Operating Terms of Reference for the Seven Oaks House Museum Board
File PR-9 (Vol. 5)

4. The Standing Policy Committee on Protection and Community Services has received from the Lord Selkirk - West Kildonan Community Committee the draft Operating Terms of Reference for the Seven Oaks House Museum Board.

On November 6, 2001, the Lord Selkirk - West Kildonan Community Committee recommended that the draft Operating Terms of Reference for the Seven Oaks House Museum Board be approved in principle with the deletion of the word "audited" from the following Clause 7(c)(ii), namely:

> "7. (c) (ii) to provide the Community Committee with reports at least annually, including an annual audited financial report;"

On December 4, 2001, the Lord Selkirk - West Kildonan Community Committee reiterated its November 6, 2001 recommendation to approve the draft Operating Terms of Reference for the Seven Oaks House Museum Board with one further amendment, that the following Clause 5(a) be deleted in its entirety, namely:

> "5. (a) The appointment of the initial members of the Board shall be at the Organizational Meeting of Council in November of 2001."

On January 10, 2002, the Standing Policy Committee on Protection and Community Services concurred in the Lord Selkirk - West Kildonan Community Committee recommendations of November 6, 2001 and December 4, 2001 relative to the draft Operating Terms of Reference including the proposed amendments.

The Standing Policy Committee on Protection and Community Services therefore recommends:

I. That the Operating Terms of Reference for the Seven Oaks House Museum Board as outlined in Attachment "A" be approved.

II. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing, including the execution of any documents related thereto.

SEVEN OAKS HOUSE MUSEUM

OPERATING TERMS OF REFERENCE

1. This document may be cited as the "Seven Oaks House Museum Operating Terms of Reference".

2. In these terms of reference:

"Board" means the Seven Oaks House Museum Board established by Council;

"Citizen" means a person other than a Councillor who is an inhabitant of The City of Winnipeg, is entitled to vote in the municipal election of said City, and resides in the Seven Oaks Neighbourhood, as defined by the City of Winnipeg Community Characterization Area, attached hereto as Appendix "A";

"Citizen member" means those members of the Board appointed under sections 4(b) and 5(c) hereof;

"Community Committee" means the Lord Selkirk-West Kildonan Community Committee;

"Council" means the Council of The City of Winnipeg;

"Councillor member" means a member of the Board appointed under section 4(c) hereof.

3. The Seven Oaks House Museum Board, appointed by Council, is hereby continued to manage, control and operate the Seven Oaks House Museum, which expression includes the premises commonly known as "the Seven Oaks House Museum", and all other buildings or premises used for the purposes of the Seven Oaks House Museum by the City within the Lord Selkirk-West Kildonan Community (hereinafter called the "Museum").

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, the Citizen Members shall be appointed in alternate years for two year terms at the Organizational Meeting of Council in November;

(c) The Councillor member shall be appointed for one year at the Organizational Meeting of Council;

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

(e) After the office of a member of the Board becomes vacant by reason of death or resignation, or in case of a member being unable to act for any reason whatsoever, Council shall, at the next regular meeting, or subsequent meeting, appoint:

(i) if the member is a Councillor member, another Councillor to complete the term of office of the Councillor member who died or resigned or who was unable to act; or

(ii) if the member is a citizen member, another citizen to complete the term of office of the citizen member who died or resigned or who was unable to act, and such appointment shall be of the citizen nominated by the Community Committee.

INITIAL APPOINTMENTS AND TERMS OF OFFICE

5. (a) The initial term of office of the Councillor Member shall be from the date of appointment of Council to the Organizational Meeting of Council in November of 2002;

(b) The initial term of office of four (4) of the Citizen Members shall be from the date of the appointment to the Organizational Meeting of Council in November of 2003 and the initial term of office of the remaining four (4) Citizen Members shall be from the date of appointment to the Organizational Meeting of Council in November 2002.

CHAIRPERSON AND RULES

6. (a) The Board shall select from amongst its members those who shall act as Chairperson, Vice-Chairperson, Secretary and Treasurer thereof;

(b) The Chairperson shall have a vote on all matters requiring a decision by the Board;

(c) The Board may make rules and regulations to govern its own procedure;

(d) A majority of the Board or committee of the Board, shall constitute a quorum;

(e) The Chairperson, Vice-Chairperson, Secretary and Treasurer shall constitute the Executive Committee of the Board.

Attachment "A" referred to in Clause 4 of the Report of the Standing Policy Committee on Protection and Community Services dated January 10, 2002

POWERS AND DUTIES OF THE BOARD

7. (a) The powers and duties of the Board as continued shall be:
   (i) to regulate the use by the public of the Museum, to supervise the expenditure of such monies as Council may appropriate for the purposes of the Museum and generally to manage and supervise same;

   (b) to prepare each year a budget of revenue and expenditure to be submitted to the Standing Policy Committee on Protection and Community Services of the City;

   (c) (i) to report to the Community Committee on all administrative and financial matters;

   (ii) to provide the Community Committee with reports at least annually, including an annual financial report;

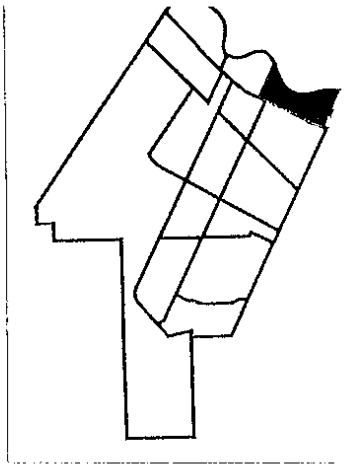
   (d) The Board shall create such committees as it considers necessary and appropriate to carry out its duties;

   (e) No capital expenditures shall be undertaken by the Board without first obtaining the approval of Council.

8. The Board shall keep at the Seven Oaks House Museum, or such place as shall be designated from time to time, the proper books and accounts of the receipts, payments, credits, assets and liabilities of the Board and submit its accounts to be audited by the City Auditor in like manner and at the same time as the accounts of the City are audited.

Appendix "A" referred to in Clause 4 of the Report of the Standing Policy Committee on Protection and Community Services dated January 10, 2002

APPENDIX "A"
to
SEVEN OAKS HOUSE MUSEUM
OPERATING TERMS OF
REFERENCE





Community Characterization Area - Seven Oaks

Seven Oaks Neighbourhood

Feb 29, 2000