

# Board - Committee

## Chapter 0060 - Museum Advisory Committee

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## **Article 1 - Established**

### **60.1.1 Committee - purpose**

A special body to be known as the "Museum Advisory Committee" herein after called the "Committee" is hereby established in order that Woodstock City Council may receive direct citizen input regarding museum operations, the strategic direction of the museum, and policies and procedures as required by the Ministry of Tourism, Culture and Sport, artifact acquisitions.

### **60.1.2 Committee - composition - members - qualifications**

The Committee is to be composed of:

- a. one voting member of the Woodstock City Council; and
- b. up to six voting members of the public who are a resident, an owner of property or an employee within the City of Woodstock and have the following attributes:
  - actively support and encourage the on-going enrichment of the museum's programs and collection, such as current volunteers, members, etc., and others who demonstrates an active interest and participation in museum and history-related events or programs;
  - experience related to museum policy development, strategic planning, education and training, public programming and community engagement, cultural tourism, collections development, and collection management.

### **60.1.3 Appointment - effective - upon resolution - expiry**

All appointments to the Committee shall be for the term of the current Council and become effective upon the passing of a resolution of Council which provide for such appointments, and shall expire upon the completion of the term appointed by Council or when a successor has been appointed. All appointments are at the discretion of Council.

**60.1.4 Vacancy - term**

Persons appointed to fill vacancies where a committee member has resigned or is removed, shall have the same term as the committee member who has resigned or is removed.

**60.1.5 Chair - chosen - first meeting**

A Chair shall be chosen from among the members of the Committee at the first meeting of the Committee following Council's appointment at which at least a majority of members are present after November 30.

**60.1.6 Chair - term - expiry**

An appointment as Chair shall continue until November 30 in the following year, unless revoked by the Committee in the interim.

**60.1.7 Chair - not Council member**

The Chair shall not be a member of Council.

**60.1.8 Quorum - minimum**

A quorum shall consist of a majority of the currently appointed voting members of the Committee either in person or, in special circumstances, by means via teleconference if deemed appropriate by the staff representative and the chair. Committee members attending meetings via teleconference shall constitute as being part of quorum.

**60.1.9 Members - with disability**

The City will reimburse Committee members the equivalent of a local round trip taxi fare for all lay members who are unable, due to their disability, to utilize a personal automobile to attend scheduled meetings within the City.

**Article 2 - Responsibility**

**60.2.1 Presentation - to Council**

The Committee shall be responsible for presenting to Council its recommendations relating to the matters set out in this Article in the form of a written report which may be accompanied by a presentation to Council.

**60.2.2 Objectives - policy - development**

The Committee shall make recommendations relating to museum objectives, strategic planning and policies.

**60.2.3 Objectives - activities - consideration - as required**

The Committee shall make recommendations relating to those matters pertaining to the general objectives and policies as may, from time to time, be referred to it for consideration by Council.

**60.2.4 Policy matters - as required**

The Committee may make recommendations relating to other related policy matters that may come to the attention of the Committee.

**60.2.5 Program - status - need - determination**

The Committee shall make recommendations relating to the status of programs, and their relationship to community needs.

**60.2.6 Capital project - determination - as required**

The Committee may make recommendations relating to capital projects as may, from time to time, become necessary.

**60.2.7 Fundraising venture - as required**

The Committee shall initiate and participate in fundraising activities as it deems necessary.

**60.2.8 Collections Committee**

The Committee shall act as the museum's Collections Committee.

**60.2.9 Members - to speak as Committee - directly to Council**

The role of the Committee is to provide advice to Council on matters identified herein and matters referred to it from time to time by Council. Individual members shall contribute to the recommendations of the Committee and are expected to respect any recommendations forwarded to Council by the Committee.

**60.2.10 Committee recommendations - to Council**

Committee recommendations are to be directed to Council and not to external agencies, boards, individuals, or other authorities unless authorized in writing by Council.

**60.2.11 Committee members - to respect decision**

Individual members of the Committee have a responsibility to speak through the Committee and to respect the decisions of the Committee and Council. They shall not criticize the deliberations and decisions of the Committee or Council to any outside body or person.

**Article 3 - Staff - Responsibility**

**60.3.1 Curator - attendance - advisory capacity only**

The Curator of the Museum or his/her designate shall attend all meetings in an advisory capacity only.

**60.3.2 Secretary**

The Curator of the Museum or his/her designate shall serve as the secretary at Committee meetings to be responsible for the recording of the minutes of the Committee and preparing the reports as required to communicate the recommendations of the Committee to Council.

**60.3.3 Permanent collection - conservation**

The Curator of the Museum shall be responsible for the management of the permanent collection and the holding of these objects in trust for the public.

Artifacts will be acquired, handled and stored according to Community Museum standards. Reg 877 R.R.O. 1990.

## **Article 4 - General Provisions**

### **60.4.1 Meeting - determined by Chair - bi-monthly**

The Committee shall meet at the time or times to be determined in advance by the Chair provided that at least six meetings are held annually.

### **60.4.2 Meeting - notice - in advance - all members - Curator**

The Curator or his/her designate shall give notice of any meeting to all members of the Committee at least twenty-four hours in advance. The notice of the meeting shall include an agenda detailing the matters to be dealt with.

### **60.4.3 Meeting - interested group - organization**

The Committee shall meet from time to time with groups, organizations and individuals interested or involved with museum activities to discuss matters of museum interest.

### **60.4.4 Meeting - open - exception confidential matters**

All meetings of the Committee shall be public except when the provisions of subsection 239 (2) of the *Municipal Act, 2001*, c. 25 apply to the matter or matters being discussed.

### **60.4.5 Annual report**

The Committee shall have an opportunity to review the annual report on the activities of the museum for the previous year and the budget submission for the upcoming year prior to submission to the City. The Committee may make comment on both of the aforementioned to Council.

### **60.4.6 Project - museum related - attend to**

The Committee shall attend to any project related to the museum, as requested by Council.

### **60.4.7 Education - community - exhibit - lecture - other**

The Committee may make recommendations regarding the education of the community in the history, appreciation and practice of the material culture by exhibiting artifacts of local, regional, national and international significance and providing public programs such as lectures, workshops, classes, exhibition tours and other activities.

### **60.4.8 Public awareness - understanding**

The Committee may make recommendations to increase public awareness and understanding of the museum's purpose and role, initiate outreach, and advocate for the Woodstock Museum NHS within the community.

**60.4.9 Museum - maintenance – operation**

The Committee may make recommendations regarding the maintenance and operation of the museum in keeping with recognized professional standards.

**60.4.10 Artifacts - collection - professional standard**

The Committee may make recommendations for the collection of artifacts of a professional standard.

**60.4.11 Policy - procedure - established by Council - execution**

Upon establishment by Council of any change in policy as set out in this Chapter or any other Chapter or by-law, the Chief Administrative Officer, through the Manager of Culture and Museum Curator, and such other members of City administrative staff as may be prescribed or may be necessary, the Committee shall be responsible for the proper execution of such policies and procedures.

**Article 5 - Enactment**

**60.5.1 Effective date**

This Chapter shall become effective as of the third and final passing of the enabling by-law. By-law 9046-16, April 7, 2016.