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## **Museum Board Update, 2022-2026 Staff Report to Council**

Report Number: 2023-31

Department(s): Recreation & Culture Department

Author(s): Colin Service, Director, Recreation & Culture

Meeting Date: May 8, 2023

### **Recommendations**

1. That the report entitled Museum Board Update, 2022-2026 dated May 8, 2023 be received; and,
2. That development and implementation of a dedicated recruitment campaign for Museum Board members be approved; and,
3. That staff be directed to work with newly recruited board members to develop a schedule of meetings that may differ from the existing terms of reference; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this report is to bring Council up to date with a recruitment process for a Museum Board and to seek Council approval to develop a dedicated recruitment campaign.

### **Background**

Recruitment for all Advisory Committees and Boards was open for two months; an insufficient number of applications for the Museum Board was received. In accordance with the establishing By-law, 1983-17, the Board is comprised of 1 member of Council; 1 member of the Newmarket Historical Society; 1 member of the Friends of the Museum; and 4 members at large (ie. citizen appointees).

The mandate of the museum board is “responsible for advising on the development of policies and programs for the operation of the Elman W. Campbell Museum”. Additionally, the board has served as a financial approval authority in spending of funds in the Elman Campbell Trust.

Over the last two terms of Council, the Museum Board has regularly struggled achieving quorum at meetings. Consequently, the Board has met infrequently. Additionally, the Board has cancelled meetings due to lack of agenda items.

## **Discussion**

While interest may have initially been a bit low in the Museum Board, there is an important role for the Museum Board in an advisory capacity to staff, ensuring that programs and services are relevant, and ensuring that the museum is strategically placed for the future of our community.

## **Recruitment Campaign**

Staff are recommending that an additional recruitment campaign be conducted in May and June with an intention to begin meetings in the fall.

## **Changes to Meeting Frequency**

The current terms of reference indicate meetings will be held monthly. Once a new Board is created, it is further recommended that staff work with the new Board to develop a meeting schedule that is less frequent, while still allowing for timely feedback and discussion.

## **Future Board Review**

It is further recommended that staff and a newly recruited Board use this opportunity to review the overall scope and mandate of the board for consideration during the next term of Council.

## **Conclusion**

It is believed that with a dedicated and focused recruitment campaign, that more individuals will express an interest in the Museum Board. A newly recruited Board will be ideally positioned to explore the current board roles and assist with the development of a long term strategy that ensures board representation will help us move forward.

## **Business Plan and Strategic Plan Linkages**

This report aligns with the Town’s mission to be a community that is well beyond the ordinary. This is an example of community involvement that will serve to enhance the services we offer.

## **Consultation**

A variety of individuals who have been passionate about the museum and historical communities were consulted.

## **Human Resource Considerations**

None.

## **Budget Impact**

None.

## **Attachments**

None.

## **Approval**

Colin Service, Director, Recreation & Culture

Jeff Payne, Commissioner, Community Services

## **Contact**

Colin Service, Director, Recreation & Culture