

Grey Roots Governance Procedure

**Approved by**: County Council

**Date Approved**: July 2, 2013 **Last Modified Date**: N/A

**Replaces**: N/A **Scheduled for Review by: 2018**

**Procedure Number: MS-GR-001-001 Parent Policy: MS-GR-001**

**Author: Grey Roots Museum and Archives**

**References and Related Documents**

[Grey Roots Governance Policy](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_106591&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[ADM-09-08 Code of Conduct for Councillors](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_007047&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[By-law 4775-12 Procedural By-law](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_065165&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Freedom of Information Requests Procedure](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_056912&RevisionSelectionMethod=LatestReleased)

[GR-02-07 Acquisitions Policy](https://greydocs.ca/urm/groups/public/documents/greypoliciesold/z2nf/mdi5/~edisp/gc_029111.pdf%22%20%5Co%20%22MS-GR-005%20Acquisitions%20Policy)

[Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m56_e.htm)

[Purchasing Policy](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_059440&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Purchasing Procedure](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_059277&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Reg 877 of Ontario Heritage Act](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900877_e.htm)

[Sale and Acquisition of Land Policy](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_054522&RevisionSelectionMethod=LatestReleased&Rendition=Web)[[Section 2-90 Responsibility for Employee Hires](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_038158&RevisionSelectionMethod=LatestReleased&Rendition=Web" \o " Section 5-10 Standards of Conduct)](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_034046&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Section 5-10 Employee Standards of Conduct](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_038158&RevisionSelectionMethod=LatestReleased&Rendition=Web" \o " Section 5-10 Standards of Conduct)

[Terms of Reference Planning and Community Development Committee](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_050886&RevisionSelectionMethod=LatestReleased&Rendition=Web)

**Forms**

[Grey Roots Volunteer Code of Conduct](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107127&RevisionSelectionMethod=LatestReleased&Rendition=Web)

[Volunteer Pledge of Confidentiality and Photo Release](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_107084&RevisionSelectionMethod=LatestReleased&Rendition=Web)

## Purpose

This procedure addresses the requirements of the Standards for Community Museums in Ontario (Regulation 877 of the Ontario Heritage Act) managed by the Ministry of Culture, Tourism and Sport.

It outlines the governance and financial management of Grey Roots Museum and Archives, established by By-law 4775-12 Procedural By-law, and its relationship to its publicly accountable body, the Corporation of the County of Grey. It gives direction to Grey Roots staff members regarding the types of ethical and acceptable management, fundraising options, responsible budgetary expectations, and committee approvals necessary to sustain museum operational and capital costs.

## Scope

This procedure covers governance and financial management of Grey Roots Museum and Archives by County Council, the Planning and Community Development Committee, as the Committee responsible for overseeing the governance and financial management of Grey Roots Museum and Archives, County employees, as well as by volunteers, agents or contractors (personnel) representing or performing any function on behalf of the County.

## Procedures

### Statement of Purpose and Objectives

Grey Roots Museum and Archives will, in all its operations, be guided by and abide by its statement of purpose and objectives which are as follows:

The Vision:

Grey Roots will become the recognized leader in preserving, promoting and celebrating the cultural and heritage traditions of Grey County.

The Mission:

Grey Roots celebrates the County's past, present and future through its collections, heritage village, innovative and engaging exhibits, events and programs, bringing the history and ambitions of our people to all generations and visitors.

The Values:

Honour: We honour all the peoples of our shared history.

Respect: We respect the heritage and traditions of our people.

Celebrate: We celebrate the unique character of Grey County.

Advocate: We advocate for the accurate representation of our history and the multiple voices in our community.

Cooperate: We work co-operatively with our people, community and business organizations to achieve our shared vision.

### Governing Body

Grey Roots Museum and Archives shall be governed by the Planning and Community Development Committee (PCDC) which has been established by the County through its Terms of Reference. The PCDC is a standing committee which meets regularly to act on behalf of, and is delegated by County Council to undertake, implement and maintain planning as it relates to tourism, and to foster and support the culture and heritage of the County through the development and operation of Grey Roots Museum and Archives. Its meetings follow a written agenda and a written record is retained and made publicly available of all discussions and decisions.

The Committee is guided by the County’s Procedural By-law, as well as numerous Provincial Acts and regulations such as The Municipal Act, the Planning Act, and The Standards for Community Museums in Ontario (Regulation 877 of the Ontario Heritage Act).

### Commitment to Ethical Behaviour

All County employees and Committees recognize that they are required to behave in an ethical manner and avoid conflict of interest, as a body and as individuals, as outlined in the County’s Code of Conduct for Councillors ADM 09-08 and Section 5-10 Employee Standards of Conduct.

Specific to Grey Roots Museum and Archives, the County is committed to the Canadian Museums Association Ethics Guidelines and the International Council of Museums Code of Professional Ethics.

Grey Roots ensures that all museum volunteers agree in writing to abide by the museum’s Volunteer Code of Conduct and Volunteer Pledge of Confidentiality.

### Governance Responsibilities

The Planning and Community Development Committee is responsible for:

1. Formulating the museum’s statement of purpose and ensuring that the purposes for which the museum exists are being fulfilled.
2. Establishing written policies governing museum operations and defining programs.
3. Ensuring that the collection is being cared for under adequate staffing, security and environmental conditions to maintain Ministry museum standards.
4. Confirming that the museum’s operations and activities are directed by short and long-term written plans including, but limited to: master plans, business plans, interpretive plans, marketing plans and collecting plans which are reviewed and approved by the Committee, and contain goals and objectives relevant to the museum’s Statement of Purpose.

Through the County’s Human Resource policies staff has been delegated authority for recruitment, management and evaluation of staff up to and including the Museum Manager.

All recommendations are subject to the approval of County Council unless Council has delegated the authority to either the PCDC or to staff.

### Dissolution of Museum Assets and Liabilities

In the unlikely event that Grey Roots Museum and Archives should cease to exist, the PCDC Committee and the County of Grey will make all possible efforts to dispose of museum assets and related intellectual property according to the most relevant and specific policies existing, depending on the type of assets to be dissolved. For the museum’s artefact collection and related intellectual property, including those pieces donated and transferred to the teaching collection, Grey Roots’ Acquisitions Policy GR-02-07 shall apply, adhering to Ministry Museum Standards on deaccessioning artefacts with the priority to keep them within the public domain in similar, publically accessible heritage institutions.

The County will make all possible efforts to retain adequate and knowledgeable staffing in order that artefact dissolution and adequate records of such dissolution are completed.

For Grey Roots Museum’s non-artefact assets, including, but not limited to buildings, equipment and furniture, the County’s Sale and Acquisition of Land and other relevant policies shall apply.

### Financial Responsibilities

Grey Roots Museum & Archives will abide by any and all Financial By-laws, policies and procedures of the Corporation of the County of Grey. It will participate in the annual municipal budgeting process for the operating and capital budgets and capital forecasts.

The PCDC is responsible for ensuring that the operating and capital budgets submitted during the annual budgeting process are, in its opinion, adequate to operate Grey Roots Museum & Archives and fully meet its needs.

The Council of the County of Grey is responsible for reviewing the submitted budget. It is then responsible for providing the funds required, in its opinion, to adequately operate Grey Roots Museum & Archives and fully meet its needs.

### Fundraising

Grey Roots Museum & Archives will act in an ethical manner when in the pursuit of fundraising. Funding will not be acquired through illegal or ethically problematic avenues (i.e. no part of the collection can be sold in order to pay debts).

Whenever possible, it is preferred that any fundraising activities undertaken by Grey Roots be supportive of its Vision and Mission Statements.

The PCDC and staff will make every effort to diversify funding sources to reduce the burden on the tax supported Corporation.

Possible funding sources include, but are not limited to: municipality, grant funding, private monetary donations, approved fundraising activities, corporate donations and in-kind donations.

### Financial Information

As outlined in the Municipal Freedom of Information Act, the financial status of Grey Roots Museum & Archives is available to the public at any time upon request and is included in the Corporation of the County of Grey’s annual audited financial statements.