

Museum Advisory Committee Terms of Reference

Date Approved by Council: August 27, 2026

Mandate

Pursuant to the requirements of the Ontario Standards for Community Museums, the Museum Advisory Committee shall

- a) Advise Council about the requirements and implementation of the Ontario Standards for Community Museums;
- b) Review and approve all museum policies and procedures;
- c) Advise Council in the approval of long-term museum planning, such as a multi-year Strategic Plan;
- d) Advise Council on the annual budget and capital expenditures;
- e) Explore and share funding opportunities for the museum;
- f) Provide other advice on matters Council is considering that will affect the Museum of Dufferin.

Member Expectations

Committee members are expected to adhere to the following conduct and practices:

- That committee members, in all forms of communication, when speaking about the work of the committee or members of the committee do so in a respectful manner.
- That committee members address differences of opinion or conflict with other committee members in a respectful manner.
- That committee members respect confidentiality and privacy.
- That committee members are required to attend a minimum of 75% of committee meetings, not inclusive of sub-committee meetings or meetings of other advisory committees.
- That committee members shall not use their status on a committee for personal or political gain.

The Museum Advisory Committee seeks to encourage and facilitate transparent and clear communication regarding the museum's operations, standards, and funding. As per the Ontario Standards for Community Museums, the governing body of a museum is responsible for making the following recommendations to council:

- a) Formulating the museum's statement of purpose;
- b) Formulating written policy governing operations and defining programs;
- c) Securing funding necessary to carry out the museum's programs and capital projects;
- d) Ensuring that the purposes for which the museum exists are being fulfilled;
- e) Ensuring that the collection is being cared for under proper conditions;

- f) Reviewing the museum's budget in relation to the goals, objectives and priorities of the museum

Composition

The Museum Advisory Committee will be composed of the following members:

Role	Member
Committee Chair	To be filled by a member of the Committee
Community Members	3 – 5 members appointed from the community
Council Representation	1 member of County Council
Support Staff	Museum Services Manager, Museum Curator, and other staff as required

Selection Process

Members should have a passion for museums, heritage, and culture and the preservation and engagement of history within the community.

Community members will be selected through an application and interview process. The Council representative and staff members will conduct the interview and make a recommendation to Council for appointment. Committee members will have the skills, knowledge, and experience to contribute effectively to the committee's mandate. Committee members must be a County of Dufferin resident, business owner or stakeholder.

Subcommittees

The Museum Advisory Committee may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate. Subcommittees shall draw upon members of the Museum Advisory Committee. The Chair of the subcommittee shall be a voting member.

The Museum Advisory Committee may choose to obtain feedback from the broader public. As part of this outreach, community volunteers and stakeholders may be invited to participate in specific subcommittees.

Remuneration

Remuneration will be provided in accordance with Policy 1-2-2 – Committee Structure and Mandates.

Term of Office

The Committee members shall be appointed for the term of Council (4 years).

Meeting Schedule

The Committee will meet a minimum of 4 times per year or at the call of the Chair. Meetings may be held in-person or virtually, depending on availability.

Quorum

Committee quorum requires that the majority of members be present. If quorum is not attained within the first 10 minutes of the meeting, the formal meeting cannot proceed and the support staff member is not required to remain and/or provide notes. If members present choose to remain, they may do so for an information exchange only.