

Museum Advisory Council (MAC) Terms of Reference (ToR)

The Blue Mountains Public Library Board

1. Name: Museum Advisory Council

2. Reports To

As an advisory council to the Board, the Museum Advisory Council (MAC) reports directly to the Board through the CEO.

3. Purpose of the Museum Advisory Council

The Standards for Community Museums in Ontario, as per the Ontario Heritage Act, RSO 1990 Regulation 877—Grants for Museums, requires a governance body dedicated to the museum's governance. Accordingly, the Blue Mountains Public Library Board has established the Museum Advisory Council to fulfill this role and to ensure that the museum meets standards to qualify as a Community Museum.

4. Mandate of the Craigeith Heritage Depot

The Craigeith Heritage Depot community museum provides tangible links to the community, via artifacts, and intangible associations via memory, stories, and folklore. Through conservation and collection management the museum is a steward of local culture and natural heritage. As a designated heritage building, the Depot is not only the community museum facility, but a significant part of the collection.

5. Membership

The Board will appoint no less than five (5) and no more than seven (7) members, including a minimum of one (1) member of the Board, to the Council. The number of members from the Board cannot constitute a quorum of the Board. Members must have otherwise qualified for membership to sit as a board member including being:

- a Canadian citizen
- a resident of The Town of The Blue Mountains;
- at least 18 years of age;
- able to supply a Criminal Records Check;
- a current BMPL card holder;
- not employed by The Blue Mountains Public Library;

6. Term of Appointment

The Board shall appoint members within the first three months of its term. Members are appointed for a four-year term which shall expire May 1 or upon the appointment of the new members by the Board, whichever is first. Members may be reappointed for one or more terms.

7. Meetings

The first meeting of a new term shall be called by the CEO. After that, meetings will be called as required by the Council Chair or by a majority of members of MAC. Meetings shall be arranged by the Board Secretary or designated Staff Resource person.

8. Quorum

Quorum is 50% of the Council. If quorum cannot be reached at three (3) duly scheduled Council meetings, the Council Chair shall bring this matter to the Board for reassessment of membership.

9. Non-Member Attendance

The Council may choose, within its mandate, to engage consultants or outside resources, according to budget constraints or with approval of the Board. In these cases the non-member resource will participate only in discussions relevant to their advisory role.

10. Voting

The Council may make decisions on matters within its mandate. The Council shall aim for consensus, but shall take action based on majority vote. The Council Chair shall vote on all matters. A tie is a vote in the negative.

11. Duties of Members

In performing their duties as a council member, each appointee will:

- Support the mandate of the community museum;
- Provide knowledge and expertise to ensure the purpose and goals of the museum are met;
- Work as a Council member to achieve the Board-designated mandate;
- Conduct work, deliberations, and discussions only in duly scheduled meetings where quorum is present;
- Not work beyond the mandate of the Council and if unclear, seek the advice of the CEO and/or Board;
- Attend all scheduled meetings and when unavailable give notice for purposes of meeting quorum and/or rescheduling;
- Complete all Action List tasks by the dates and deadlines agreed to in order to maximize the time of all members and the productivity of the Council;
- Respect each member and the purpose of the Council;

- Adhere to the *Oath of Confidentiality*, *CMA Ethical Guidelines (1990)*, and *MFIPPA* in all matters publicly discussed;
- Avoid conflicts of interest;
- Speak with one voice by supporting the council decision; and
- Report, via Minutes and Reports, the actions, deliberations, and recommendations of the Council to the Board.

12. Council Chair

The Council shall select from among its Council members a Chair, who shall serve for the one-year term beginning in January or the remainder of the calendar year and may sit for one or more terms. The Council Chair shall preside at all meetings of the Council, sign correspondence on behalf of the Council and otherwise carry out such duties as are customary in such positions. When a Council Chair is not available for a meeting, the members of the Council will select from the attendees a Meeting Chair to coordinate and facilitate the meeting. The Council Chair, with the members, will pre-select the agenda items for any given meeting, which will become a task specific agenda.

13. Roles and Functions of the Council

The Council provides museum governance and advice to the Board on matters related to its mandate. In addition, it may make decisions within its mandate as follows:

- Determines the museum's statement and purpose;
- Establishes critical success indicators for the museum;
- Assists in policy development;
- Provides advice and counsel to management;
- Monitors and provides feedback to management, based on agreed-upon goals;
- Ensures the succession of the Council Chair;
- Provides contacts with donors and sponsors, where possible;
- Provides leadership in Council-generated fundraising projects;
- Participates in major fundraising initiatives;
- Provides comment on programs annually, based on policy;
- Attends openings and museum programs;
- Represents the interests of the community;
- Works within Board approved budgets ensuring public accountability;
- Recruits additional volunteers to assist with specific functions of the Council, and reports potential volunteers to the CEO for approval.

14. Roles and Functions of the CEO

As the Board appointed director of all management, the CEO shall:

- Ensure the Council is productive.
- Ensure the Council follows policy and meets other standards.
- Act as a liaison for information between the Board, Council and Staff.

- d. Consider approval of all budgetary requests which fall under administrative purview.
- e. If deemed necessary, make requests to the Board for additional expenditures.
- f. Provide financial updates to the Council on variance, income statements and reserve accounts.
- g. Manage long-term plans for the Community Museum.
- h. Consider approval of additional staff time, as needed.
- i. Consider approval of volunteers to perform tasks of the Council, and ensure these volunteers meet the requirements for volunteering with the BMPL.
- j. Consider approval of all form edits and any release of information for website publication.
- k. Place recruitment calls, as authorized by the Board, for members.
- l. Maintain the corporate record, including minutes of the Council.
- m. Review and revise the Terms of Reference as needed.

15. Roles and Functions of the Curator

The Museum Advisory Council shall have access to the Curator for up to five (5) hours per month including:

- a) Produce and distribute Council meeting packages and attend Council meetings.
 - b) Complete marketing documents for all Council events.
 - c) Provide expertise and report on conservation, exhibition, education, standards, and archival needs of the community museum.
 - d) Plan and schedule exhibitions and programs.
 - e) Maintain a record of volunteer hours of Council members and external volunteers.
 - f) Act as a communication link from the public to Council.
 - g) Report concerns or any breach/potential breach of policy to the CEO immediately.
 - h) Provide background research or materials for the Council use.
 - i) Support the Council's special projects.
 - j) Request artifact purchase requests from MAC and/or the CEO, based on signing authority.
- Any service required of the Curator outside of the preceding, must be requested directly from the CEO.

16. Budget and Reserves

The Board shall establish an "Artifact Minor Capital Reserve" and "Fundraising Reserve" accounts for the Council. The CEO, per Board approved budget or By-Law statement of the reserve account, shall approve any release of funds. Additionally the Council shall have a small annual budget for meeting and publication expenses. Should a need arise, the Council Chair may provide a request for budget to the CEO. The CEO may present said requests to the Board if the need surpasses available funds or budget lines.

17. Council Secretary

The CEO/Board Secretary shall be the Council Secretary. The Curator or other staff member may be designated to take meeting notes which will be sent to the Board Secretary for inclusion in the official records of Blue Mountains Public Library once approved by the Council.

18. Administration

The Board Secretary will ensure that appropriate records are maintained in order to conduct regular Council and Board business, and to maintain both current and historical record of all matters relating to the Council.

19. Removal and Vacancies

As the appointing body, it is the right of the Board to remove any member and reappoint any member sitting on this Council. The Council Chair may send requests to the Board Chair via the Board Secretary and request a replacement if a member does not participate regularly or is unwilling to participate as an active team member. Any two (2) members may also send a request to the Board Chair if the any member is not working as part of the team.

A Council member ceases to be a member when: (a) the member's term expires; (b) the member is unable to act due to non-temporary incapacity or illness; (c) the member ceases to qualify as a member; or (d) when replaced by Board resolution. In this case, the member remains bound by their *Oath of Confidentiality* and may not discuss the work of the Council when no longer a member.

20. Review of Terms of Reference

The Board will review, amend, and approve the Terms of Reference at the time of appointment of Council members in the first year of the Board cycle according to the Board's Policy Review Schedule. The Council will review and accept the Terms of Reference as Information at the first meeting of the cycle.

21. Relevant Legislation

- AODA
- Building Code
- Fire and Prevention Act
- Ontario Heritage Act
- MFIPPA
- Fire Arms Act
- CMA Ethical Guidelines
- OHA
- Copyright Act
- Official Plan
- Heritage and Culture Plans, other Plans under OHA

- By-Laws of the Library Board and Town

22. Related Documents

- Schedule A: Appointed Members
- Policy Review Schedule (YET TO BE NAMED/NUMBERED).

Museum Advisory Council – Terms of Reference

Approved by the Board June 21, 2018

Accepted by the Museum Advisory Council May 15, 2018.