

The Corporation of the Municipality of Northern Bruce Peninsula

By-Law No. 2023-14

Being A By-Law to Establish and Appoint Members to an Ad Hoc Museum Committee for the Municipality of Northern Bruce Peninsula

Whereas pursuant to Section 224(d) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, Council shall determine the services which it provides to ensure that administrative practices and procedures are in place to implement the decisions of Council;

AND WHEREAS the Council of the Corporation of the Municipality of Northern Bruce Peninsula deems it appropriate to establish an ad hoc Museum Committee;

AND WHEREAS the Council of the Corporation of the Municipality of Northern Bruce Peninsula desires to appoint members to the ad hoc Museum Committee in accordance with the Terms of Reference attached to this by-law as Schedule A;

NOW THEREFORE the Council of the Corporation of the Municipality of Northern Bruce Peninsula hereby enacts as follows:

1. THAT an Ad Hoc committee is hereby established to be known as the Museum Committee.
2. THAT an ad hoc Museum Committee is hereby established in accordance with the Terms of Reference attached to this by-law as Schedule A.
3. THAT the following individuals be appointed as members of the ad hoc Museum Committee for the current term of Council:

Cecile Eadie
Ruth Bainbridge
Terry Lee Milligan
Rob Davis
Shirley Johnstone
Debbie Golden Thornton
Judy Caulfeild-Browne
Deputy Mayor Rod Anderson

4. THAT Schedule A forms part of this by-law.
5. THAT this by-law shall come into force and take effect immediately upon the final passing thereof.

Read a First and Second Time This 13th Day of March 2023.

Read a Third Time, Finally Passed, Signed and Sealed This 13th Day of March 2023.

Original Signed by Mayor, Milt McIver and Clerk, Cathy Addison.

The signed By-law is available upon request.



Schedule "A" By-law No. 2023-14

**Terms of Reference
Ad Hoc Museum Committee**

Mandate:

To actively and passionately pursue the operations, management and enhancement of the St. Edmunds Bruce Peninsula Museum located at 7072 Highway 6, Municipality of Northern Bruce Peninsula.

In fulfilling the Committee's mandate, it will:

- Liaise with local historians, the Bruce County Historical Society and the Bruce County Museum with respect to the care and maintenance of all items currently housed at the St. Edmunds Bruce Peninsula Museum as well as any future acquisitions received during the term of the Committee
- Make recommendations to Council on matters related to the operation and management of the museum
- Review any relevant reports and programs related to the museum and advise Council on any impacts of those reports on the Municipality
- Prepare a year end annual report to Council outlining Committee activities, successes and challenges
- Develop and maintain a collection inventory record for the museum
- Staff the museum for a minimum of five (5) hours, two (2) days per week (Saturday and Sunday) from Victoria Day weekend until Thanksgiving weekend
- Staff the museum for a minimum of five (5) hours, seven (7) days per week from July 1 until Labour Day Monday
- Acknowledge that paid museum staff are union contracted employees of the Municipality and jurisdiction over same does not fall with the Committee mandate
- Seek Council's approval prior to incurring any costs relating to the museum
- Use its best efforts to protect and preserve the museum collection by preventing any interference and/or damage and by reporting any noted threats such as vermin or water damage, etc. to the Municipality. The Municipality agrees to respond promptly to any identified threat and undertake the necessary repairs when deemed reasonable
- Maintain the existing and future records which itemize the number of visitors and admission donations and provide said information to the Municipality annually at year end. Said donations shall be placed in a reserve by the Municipality for the use within the museum at the discretion of the Council
- Assist with the initial spring clean-up of the grounds and museum building(s)
- Maintain the museum in a clean and tidy condition at all times
- Actively seek funding opportunities from potential sources

Composition and Organization:

The Committee will consist of a maximum of eight (8) volunteer members including one (1) Council representative, each with voting privileges.

The Committee will elect a Chair and a Vice Chair, or two (2) Co-Chairs and a Recording Secretary shall be provided by the Municipality to prepare agendas and scribe the Committee's meeting minutes only. In addition, the Chief Administrative Officer (CAO) or Facilities Manager shall be recognized as a non-voting resource/advisory Committee member.

The Committee may establish sub-committee(s) to undertake specific activities or projects from time to time as approved by Council.

The Committee shall meet monthly if deemed necessary. The duration of the Committee meetings shall not to exceed two (2) hours. The meetings shall be conducted at a location mutually acceptable to the Committee.

Meeting agendas and minutes will be in electronic format and displayed on the Municipal website. Meeting minutes will be presented to Council following approval from the Committee at the following Ad Hoc Museum Committee meeting, unless a resolution requires immediate attention.

The Committee shall be governed by all applicable Municipal by-laws and policies for the conduct of meetings and activities including but not limited to:

1. Procedural By-law
2. Purchasing/Procurement By-law
3. The Municipal Act
4. The Municipal Conflict of Interest Act

Persons appointed as Committee members shall complete mandatory training as required by the Municipality from time to time including but not limited to Accessibility, Procedural, Respect in the Workplace and Health and Safety.

Meeting Attendance:

If Members miss three (3) consecutive meeting, a report will have to be submitted to Council to perhaps reconsider the "seat" on the Committee.

Vacancies Mid-Term:

Members appointed to this Committee should be prepared to commit to participation and duties assigned throughout the duration. Due to the nature of the Committee and the required work plan, mid-term vacancies on the Committee will not be filled and the remaining members shall be deemed to meet the composition required to complete the task.

Terms and Conditions:

The Ad Hoc Museum Committee shall be appointed by by-law and shall run with the current term of Council.

Meetings shall be established and conducted in accordance with the Municipality Procedural By-law and any other applicable legislation.

All Committee members are required to respond to the Recording Secretary's email regarding anticipated attendance for the upcoming meeting, whether a committee member is able to attend the meeting or not. If a quorum is not achieved, the meeting will be cancelled.

If a quorum is not achieved after fifteen minutes on the scheduled meeting date, then the meeting will end at this time and be cancelled. Rescheduling a cancelled meeting will be at the discretion of the Recording Secretary.

The Recording Secretary must be informed of any delegations or presentations by individuals not apart of the Committee by the Committee Chair prior of the creation of the agenda for the meeting in which the delegation or presentation is anticipated.

Available Resources:

The Committee will:

- have resources available, through the Municipality, such as photocopying, faxing, and similar office functions.

If appropriate notice is given to municipal staff.