



**TheCounty**  
PRINCE EDWARD COUNTY ♦ ONTARIO

Adopted by Council June 23, 2020  
Motion 2020-324

## **County of Prince Edward Museum Advisory Committee**

### **Terms of Reference**

#### **Mandate**

The Museum Advisory Committee will provide advice and support to staff on museum collections and operations, act as public advocates for the local museums, and address issues and opportunities for Prince Edward County museums as they arise.

The Committee will be guided by the Museums Strategic Plan, and provide recommendations and advice to Council on matters related to the museums in The County.

#### **Goals/Purpose**

The goals and purpose of the Museum Advisory Committee are to:

1. Provide advice and expertise to Council, as required;
2. Provide input on museum policies and the strategic plan;
3. Support the Head Curator with museum priorities such as technology, marketing, visitors experience, and fundraising;
4. Support special projects that develop public awareness of the museums in Prince Edward County; and
5. Advocate for the preservation of Prince Edward County museums and artifacts.

#### **Membership**

1. One (1) member of Council.
2. Two (2) to four (4) public representatives appointed by Council for the term of Council or until reappointed, all of whom should have demonstrated interest in museums.
3. One (1) member from the Prince Edward Historical Society (optional).
4. Mayor is an ex officio member of the committee.

5. A Chair and Vice-Chair will be elected by members at the first meeting annually.
6. Council may terminate the appointment of any member without notice.

### **Roles**

1. Members will actively participate, and provide support and expertise.
2. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Committee.
3. Council appointees will act as a liaison between the Committee and Council. They will serve as voting members and count towards meetings quorum.
4. The Clerk's Office will manage administrative functions, and provide procedural and legislative guidance to the committee.

### **Responsibilities of the Museum Advisory Committee**

1. It is the responsibility of all appointed members to comply and work with County procedures, by-laws and Provincial legislation, with guidance from staff:
  - a. Council's Code of Conduct
  - b. County Accountability and Transparency Policy
  - c. County Procedural By-law
  - d. Other applicable County by-laws and policies
  - e. Municipal Act
  - f. Municipal Freedom of Information and Protection of Privacy Act
  - g. Municipal Conflict of Interest Act
2. The Committee will make recommendations to Council on various issues related to the Committee's mandate, through meeting minutes, motions, and reports.
3. The Committee may take on additional initiatives as recommended or approved by Council or the Chief Administrative Officer (CAO).

### **Working Groups**

The Friends of Wellington Heritage Museum, Friends of Rose House Museum and Mariners Park Museum Partnership Committee will report to the Museum

Advisory Committee as working groups. These working groups will remain autonomous, and annually, or more frequently as needed, provide an update to the Committee on their activities and future plans. The Chairs of these working groups will be included in the circulation of meeting agendas and minutes of the Museum Advisory Committee.

The Museum Advisory Committee may form working groups on specific subject matters. The working groups will report to the Committee and include at least one Committee member. The Committee will ensure that working group opportunities are shared with the public, receive and review applications, and recommended appointments to be ratified by Council.

The establishment of a working group and any changes to the group must be reported in the Museum Advisory Committee meeting minutes.

### **Term**

The term of office for the Museum Advisory Committee will be the term of Council.

### **Staff Support**

While the Clerk's Office provides procedural support, the entire Corporation will provide input and support to the Committee as required, with the approval of the CAO and/or the relevant Director.

### **Reporting Relationship to Council**

The Committee will act as an advisory body and does not have any delegated authority. Recommendations for implementation must first be considered and approved by Council or recommended by the CAO.

The Committee will report to Council or Committee of the Whole as required, and once per year with a written report and 10-minute deputation on its activities and its intended direction or projects.

All Committee minutes will form part of the next applicable Committee of the Whole agenda.

## **Finances**

No member shall receive remuneration for services.

A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

## **Attendance**

If a Committee Member is absent for three consecutive meetings they have forfeited their membership, unless their absence has been approved by the Chair.

## **Meetings**

The Museum Advisory Committee shall meet a minimum four (4) times per year, and more frequently at the discretion of the Chair. Meetings shall be governed by The County's Procedural By-law as may be amended from time to time.

The meeting, agenda, and minutes will be available to the public, on the municipal website.

As per the Municipal Act, electronic participation is permitted but shall not count towards quorum. Under the Municipal Emergency Act, the committee may participate in electronic meetings during a declared municipal or provincial state of emergency. Online participation and voting will count towards quorum, as per the Municipal Emergency Act.

Members of the public may participate electronically as requested, in accordance with the Procedural By-Law.