement or harassment by all other participants. This action preferably would be discussed with the group administrators beforehand.

Consultation and Representation

- The steering committee will provide feedback to Town of LaSalle administration and Council in developing the future Benoit House Museum and administration will provide regular updates on progress to Town of LaSalle Council.
- While the discussions and opinions of the steering committee are of significant value, the final recommendations for the Benoit House Museum are the responsibility of administration. Final decisions on all aspects of this project are made by Mayor and Council of the Town of LaSalle.
- New ideas, discussions and thoughts pertinent to the Benoit House Museum are open for discussion during meetings, but discussions will be guided by the administrators to ensure the project's aims and objectives are achieved.

- The steering committee will not share sensitive information, or any information stated as confidential to outside parties.
- Each member of the steering committee holds the same authority within the group. No member's opinion holds more significance than others in the group. All members are seen as equal.
- This group will function as an open forum of discussion, but in the result of any incidences requiring clarification, a discussion between the steering committee members will take place with a consensus understanding.