

STAFF REPORT: RECREATION



REPORT TO: Infrastructure and Recreation Committee

MEETING DATE: February 9, 2011

REPORT NO.: DOR 11 09

SUBJECT: Adoption of Museum By-Law

PREPARED BY: Suzanne Purdy, Curator

A. Recommendations

THAT Council receives Staff Report entitled “DOR 11 09 Adoption of Museum By-Law” which will establish the existence of the Museum Advisory Committee for information purposes; and,

FURTHER THAT Council enact the attached By-law – “Being a By-law to establish The Craigleith Heritage Depot Museum Advisory Committee”.

B. Background

On September 21st, 2008 the Craigleith Heritage Depot opened its doors to the public as a Museum and Tourism Information Centre. The creation of this facility was directed by the Craigleith Heritage Depot Business Plan approved by Council February 21st, 2008.

The Business Plan outlines that the Craigleith Heritage Depot will adhere to the Ministry of Culture’s *Standards for Community Museums* in order to become eligible for the Ministry’s operating grant which was then estimated at \$12,000 annually. The Museum Advisory Committee was established as per the Craigleith Heritage Depot Business Plan in June 2008. The Ministry of Tourism and Culture, after receiving the Craigleith Heritage Depot’s request for the Community Museum’s Operating Grant, has requested an official By-law acknowledging the existence of this committee.

C. The Blue Mountains’ Strategic Plan

Supporting the development of social and recreational programs to meet the broad range of needs in the community.

Preserving and enhancing natural and environmental features, and cultural heritage of the community.

D. Environmental Impacts

N/A

E. Budget Impact

The estimated annual operating grant from the Ministry of Tourism and Culture is \$12,000.

F. Attached

1. Museum By-Law

Respectfully submitted:

Suzanne Purdy, Curator

Shawn Everitt, Director of Recreation

For more information, please contact:

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Attachment #1 DOR 11 09

THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS

BY-LAW # 2011 -

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

WHEREAS Chapter M.45, Section 207, Subsection 58 of the Municipal Act R.S.O. 1990, authorizes the Council of any Municipality to establish a Museum Advisory Committee.

AND WHEREAS it is desirable that such a Committee is established;

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 _____ day of _____, 2011.

Ellen Anderson, Mayor

Corrina Giles, Clerk

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.