

## **Haldimand Museums Advisory Board Terms of Reference**

### **Mandate**

The Haldimand Museums Advisory Board will provide advice and recommendations to Council with respect to policy issues related to the Haldimand County's museums and artifact collections and will also provide leadership, vision, advocacy and continuity of purpose for Haldimand Museums. Haldimand Museums are comprised of Edinburgh Square Heritage and Cultural Centre, the Wilson MacDonald Memorial School Museum and the Haldimand County Museum and Archives (Haldimand Heritage Centre).

The Haldimand Museums Advisory Board is guided by the Mission, Vision, Values and Objectives of the Haldimand Museums Strategic Plan.

### **Responsibilities and Activities**

The Haldimand Museums Advisory Board (HMAB) will act as advisory body to Haldimand County Council on matters related to Ontario Regulation 877, Grants for Museums; the Province's Standards for Community Museums in Ontario; and other matters relevant to the operation of Haldimand Museums. The HMAB will report through Council in Committee.

The goals and objectives of the HMAB will reinforce the link between its mandate and the County's strategic direction.

The HMAB will:

- Promote public awareness and appreciation of the rich heritage of Haldimand County and its communities
- Encourage the preservation of Haldimand County's heritage
- Provide feedback on museum policies and work plan
- Provide input into Haldimand Museums strategic plan
- Form and participate in, a collections sub-committee and other sub-committees as required
- Support community partnerships and interact with other heritage related organizations
- Support special projects which broaden public awareness of and enjoyment of the County's heritage and its residents

All activities of the Haldimand Museums Advisory Board shall adhere to the policies and procedures of Haldimand County.

### **Board Composition and Qualifications:**

1. The Haldimand Museums Advisory Board shall be comprised of up to eight members. The HMAB shall be comprised of seven (7) voting members and one (1) non-voting member being:
  - i. A minimum of five (5) and up to seven (7) Citizen Members appointed by Council and,
  - ii. One (1) member of Council appointed by Haldimand County Council. The Council member appointed to the Advisory Board is a non-voting member whose role is to act as a liaison between the board and Council.
2. The Supervisor, Heritage and Culture will act as staff liaison to the Haldimand Museums Advisory Board. The staff liaison will provide support to the Board in relation to Haldimand Museums and Ontario Reg. 877: Grants for Museums, and the Province's Standards for Community Museums in Ontario. Other staff and resource persons may be invited to provide technical support at times when required.

## **Appointment Process:**

- a) At the beginning of each Council term, applications will be sought for all Haldimand County advisory boards and committees. The Haldimand Museums Advisory Board will be included in this application and appointment process.
- b) The term for board members shall be four (4) years concurrent with the term of Council.  
  
A Board member may serve a maximum of three (3) consecutive four-year terms, but must retire for at least one term to be eligible for re-appointment to the board.
- c) Up to two (2) Board member may serve up to four (4) terms in order to have overlap in expertise and knowledge of processes
- d) Council may, by resolution, replace board members as members leave the board, or appoint from time to time such new members as it considers desirable.
- e) Upon the resignation of a member, the HMAB may recommend to Haldimand County Council that a replacement be recruited to fill the vacancy. This recommendation may be made at the next scheduled meeting of the Haldimand Museums Advisory Board or at a subsequent meeting deemed appropriate by the Chair.

## **Key Qualifications & Eligibility Requirements of Haldimand Museum Advisory Board Members:**

- a) Board members shall reside in Haldimand County and must be a minimum of 18 years of age.
- b) Board members should have one or more of the following skill sets and/or interest areas:
  - Heritage conservation
  - Collections management and exhibition development
  - Historical research
  - Effective marketing strategies and approaches
  - Ability to encourage, support and actively participate in the development of educational and special interest programming both in-house and outreach
  - Ability to encourage, support and actively participate in the continuing integration of the Haldimand Museums and its activities into an increasing number of community partnership activities including fundraising and Cultural tourism initiatives
  - Interest in Haldimand County history

## **Reporting Structure and Work Plan:**

The Haldimand Museums Advisory Board serves as an advisory body to Council on matters related to Haldimand Museums and regarding O. Reg. 877, Grants for Museums.

- a) The Haldimand Museums Advisory Board shall report directly to the Community Development and Partnerships Division through recommendations contained in the minutes of their meetings and circulated to Council as information.
- b) The Haldimand Museums Advisory Board shall appear as a delegation to Council in Committee where appropriate (i.e. presentation of Haldimand Museums Annual Report), or at the request of Council.

- c) Minutes of the HMAB shall be circulated to staff and will be made available to the public on the County's website one week prior the meeting of the HMAB.
- d) The Board will work closely with Heritage and Culture staff to achieve their annual workplan.
- e) County Staff will communicate and seek input from the HMAB when matters are deemed to affect the responsibilities under the purview of the Board prior to forwarding final recommendations to Council or implementing administrative changes.
- f) Direction from Council to the Haldimand Museums Advisory Board shall be communicated back to the Board through the General Manager, Community & Development Services and the Manager, Community Development & Partnerships via the Municipal Clerk.

#### **Established Municipal Policies, Rules and Procedures:**

- a) The HMAB shall abide by all municipal rules, policies, and procedures.
- b) The *Municipal Act, 2001* and the *Municipal Conflict of Interest Act*, shall bind all board members as it relates to disclosure of any direct, indirect or deemed pecuniary interest, closed meetings procedures, and any other requirements under the Acts, which pertain to the conduct of the member.
- c) All records, documents, correspondence pertaining to the activity of the board are considered to be records of the County, and are subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.
- d) The records of The Haldimand Museums Advisory Board shall be retained and preserved in accordance with the provisions of the Records and Information Management Policy.

#### **Elected Officers:**

The Haldimand Museums Advisory Board will elect a Chair and Vice Chair from its members for a 4-year term.

- Chair: presides over meetings, represents Haldimand Museums in official capacity, works with the Supervisor, Heritage and Culture (or designate) to ensure that museum policies and procedures are understood by the Advisory Board, and that support is provided to ensure the stability and sustainability of Haldimand Museums;
- Vice-Chair: presides over meetings in absence of the Chairperson supports and co-ordinates the work of sub-committees as required.

The Supervisor, Heritage and Culture shall act as the Board resource and staff liaison, providing assistance and information on museum plans and policies, in addition to County policies, procedures and by-laws. The Supervisor, Heritage and Culture, or designate, shall also act as Recording Secretary.

#### **Sub-Committees:**

1. The HMAB shall appoint a Collections Sub-Committee to formally approve museum accessions and de-accessions recommended by the individual site Curators on a regular basis.
2. The HMAB may establish Sub-Committees as required, and call on the support of County staff or selected community members to work with the Board to achieve its mandate.
3. Members of the HMAB may represent the Board on other related committees as requested and as considered beneficial and appropriate. Any HMAB member who is representing the Haldimand

Museums Advisory Board on a related committee shall be responsible to provide updates on the activities to ensure information is properly communicated.

### **Conduct:**

Member conduct shall be in keeping with the Rules of Conduct outlined in Haldimand County's Procedural By-Law.

The Haldimand Museums Advisory Board is committed to the values of Respect, Integrity, Customer Service and Inclusiveness.

### **Meeting Procedures:**

- a) Meeting procedures shall be based on the Haldimand County Procedural By-law. Meetings shall be open to the public, and shall only be closed to the public if the subject matter pertains to the reasons outlined in the Procedural By-law.
- b) Meetings of the board shall generally be held quarterly or at the call of the Chair, with the provision that at least four meetings shall be held per year. The HMAB shall establish a regular meeting schedule that may be reviewed from time to time which will be published on the County web site.
- c) At all meetings of the HMAB, every question shall be decided by a majority of votes cast.

### **Quorum:**

- a) A quorum shall consist of a simple majority of the voting members of the board
- b) Non-voting members are not included as part of quorum.

### **Attendance:**

- a) Members that are unable to attend a meeting shall notify the staff liaison to report their absence, prior to the meeting.
- b) If a member is absent for three (3) consecutive regular meetings the board may recommend to Council to have the member removed from the board.
- c) If a member of the HMAB resigns, and the Board falls below the minimum of five members, the Liaison shall report the resignation to the Municipal Clerk as soon as practical to initiate the recruitment process to fill the vacancy.

### **Minutes and Agenda:**

The Minutes of each meeting will be prepared for adoption at the following meeting. The quarterly agenda will be prepared by the Supervisor, Heritage and Culture in consultation with the Board Chair and/or Vice-Chair. Meeting schedules, agendas and minutes will be made available to the public on the County's website.

### **Remuneration:**

No remuneration shall be made to members of the HMAB for their participation, unless otherwise directed by Council.

Reasonable expenses as approved by the HMAB may be compensated to members.

### **Budget:**

Haldimand County Council provides an annual budget to the Heritage and Culture Unit. It is the responsibility of

members to submit any relevant invoices to the Manager of Community Development and Partnerships for reimbursement approval and to keep track of any expenses generated by the activities of the Board.

**Confidentiality:**

HMAB members will hold in the strictest confidence any and all information concerning matters dealt with at a session closed to the public. Items that are to be considered confidential will be so noted.

**Liability:**

In carrying out the mandate of the Haldimand Museums Advisory Board, the HMAB members shall be considered a committee of Council of the Municipal Corporation and while acting bona fide within the limits of the authority granted by Council.

**Haldimand Museums Advisory Board Terms of Reference was adopted by Haldimand County Council on this 17<sup>th</sup> day of December, 2018.**