

Preamble The Royal Ontario Museum (ROM) is an agency of the Government of Ontario, a member of the international museum community, and one of Canada's primary cultural institutions. As such, the ROM occasionally enters into formal relationships with governments, other institutions, and cultural groups. These associations are described in Memoranda of Understanding (MOUs) and Formal Agreements. The purpose of this policy is to ensure that such agreements serve the interests of the ROM and its stakeholders, now and in the future.

Policy The ROM views formal relationships with other organizations and individuals as opportunities to engage in collaborative efforts to further the ROM's realization of its mandate, vision, and mission.

The ROM's policy on MOU's and Formal Agreements covers all binding agreements that commit the institution to significant long-term actions with regard to its primary activities, including collecting, research, exhibitions, programs, and publications. All such agreements must

- Include a renewal date, not to exceed a set term without Board approval, to ensure that the ROM is free to adapt its policies and programs without restriction in the future.
- Be approved by the Board of Trustees.
- Be signed by both the **Director** & CEO and the Chair of the Board.

The following are excluded from this policy:

- Agreements that are project specific and thus limited in duration and impact.
- External contracts with third parties for the purpose of carrying out activities in the annual business plan.
- Agreements with donors and potential donors of funds and/or gifts- in-kind, which are governed by collections practices and ROM Foundation policies.

Date June 21, 2001

Amended August 29, 2002. Revisions appear in bold and underlined font. Removal of language shown as ().

MONITORING

Adherence to Policy

Board: The Executive Committee will **periodically review** management's adherence to the policy.

Management: The **Director** & CEO and the Chief Operating Officer will ensure that the Executive Committee has all the relevant information for determining adherence.

MOUs & FORMAL AGREEMENTS

Policy Review

<i>Method</i>	Internal Report
<i>Responsibility</i>	Executive Committee
<i>Minimum Frequency</i>	Every five years

MOU's AND FORMAL AGREEMENTS

- 2001 MOU with the **Ministry of Tourism, Culture & Recreation**
- 1998 MOU with the **Woodland Cultural Center**
- 1998 Letter of Agreement with the **Heiltsuk Tribal Council/ Heiltsuk Cultural Education Centre**
- 1996 MOU with the **South Asian Advisory Committee**
- 1995 Agreement with the **Multicultural Historical Society of Ontario (MHSO)**