



**Terms of Reference**  
**Blockhouse Museum Municipal Services Board**

**Mission**

The purpose of the Blockhouse Museum Board is to collect, manage, research, preserve and present its heritage resources for the benefit of the public, through exhibitions, publications, and educational and public programs, with a focus on the history of Merrickville-Wolford and area.

**Objectives**

The objectives of the Museum and the Museum Board is set out in its policy statement. The specific objective of the Museum Board is to ensure the Museum complies with applicable standards for operation of a community museum promulgated by the Province from time to time. The Board is also responsible for governance of the Museum, which includes abiding by all of the policies set out in the policy statement as well as these terms of reference.

**Composition**

The members of the Blockhouse Museum Board shall be appointed at the pleasure of Council and shall include:

- a. A maximum of eight (8) voting members appointed by Council by by-law through a public application process, including:
  - a. at least one (1) resident of the municipality who is neither a member of Council, nor an employee of the municipality;
  - b. One (1) Council member appointed by Council for the term of Council, who has the authority to delegate a designate in their absence; and
  - c. One (1) employee of the Village.

**Terms of Office**

Membership of the Board shall be in accordance with the following:

- a. Council shall appoint a Member of Council to the Board whose term shall align with regular municipal elections (every four years);
- b. Council shall appoint an employee of the Village to the Board whose term shall align with regular municipal elections (every four years), but whose term may be extended;
- c. Council shall initially appoint six (6) members of the Board who shall be residents of the Village and designate three (3) of those resident members as having terms that shall expire in two (2) years. The remaining three (3) members shall have terms that expire at the end of the term of Council;
- d. Upon the expiry of the three (3) Board members with two (2) year terms, Council shall appoint replacement members to the Board and those members shall have a four (4) year term;
- e. After the initial appointment process all members shall be appointed at the pleasure of Council, with four (4) year terms;
- f. Council shall appoint three (3) members to the Board at the beginning of its term and three (3) members as those member's terms expire in the middle of the term of Council so that there is a measure of continuity and experience at all times on the Board.

## **Quorum**

A quorum will consist of a minimum of four (4) or more of the voting members. No meeting shall proceed without quorum present. If the Board cannot achieve quorum for a meeting, then no business shall be conducted, and the meeting shall be cancelled and re-scheduled at the discretion of the Chairperson.

## **Motions**

All decisions made during meetings will follow the process of making a motion, having it seconded and having it voted on and passed by the majority of the Board Members present. All motions and decisions shall be captured in the meeting minutes by the Secretary.

## **Meetings**

Meetings of the Board shall be governed by Council's Procedural By-law 30-17, applicable legislation, and Robert's Rules of Order.

The Board shall meet at a minimum of bi-monthly, for a total of six (6) meetings per year, with the authority to call a special meeting at the call of the Chairperson if necessary to conduct business.

All meetings shall be open to the public.

All meetings may be conducted either virtually or in-person.

## **Role of Chairperson**

The Board shall, at the first meeting of the Board, appoint a Chairperson from amongst its Members. The Board then shall, at the first meeting of each calendar year thereafter, appoint a Chairperson for the duration of the calendar year.

The Board chairperson shall be responsible for:

- Establishing a regular meeting schedule;
- Facilitating meetings;
- Ensuring that procedure is followed during meetings;
- Appointing a Secretary of the Board at the first meeting of a new term to take minutes of all Board meetings;
- Sending all Board agendas to the Clerk for circulation on the Village website;
- Providing all necessary documentation and/or requests to Council through the Board's Council liaison in conjunction with the Clerk;
- Reporting regularly to Council on the initiatives and progress of the Board; and
- Ensuring completion of tasks and objectives by Board members.

## **Role of Members**

The roles of the members of the Board include, but are not limited to:

- Attending regular meetings as scheduled and additional meetings as necessary;
- Participating in discussions and planning and sharing the workload of the Board;
- Participating respectfully with other Board members, and following the procedure and conduct as included in the Procedural By-law 30-17 and the Municipal Code of Conduct;
- Providing expertise, advice and solutions in their professional area of expertise, if any;
- Providing regrets to the chairperson as soon as possible if unable to attend a scheduled meeting; and
- Declaring conflicts of interest as defined in the *Municipal Conflict of Interest Act* and excluding themselves from any discussion and/or voting where such conflict exists or may exist.

## **Role of the Board**

The role of the Board is to govern the operation of the Museum, including without limitation:

- Managing all volunteers and employees to ensure the operation of the Museum in accordance with its policy and all applicable standards for community museums in Ontario;
- Producing an annual budget and submitting it to Council for approval, and once approved, governing the operation within the approved budget;
- Establishing policies for Museum operations that comply with the applicable standards for operations of community museums in Ontario;

- Maintaining the facility in a safe condition for the public and to safeguard the premises from deterioration;
- Maintaining the collection in a state that allows it to be displayed to the public meaningfully and to preserve the artifacts;
- Developing programming and educational exhibits; and
- Reporting to Council as directed on all operational and financial matters.

### **Reporting to Council**

The Board shall report to Council:

- a. Through the minutes of the meetings;
- b. Via Board reports with the recommendation template as provided by the Village Clerk;
- c. As deemed necessary by the Board for submission through the Council Liaison;
- d. As requested by Council.

### **Budget**

All monies required for any reason pertaining to the Board carrying out its duties must be approved by Council. All requests must be submitted by September 15<sup>th</sup> of the preceding year.

All approved budget items shall be administered by the Village, through direction of Council.