



**Town of Collingwood  
Museum Advisory Committee**  
**Terms of Reference**

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## **PURPOSE**

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The purpose of the Collingwood Museum Advisory Committee (“the Committee”) as defined in By-law No. 2015-001, as amended, is to assist the Museum in meeting its mandate to collect, preserve, research, house, and exhibit artifacts, and to serve the educational, intellectual, and recreational needs and interests of the community of Collingwood, through recommendations to the Committee of the Whole.

## **GUIDING PRINCIPLES AND GOALS**

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The work of the Collingwood Museum Advisory Committee will be guided by the following principles and goals.

### Guiding Principles:

- The Collingwood Museum strives to be a responsible and sustainable steward of Collingwood’s heritage.
- The Collingwood Museum aims to be a welcoming community space.
- The Collingwood Museum conducts its operations in an ethical and professional manner.
- The goals and objectives of the Collingwood Museum will support those of the Parks, Recreation & Culture Master Plan and the Collingwood Community Based Strategic Plan.

### Goals:

Relevancy: Become more relevant to our community

- Being relevant means that the community sees the value of the museum at a community and individual level.

Engagement: Become more engaging to our community

- Being engaging means we create positive and meaningful interactions with the community.

Sustainability: Improve sustainability measures of the museum’s operation and collections

- Improving sustainability means that we address challenges and employ strategies that will equip the museum to effectively manage its collections and operate its programs into the future.

## **MEMBERSHIP**

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Membership, appointment of membership, and term of appointment to the Committee is provided for in By-law No. 2015-001, as amended. Membership is generally for a three-year term, expiring March 31 in the third year of the appointment, unless otherwise determined.

Notice of committee member vacancies will be advertised by Town Staff in accordance with the “Recruitment and Selection – Committee/Local Committee Appointments Policy”. Committee members are encouraged to assist with the recruitment of new members.

## **CHAIR AND VICE-CHAIR**

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The committee shall elect a Chair and Vice-chair on an annual basis, following March 31 after the new membership has been appointed. The maximum term for an executive position is two (2) consecutive terms.

The Chair shall preside over the meetings of the Committee and present its Committee report(s) to the Committee of the Whole, when applicable, unless otherwise delegated by the Committee. The Chair shall respond to questions regarding Committee deliberations and recommendations and refer questions to the Staff Resource, as required.

The Vice-Chair shall assume authority and perform all the duties of the Chair in their absence.

## **PROCEDURE**

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The general meeting procedures as provided within the Procedural By-law shall be adhered to. The Order of Business will be consistent with Council as determined by the Clerk and may change from time to time.

The Committee will determine its meeting dates, time, and location, which will be posted on the Town's website as soon as they are determined.

Committee meetings shall be open and accessible to the public.

Quorum is a simple majority of the Committee membership with voting privileges.

The tone of meetings is informal while maintaining a commitment to making the most effective and efficient use of time.

Minutes will be taken to capture key decisions and recommendations, rather than a summary of discussion. Once approved by the Committee in compliance with Section 7.2 of Procedural By-law 2016-020, as amended, the minutes of the Committee will be received by the Committee of the Whole, with a formal recommendation forwarded to Council for consideration.

Committee Members shall adhere to the code of ethics as established by the International Council of Museums (ICOM) and Canadian Museums Association (CMA).

In accordance with the Municipal Conflict of Interest Act, a declaration of pecuniary interest is required to be brought forward by the Committee Member, and shall be provided in writing to the Committee Secretary as soon as the pecuniary interest has been discovered. Committee Members cannot bring forward a potential or presumed conflict on behalf of another member; it is the sole responsibility of the Committee Member in conflict to do so.

In the event of a concern in relation to the Code of Conduct or Municipal Conflict of Interest Act, the Committee Member expressing the concern is to contact the Director of Parks, Recreation and Culture, and/or to the Integrity Commissioner if one is appointed by the municipality. Should this matter need to be addressed with formal notification, the Director will request the involvement of the Clerk.

## **STAFF RESOURCE & REPORTING**

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The Museum Supervisor, or designate, will attend all meetings of the Committee and act as the designated liaison to work collaboratively with the Committee on approved initiatives. Staff from Parks, Recreation and Culture, or other departments, committees and groups may attend meetings as required.

Committee Members shall:

1. Report directly to the Chair of the Committee. If the Chair or Vice-chair is not available, the Committee Member shall report to the designated Staff Resource.
2. Comply with Town of Collingwood policies and procedures and any provincial or federal statutes as required.
3. Act in an ethical manner and declare any conflict of interest to Committee matters, in accordance with the Town's Code of Conduct for Council, Local Board and Other Committees and the Municipal Conflict of Interest Act.
4. Comply with procedures for disposal of assets as outlined in the Collingwood Museum Collections Development and Management Policy. No employee, advisory member, or immediate family members may purchase or take possession of surplus artifacts unless the same are disposed of by public auction through a Third Party.

## **AREA OF RESPONSIBILITY**

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The Committee serves as a link between the Museum and the community through various consultative processes. Responsibilities of the Committee are as follows, and may require recommendation to the Committee of the Whole.

1. Review and provide recommendations to policies, programming, and strategic planning.
2. Assist with museum membership, volunteerism, fundraising, grant opportunities, collections development, and such other areas as deemed appropriate or necessary by the Staff Resource.
3. Promote community awareness of museum programs, activities, and community history and heritage.

## **RESOURCES / BUDGET**

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1. The Director of Parks, Recreation and Culture, or staff designate, is responsible for all expenditures related to the Museum, in accordance with the Town's Purchasing By-law. The Committee may make recommendations regarding expenditures or future budget requirements by majority vote, for consideration by the Director of Parks, Recreation and Culture or designate. The decision of the Director, or designate, shall be final.

2. The Committee, or any member thereof, shall not pledge the credit of the Town in any matter whatsoever.
3. If an educational opportunity of benefit to the Committee is available, the matter shall be brought forward to the Committee for approval of one member's attendance. A member authorized to attend an educational function shall obtain information and report back to the Committee on what was learned at the next regular Committee meeting, or as soon as possible thereafter. Registration, travel, and other expenses must be approved in advance by the Director, or staff designate, within the approved budget. A member is limited to attend one function per appointment term, subject to Director approval.

### **SUB-COMMITTEES/AD-HOC COMMITTEES / TASK FORCES**

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1. The Committee shall have the ability to second individuals from the community for the purpose of establishing a sub-committee, ad-hoc committee, or task force for specific issues or events, as necessary, that would dissolve upon completion of said purpose.
2. Recommendations of the sub-committee, ad-hoc committee, or task force shall be presented to the Committee for approval and may require the approval of the Committee of the Whole and Council, prior to being acted upon, unless considered an administrative matter within the jurisdiction of the Committee.