

Laura Rupprecht

From: Rick Hannah [REDACTED]
Sent: July 20, 2022 4:15 PM
To: Laura Rupprecht
Subject: MAC Terms of Reference Revision
Attachments: MAC TOR - Working Draft 2022 Swan Comments 2022-07-05[18079].docx

Importance: Low

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Hello Laura.

The following may provide some context.

The current TOR were approved in 2012, I believe.

Earlier this year, MAC undertook to review and revise the TOR.

The attached document is the end product of much deliberation and discussion. Known to MAC as the TOR Draft Revision, July 2002. Mac approved a Motion by Craig Mantle/Eve-Lynn Swan to adopt this version for Council's consideration and hopefully, approval.

Thank you for your help.

Regards,
Rick.

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Township of Uxbridge, Uxbridge Historical Centre (Uxbridge-Scott Museum & Archives)

TERMS OF REFERENCE - Museum Advisory Committee

1. Purpose/Mandate

The Uxbridge Historical Centre Museum Advisory Committee shall advise, comment on, recommend and assist Council with specific reference to the operation and management of the Uxbridge Historical Centre (Uxbridge-Scott Museum & Archives) and the delivery of museum services to the community in compliance with relevant municipal, provincial, and federal legislation. The Advisory Committee will achieve this purpose by working with Council, Township staff, other Township committees, and related agencies.

2. Committee Membership

The Advisory Committee shall be comprised of six to twelve (6 - 12) members and consist of 4 - 10 voting community members, including the President of the Uxbridge-Scott Historical Society (or designate). The two nonvoting members shall be the Uxbridge Historical Centre's Manager/Curator and the Township Council designate.

Voting:

- Four to ten (4 – 10) members of the public
- The president of the Uxbridge-Scott Historical Society

Non-Voting:

- Museum Curator (or designate),
- Director of Community Services or other Township Staff as necessary.
- Township Councillor

Additional members may from time to time be appointed, subject to Council's approval.

3. Means of Selection

Vacancies for community appointments shall be publicly advertised in the local newspaper and on the Township of Uxbridge website.

4. Eligibility Requirements of Members

The members of the public will be qualified electors of the Township of Uxbridge pursuant to the Municipal Elections Act, except for a youth member of the Advisory Committee. Youth members of the Advisory Committee will be residents of Uxbridge Township. If a member is absent for three or more consecutive meetings, or five meetings in any twelve-month period,

the Advisory Committee may make a recommendation to Council regarding the disposition of the member.

5. Term of Office:

The community representatives shall be appointed by Council for a four-year term co-terminus with Council's.

6. Filling of Vacancies

If a community member must be replaced to meet the minimum voting requirements for the Advisory Committee, the vacancy will be advertised through the Clerk's Department within the community and the new member must meet the pre-established eligibility requirements and be approved by Council.

7. Advisory Committee Officers

The voting members shall annually elect from their own numbers a Chair, Vice-Chair and Secretary.

i) Committee Chair

- The Chair shall be elected by majority of committee members for a one year term at the first meeting of the calendar year. An individual shall only act as a Chair for a maximum of two consecutive years unless the committee determines otherwise with the unanimous consent of its membership.
- The Chair's role is to provide guidance and leadership to the committee in the completion of its mandate.
- The Chair shall ensure that decorum is maintained at each meeting and that the rules of procedure, as per Procedural By-law 2018-108 as amended, are observed.

ii) Vice-Chair

- The Vice-Chair shall be elected by a majority of committee members for a one year term at the first meeting of each calendar year.
- An individual shall act as Vice-Chair for a maximum of two consecutive years.
- The Vice-Chair acts in the Chair's absence and assumes the roles and responsibilities of the Chair.

iii) Secretary

- The Secretary will provide administrative support:
 - a. distribute the agenda
 - b. notify members of upcoming meetings
 - c. address administrative duties including correspondence, reports, presentations, etc.
 - d. record and circulate minutes
 - e. follow-up on committee issues

8. Frequency of Meetings

The Advisory Committee shall meet monthly, or as required, according to a consistent schedule of date, time, and place, to a minimum of six (6) meetings per year, ensuring that the Ministry of Tourism and Culture's criteria for Advisory Committee meeting frequency is met. The meeting schedule shall be established on an annual basis, at the first meeting of the calendar year. The meeting schedule will be made public, and all meetings shall be open to the public.

9. Meeting Procedures

All meetings of the Advisory Committee shall follow an agenda, shall have Minutes recorded and adopted, and shall document decisions taken, by formally recorded motion, duly moved, seconded, and voted on, in open session. Minutes of the meetings shall be maintained and submitted to Council through the Clerk's office. The Advisory Committee shall submit recommendations to Council in the form of a letter or report.

As a duly appointed Advisory Committee of Council, the Museum Advisory Committee, as a whole and its members, are subject to the Township of Uxbridge's Procedural By-law, Rules of Procedure for Committees, Code of Conduct and any other applicable policies and procedures.

10. Quorum

A quorum shall consist of a majority of voting members for acceptance and approval.

11. Delegations at Advisory Committee Meetings

Any person wishing to appear before the Advisory Committee as a delegation must submit a request to the Chair, advising of the topic or item to which they wish to speak. All requests for delegations must be received at least one week prior to the meeting to ensure that the delegation is included in the agenda. Any person wishing to address the Advisory Committee as a delegation, who has not previously arranged to do so, may be granted permission to do so only by Advisory Committee resolution.

12. General Advisory Committee Responsibilities

- a) The Advisory Committee's primary areas of focus shall be direction setting, planning and policy.
- b) The Advisory Committee shall make recommendations to Township Staff on the operation of the Museum in a professional and business-like manner.

- c) The Advisory Committee shall behave in an ethical manner in the discharge of all its functions, discussions, and actions. Advisory Committee members will avoid conflict of interest, both as a body and as individuals, declaring same in advance of such eventualities. As community and municipal representatives, Advisory Committee Members must act not only ethically but also in a courteous, just, and honest manner as well.
- d) The Advisory Committee shall be bound by municipal, provincial, and federal legislative requirements in all its discussions, decisions, and activities. Said requirements will be provided to committee members at the beginning of their term.
- e) The Advisory Committee's volunteer members shall generally refrain from engaging in work on behalf of the Museum, the payment for which is the responsibility of the Township. Family members of all Advisory Committee members are similarly restricted.
- f) Should non-members of the Advisory Committee not be available to do such works, members may be permitted to do such work if several conditions are first met. The member must first declare a conflict of interest, then secure the approval of the Director of Parks, Recreation and Culture and the approval of the Museum Advisory Committee without personally participating in either the discussion or the voting.
- g) It is anticipated that Advisory Committee members will volunteer at museum activities from time to time, attend Uxbridge-Scott Historical Society meetings and events, and liaise with museum and society volunteers.
- h) Advisory Committee members will be available for meetings with other public agencies, civic organizations, and groups to encourage community awareness, appreciation and financial support of cultural heritage activities, projects, collections, buildings, and artifacts.

13. Advisory Committee Liability

All volunteer members of the Museum Advisory Committee appointed by Township Council By-law are covered by the Township's Liability Insurance.

14. Advisory Committee Duties and Functions

- a) The committee, led by the Chair, shall provide not less than one report annually to Council, ideally immediately before budget deliberations.
In consultation with and using information supplied by Museum staff, the report will include a review and summary of the following:

- a. How goals, objectives, and policies are being met regarding
 - 1. The provision of relevant programs and services to the public, responsiveness to perceived community needs, and public involvement in museum programs and operations.
Note: To effectively advise Council,
 - i. Members may request access to market research reports.
 - ii. Members are encouraged to contribute their impressions of public interest, received comments and personal interests and requirements.
 - 2. Proper stewardship of the artifacts in its collection in accordance with the Ministry of Tourism and Culture's *Standards for Community Museums in Ontario*.
Note: To effectively advise council, committee members will, annually, be escorted by the Museum curator on a tour of both the public and non-public areas of the museum buildings and grounds.
- b. The Museum's short- and long-term strategic plans.
- c. A report of the committee's activities in the preceding year and goals for the upcoming year.
- b) The Advisory Committee may be called upon to advise the Township respecting cultural heritage and broader municipal planning issues and activities and would be represented by the Chair.
- c) Within a span not to exceed five years, the committee will review, comment upon, and submit updated versions of the following documents to Council:
 - a. Collection Policy
 - b. Community Policy
 - c. Finance Policy
 - d. Governance Policy
 - e. Mission Vision and Values Policy
 - f. A five-year capital forecast
- d) Annually, prior to submission to Council of the museum budget, the committee will receive from museum staff the following documents:
 - a. An overview of the current operating budget.
 - b. A progress report on the five-year plan.The committee shall review, comment, and return the documents to museum staff, who will then forward their report to council.
- e) The committee has the authority to appoint sub-committees.

15. Council Role

Council may, at its discretion, review the composition of the Advisory Committee to ensure that it is representative of the museum's mandate and is working effectively. Council can, with or without the advice of the Advisory Committee, make changes to membership composition to ensure Advisory Committee effectiveness.

Mayor, Township of Uxbridge

Chair, Museum Advisory Committee

Date

Date

DRAFT