

Simcoe County Museum

Governance

I. OWNERSHIP

The Simcoe County Museum is owned and operated by the Corporation of the County of Simcoe.

The Corporation of the County of Simcoe established the Simcoe County Museum (run by the Women's Institutes of Simcoe County from 1928 to 1956) firstly by By-Law No. 2504 passed in 1956 and secondly by By-law 2701 passed June 6, 1962.

2. GOVERNANCE

The Corporation's museum is governed by County Council through the Performance Management Committee, a municipal council duly constituted under the Ontario Municipal Act and the Ontario Elections Act. The Warden acts as County Council chair.

County Council is comprised of thirty-two members, two elected officials each from Simcoe County's sixteen municipalities (the Mayor and Deputy Mayor).

There are three Standing Committees of Council: Corporate Services, Human Services and Performance Management. The Committees and County Council meet monthly, except for July and August unless a meeting is called by the chair, to hear delegations, to provide more detailed debate and review of County programs and policies and staff proposals, and to make recommendations to County Council. County Council and its committees are governed by the County's Procedural By-law.

Committee and Council meetings follow a written agenda and a written record is kept of all discussions and decisions by the County Clerk.

County Council approves the annual Operating Budgets and Capital Budgets for the Simcoe County Museum and through staff, monitor the budgets to ensure public accountability. County Council approves written policy governing museum operations and the museum's statements of purpose and missions.

3. FRIENDS ORGANIZATIONS

"Friends of" organization may be formed to support the Simcoe County Museum facility. In addition to volunteer and financial support of the facilities, these

organizations may offer advice to staff and act as resources on issues of operation and programming.

4. STAFF AND VOLUNTEERS

Staff at the Corporation of the County of Simcoe, under the direction of the Chief Administrative Officer, are responsible for carrying out the policies, programs and strategic directions established by County Council.

Responsibility for museum operations and heritage programs rest with the Office of the C.A.O. The Museum Curator reports to the County Clerk. The Museum Curator is responsible for recruitment, with the Human Resources Office, supervision and performance development of the museum's staff. Duties also include daily operation and long range planning of museum operations.

The Simcoe County Museum operation and administration meet municipal, provincial and federal legislative requirements that have a bearing on their operation and activities.

The Simcoe County Museum and their staff and volunteers are committed to ethical behaviour, and accept the Canadian Museums Association Ethical Guidelines (1999) as guiding principals.

The Simcoe County Museum's operations and activities are directed by short and long-term written plans, approved by County Council, and containing goals and objectives relevant to the Simcoe County Museum's statements of purpose.

5. CONFLICT OF INTEREST

County Council and staff are committed to ethical behaviour and the avoidance of conflict of interest, as a body and as individuals.

6. REVIEW

The Governance Policy will be reviewed regularly (or at any time when changes are considered necessary) by appropriate Department staff and will be approved by County Council.