

Terms of Reference for Museums of Mississauga Advisory Committee

Mandate (as approved by Council Resolution #0054-2013 on April 10, 2013)

The Museums of Mississauga Advisory Committee (MOMAC) will provide input, guidance and support to the Manager, Museums and Chief Curator, regarding the artifact collection and the future city-wide museum as a Committee of Council.

MOMAC shall act in an advisory capacity to Council through Reports to General Committee, followed by final consideration by City Council.

Objectives/Goals

That the objectives/goals reinforce the link between MOMAC's mandate and the City's strategic direction and Master Plans, and that Annual Objectives are incorporated in the Work Plan.

Work Plan

MOMAC will prepare an annual Work Plan which it will send to General Committee, then to Council at the beginning of the new year, as well as a progress update at the end of the year. Committee members shall work collaboratively with City staff to devise the Work Plan to ensure that the workload is manageable and appropriately shared between the two parties.

MOMAC's Work Plan must meet the Committee's mandate and objectives as well as the City's Strategic Plan, Master Plans and budgetary capacity and should speak directly to the specific goals.

MOMAC shall present its accomplishments as they relate to the Work Plan to Council annually.

Definitions

The City of Mississauga owns and operates three museums, Benares Historic House, Bradley Museum, and Leslie Log House, which together constitute the "Museums of Mississauga". In June 2005, City Council approved the creation of a Museums of Mississauga Advisory Committee (MOMAC), through the amalgamation of the previously existing and separate Bradley and Benares Advisory Boards.

Within this Terms of Reference, the term:

"Committee" or "MOMAC" means the Museums of Mississauga Advisory Committee;

“Friends of Museums” means the Friends of Museums of Mississauga, the independent volunteer organization working in support of the Museums;

“Museums” means the Benares Historic House, Bradley Museum, Leslie Log House, and any other facility owned and/or operated by The Corporation of the City of Mississauga at which museum collection(s) are housed and displayed for the purpose of public awareness and/or education.

“Museum Collection” means natural or cultural (i.e. man-made) object(s) and/or intellectual property directly owned by the museum as a public trust, and registered as part of its permanent collection, to be used for the exclusive purposes of preservation, research and presentation to the public.

Procedures and Frequency of Meetings

1. MOMAC is subject to Council Procedure By-law 0139-2015 which outlines the procedures for Council and Committee meetings.
http://www7.mississauga.ca/documents/bylaws/procedural_by-law_2013.pdf.
2. MOMAC will meet a minimum of four (4) times per year, (third Tuesday in March, June and September, and 4th Tuesday in November at 6:00 p.m.), or as determined by the Committee at the call of the Chair.

Membership

1. All members are subject to the Code of Conduct and Compliant Protocol for Local Boards –
http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local_Boards_of_Conduct.pdf and Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities –
<http://inside.mississauga.ca/Policies/Documents/02-01-01.pdf> ;
2. The Museums of Mississauga Advisory Committee shall comprise:
 - (a) Twelve (12) voting members, being:
 - (i) nine (9) Citizen Members appointed by Resolution of Council;
 - (ii) two (2) City Councillors appointed by Resolution of Council; and
 - (iii) one (1) representative of the Friends of Museums of Mississauga (Friends) whose term of office shall be in accordance with the term set out by the Friends.

- (b) one (1) *ex-officio* member, who shall be a descendent of the Harris family, the donor of the Benares Historic House.
- 3. Citizen members must comply with the section in the Procedural By-law regarding attendance at meetings and notify the Committee Coordinator of their attendance at MOMAC meetings to ensure that quorum will be available for all meetings;
- 4. Ensure that the purposes for which the Museums exist are being fulfilled;
- 5. Act as key stakeholders in the development and monitoring of the Museums' statements of purpose as well as business and strategic plans;
- 6. Endorse written policies regarding Museums operations (relating to the Ministry of Culture's Standards for Community Museums);
- 7. Adoption and adherence to appropriate ethical behaviour for Museums (e.g. Canadian Museums Association's Ethical Guidelines);
- 8. Advise on any controversial or significant artifact donations, as well as any artifact deaccessions as per the Museums of Mississauga's Collections Managements Policies; and
- 9. When required, advise Council on any issues relating to Museums or historical collections, the Benares Endowment Fund, and any other future Museums-related Endowment Funds.

Role of Chair

- 1. Preside at the meetings of MOMAC, and keep discussion on topic.
- 2. Provide leadership to MOMAC to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
- 3. Review agenda items with the Committee Coordinator and Manager of Museums and Chief Curator.
- 4. Recognize each Member's contribution to the Committee's work.
- 5. Serve as an *ex-officio* member of subcommittees and attend subcommittee meetings when necessary.
- 6. Liaise with the Manager of Museums and Chief Curator on a regular basis.
- 7. In the absence of the Chair, the Vice-Chair shall assume the Role of Chair.

Role of Committee Members

1. Ensure that the mandate of MOMAC is being fulfilled
2. Provide the Chair with solid, factual information regarding agenda items.
3. When required, advise Council on matters relating to (the matters MOMAC deals with).
4. Ensure that the purposes for which the Museums exist are being fulfilled.
5. Act as key stakeholders in the development and monitoring of the Museums' statements of purpose as well as business and strategic plans.
6. Endorse written policies regarding Museums operations (relating to the Ministry of Culture's Standards for Community Museums).
7. Actively participate in the promotion of the Committee's signature events.
8. Adoption and adherence to appropriate ethical behaviour for Museums (e.g. Canadian Museums Association's Ethical Guidelines).
9. Advise on any controversial or significant artifact donations, as well as any artifact deaccessions as per the Museums of Mississauga's Collections Managements Policies.
10. When required, advise Council on any issues relating to Museums or historical collections, the Benares Endowment Fund, and any other future Museums-related Endowment Funds.
11. Notify the Committee Coordinator if they are unable to attend MOMAC meetings to ensure that quorum will be available for all meetings.

Quorum

1. Quorum of the Museums of Mississauga Advisory Committee shall be reached with the presence of a majority of the appointed and elected members, at a time no later than thirty (30) minutes past the time for which the beginning of the meeting was scheduled and so noted on the agenda or notice of the meeting.

2. The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.

Subcommittees

That, as per the Procedure By-law 139-2013, a Committee of Council may establish a subcommittee which shall consist of members of the parent Committee, as may be determined by such parent Committee and any other member approved by Council.

- Sub-committees will be formed to deal with specific issues, and will make recommendations to MOMAC. Once the specific issue is dealt with, the sub-committee shall cease.
- All appointed members of the sub-committee have the right to vote.
- The Chair of the sub-committee will be appointed at the first meeting of the sub-committee.
- Sub-committees will act in an advisory capacity on specific issues through Reports to MOMAC.
- Sub-committees will not be supported by the Office of the City Clerk.