
Committee/Board: Museum, Heritage and Culture Board

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Approval: Council

Board Resource: Museum Curator and Planner

1. Purpose

The Museum, Heritage and Culture Board (the “Board”) is an Advisory Board of Council established to oversee the maintenance, control, operation and management of the Port Colborne Historical and Marine Museum, Heritage Village, L.R. Wilson Heritage Research Archives, Arabella’s Tea Room, J.W. Sharpe Heritage Resource Centre and Roselawn Centre. The Board is to offer advice and recommendations to Council and to provide local perspective, guidance, and expert strategic advisement in the delivery of museum, heritage and cultural services in the City of Port Colborne.

2. Mandate

Mandate for the Board

The mandate of the Board is to oversee the maintenance, control, operation and management of Port Colborne Historical and Marine Museum, Heritage Village, L.R. Wilson Heritage Research Archives, Arabella’s Tea Room, J.W. Sharpe Heritage Resource Centre and Roselawn Centre and to provide advice to Council on matters relating to the delivery of various museum, heritage, and culture services in the City including, but not limited to:

- 2.1 Fixing the payment of fees or charges for admission to or for the use of properties under its control or supervision.
- 2.2 Selling or distributing objects and literature of historical significance or interest, and selling, within the properties under its control and supervision, souvenirs, articles and refreshments at such prices as the Board may decide.



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- 2.3 Applying revenue received, excluding private donations, to the payment of its expenses in the performance of its functions, and applying any private donations in such manner as it deems advisable but not inconsistent with the terms upon which any amount was donated.
- 2.4 Fixing visiting hours when any of the properties under its supervision may be open.
- 2.5 Representing the Corporation in matters of historical and cultural significance assigned to it by Council.
- 2.6 Advising and recommending to Council on strategic plan priorities relating to the facilities under mandate.
- 2.7 Encouraging and supporting the facilities 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.
- 2.8 Carrying out such other duties relating to the history and development of heritage and culture in Colborne as may be assigned by Council.

Mandate of the Heritage Subcommittee (the “Subcommittee”)

The mandate of the Heritage Subcommittee is to make recommendations to Council on the identification, conservation, and preservation of cultural heritage properties in the City of Port Colborne. It is the responsibility of the Subcommittee to provide advice to Council on matters relating to Heritage services including, but not limited to:

- 2.9 Establishing criteria for the evaluation of properties of cultural heritage value or interest.
- 2.10 Preparing and maintaining a Municipal Register in compliance with the *Ontario Heritage Act*, R.S.O. 1990, as amended (“Heritage Act”).
- 2.11 Advising Council on means of conserving heritage properties and areas.
- 2.12 Advising Council on current heritage conservation legislation to conserve heritage properties and areas.
- 2.13 Implementing programs and activities to increase public awareness and knowledge of heritage conservation issues and heritage sites.



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2.14 Advising and assisting Council on all matters relating to Parts IV and V of the *Heritage Act*.

3. Membership Composition

The Board shall consist of the following voting and non-voting members:

- 3.1 12 voting members shall be appointed from the public at large by resolution of Council.
- 3.2 One non-voting member of Council will be appointed to the Museum, Heritage and Culture Board to act as a liaison. The Mayor is an ex-officio non-voting member of the Board.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Board. Additional members of staff may be called on for specific subject matter expertise as a resource.

The Heritage Subcommittee shall consist of the following voting and non-voting members:

- 3.5 Five citizen voting members shall be appointed by resolution of Council from the Board's membership complement each year.
- 3.6 One non-voting member of Council will be appointed to the Heritage Subcommittee to act as a liaison. The Mayor is an ex-officio non-voting member.
- 3.7 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Subcommittee. Additional members of staff may be called on for specific subject matter expertise as a resource.



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4. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of new members to the Museum, Heritage and Culture Board as well as the Heritage Subcommittee, the following criteria will be considered. The aim is to achieve a diverse Board/Subcommittee with a combination of technical experts and community representatives.

- 4.1 Residency – Members must be at least 18 years of age and a tenant or owner of land in the City of Port Colborne, or the spouse of such owner or tenant.
- 4.2 Technical Expertise – Consideration shall be given to applicants with academic qualifications and/or work experience with demonstrated interest and participation in museum/heritage/culture matters.
- 4.3 Community Representatives – Consideration shall be given to the individual's level of participation and knowledge of museum/heritage/culture services within the community. The relevance of their interests to the mandate of the Board/Subcommittee will be an important factor.
- 4.5 Availability – It is imperative that an applicant be able to attend as many Board/Subcommittee meetings as possible and undertake work outside of the regular meetings.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Board/Subcommittee shall consist of appointments by Resolution of Council.

6. Term

The Board/Subcommittee appointments shall follow a four-year term in order to maintain the staggered structure. Each member of the Board/Subcommittee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.



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7. Resignation

A voting member of the Board/Subcommittee shall cease to be a member upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Board/Subcommittee without being authorized to do so by a resolution of the Board/Subcommittee entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Board, the members shall appoint, from among their number, a Chair and Vice-Chair of both the Board and Subcommittee. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Board/Subcommittee in accordance with the City's Procedural By-law and keep discussion on topic.
- 9.2 Provide leadership to the Board/Subcommittee to encourage that its activities remain focused on its mandate.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the work of the Board/Subcommittee.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other Board/Subcommittee members.
- 9.7 Make delegations, presentations, etc. before Council.
- 9.8 Prepare a report with recommendations for Council in coordination with Staff Liaison on the prescribed template.



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10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Board/Subcommittee Members

The role of Board/Subcommittee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between Board/Subcommittee members and staff.
- 11.2 Ensure that the mandate of Board/Subcommittee is being fulfilled.
- 11.3 Conduct research to help inform outreach campaigns, by-laws, etc.
- 11.4 Provide the Chair with accurate information regarding agenda items.
- 11.5 Fairly represent the field of expertise, interest and involvement in the field of study of the Board/Subcommittee.
- 11.6 Notify the Staff Liaison if they are unable to attend Board/Subcommittee meetings to ensure that quorum will be available for all meetings.

12. Meetings

- 12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act, 2001, S.O. 2001, c. 25*.
- 12.2 All matters pertaining to a closed meeting must first be approved by the City Clerk to ensure it is appropriately being dealt with in closed session.
- 12.3 The Board shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Board/Subcommittee.



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12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.

12.5 Meetings will be held on a set day and time as may be determined by the Board/Subcommittee or at the call of the Chair. The Board/Subcommittee will establish a meeting schedule taking into account the business needs and the schedule of Council.

12.6 The location of the meetings will be set by the Board/Subcommittee at a City facility.

13. Minutes

The minutes of all Board/Subcommittee meetings shall be recorded and distributed to Board/Subcommittee Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

A quorum of the Board/Subcommittee shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

If a quorum for the Board/Subcommittee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Board/Subcommittee may proceed without a quorum, provided that at least three Members are present. The recording secretary/Staff Liaison is not required to be present, and no motions will be passed, or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Board or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.



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Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board/Subcommittee, at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Boards/Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law as well as Robert's Rules of Order.

17. Remuneration

All members of the Board/Subcommittee shall serve without remuneration.

18. Staff Liaison

City staff from key positions within the Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the Board/Subcommittee. The Staff Liaison will provide administrative, procedural, and technical support to the Board/Subcommittee. The Staff Liaison will co-ordinate all requests for advice from the Board/Subcommittee, through meeting agendas.



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19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the Board/Subcommittee.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Board/Subcommittee at any time. Any changes proposed to these Terms of Reference by the Board/Subcommittee shall be recommended to Council via the City Clerk through a report.

21. Resources

- 21.1 *Ontario Heritage Act*
- 21.2 Procedural By-Law
- 21.3 *Municipal Act*
- 21.4 Code of Conduct
- 21.5 Appointment to Boards/Committees Policy
- 21.6 *Conflict of Interest Act*
- 21.7 Robert's Rules of Order
- 21.8 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
- 21.9 *Department of Canadian Heritage Act*