

Schedule 'A' to By-Law 2015-103 as amended by By-Law 2015-139 Terms of Reference for Norfolk County Appointed Advisory Committees to Community Museums

BACKGROUND

Compliance with Provincial and Municipal Policies

These Terms of Reference were developed to be in compliance with the following:

Norfolk County EBS-39 (previously CRS-54), Re: "Policy for Boards & Committees of Council" approved in Norfolk County Procedural By-Law 2007-69

Ministry of Tourism, Culture & Sport, Government of Ontario "Standards for Community Museums in Ontario – Revised Edition; August 2000 which are also referenced in Regulation 877 – Grants for Museums, the provincial regulation that governs the allocation of operating grants to Ontario's community museums. Eligibility for these operating grants is contingent on museums meeting both the requirements in the regulations as well as the standards.

Museum Objectives as required by the Provincial Ministry of Tourism, Culture & Sport in order to qualify for Community Museum of Ontario Grants:

1. Have a collection of historical artifacts and a commitment to the preservation and presentation of material culture of the region covered by the Municipality of Norfolk County.
2. Serve the community as an integral part of the cultural life of the community and in turn receive community support of the museum. This includes a solid base of support (financial and citizen volunteer) for the museum, provided by the local community
3. Have a written collections policy
4. Have an adequate physical plant to serve its needs
5. Have an appropriate governing authority
6. Have a full-time trained Curator-Director and trained staff
7. Have a program plan to bring the museum to the community
8. Support striving for improvement of quality of existing services and excellence in planning and development

TERMS OF REFERENCE for NORFOLK COUNTY APPOINTED ADVISORY COMMITTEES for MUSEUMS

1. THE GOVERNING AUTHORITY for the MUSEUM

The **Council of the Municipality of Norfolk County** is the governing authority of the museum. As such they:

1.1. Establish the Advisory Committee for the Museum

1.1.1. The Advisory Committee (hereinafter referred to as "the Committee" is an ongoing committee that serves at the request of the Norfolk County Council, and reports to Council through the General Manager of Development & Cultural Services. The Committee is authorized by Municipal Council to provide input on a discretionary basis and advice to Council on a particular matter, or undertake special projects as assigned.

1.2. Appoint citizen applicants as members of the Advisory Committee for terms of up to three years.

1.3. Approve Terms of Reference for the Museum.

1.4. Approve Terms of Reference for the Advisory Committees.

1.5. Approve the Annual Budget for the Museum.

1.6. Allocate an annual amount of funding, referred to as the Net Levy, to support the museum operations.

1.7. Are responsible for the accounting system used exclusively for the museum, within the framework of the municipality.

1.8. Direct, through the Manager of Heritage & Culture

1.8.1. Initiate and execute policies for the museum.

1.8.2. Oversee the recruitment, selection, orientation, training, evaluation and appraisal of all staff in accordance with Norfolk County policies and procedures.

1.8.3. Prepare the annual operating budget and ten year Capital budget.

- 1.8.4. Present the budget to Council if necessary.
 - 1.8.5. Monitor and evaluate the annual budget quarterly or as required to ensure the resources are being put to the best use.
 - 1.8.6. Prepare with the Curator-Director the annual report outlining all the museum activities and other related data as deemed necessary.
- 1.9. Direct, through the General Manager of Public Works and Environmental Services Department, the Manager of Fleet & Facilities to work in collaboration with the staff of the Development & Cultural Services
 - 1.9.1. Oversee the specified maintenance and building renovations as deemed necessary within the budget.

2. MISSION/ MANDATE of ADVISORY COMMITTEE

Waterford Heritage & Agricultural Museum (WHAM) offers a vibrant public space where community members can gather to learn, to create, to discuss, to perform, and to socialize. Through its collection, research, exhibitions, and programming, WHAM creates opportunities for connections and participation.

The Delhi Tobacco Museum & Heritage Centre and the Teeterville Pioneer Museum are dedicated to the preservation, documentation, illustration and promotion of the unique multicultural heritage, social history and the agricultural development of the former Township of Delhi and District for the benefit and education of current and future generations.

The Port Dover Harbour Museum shall exist primarily in order to research, collect, preserve, exhibit and promote the fishing and marine heritage of Port Dover and the surrounding area along the history of the town of Port Dover. The secondary mandate of the museum shall be the preservation and promotion of the history of the Great Lakes.

The Objectives under the Mission Statement/ Mandate are:

- 2.1. Assist the museum and the Curator-Director to continue to develop a collection of historical artefacts and a maintain a commitment to the preservation and presentation of material culture of the region covered by the Municipality of Norfolk County, with specific reference to the history of Waterford and area.
- 2.2. Assist the museum and the Curator-Director to implement the Collections Management Policy.

- 2.3. Assist the museum and the Curator-Director to serve the community as an integral part of the cultural life of the community and in turn receive Community support of the museum. This includes a solid base of support (financial and citizen volunteer) for the museum, provided by the local community.
- 2.4. Assist the museum and the Curator-Director to ensure the financial security of the museum by reviewing the monthly status of the budget. Advisory Committee members achieve this by ensuring that any short fall in revenues is balanced by reductions in expenditures.
- 2.5. Assist the museum and the Curator-Director to raise funds for special projects and activities. Advisory Committee members achieve this by development of local business and corporate sponsor relationships, establishment of donor opportunities and assistance with the development and maintenance of a membership program, by soliciting new membership from within the community.
- 2.6. Assist the museum and the Curator-Director to attract, recruit, manage, retain and acknowledge volunteers. Advisory Committee members achieve this by developing with the Curator-Director a list of appropriate volunteer jobs and job descriptions. By actively seeking volunteers from within the community; by volunteering to assist in the management and co-ordinate of the volunteers; by establishing museum practices to appropriately acknowledge the volunteers.
- 2.7. Support the Curator-Director in the development of a program plan to bring the museum to the community. Advisory Committee members achieve this by bring to meetings for group discussion ideas that reflect the interests of the community.
- 2.8. Support the Curator-Director in the development and implementation of educational partnership programming in partnership with various County and regional schools. Advisory committee members achieve this by actively liaising with the representatives of the schools and researching appropriate curriculum activities that can be addressed by museum programming.
- 2.9. Develop and implement a variety of mutually beneficial community partnerships to serve the public. Advisory Committee members achieve this by actively liaising with other organizations on behalf of the museum. These may include community groups, cultural

organizations, tourism and industry associations, Boards of Education, museums and other resources in order to provide the wide array of services and historical, cultural and educational opportunities to the community.

- 2.10. Support striving for improvement of quality of existing services and excellence in planning and development.
- 2.11. The Advisory Committee may establish sub-committees recruiting additional members of the community to assist with any of the activities above.
- 2.12. The Executive of the Advisory Committee is responsible for contributing to the annual report of the museum to Council, a paragraph to a page of information documenting the activities of the Advisory Committee and any sub-committees established by the Advisory Committee.

3. COMPOSITION of ADVISORY COMMITTEE

3.1 Nature of the Membership

This varies for each of the three committees:

Waterford Heritage & Agricultural Museum Advisory Committee

The Advisory Committee will be comprised of eight (8) members appointed at Large by Norfolk County Council.

The Delhi Tobacco Museum & Heritage Centre and the Teeterville Pioneer Museum Advisory Committee

The Advisory Committee will be comprised of seven (7) members appointed by Norfolk County Council. Six (6) will be appointed at large and one (1) member will be appointed from the Multicultural Heritage Association of Norfolk.

The Port Dover Harbour Museum

The Advisory Committee will be comprised of nine (9) members appointed by Norfolk County Council. Eight (8) will be appointed at large and One (1) member appointed from the Port Dover Board of Trade.

3.2 Staff Support

The Curator is responsible for circulation of the Agenda, Staff Report and Budget update material one week prior to the monthly meeting. The Curator-Director and/or Assistant Curator records the minutes of the meeting and the Curator-Director ensures these are promptly forwarded to Council and the Manager, Heritage & Culture.

3.3 Staff Role & Responsibility

The Curator-Director receives the Agenda from the Chair a week in advance of the regularly scheduled meeting.

The Curator-Director attaches their Report on recent activities and the latest edition of the budget available from the Finance department and distributes this promptly to the membership via e-mail. Members without e-mail may pick up hard copies at the museum.

The Curator-Director records the minutes of the meeting and ensures these are promptly forwarded to Council.

3.4. Council/ Staff Liaison

The Manager, Heritage & Culture shall be the Staff Liaison to the Committee and provide advice on Norfolk County Council's policies and procedures as required.

4 APPOINTMENT PROCESS

4.1. Appointment Process and Advertising for Advisory Committee Members

Where a Provincial Statute prescribes the type of appointments to be made by the Municipality to a given Board or Committee, the Statute shall be complied with. Where the Municipality makes appointments to Boards/Committees of its own creation and to outside bodies when requested to do so, such appointments shall be citizen appointments, except in circumstances where the Municipality has a direct financial involvement, in which instance Council shall determine whether or not it will appoint citizens and/or Council Members to such bodies.

Vacancies for citizen appointments shall be publicly advertised in the local newspapers and on the Norfolk County website. To apply to serve as a volunteer on a Norfolk County Board or Committee, interested individuals shall be invited to apply and submit an Application. Applicants should be a resident or municipal taxpayer in Norfolk County. Some Boards and Committees have additional requirements such as age of majority or citizenship as required by legislation, and each has its own qualification criteria such as skills and experience which is established in the Terms of Reference. These appointments enable local citizens from various backgrounds to participate in local government and voluntarily give their time and expertise to help formulate the direction of certain programs.

4.2. Membership Qualification

Resident of Norfolk County with particular skills, or interests encouraging and actively supporting the on-going enrichment of the museum collection, the enhancement of programming and the progressive integration of the museum and its activities into an increasing number of community partnership activities.

5. TERM OF OFFICE

- 5.1 Each Advisory Committee member at large will be appointed for a three (3) year term.

6. ELECTIONS OF OFFICERS

- 6.1 All Officers of the Advisory Committee shall be elected by the Advisory Committee in their first meeting in January

7. QUORUM REQUIREMENTS

- 7.1 Four (4) Advisory Committee members are required for a quorum.

8. ABSENTEE REQUIREMENTS

- 8.1 A member who can not avoid being absent for a meeting must notify the Chair in advance of the meeting by sending their regrets.
- 8.2 Regrets are noted (separately from absentees) in the attendance records of the minutes. The members meeting may make a Motion that they accept the regretted absences as unavoidable.
- 8.3 The seat of a Member of the Advisory Committee becomes vacant if the member is absent from the meetings of the Advisory Committee for three successive meetings without being authorized to do so by a resolution of the Board entered in the minutes.
- 8.4 Vacancies for citizen appointments shall be publicly advertised in the local newspapers and on the Norfolk County website.

9. TERM OF OFFICE: CHAIRPERSON

- 9.1 The term of Office of the Chairperson shall be no less than one year.

10. DUTIES OF CHAIRPERSON

- 10.1 The Chairperson shall officiate at all meetings of the Advisory Committee, and together with the Curator-Director shall call the meetings.
- 10.2 The Chairperson is responsible, with the Curator-Director, to ensure that accurate and succinct minutes are promptly forwarded (within a week of the meeting) to the Municipal Clerk to ensure they are received in a timely manner by Council.

- 10.3 The Chairperson is a member of all special and standing subcommittees.
- 10.4 The Chairperson or designate represents the Advisory Committee and is the spokesperson in the community for all business concerning the Advisory Committee.
- 10.5 The Chairperson shall prepare a Report on the Activities of the Advisory Committee, in co-operation with the Curator-Director, for the annual report which will be presented to Council by the General Manager of Planning & Economic Development.
- 10.6 The Chairperson or designate will be present at all special functions of the Advisory Committee, and will officiate where appropriate.
- 10.7 The Chairperson shall become familiar with museum and cultural policies, functions, grants and general aspects of short term and long term planning.

11. TERM OF OFFICE: VICE CHAIRPERSON

- 11.1 The term of office of the Vice Chairperson shall be no less than one year

12. DUTIES OF VICE CHAIRPERSON

- 12.1 The Vice Chairperson acts in the Chairperson's stead in all areas outlined under duties of the Chairperson

13. TERM OF OFFICE: ADVISORY COMMITTEE MEMBERS

- 13.1 Members of the Advisory Committee shall hold office no longer than two consecutive three year terms.
- 13.2 The Advisory Committee is responsible to Norfolk County Council and reports to Council through the General Manager of Planning & Economic Development.

14. RULES OF PROCEDURE/ORDER/CONDUCT

- 14.1 Members of the Advisory Committee shall observe the rules of Procedure outlined in Norfolk County Council's Procedural By-law.

15. DISCLOSURES OF PECUNIARY INTEREST

- 15.1 If a Committee Member has any pecuniary interest, direct or indirect, in any matter in which the Committee is concerned and if he/she is present at a Meeting at which the matter is the subject of consideration, he/she shall disclose his/her interest and the general nature thereof and shall not take part in the consideration or the discussion of the matter nor vote on any Motion in regard to the matter. If a Member is not present and has any pecuniary interest, he/she shall disclose his/her interest at the next meeting in attendance.
- 15.2 Notwithstanding the quorum requirements, when a majority of the Committee members have disclosed an interest in accordance with Section 15.1 above and the Municipal Conflict of Interest Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

16. ACCESS TO MEETINGS

- 16.1 Except as provided in this Section, all meetings shall be open to the public.
- 16.2 The Chair or other presiding Officer may expel any person for improper conduct at a Meeting.
- 16.3 A Meeting or a part of a Meeting may be closed to the public (Closed Meeting) if the subject matter being considered is:
- the security of the property of the municipality or local board;
 - personal matters about an identifiable individual, including municipal employees or local board members;
 - a proposed or pending acquisition or disposition of land by the municipality or local board;
 - labour relations or employee negotiations;
 - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - the receiving of advice that is subject to solicitor-client privilege; including communications necessary for that purpose;

16.4 A meeting of the Board may be closed to the public if the following conditions are both satisfied:

- the meeting is held for the purpose of educating or training the members
- at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board.

16.5 Before holding a Closed Meeting or part of a Meeting, the Board shall state by Resolution:

- the fact of the holding of the Closed Meeting;
- the general nature of the matter to be considered at the Closed Meeting
- in the case of a meeting under Section 16.4, the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that section.

16.6 A Meeting shall not be closed to the public during the taking of a vote except where:

- Subsection 10.3 or 10.4 permits or requires a Closed Meeting;
- the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee or persons retained by or under contract with the municipality or local board.

16.7 All deliberations while in Closed Session shall remain confidential unless otherwise approved by the Board in Open Session.

16.8 Minutes of Closed Sessions shall be recorded, without note or comment and remain confidential.

17. ROLES AND RESPONSIBILITIES

17.1 Minutes

Minutes of the Advisory Committee are taken by the Curator-Director and reviewed by the Chairperson and the Curator-Director and then proceed promptly (within a week of the meeting) directly to the Municipal Clerk who in turn forwards them promptly to Council for their information. Staff shall be required to prepare a Staff Report if any follow up action is requested of Council.

17.2 Deputations to the Advisory Committee

Deputations may attend Advisory Committee meetings, provided one week notice is given to the Chairperson and/or Curator-Director.

17.3 Advisory Committee Deputations to Council

Official deputations from the Advisory Committee may be made to Council, provided that sufficient notice is given to the Municipal Clerk so that the deputation may be noted on the agenda.

17.4 User Groups

17.4.1 Use of the museum buildings by community groups will be decided by the Curator-Director in consultation with the Advisory Committee.

17.4.2 Fees for use of the buildings and for any programmes offered by the museum are approved by Norfolk County Council.

17.4.3 Any group using the museums on a continuing basis may be asked by the Advisory Committee to present an annual activities report which can be appended to the Annual Museum report taken to Council by the Manager, Heritage & Culture.

17.5 Planning

The Advisory Committee in close collaboration with the Curator-Director shall be responsible for short term and long term planning, setting goals that are consistent with the Mission Statement of the Board and are feasible given financial and personnel limitations.

17.6 Volunteers

In collaboration with the Curator-Director the Advisory Committee oversees the recruitment, selection, orientation, training, evaluation and appraisal of all volunteers in accordance with County policies and procedures.

18. BUDGET

- 18.1 Once the budget has been set by Council, Manager, Heritage & Culture in collaboration with the Curator-Director has the responsibility to monitor and evaluate the budget allocations. Through a process of monthly review they ensure that any short fall in revenues is balanced by reductions in expenditures or planned increases in revenues.
- 18.2 Expenditures shall follow Norfolk County Purchasing Policy.
- 18.3 The Advisory Committee will be responsible for raising funds to ensure that the museums and cultural programs continue to function according to the Mission Statement. It may designate committees to determine sources and strategies for securing funds, both operational and capital as well as for programming and events.

19. STANDARDS

- 19.1 The Advisory Committee will become familiar with the Ministry of Tourism, Culture & Sport's policy and associated regulations, guidelines and Standards for Community Museums in Ontario and the Municipality of Norfolk County - Policy for Boards & Committees of Council.
- 19.2 The Advisory Committee will ensure that the Museum continue to meet the Standards for Community Museums in Ontario and the Municipality of Norfolk County - Policy for Boards & Committees of Council.
- 19.3 The Advisory Committee will ensure that the Mission Statement of the Board is being fulfilled, and that the collection is being cared for and conserved under proper conditions as identified in the Museum conservation and related policies.