

**The Corporation of the
Town of Arnprior**

By-law Number 6538-15

A By-law to enact the Arnprior & District Museum Board Terms of Reference

Whereas Section 8 of the *Municipal Act 2001*, S.O. 2001, c. 25, as amended states that the powers of a municipality under the *Municipal Act* or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

Whereas Section 11(2) of the *Municipal Act 2001* as amended allows lower-tier municipalities to pass by-laws, respecting among other things, the governance structure of the municipality and its local boards; and the accountability and transparency of the municipality and its operation and of its local boards, and their operations; and

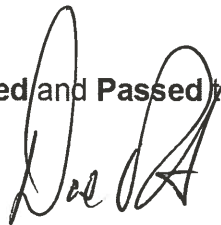
Whereas the Terms of Reference for the Arnprior & District Museum Board were drafted, reviewed, approved and submitted by the Museum Board for consideration of Council; and

Whereas Council deems it advisable to adopt the Terms of Reference to set out the responsibilities and to govern the operations of the Arnprior & District Museum Board

Therefore the Council of the Corporation of the Town of Arnprior enacts as follows:

1. **That** Council approves the Arnprior & District Museum Board's Terms of Reference, attached as Schedule 'A' and forming part of this by-law, and
2. **That** Members of the Arnprior & District Museum Board are expected are expected to familiarize and adhere to all applicable corporate policies and procedures, including but not limited, to the Code of Conduct, and
3. **That** any by-laws and/or resolutions inconsistent with the provisions herein are repealed; and
4. **That** this By-law shall come into force and effect on the day of its passing.

Enacted and Passed this 14th day of December, 2015.



David Reid, Mayor



Maureen Spratt, Clerk

1. Statement of Purpose

The Arnprior and District Museum Board will provide advice and recommendations to Council and to the Museum Curator for the purpose of policy development, budget requirements, mandate review, and collection oversight, and will act as public advocates in support of the Museum's mandate.

2. Mandate

It is the mandate of the Arnprior and District Museum to collect, preserve and exhibit, in a secure and safe environment, artefacts, archaeological specimens, textiles, documents, photographs and other items reflecting the history of the Town of Arnprior and the surrounding area. The Arnprior and District Museum is to educate and communicate these records of the past to present and future generations of all abilities.

The Board will encourage and support the Museum to meet or exceed recognized professional standards and ethics in all areas including administration, research, dissemination of information, collection acquisition, exhibition education, programming and visitor services

3. Members

i. Composition

The Board will be made up of nine (9) members, appointed by Council of the Corporation of the Town of Arnprior, of which one (1) member of Council must be appointed at all times.

ii. Eligibility of Members

Residents of Arnprior and other local communities.

iii. Remuneration

Members of the Board shall serve without remuneration.

iv. Term of Office

A Board Member shall hold office for a term of four years concurrent with the term of the appointing Council, the Corporation of the Town of Arnprior, or until a successor is appointed.

v. Executive Appointments

At the first meeting of its term and annually thereafter, the Board will elect from its members a Chair, Vice-Chair, and Secretary for a term of one year.

vi. Resignations

If a member of the Board resigns, the Board shall report the resignation to the Clerk as soon as practical to initiate the recruitment process to fill the vacancy by appointment of Council.

4. Meetings

- i. The Museum Board shall hold regular meetings once a month, on the second Tuesday of the month, for at least ten (10) months each year (excepting July and August) and at such other times as it considers necessary.
- ii. The first meeting of a new term shall be called by the Museum Curator.
- iii. All regular meetings of the Board will be held in the Arnprior & District Museum. All meetings are open to the public.
- iv. A quorum shall consist of a majority of the members of the Board
- v. Members that are unable to attend shall notify the Museum Curator to report their absence, prior to the meeting date and/or time.
- vi. If a member misses three (3) consecutive meetings, the Board will inform Council and may recommend that the position be declared vacant. Council at its discretion may declare the position vacant and initiate the process to appoint a replacement.

5. Reporting Structure

The Board reports to Council as required, but not less than once annually to deliver an annual report, and once at budget consultations.

6. Rules of Procedure

Unless otherwise stated in these Terms of Reference, the Museum Board shall adhere to the Procedures stated in the Corporation of the Town of Arnprior's *Procedural By-law*, as amended, as well as all other municipal and provincial policies.

Responsibilities

The Board will be responsible for the following:

1. Support and help to develop a museum service that reflects the unique needs and history of the community.
2. Review current Museum strategic plans and operating policies and provide recommendations for changes.
3. Act as public advocates of the Museum's activities, including supporting fundraising and sponsorship development, attending Museum events and enhancing public awareness of the Museum in the community.
4. Support the Museum in its roles as a major community facility, an educational and historic resource for the community and a tourist attraction for the Town of Arnprior.
5. Promote the activities and programs of the Museum encouraging programs which are affordable, inclusive and accessible
6. Appoint sub-committees to support Historical Services special initiatives in the community such as a Doors Open, the 100th Anniversary of WWI (2014-2018) and the 150th Anniversary of Confederation in 2017.