

Category: Operational

Policy name: MHS Assistance to Organizations

Number and date of approving motion: 2021-3 February 16, 2021

Motion number and date of last review: 2022-10-07 October 11, 2022

President's Signature:



Binding Purpose:

To provide guidance and uniformity of response to requests for help from other organizations while ensuring the integrity of the MHS and its programs.

Background:

Other organizations occasionally request MHS help on projects or bring forward new ideas for the MHS to consider. Examples include speakers or displays, a letter of support for a grant or required government approval, assistance from the MHS office or use of the MHS charitable tax number. The MHS cooperates with other organizations on significant projects like the 2020 Heritage Summit.

It's important to help other organizations with related purposes where possible but the MHS must still ensure its organizational integrity and reputation as well as sufficient resources for its own programs. Whether the MHS is the lead organization or a participant in a multi-organization project determines legal, tax and liability insurance requirements.

General Policy:

1. Assistance will only be considered if the request is relevant to and consistent with the objects of the MHS as defined in the Constitution:

"2.01 The objects of the Society are:

- a) to foster the preservation of property relevant to an appreciation of the history of Manitoba and western Canada;
- b) to encourage research and publications relating to the history of Manitoba;
- c) to promote and encourage public interest in Manitoba and Canadian history; and
- d) to assist in the formation and activities of local historical societies in furthering the objectives of the Society throughout Manitoba." (Source: MHS Constitution and Bylaws)

2. The MHS welcomes project ideas from other organizations or individuals. A project idea advanced for MHS participation

- must be consistent with MHS objects

- must not add undue work for MHS staff or cost to the MHS as determined by the President in conjunction with the Executive Director;
- must be in writing signed by an authorized representative of the requesting organization;
- requires a motion by the Executive to accept and, if grant applications are involved, the MHS must be the lead agency for both the project and the grant application.

3. Preference will be given to requests from other historical societies.

Specific policy requirements

- 1. Letter of support for grant requests:** request must have sufficient detail to determine what the project is about including intent, participants, anticipated cost and timeline.
- 2. Letter of support for project approval:** request must have sufficient detail to determine what the project is about including intent, participants, anticipated cost and timeline as well as confirmation of sufficient liability insurance if appropriate. Endorsing projects that could be construed by CRA as political advocacy will not be permitted.
- 3. Providing speakers:** requires that the MHS has a suitable speaker and that person is available on the particular date. Any remuneration to the speaker other than reimbursement for expenses must be remitted to the MHS.
- 4. Borrowing a display:** requesting organization must provide pickup, assembly and delivery and return the display in the same condition it was received.
- 5. Office support from Executive Director:** requires approval of the President and Executive Directors after consideration of available time and resources without detriment to MHS programs.
- 6. Request to use the MHS charitable tax number:** will be denied under current CRA regulations
- 7. Joint ventures:** require a written agreement identifying the lead agency, respective responsibilities of all partners, costs, personnel and administrative requirements and confirmation that appropriate liability insurance is in place as required.

Procedures:

1. For 1 to 6 above: President and Executive Director to make decisions within the scope of this policy with exceptions or uncertainties referred to Council with a recommendation.
2. For 7 above: Executive to pass a motion of support including any restrictions.
3. This policy will be reviewed for any needed update in 2023 and every two years thereafter.