

# CORPORATE POLICY



Policy Title: **City of Waterloo Museum – Governance Policy**  
Policy Category: **Administration**  
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Department: Community Services  
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Author: Karen VandenBrink, Museum and Collections Manager/Curator  
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## **POLICY STATEMENT:**

As an institution of the municipal government of the City of Waterloo, good governance and public accountability are necessary for sustainable operation of the Museum. The Museum is governed by City of Waterloo Council, who are guided by the Corporate Strategic Plan and the Museum and Collections Strategy for the Museum, as it makes decisions related to Museum operations in an open and transparent manner.

## **PURPOSE:**

This policy outlines the governance structure, roles, and expectations related to administration and operation of the Museum.

## **DEFINITIONS:**

**City:** The Corporation of the City of Waterloo

**Museum:** The City of Waterloo Museum, as an institution, including its collection and its staff.

**Mandatory Policy, *Municipal Act*:** No  
**Policy Administration Team, Review Date**  
**Corporate Management Team, Review Date**

**SCOPE:**

This policy applies to City of Waterloo Council, staff and volunteers as they are involved in administration, management, and operation of the City of Waterloo Museum.

**POLICY COMMUNICATION:**

This policy will be communicated by:

- Posting on the City of Waterloo website
- Posting on the City of Waterloo intranet available to staff
- Sharing with relevant interested parties and collaborators
- Providing training to staff and volunteers

**POLICY:**

**Mission Statement**

The City of Waterloo Museum serves as a community gathering place where residents and visitors celebrate their stories, both local and global, which are unique to the City's growth and evolution. Through its collections, exhibitions, volunteers, staff and programs, the Museum interprets the fabric of our past and points the way to its future.

The artifacts in the museum's collection are a tangible representation of the community's heritage, and to retain their informational and historical value they must be properly cared for and documented.

**1.0 Ownership**

The City of Waterloo Museum is owned and operated by the Corporation of the City of Waterloo as per the Museum By-law.

The Corporation of the City of Waterloo established the City of Waterloo Museum in 2009; however, the City has owned and maintained the heritage collection since 1997 with the acquisition of objects from the former Seagram Museum.

**2.0 Governance**

City of Waterloo Council is the governing body for the Museum. The *Municipal Act* gives City of Waterloo Council this authority, as heritage falls within the scope of power of municipal government in Ontario.

City of Waterloo Council is comprised of the mayor and seven ward councillors, elected in accordance with the *Municipal Act* and *Municipal Elections Act*.

City of Waterloo Council is required to act in accordance with the *Municipal Act* which provides for the structure of local municipalities and sets out the basic powers. The City

of Waterloo's Procedure By-law defines practices and procedures related to Council meetings.

City of Waterloo Council meets regularly and as often as necessary to conduct its business effectively. Meetings follow a written agenda and the City Clerk keeps a record of resolutions, decisions, and proceedings which is publicly available.

City of Waterloo Council has authority to approve operating budgets, capital budgets and grants for the City of Waterloo Museum, as well as the use of reserve funds, and through staff, monitors the use of financial resources to ensure public accountability.

City of Waterloo Council reviews and approves written policies governing Museum operations as well as short- and long-term written plans for the Corporation as a whole and for the Museum specifically. The Museum's mission and vision statements are documented in the Museum and Collections Strategy.

The Museum is established by the Museum By-law. The Museum By-law delegates some administrative and operational responsibilities for the Museum to identified staff positions within the Corporation of the City of Waterloo. It also documents the purpose and objectives of the Museum.

Corporate policies, including the Museum's Collections Policy, provide provisions for the dissolution of the Museum's assets and liabilities should it cease operation.

City of Waterloo Council members are guided by a Code of Conduct for Members of Council that outlines its obligation to ethical behavior. City of Waterloo Council must also follow the *Municipal Conflict of Interest Act*.

### **3.0 Staff Roles and Responsibilities**

Staff of the Corporation of the City of Waterloo is responsible for carrying out the policies, programs and strategic directions established by City of Waterloo Council.

Responsibility for Museum operations and programs currently rests with the Department of Community Services. The Museum and Collections Manager/Curator reports to the Division Director, who reports to the Departmental Commissioner, who in turn reports to the Chief Administration Officer.

The Director of Community Programming and Outreach Services is responsible for recruiting, supervising, and evaluation of the Museum and Collections Manager/Curator and for ensuring policies and procedures are in place and are followed.

The Museum and Collections Manager/Curator acts as the Museum's curator and lead administrator. They are responsible for recruitment (with support from the Human Resources Division) supervision and performance development of the Museum's staff

and volunteers. Duties also include daily operation of the Museum, and short- and long-term planning to guide Museum operations.

The City of Waterloo Museum staff and volunteers are committed to ethical behaviour and accept the Canadian Museum's Association Ethical Guidelines (1999) as guiding principles. City Staff are also required to comply with the City of Waterloo's Employee Code of Conduct and Ethics Policy.

#### **4.0 Advisory Committee**

The City recognizes the important role an advisory committee with diverse representation can play in the governance of a community museum. This will be reviewed by Council to determine the appropriate model. Any future committee taking an advisory role with regards to the Museum will follow corporate policy and process, with Council retaining final decision-making authority.

#### **5.0 Other Considerations**

The City of Waterloo Museum, including City of Waterloo Council as its governing body, staff, and volunteers, will comply with all municipal, provincial and federal legislative requirements that have a bearing on Museum operations and activities.

#### **REVIEW**

The policy shall be reviewed by staff every four years and shall be updated as required.

#### **COMPLIANCE:**

In cases of policy violation, the City may investigate and determine appropriate corrective action.