



# Museum Services Advisory Committee

## Terms of Reference

### 1.0 Mandate

The Museum Services Advisory Committee provides recommendations to Council with respect to policies, issues, and opportunities related to the City's Museum, Glanmore National Historic Site, and exhibits, programs, events, and artifact collections related to the facility.

#### 1.1 The Museum Services Advisory Committee will:

- a) Recognize and communicate the non-renewable nature of the City's cultural heritage resources found at the Museum, and ensure that the Commemorative Integrity of Glanmore National Historic Site is respected, preserved, and maintained;
- b) Support the Museum's research and education function, including the stewardship of public collections;
- c) Raise awareness about the contributions the Museum makes to the character, civic pride, overall quality of life, and tourism potential within the City;
- d) Provide advice on strategic direction in Museum Services;
- e) Nurture community partnerships that will advance strategic objectives;
- f) Contribute feedback to policy development for Museum Services;
- g) Provide formal approval for deaccessions recommended by the Manager of Museum Services;

- h) Offer advice and support in procuring federal or provincial grants, or other fundraising initiatives to support special projects or capital campaigns for Museum Services, as applicable;
- i) Act as an advisory body to Council on matters related to Ontario Regulation 877, Grants for Museums; the Standards for Community Museums in Ontario;
- j) Make recommendations to Council on various issues related to the Committee's mandate, through motions and reports;
- k) Only exercise such powers and do such other acts as are provided in these Terms of Reference.

### **1.2 Delegated Authority:**

- a) The Museum Services Advisory Committee has no delegated powers and no authority to implement its recommendations without resolution of Council;
- b) The Committee and its Members cannot direct Museum staff or operations.

### **1.3 Budget & Remuneration:**

- a) This Committee operates on a volunteer basis and does not have access to Municipal funds;
- b) No remuneration shall be made to Committee members for their participation, unless otherwise directed by Council.

### **1.4 Liability:**

In carrying out the mandate of the Museum Services Advisory Committee, Members shall be considered a committee of the Municipal Corporation and while acting bona fide within the limits of the authority granted by Council.

## **2.0 Member Appointment, Composition, & Term**

### **2.1 Appointment:**

When appointing Museum Services Advisory Committee members, City Council shall have regard to (but is not limited to) the following to support a balanced Committee:

- Candidates' potential to contribute to an inclusive and diverse environment;

- Applicants with demonstrated experience through work/academic qualifications in museology, heritage conservation, or cultural tourism;
- Applicants with demonstrated passion for advocacy and volunteerism;
- Representation (Max. 1 Member) from the Friends of Glanmore NHS charitable organization;
- Specific needs of special projects and Museum priorities, as identified by the Director of Community Services, the Manager of Museum Services, and/or the division's strategic plan.

## **2.2 Composition:**

- a) The Committee shall be comprised of Seven (7) Members:
  - Two (2) Members of City Council;
  - Five (5) Citizen Members;
- b) Members must be age Eighteen (18) or older and be a resident of the City of Belleville;
- c) Members must have access to a computer and an email address to receive meeting invitations and agenda packages;
- d) City staff are not eligible to serve.

## **2.3 Term:**

- a) The length of term for all Committee Members is Two (2) Years;
- b) A maximum of Four (4) consecutive terms may be served. Having served four (4) consecutive terms of office, a member must retire for at least one (1) term to be eligible for re-appointment to the Committee;
- c) All appointed members must reapply to continue membership in a new term;
- d) If a Member fails to complete their term, the Committee may nominate a suitable replacement for the remainder of the term, subject to Council approval; vacancies may also be posted to the City of Belleville website.
- e) Council may terminate the appointment of any member without notice.

## **3.0 Roles and Responsibilities (Attendance)**

### **3.1 Roles**

- a) A City Council Member will be appointed as Chair of the Committee by City Council. The Chair will:
  - i. Serve in this capacity for the two (2) year term;
  - ii. Provide leadership to support the Committee meeting its objectives;
  - iii. Ensure appropriate conduct is observed at Committee meetings;
  - iv. Promote full participation and open debate at meetings so that relevant matters are discussed, and effective recommendations are made to Council.
- b) The Mayor of Belleville is an ex-officio member of the Committee and does not have a vote.
- c) The staff liaison will be the Manager of Museum Services, who will:
  - i. Provide orientation of Committee Members at the first meeting after Council appointment;
  - ii. Organize Agendas and Agenda packages;
  - iii. Provide regular reports, correspondence, and information to the Committee on behalf of Museum Services;
  - iv. Be available to answer questions about Museum Services and its operations;
  - v. Advise and consult with Committee on reports being presented to Council in Committee;
  - vi. Secure meeting rooms for Committee meetings.
- d) The Museum Administrative and Collections Assistant will serve as the recording secretary at Committee meetings and is responsible for the recording of the Committee minutes and presenting them in finished form.

### **3.2 Responsibilities (Attendance)**

- a) Members will attend all regular scheduled meetings and review all information supplied in advance of meetings
- b) Members that are unable to attend a meeting shall notify the staff liaison prior to the meeting date;

- c) If a member is absent for three (3) consecutive regular meetings, the Committee may recommend to Council to have the member removed from the Committee.

## **5.0 Sub-Committees**

- a) The Committee may establish Sub-Committees as required, and call on the support of City staff or selected community members to work with the Committee to achieve its mandate;
- b) Members of the Museum Services Advisory Committee may represent the Committee on other related committees as requested and as considered beneficial and appropriate. Any Committee member representing the Museum Services Advisory Committee on a related committee shall be responsible to provide updates;
- c) The Chair of the Sub-Committee can be chosen by the majority of Sub-Committee Members; however, they must be a voting member of the Museum Services Advisory Committee;
- d) The term of the Sub-Committee shall not exceed the term of the Museum Services Advisory Committee.

## **6.0 Conduct & Declarations of Pecuniary Interest**

- a) The Committee will conduct business in a non-partisan and respectful fashion;
- b) The Committee shall follow the City's Procedural By-law (amended or replaced, as applicable);
- c) All Committee Members will adhere to all City of Belleville policies and procedures, including the Code of Conduct and the Workplace Harassment Policy;
- d) Committee Members will adhere to ethical guidelines and behaviour for museums (Canadian Museum Association Ethical Guidelines);
- e) Committee Members will hold in the strictest confidence all information concerning matters dealt with at a session closed to the public. Items that are to be considered confidential will be noted;

- f) The Committee and Members as individuals shall avoid or declare conflicts of interest, as applicable;
- g) Committee members shall be governed by legislation pertaining to conflict of interest as it applies to municipal governments in the Province of Ontario.

## **7.0 Meetings/Quorum**

- a) The Committee shall meet a minimum of four (4) times per year or as required to conduct business and carry out its mandate;
- b) The Committee will set a yearly schedule at its first meeting of the calendar year, including meeting dates and times;
- c) Notice of Committee meetings will be posted on the City's website at least four (4) days in advance of the meeting;
- d) All Committee meetings are open to the public, except where closed meeting procedures apply;
- e) Members (and members of the public) may participate in meetings electronically, as required. Requests to participate electronically must be made to the staff liaison prior to the meeting date;
- f) Special meetings may be held at the call of the Chair or by a call of 2/3 majority of the Committee;
- g) During a Municipal election year, meetings may be cancelled in the last quarter;
- h) The Committee will have access to the City's meeting rooms, subject to booking availability, and may meet elsewhere in the community in response to current projects;
- i) Quorum shall be a majority of Committee Members, including Council Members;
- j) If the quorum is not met, the meeting may be rescheduled, cancelled, or continued with information sharing only. The recording secretary is not required to stay if the meeting proceeds with information sharing.
- k) Three or more consecutive cancellations of meetings shall result in a report to Council for evaluation as to the Committee's mandate and functionality.

## **8.0 Agendas, Minutes, & Reports to Council**

- a) Agendas and Minutes shall be provided in a form established by the City and will be made available to the public on the City's website;
- b) Printed copies of any agendas, minutes, or reports will not be available unless necessitated and requested by the Member within an appropriate amount of time;
- c) Agendas will be prepared by the Manager of Museum Services in consultation with the Chair and the Director of Community Services;
- d) The Minutes of each meeting will be prepared for adoption at the following meeting;
- e) All records, documents, correspondence pertaining to the activity of the Committee are records of the City and are subject to the provisions of the Municipal Freedom of Information and the Protection of Privacy Act;
- f) The Committee will report through Council in Committee as deemed appropriate;
- g) The Committee shall appear as a delegation to Council in Committee where appropriate, or at the request of Council;
- h) Outcomes of Council's consideration will be provided to the Committee at the next regular meeting.

## **9.0 Terms of Reference**

- a) The Committee shall review the Terms of Reference before the end of each term and shall make recommendations to Council, as needed;
- b) These Terms of Reference may be proposed for amendment by a majority vote of the Committee, but the authority for approving the Terms of Reference is with City Council.