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Staff Report

Community Services

Report To: Committee of the Whole
Meeting Date: January 30, 2017
Report Number: CSPW.17.025
Subject: Craigleith Cultural Heritage and Museum Advisory Committee
Prepared by: Shawn Everitt, Director of Community Services

A. Recommendations

THAT Council receive Report CSPW.17.025 entitled “Craigleith Cultural Heritage and Museum Advisory Committee”;

AND THAT Council authorize the realignment of the reporting structure of the Craigleith Cultural Heritage and Museum Advisory Committee from being a Committee of Council to being a Committee of the Blue Mountains Public Library Board;

AND THAT Council rescind By-law 2011-36 being a by-law to establish the Craigleith Heritage Depot Museum Advisory Committee;

AND THAT the following members of the Craigleith Cultural Heritage and Museum Advisory Committee remain in good standing for the remaining Term of Council

- Robert Waind (current Chair) “Public Representative”
- Bud McCannell “Public Representative”
- Olav Vanderzon “Public Representative”
- Robert Gamble “Council Representative”.

B. Overview

This report outlines recommendations with regards to transitioning the Craigleith Cultural Heritage and Museum Advisory Committee (MAC) from a Committee of Council to a Committee of the Blue Mountains Public Library Board.

C. Background

In 2006, the MAC was established as a Committee of Council. Since that time, the MAC members have been appointed in alignment with the Town’s other Committees and run concurrently with each Term of Council.

In early 2016, the Public Library took on the responsibilities of operations and management of museum services to the Public Library. Therefore, the MAC is best suited to be a Committee under the direction of the Library Board rather than Council.

D. Analysis

The Library Board has a similar Committee structure for the existing Arts Committee and operates this Committee in a similar fashion to Committees operating under Council.

The realignment of the MAC to the Public Library has proven to be a seamless transition as all existing MAC members remain on the Committee, however the approved resolution to dissolve the MAC as a Committee of Council by rescinding By-law 2011-36 is required.

With the dissolution of the MAC as a Committee of Council, the Library Board must in turn approve a formal resolution to establish the MAC reporting to the Library Board. The existing MAC Terms of Reference is included as Attachment 1 and may be revised for the Library Board if required.

E. The Blue Mountains Strategic Plan

Goal #2: Engage Our Communities & Partners

Goal #4: Promote a Culture of Organizational & Operational Excellence

F. Environmental Impacts

None

G. Financial Impact

None

H. In consultation with

Senior Management Team

Terri Pope, Library CEO

I. Attached

1. Museum Advisory Committee Terms of Reference
2. By-law 2011-36 being a by-law to establish the Craighleith Heritage Depot Museum Advisory Committee

Respectfully submitted,

Shawn Everitt
Director of Community Services

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Terms of Reference for the Museum Advisory Committee

"Good Committees have many minds, but a single voice".

A. Designation

One member of Council and five public representatives selected by Council

B. Authority

The Constitution and By-Laws of the Town of The Blue Mountains, Craigleith Heritage Depot

C. Areas of Authority

- a. through the work of staff, establishes and implements the Depot's mission
- b. identifies the rate of progress for achieving the mission, through strategic planning and the setting of priorities
- c. provides continuity of support for the Depot's affairs and activities
- d. ensures that the museum serves the public, and creates and disseminates knowledge
- e. confirms the museum's identity within the community.

D. Responsible to

The Town of The Blue Mountains Director of Recreation

E. Summary of Responsibilities

The Museum Advisory Committee collectively:

- a. Assists in determining the museum's priorities and direction
- b. establishes critical success indicators for the museum
- c. assists in policy development
- d. provides advice and counsel to management
- e. scrutinizes management, based on agreed-upon goals
- f. carries out a process to ensure the succession of the Committee Chair
- g. provides contacts with donors and sponsors, where possible
- h. provides leadership in Committee-generated fund-raising projects
- i. participates in major fund raising initiatives
- j. provides comment on programs annually, based on policy
- k. attends openings and museum programs
- l. represents the interests of the community.

F. Meetings

The Committee meets monthly with agendas and minutes being distributed to the Director of Recreation

G. Number and Selection Method for Members

Town Council selects 5 members of the public for their skills and ability to carry out the role of a committee member of the Craigleith Heritage Depot. An advertisement for interested applicants will appear in local newspapers.

H. Term of Office

Four years, concurrent with term of Council

I. Confidentiality

Committee members are expected to respect Town communications processes and the need for confidentiality in the carrying out of its business at all times.

J. Sub Committees

Sub Committees are established to accomplish the governance work of the Committee, not the day-to-day administration of the Depot.

The core committees include:

- Fundraising
- Programming
- Acquisitions

Additional committees may include:

- Special Events
- Human Resources
- Volunteers
- Communications

Task Forces/Ad Hoc Committees should be constituted for specific projects, with clearly stated goals and a defined time frame in which to accomplish results.

Summary

An effective and committed Museum Advisory Committee is often a museum's greatest resource. Because members are from the community, they have a real sense of how the museum can best work within and for this same community.

Careful selection of new Committee members for the skills that they can bring to the museum is essential.

**THE CORPORATION OF THE TOWN OF
THE BLUE MOUNTAINS**

By-law No. 2011 – 36

**Being a By-law to Establish the Craigleith Heritage Depot
Museum Advisory Committee**

WHEREAS Section 5 of the *Municipal Act, 2001, S.O. 2001, c. 25* (the Act), states a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

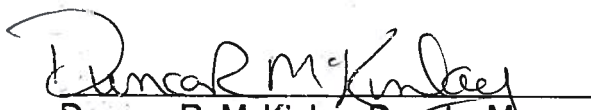
AND WHEREAS Section 11 of the Act enables a municipality to enact by-laws regarding culture, parks, recreation and heritage;


AND WHEREAS it is deemed expedient to establish a Museum Advisory Committee;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS HEREBY ENACTS AS FOLLOWS:

1. THAT a Museum Advisory Committee shall be and hereby is established to be known as The Craigleith Heritage Depot Museum Advisory Committee to which is entrusted assistance in the construction, maintenance, control, operation and management of the Craigleith Heritage Depot, subject to the direction of Council.
2. a) The Committee shall consist of one member of Council and four community members.
b) The Term of Office shall be four years, concurrent with term of Council.
3. The members of the Committee shall serve without remuneration.
4. No member of the Committee, or of Council, shall have any contract with the Committee or be pecuniary interested directly or indirectly, in any contract or work relating to the operations or function of the Committee.
5. The meeting of the Committee shall be open to the public and no person shall be excluded therefrom except for improper conduct.
6. The Committee shall keep minutes of its meetings which shall be submitted monthly to the infrastructure and Recreation Committee and to Council.

Enacted passed this 25th day of May, 2011


Duncan R. McKinlay, Deputy Mayor


Corrina Giles, Town Clerk