



POLICY & PROCEDURE MANUAL

SECTION	Planning, Economic Development and Culture	POLICY NUMBER	MoD-01
SUB-SECTION	Museum & Archives	EFFECTIVE DATE	July 2019
SUBJECT	MoD Governance		
AUTHORITY	County Council, July 11, 2019 – Item 30 Museum Board (Community Services), June 27, 2019 - Item10		

1. Ownership

The Museum of Dufferin (MoD) is owned and operated by the Corporation of the County of Dufferin.

The Corporation of the County of Dufferin established the Dufferin County Museum & Archives by By-law 89-10, passed by Dufferin County Council on June 19, 1989. The name was changed in May 2018 to Museum of Dufferin (MoD).

2. Governance

The County of Dufferin's museum and archives are governed by Dufferin County Council through the Community Services Committee, a municipal council duly constituted under the Ontario Municipal Act and the Ontario Elections Act. The Warden acts as chair of County Council. County Council is comprised of fourteen members, including two members each from Dufferin's local municipalities of Amaranth, Mono, Mulmur, Orangeville, Shelburne and Grand Valley (the Mayor and Deputy-Mayor); and one member from East Garafraxa and Melancthon (the Mayor).

County Council and the Community Services/Dufferin Oaks/Museum Committee (acting as the Museum of Dufferin Board) each meet monthly, except for July unless a meeting is called by the chair, to hear delegations, to provide for more detailed debate and review of County programs and policies, and to make recommendations to County Council. County Council and its committees are governed by the County's Procedural By-law.

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

County Council approves the annual operating and capital budgets for the MoD and through staff, monitor budgets to ensure public accountability. County Council approves written policy governing the MoD operations and vision and statement of purpose.

3. Staff and Volunteers

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

The Director of Planning, Economic Development and Culture is responsible for the museum and archives’ programs and services and reports directly to the County CAO. In conjunction with the County’s Human Resources Department, the Director is responsible for recruitment, supervision and performance development of MoD staff. Duties also include daily operation and long range planning of museum and archives operations. Internally, daily operations and ongoing planning matters are reviewed and discussed at regularly scheduled meetings of the MoD’s “DAC Team” – involving the Director, Archivist and Curator.

The MoD operation and administration meet municipal, provincial and federal legislative requirements that have a bearing on its operation and activities, including the Ontario Government’s Standards for Community Museums.

The MoD staff and volunteers accept the ethical guidelines and guiding principles of the International Committee of Museums (ICOM), the Canadian Museum Association (CMA), the Ontario Museum Association (OMA, the Archives Association of Ontario (AAO), and the Canadian Council of Archives (CCA).

4. Conflict of Interest

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

5. Review

The MoD’s Governance Policy will be reviewed regularly, or at any time when changes are deemed necessary, by departmental staff. Any changes to the MoD’s Governance Policy will be approved by

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County Council.