Agenda - Executive Policy Committee - November 7, 2012

Report - Standing Policy Committee on Protection and Community Services - October 29, 2012

Item No. 3 Operating Terms of Reference – St. James-Assiniboia Museum (Historical Museum Association of St. James-Assiniboia) (St. Charles Ward)

STANDING COMMITTEE RECOMMENDATION:

On October 29, 2012, the Standing Policy Committee on Protection and Community Services concurred in the recommendation of the Assiniboia Community Committee and submits the following to Council:

1. That the Operating Terms of Reference for the St. James-Assiniboia Museum Board (Historical Museum Association of St. James-Assiniboia) be approved.

2. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Report - Standing Policy Committee on Protection and Community Services - October 29, 2012

DECISION MAKING HISTORY:

STANDING COMMITTEE RECOMMENDATION:

On October 29, 2012, the Standing Policy Committee on Protection and Community Services concurred in the recommendation of the Assiniboia Community Committee and submitted the matter to the Executive Policy Committee and Council.

COMMUNITY COMMITTEE RECOMMENDATION:

On October 9, 2012, the Assiniboia Community Committee recommended to the Standing Policy Committee on Protection and Community Services that the Operating Terms of Reference for the St. James-Assiniboia Museum (Historical Museum Association of St. James-Assiniboia) be approved.

COUNCIL DECISION:

On July 18, 2012, Council adopted a Process for Citizen Member Appointments to the City of Winnipeg's Committees, Boards and Commissions, including the appointment by Council of citizen members to the St. James-Assiniboia Museum (Historical Museum Association of St. James-Assiniboia).

ST. JAMES-ASSINIBOIA MUSEUM BOARD

OPERATING TERMS OF REFERENCE

1. This document may be cited as the "St. James-Assiniboia Museum Board" Operating Terms of Reference.

2. In these terms of reference:

"Board" means the St. James-Assiniboia Museum Board

"Citizen" means a person other than a Councillor who is a resident of Winnipeg and is entitled to vote in the civic elections of the City.

"Council" means the Council of The City of Winnipeg

"Council Member" means a member of the Board appointed under Section

3. The St. James-Assiniboia Museum Board, appointed by Council, is hereby continued to manage, control and operate the Museum of St. James Assiniboia, consisting of City-owned buildings and premises, including historically designated buildings, (hereinafter called the "Museum"), and is to provide oversight and disbursement of annual grant funds.

COMPOSITION OF BOARD

4. (a) The Board shall be comprised of nine (9) members of whom one (1) shall be a Councillor and eight (8) shall be citizens, all to be appointed by Council.

(b) Following the initial term of office of Citizen Members as provided in Section 5, Council shall appoint Citizen Members in alternate years for two year terms.

(c) The Councillor member shall be appointed annually by Council.

(d) A former member is eligible for re-appointment.

(e) Past employees of the Museum are not eligible to apply as Citizen Members.

(f) After the office of a citizen member of the board becomes vacant by reason of death or resignation, or in the case of a member being unable to act for any reason whatsoever, Council may appoint another citizen to complete the term of office of the citizen member who has died or resigned, or who is unable to act.

TERMS OF OFFICE

5. The initial terms of office of four (4) members of the Citizen Members appointed by Council shall expire December 31, 2013, and the initial terms of office of the remaining four (4) Citizen Members appointed by Council shall expire December 31, 2014.

CHAIRPERSON AND RULES

6. (a) The board shall select from amongst its members, a member who will act as a Chairperson, Executive Officers and other board positions;

(b) The board shall make rules and regulations to govern the execution of their duties, responsibilities and procedures;

(c) A majority of the board, committee of the board, or an executive committee of the board shall constitute a quorum;

(d) The museum director/curator shall attend meetings of the board, executive and committees.

POWERS AND DUTIES OF THE BOARD

7. The powers and duties of the Board:
(a) regulate the use by the public of the historically designated buildings, and premises owned by the City of Winnipeg; and oversee the expenditures of the Museum's annual operating grant funds, as Council may appropriate for museum purposes, and provide accountability for disposition of such funds;

(b) keep necessary financial records of the City of Winnipeg grant funds used in the operation of the Museum;

(c) provide each year a budget of revenue and expenditure, and any other documents as requested, to the City of Winnipeg Museums Board during its annual operating grant application submission;

(d) provide an annual report and financial statement to the City of Winnipeg Museums as required during its annual operating grant application submission;

(e) create such committees as it considers necessary and appropriate to carry out its duties.

8. The board shall keep at the Museum or such place as shall be designated, the proper books and accounts of the receipts, payments, credits etc. of the Board.