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# HALDIMAND COUNTY

## Report CDP-20-2018 Update to Haldimand Museums Advisory Board By-law and Terms of Reference



For Consideration by Council in Committee on December 11, 2018

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### OBJECTIVE:

To update the operational framework for the Haldimand Museums Advisory Board.

### RECOMMENDATIONS:

1. THAT Report CDP-20-2018 Update to Haldimand Museums Advisory Board By-law and Terms of Reference be received;
2. AND THAT a By-law to establish a municipal museum advisory committee to be known as the "Haldimand Museums Advisory Board" be presented for enactment;
3. AND THAT the Terms of Reference for the Haldimand Museums Advisory Board included as Attachment 2 to Report CDP-20-2018, be approved.

**Prepared by:** Anne Unyi, Supervisor, Heritage and Culture

**Reviewed by:** Sheila Wilson, CPRP, Manager, Community Development and Partnerships

**Respectfully submitted:** Craig Manley, MCIP, RPP, General Manager of Community & Development Services

**Approved:** Donald G. Boyle, Chief Administrative Officer

### EXECUTIVE SUMMARY:

To propose a new by-law be enacted to reflect Ministry of Tourism, Culture & Sport requirements under O. Reg. 877-Grants for Museums.

### BACKGROUND:

In 2000, the Haldimand-Norfolk Transition Board established Haldimand Museums Advisory Board for the Corporation of the Town of Haldimand. This Board merged three existing museum boards, the Haldimand-Norfolk Museum and Archives, Edinburgh Square Heritage and Cultural Centre and the Wilson P. MacDonald Memorial School Museum.

By-law 54-2000 set out how members are to be appointed, the duration of their terms, and the responsibilities of the Board.

Since By-law 54-2000 was approved by the Haldimand-Norfolk Transition Board in December 2000; minor housekeeping changes to the existing by-law need to be made to reflect these changes including a name change for the Haldimand-Norfolk Museum and Archives to the Haldimand County Museum and Archives and the procedures for appointing members. By-law 54-2000 requires a three year term for appointments, in practice, Haldimand Council has been appointing members for a four (4) year term concurrent with Council terms.

## **ANALYSIS:**

As a Committee of Council, the Haldimand Museums Advisory Board (HMAB) carries the following statutory responsibilities including advising and assisting County Council and staff on museum policy development, mandate review, collection oversight, and acts as public advocates in support of the Haldimand Museums' mandate. This is consistent with O. Reg. 877 Grants for Museums and Community which states that museum operations are to be "governed by a publicly accountable body that follows a clearly defined mission and goals, and maintains openness in its decisions and operations" and that "the governing body carries out its responsibility to secure funding necessary for the operation and maintenance of the museum and its activities, and for capital projects".

Under O. Reg. 877, Grants for Museums, museums eligible to receive funding through the Ministry of Culture's Community Museums Operating Grant (CMOG) must comply with ten Standards for Community Museums associated with the CMOG program. The principal goal of the Standards is to serve as a guide to good practice in the areas of, for example, collections management, exhibition, community, etc. Currently, following an application process, the HMAB is appointed for a four-year term (concurrent with Council) and completes its regulatory requirements without Council representation.

Traditionally, Board minutes, reports and recommendations are forwarded to the Community Development and Partnerships Division staff for review only. Going forward, it is the intent to circulate the minutes of the Board meetings to Council. Given the oversight responsibilities of the Advisory Board, it would be advantageous to have Council representation on the Haldimand Museums Advisory Board, in doing so, it would further the process of improving the accountability and transparency of HMAB operations.

Prior to 2001 a member from each Council from the respective Town of Haldimand, Regional Municipality of Haldimand-Norfolk and City of Nanticoke, was elected to each Museum Board.

The proposed changes and housekeeping amendments to the By-law to be enacted (Attachment 1), would reflect responsibilities and requirements of the Museum Board as set out in "Standards for Community Museums in Ontario" and to meet the Requirements of Grants for Museums, O. Reg. 877.

The Terms of Reference (Attachment 2) are being updated and include the addition of a Council representative and are presented as a separate document, so that in the future, any necessary amendments can be approved by Council, without amending a by-law. In addition, it would reflect current County committee appointment duration, referencing related policies and procedures.

## **FINANCIAL/LEGAL IMPLICATIONS:**

Revenue from the Community Museum Operating Grant Program (CMOG) to Haldimand Museums in 2018 totalled \$37,914.00. Grants are scored on the degree to which a museum meets the CMOG standards/regulations and the total operating budget of the museum for the previous year. (Attachment 3)

## **STAKEHOLDER IMPACTS:**

The attached proposed By-law and Terms of Reference were discussed by the Haldimand Museums Advisory Board at its March 15 and June 21, 2018 meetings and circulated for review and comment via mail and email in July, 2018. Members responded to staff positively through email and telephone as to the content of both the By-Law and Terms of Reference and expressed no concerns.

## **REPORT IMPACTS:**

Agreement: No

By-law: Yes

Budget Amendment: No

Policy: No

## **ATTACHMENTS:**

1. By-law To Appoint the Haldimand Museums Advisory Board.
2. Terms of Reference, Haldimand Museums Advisory Board.
3. Ontario Museum Grant Operating Standards.