

# **THE CALLANDER BAY HERITAGE MUSEUM**

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## **GOVERNANCE STANDARD**

### **INTRODUCTION – The Initial Stages:**

The Municipal Act R.S.O. 1980, Chapter 302, Section 208, P. 57 authorized the Council of the Corporation of the Township of North Himsworth to establish a Board of Management to operate the museum on its behalf:

By-Law No. 82-256 established such a Board known as the North Himsworth Museum (now known as the Callander Bay Heritage Museum – By-Law No. 98-639 changed on June 16, 1998) for the purpose of operating the Callander Bay Heritage Museum.

The Callander Bay Heritage Museum Board was initially created at a special meeting held at the Township of North Himsworth's Municipal Offices at 288 Main Street South, Callander, Ontario on Tuesday February 13<sup>th</sup> 1979.

An Executive and five Board of Directors were elected: Chairman – Alex Dufresne, Secretary – Isla Rochette, and Directors – Jack Bourne, H.D. Wice, Evelyn Masson, Herb Knapp and Maurice Turgeon.

It was established “that the former library building be used for temporarily storing museum items until a permanent site has been finalized”.

### **STATEMENT OF PURPOSE**

The Callander Bay Heritage Museum is part of Lot 2, Concession 26, South of Lansdowne Street, Designated as Lot 11, RCP 308, Inst. 38418 in the Registry Office at Parry Sound.

The Callander Bay Heritage Museum (CBHM) is a non-profit institution, exempt from federal and provincial income tax, existing on a permanent and regular basis, which has been established to tell the cultural and natural heritage of the settlement and development of the Corporation of the Municipality of Callander (until 2003 it was known as the Township of North Himsworth) and the immediate area from 1875. The CBHM shall be concerned in the efforts to continue the gathering of current archival information for its future generations. The CBHM's appointed Board of Directors (NOTE: 2011 name changed to Committee of Council Directors) will ensure the governing body (being the Corp. of the Municipality of Callander) and the community that it shall:

- a) Collect, and continue to enrich the collection. It will ensure that the majority of artifacts be the property of the CBHM. It shall safeguard and hold the collection and archival material in trust on behalf of society.
- b) Ensure the conservation and maintenance of its collection using the standard methods set out by the Ministry of Culture and practices of the Canadian Conservation Institute.
- c) Exhibit with the purpose of helping people understand, study, educate and enjoy the experience of the past. Exhibitions shall be applied without any limitation arising from the nature of the governing body or its territorial character.

- d) Analyze, interpret and relate its collection to reflect diverse views, yet allowing for the sensitivity of the populace.
- e) Ensure the proper maintenance of its collection by supporting personnel through Museological research, education and training.
- f) Ensure ongoing research and the dissemination of the researched material.
- g) It shall seek and allocate financial resources sufficient to operate the museum effectively.
- h) Authorize, on Committee approval, the community's non-profit organizations access to the museum's facilities to display their complementary activities and events.

### **STATEMENT OF COMMEMORATIVE INTEGRITY:**

Callander, Ontario, in which the CBHM is located, is a place of national and international significance due to the birth of the Dionne Quintuplets and their physician, Dr. Alan Roy Dafoe.

The CBHM's Committee of Council Directors will be devoted to spreading the significant tale of the Dionne Quintuplet phenomenon of its time by instructing:

- As many Canadians, Americans (and other nationalities abroad) as possible to know that Callander and the Museum are of national historic significance because of its importance politically and socially during the 1930's.
- As many Canadians, Americans (and other nationalities abroad) as possible to know that the museum is the former home and practice of Dr. A.R. Dafoe; that it is in its original location, and that the building is, and will be, maintained in its original architectural state.

The CBHM's Committee of Council Directors and staff are dedicated to:

- The continual research of local historical events and the promotion of this information to the residents of Callander and its surrounding areas.

### **COMMITTEE OF MANAGEMENT:**

#### **A -1: Meeting Schedule:**

##### **Policy**

- The Committee shall meet on the First Friday of each month at the Museum at 10:00 p.m. (day and time were changed to meet the convenience of the Committee members in 2010)
- As an exception, Special Meetings to address a matter of urgent nature will be held as required.

## **A – 2: Open and Closed Meetings:**

### **Policy**

- All regular meetings of the CBHM shall be open to the public. They will follow the guidelines articulated in the Corp. of the Municipality of Callander's By-Law No. 95-589 concerning the rules of governing order and procedure of the Council and its' Committees
- All special meetings of the Committee, meetings of the Executive, or Sub-committees shall be open to the public **unless** subject matters being considered relates to:
  1. The Security of the CBHM's property;
  2. Personal matters about an identifiable individual;
  3. A proposed acquisition of real property;
  4. Labour relations or employee negotiations;
  5. Litigation or potential litigation affecting the CBHM
- No recommendation can be considered or a decision made except by the Committee at a regular meeting open to the public. The exception to this rule is when a decision must be made suddenly to expedite things; in such a case a majority, recorded telephone vote is made and noted at the next regular meeting.

## **A – 3 Implementation of Open and Closed Meetings:**

- All recommendations made by a Special Committee Meeting or by Sub-Committees of the CBHM shall be made to the Committee as a whole in writing, and tabled by the Committee Chair.
- If a special Committee meeting or Sub-Committee meeting is closed to the public, the Committee's secretary shall record:
  1. The control of the closed meeting
  2. The subject matter of the closed meeting in the minutes for the next regular Committee Meeting.

## **A – 4 Officers/Directors of the Committee:**

### **Policy**

- The elected officers of the Committee are:
  - Chairperson
  - Vice-chairperson
  - Secretary

### **Implementation:**

- The Chairperson is responsible for chairing all meetings of the Committee, including:
  - Setting the agenda of Committee meetings;
  - Presiding of Committee meetings;
  - Serve as liaison between the Committee and the Curator/Director;
  - Serve as a liaison between the Committee and the Corp. of the Municipality of Callander;
  - Call emergency or ad-hoc Committee meetings as required;

- Represent the CBHM in an official capacity during the Museum's functions and in the community at large.

The Vice-Chairperson shall perform the duties of the Chairperson in the temporary absence of the Chairperson.

**A – 4: Election of Officers:**

**Policy**

- Officers of the Committee shall serve a maximum of two consecutive terms of the four-year term as per Municipal Elections.
- Officers are elected by simple majority vote at the January meeting, after nominations (properly seconded) from the floor.
- Officers assume their duties immediately after the adjournment of the January meeting.
- During a municipal election year, officers may continue their terms until the appointment of a new board.

**A – 6: Committee Structure:**

**Policy**

- The Officers act on behalf of the Committee between meetings and in emergency situations. The Executive also has certain duties in respect to staff grievances.
- The Executive considers all matters of interest to the Committee, and develops draft policies and positions for consideration and approval by the Committee.
- Committee of the Whole consists of all the Committee members.
- The Committee may form itself into the Committee of the Whole to consider matters for which a meeting closed to the public is allowable.
- The Chairperson of the Committee is Chair of the Committee of the Whole
- **Ad-Hoc committees:** the Committee may, from time to time, form ad-hoc committees, provided that the terms of reference, membership, and committee life-span are clearly set out in the minutes of the Committee.

**A – 7(i): Meeting Procedures:**

**Policy**

- The Corporation of the Municipality's procedural By-Law No. 82-256 revised By-Law 95-589 shall govern the proceedings at meetings of the Museum Committee.

**A – 7 (ii): Board Policies:**

**Policy:**

- Any new policy to be included in the policy manual, and any changes to or deletions of Committee policies, must be by Committee motion, and carried by a vote of at least a quorum of members.

- Any motion creating, changing or deleting policy manual items must also include the date at which the change is effective.

#### **A – 7 (iii): Quorum:**

##### **Policy**

- Quorum for the Committee meetings shall be half of the members plus one.
- Quorum for committees shall simply be a majority of members.

#### **A – 7(iv): Minutes:**

##### **Policy**

- The Committee Secretary shall accurately record, without note or comment, all resolutions, decisions and other proceedings of the Committee of Council. This record shall be called the Board Minutes.
- The minutes are to be retained by the Secretary on behalf of the Committee of Council, as a permanent record of Committee Business.
- One copy of the Committee Minutes is to be handed to the Corporation of the Municipality's office for a secondary permanent record of Committee of Council Business.
- Committee minutes are to be reviewed for accuracy at the next Committee meeting and signed by the Chairperson and Vice-Chairperson.
- The secretary of the committee shall accurately record, without note or comments, all resolutions, decisions and other proceedings of the Sub-Committees.
- Before the committee presents its recommendations to the Committee, the Chair of the committee shall review the minutes for accuracy.

#### **A – 8: Declaration of Powers:**

##### **Policy**

- The Committee may, by motion, delegate to the Curator/Director the exercise of such power and authority as it may determine for the proper conduct of museum business.

#### **A – 8: Annual Report:**

##### **Policy**

- An annual report on the previous year's activities will be prepared and distributed within the first four months of the current year.

#### **A- 9 Board of Management Job Description:**

The Callander Bay Heritage Museum's Committee of Council's Job Description outlines the responsibilities and activities/task of each Committee member and of the Committee of Council at large.

1. A Committee member must have the same qualifications as a person being elected or holds office as a member of the Municipal Council. The defined qualifications are as follows:
  - The owner or tenant of land in the municipality and immediate surroundings within three kilometers.
  - The spouse of an owner or tenant of land in the municipality and immediate surroundings within three kilometers.
  - A Canadian citizen
  - A minimum of 18 years of age
  - Not disqualified under any legislation.
2. These qualifications must be maintained during the whole of the term of office
3. The Corporation of the Municipality's Council via By-Law No. 82-256, and revised By-Law No. 95-589 establishes the Callander Bay Heritage Museum's Committee of Council as a legal Committee.
4. The Corporation of the Municipality of Callander appoints a Committee member for a four-year term (term of Council) and, unless sooner removed, shall hold office until the expiration of term of the Municipal Council.
5. The Callander Bay Heritage Museum Committee of Council reports to the Corporation of the Municipality of Callander's Council and are accountable to Council for fulfilling its mandate and for the annual budget and financial viability of the Museum.
6. The Committee shall consist of not more than 10 persons, of whom one person shall be a member of Council and 9 persons who are qualified to be elected as members of Council, all of whom shall be appointed by Council.
7. The Council Representative on the Museum Committee shall not have a qualifying vote. The Council Representative attends Committee meetings to ensure Council's rules and regulations are observed. As well, the Council Representative conveys the Committee's wishes and concerns to Council.
8. In case of vacancy by the death or resignation of a Committee member for which he/she was appointed; Council shall appoint another eligible person in his/her place for the un-expired portion of the term.
9. The Members of the Committee shall serve without remuneration.
10. A majority of the members of the Committee shall constitute a quorum.
11. No member of the Committee shall have any contact with, or be pecuniary interested, directly or indirectly, in any contract or work relating to the operations or functions of the Museum Committee.

12. Subject to such limitations and restrictions as Council may from time to time impose, by By-Law, resolution or otherwise, the Committee may:
- a) Fix the times and places for meetings of the Committee , and the mode of calling and conducting them and make regulations governing the conduct of its members and employees;
  - b) Conduct interviews for the position of Curator/Director, subject to approval of Council, and determine the terms on which they are to be employed, prescribe their duties, and conduct an annual job performance evaluation.
  - c) Fix the hours the Museum shall be open to the public, and set the required fees for admission of the public and any other sundry fees;
  - d) Adopt policies governing the use of the Museum and for regulating all other matters and things connected with the management thereof;
  - e) Sell or distribute objects and literature of historical significance or interest; sell within the museum, souvenirs, and articles at such prices as the Committee may decide, provided that the sale of such items are subject to prior approval from Council and to such terms and conditions as Council may impose;
  - f) Produce copy and distribute historical publications and documents relating to the history of the Corporation of the Municipality of Callander.
  - g) Encourage and develop volunteer groups to assist in the further development of museums and historical matters within the Corporation of the Municipality of Callander.
  - h) Carry out such other duties relating to the history and development of the Corporation of the Municipality of Callander as may be assigned by Council.
13. The Committee shall begin deliberations at the beginning of each year to prepare and submit to Council an estimate of its financial requirements for the ensuing financial year, and the Municipal Treasurer shall pay the Museum's accounts approved by the Committee directly, in respect to, and to the limitations of the approved budget, revenues and appropriation.
14. The Committee and Curator/Director shall keep distinct and regular accounts of its receipts, (including any private donations received by it and the terms, if any, upon which such donations were made) payments, credits and liabilities.
15. The Curator/Director shall keep records and make monthly deposits to the Corporation of the Municipality of Callander. Attendance fees, souvenirs sales, consignment revenues and membership fees shall be deposited to the Municipality's general account to off-set the Museum's budget. Donations to the museum shall be deposited to the Museum Reserves Fund; such monies are to be used for development projects, improvements to the collection and or museum and educational projects.
16. The Committee shall calculate the funds needed from Reserves at time of budget preparations.
17. The Committee must seek prior approval of Council for expenditures of revenues in excess of budgeted estimates.



18. The Board fundraises to ensure that the Callander Bay Heritage Museum has adequate human, financial and physical resources necessary to fulfill its mandate, provide professional museum services, train personnel, and maintain the facilities and equipment at current standards.
19. The Committee of Council writes, monitors and reviews, on a regular basis, its own Constitution and Policies, and advises Council of any changes.
20. The Committee of Council is the liaison with the community.
21. The Committee of Council forms special committees comprised of Committee members, when the need arises.
22. A Committee member attends Committee meetings and is responsible for any actions and decisions taken by the Committee, even if absent from the meeting. If a Committee member misses three consecutive meetings, he/she must inform the Board of the reason; at that time, the Committee decides on a course of action.
23. A Committee representative(s) shall attend the Callander Bay Heritage Museum's functions and special events. This allows the Committee to demonstrate support and to participate in the successes of the Museum.
24. The Committee approves the Callander Bay Heritage Museum's mandate and policies, developed and written by the Curator/Director, as instructed by the Committee.
25. The Committee instructs the Curator/Director to implement Committee approved policy.
26. The Committee develops monitors and reviews the Callander Bay Heritage Museum's "Strategic Plan". The formation and writing of the Strategic Plan may be in conjunction with the Curator/Director of the Museum.

**LIST OF TASKS (Interests): - Please note that resource and guidance will be provided for these positions.**

- **Committee Chairperson:** keeps in close contact with the Curator/Director as to the 'daily goings on' of the museum; prepares the monthly meeting agenda, attends yearly budget deliberations with the Municipal Treasurer and Council;
- **Vice Chairperson:** has close contact with the Chairperson and Curator/Director, takes over position and duties of the Chairperson in the event of absence
- **Secretary:** records and prepares monthly minutes for the Committee and Municipal Office; send cards; write letters; also, some research may be required (look for past Resolutions)
- **Historical Researcher:** working with the Curator, delve into a more in-depth understanding of certain developments of the Municipality.

- **Research Implementation:** Working with the Researcher, implement the consolidated material into the Museum's existing information.
- **Educational Development / Coordinator:** In children's programming: develop programs that will coincide with school's curriculum (course may be provided).
  - Children's Programs
  - Adult Programs
- **Events Coordinator:** may work as chair of a sub-committee to plan and co-ordinate special events
- **Advertising Coordinator:** works with the Events Coordinator – ensures proper advertising is implemented for special events and/or new exhibitions
- **Receptionist:** 2 or three hours per week Bi-weekly in the months that there are no summer students
- **Gardener:** tending and development the garden.
- **General Maintenance:** co-ordinate with Property Maintenance Manager to ensure that maintenance tasks are completed on schedule

**Approved by the Callander Bay Heritage Museum's Committee of Council Directors**

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**Approved by the Callander Bay Heritage Museum Committee of Council June 2004**

**Revised and Updated 2011**

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**Linda Hines, Chairperson**

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**Carol Pretty, Curator**