

# Governance Policy

## Purpose of the Policy

To establish the governing authority for the Museum Advisory Board and to define the roles and responsibilities of this authority.

## Authority

Elliot Lake Nuclear and Mining Museum is hereby established by the Corporation of the City of Elliot Lake under authority of By-Law No. 06-39. Governance of Elliot Lake Nuclear and Mining Museum and is through the Corporation of the City of Elliot Lake.

## Policy Statement

The City of Elliot Lake's Nuclear and Mining Museum Advisory Committee, as a Committee of the Corporation of the City of Elliot Lake advises on the Day to Day operation of the Nuclear and Mining Museum. In this role the Advisory Committee provides leadership, vision and continuity of its purpose and recommendations to City Council on Major Policy Issues and the changes for its approval.

## Glossary of Terms

The Museum – The City of Elliot Lake's Nuclear and Mining Museum Advisory Committee – Volunteers appointed by the Council of the City of Elliot Lake.

## Areas of Authority

The City of Elliot Lake:

- Provides continuity for the Governance and Management of the Museum's affairs by carrying out a process to ensure the succession of the Museum manager;
- Assists the Manager/Curator of the Museum with funding both provincially and federally; and
- Evaluates the performance of the Senior Manager and arranges compensation.

Manager Recreation and Culture:

- Maintains and approves the Finances for the Elliot Lake Nuclear and Mining Museum;
- Approves all expenses in excess of \$1,000.00;
- Is a direct link to the City CAO and reports to City Council on regular intervals;
- Formalizes and assists with grant applications; and
- Delegates.

Museum Advisory Board demonstrates the following:

- Establishes, reviews, monitors, recommends, and through the staff, assists with implementation of the Museum's statement of Purpose.
- Recommends, promotes and links with the interest of the Community.
- Identifies the rate of progress for achieving the mission, through strategic planning and the setting of priorities.
- Assists with the financial reports and the Annual Budget for final approval of Council for the City of Elliot Lake.
- Provides leadership in fundraising projects and participates in fundraising initiatives.
- Recommends Museum programs and its resources necessary to carry-out the Museum programs and ensure resources are available.
- Reviews, approves, and recommends programs annually (at budget time).
- Assists and recommends the revised policies as set out in the Annual Work/Project plan and following the requirements of the Provincial standards for Community Museums.
- Provides advice and counsel to management;
- Provides contact names of possible volunteers, lenders, donors, and sponsors where possible
- Provides acquisitions for permanent collection, based on policy (where appropriate) – see Collections Policy.
- In the instance of dissolution of the organization or the governing body, oversees the de-accessioning of objects of the Collections Policy for the Elliot Lake Nuclear and Mining Museum.
- Ensures that the Museum serves the public, acting as guides and liaisons between the Museum Advisory Board and the Community.
- Attends official openings and Museum programs.
- Conducts active and enthusiastic advocacy on behalf of the Elliot Lake Nuclear and Mining Museum; and
- Assesses its own effectiveness in striving to achieve excellence and to continually improve as a Committee.

## Meetings

The Elliot Lake Nuclear and Mining Museum Advisory Board meets monthly and as often as necessary to conduct its business effectively. The meetings follow a written agenda and written records are kept of all discussions and decisions. Motions for actions are voted on and where approved, forwarded to the council of the City of Elliot Lake for approval and implementation.

The Elliot Lake Nuclear and Mining Museum continues to aim high for ethical standards and recognizes and operates the Code of Ethics set out by the Canadian Museum Association.

## Number and Selection of Committee

The Museum Advisory Board shall be composed of one Member of Council and seven residents of the City of Elliot Lake who are qualified to be elected as members of the Elliot Lake and Nuclear Mining Museum Advisory Board.

## Term of Office

That the term of office for all members of the Museum Advisory Board shall be for the term of Council and members shall hold office at the pleasure of Council of the Corporation and until their successors are appointed.

## Confidentiality and Privacy

Committee members, Museum staff, paid and unpaid, are expected to respect all Communications of Museum business at all times. They shall avoid the careless or deliberate disclosure of any information received as a result of their position whether imparted in confidence or not, concerning the management and security of the institution, any future or unannounced events and so on. The advisory Board shall respect the privacy of donors, lenders, members of the public, and other cultural institutions, particularly concerning sensitive materials such as human remains, and exercise caution where there is reason to believe that unrestricted access to information could lead to the abuse of significant sites or material.

## Operation and Administration

The Museum's operation and administration meets municipal, provincial, and federal legislative requirements that have a bearing on its operations and activities.

## Museum Sub-Committees

Because the Museum Advisory Board is appointed by the Council for the Corporation of the City of Elliot Lake as a Committee of consultation and recommendations, when invited the Museum Committee participates in the interview process, eg. hiring of students and interns and other paid staff.

The Advisory Board establishes sub-committees to undertake the Museum's Work as required in the governance of the Museum. Eg. Resource Development (ie. fundraising) Special Events/programming, collections, volunteers, etc.

Ad Hoc Committees are constituted for specific projects with clearly stated goals and specified time lines to accomplish the results.

Adopted by the Elliot Lake Nuclear and Mining Museum Advisory Board on \_\_\_\_\_ February 2014.

Signed by: \_\_\_\_\_  
Andra Dobratz, Chair

Date: \_\_\_\_\_