



Nipissing Township Museum Board Meeting

***** AGENDA *****

Wednesday, April 12, 2023

Rescheduled from April 5, 2023

****START TIME 7:00 p.m.****

1. Disclosure of pecuniary interest.
2. Motion: Approve the Minutes of the Board Meeting held March 1, 2023.
3. Discussion Items: 2023 Museum Manager Position Update.
2023 Student/Staff Positions.
Collaboration with Powassan District Union Public Library.
Artifacts/Inventory Priorities Update.
4. Motion: Adjourn.

Board meetings will be held in person at 2381 Highway 654, Township of Nipissing Community Centre and virtually utilizing the Zoom platform; and will be livestreamed to the Township of Nipissing YouTube channel.

<https://www.youtube.com/channel/UC2XSMZqRNHbwVppelfKcEXw>

MINUTES

Nipissing Township Museum Board of Management March 1, 2023

A meeting of the Nipissing Township Museum Board of Management was held on Wednesday, March 1, 2023 starting at 7:00 p.m.

The meeting was held in person at the Township of Nipissing Community Centre, and livestreamed to the Township of Nipissing YouTube Channel.

Present: Councillor Steve Kirkey; Councillor Dave Yemm; Liz Moore; Brenda Lennon; Mary Heasman and Gladys Bateman.

Staff: Fire Chief-MLEO-CEMC Will Bateman, Acting Secretary to the Board.

Disclosure of pecuniary interest: None.

MOTION NUMBER 2023-05

Moved by: Liz Moore

Seconded by: Brenda Lennon

That the Minutes of the February 1, 2023 Board meeting are approved as circulated. **Carried.**

MOTION NUMBER 2023-06

Moved by: Dave Yemm

Seconded by: Mary Heasman

That we approve the Museum Manager Position Description as amended and request Council approval for the 2023 Season;

And that we approve the Museum Manager Position Advertisement for the 2023 Season as circulated.

Carried.

Wording of the Museum Manager Position Advertisement was amended in paragraph two, requiring revision.

The Museum Manager Position Description was approved as presented during the meeting of the Board.

2023 Student/Additional positions were discussed. The Federal and Provincial student grant applications have been submitted but no decisions have been received. Advertising for the positions will take place in Spring using a similar format to the Manager Advertisement.

Item 5 on the Agenda, Discussion of Area Museums and Rosseau Road Collaboration will be brought forward at the June 7, 2023 Meeting.

Discussion of 2023 expectations and priorities:

- Procedure to be implemented for Cataloguing of items in the Museum.
- Procedure to be created for photographing artifacts for inclusion with Cataloguing documents.
- Suggestion of a video record of all artifacts brought forward.
- Completing Cataloguing of the Church building artifacts to be set as a 2023 Season goal.
- Inclusion of the Museum events on the Volunteer Recruitment advertising of the Township.

The Board was advised of an opportunity to work with the Recreation Committee for the construction of Bat Boxes at the May 27th opening of the Museum. This will proceed.

REPORT TO MUSEUM BOARD

Date: April 5, 2023

From: Kris Croskery-Hodgins, Municipal Administrator-Clerk-Treasurer
Secretary to the Museum Board

Re: Museum Staffing Positions

BACKGROUND/OVERVIEW

Council authorized the application for an Intern position, 1 year placement with the Administration team. Utilizing this position, we can cover the Museum Manager position and have them continue to work on Museum priorities throughout the year.

During a review of Museum cataloguing files, it was discovered that there are several methods for cataloguing used and the most comprehensive file created in Access which included links to photographs, is not a corrupt file and we are not able to link the photos to the files. This will require staff time to take photos and link back to the database as well as add in the previous works done in different formats.

It is our hope that the Intern position will transition into a permanent position following the one-year placement, providing a permanent staff member in the Museum Manager position and allowing for project enhancement, grant sourcing and community planning for events throughout the off-season.

At the closing of the Museum Manager posting on April 3, 2023, there were 3 resumes received. The Position Posting was advertised on the Township website, Township Facebook page, Museum Facebook page, LinkedIn and on the Government of Canada Job Bank.

FINANCIAL IMPACT

Intern position will utilize the 2023 budgeted amount for the Museum Manager position and this will be a consistent budget moving forward.

Having a permanent staff member taking on these duties will allow for work to be performed during off-season as required and apportioned to the Museum. The budget for the salary may need to be increased. Final analysis of the work data from the Intern position will allow for calculating this amount.

Student Positions:

Federal Grant received in 2022 was \$2,100.00.

Costs for one Student position (wages only, deductions not included) was \$5,895.87.

The Museum has not received a Provincial student grant for several years. As this has been funded through the Museum budget process, it may be beneficial moving forward to advertise for one "Student Position" and one "Seasonal Position", with a hope of a permanent placement in the position each season and providing the continuity as discussed in previous meetings.

RECOMMENDATION:

That the Museum Board re-advertise for the Museum Manager as a part of the Intern Position.

This may delay the start date of the position for a short time but can be made up during the rest of the year.

REPORT TO MUSEUM BOARD

Date: April 5, 2023

From: Kris Croskery-Hodgins, Municipal Administrator-Clerk-Treasurer
Secretary to the Museum Board

Re: Museum Procedures and Cataloguing Protocols

BACKGROUND/OVERVIEW

Administration Staff have reviewed the Museum laptop files, back up drives in the Museum file box and files on the municipal server. As a result, several files for the cataloguing of Museum artifacts have been reviewed.

The most comprehensive collection was located in an Access Database. The item information is still intact however the links to the photographs in the database are corrupt and we are not able to correct this issue.

Attached to this report please find samples of the 6 different cataloguing documents found.

1. Has photos and some description information but no accession numbers are assigned.
2. Photos and a table are created but there is not information on the items and accession numbers are not assigned.
3. Access Database report containing accession numbers and a large amount of detail including location in the Museum.
4. Access Database document containing accession numbers and detail but the photograph links are corrupt and not salvageable.
5. A listing of the items in storage at the Community Centre with accession numbers and the name of the item but no further detail.
6. There is a file called "Accession Files" with some items included which are numbered and provide some detail.

Also attached is a document from the Province of Ontario regarding Standards for community museums in Ontario that we can use as a guide.

RECOMMENDATION:

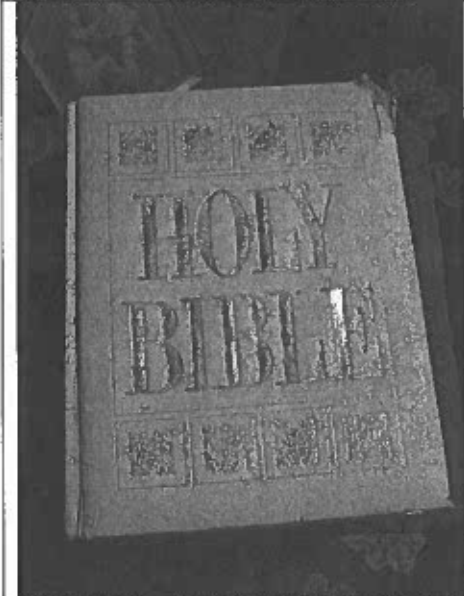
That the Museum Board create and adopt a written cataloguing procedure for future direction.

Using this procedure, Museum staff can begin to amalgamate previous cataloguing documents into this format.



The New Testament of Our Lord and Saviour Jesus Christ. London: Cambridge University Press.

Written inside cover: "Wilfred Roberts from Helen"

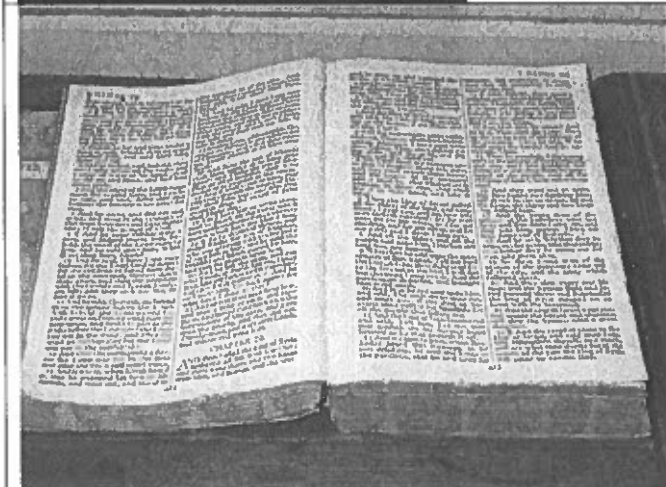


Holy Bible Containing both the Old and New Testaments: Master Reference Edition. Nashville, Tennessee: Regency Publishing House.

-illustrated

c. 1950s

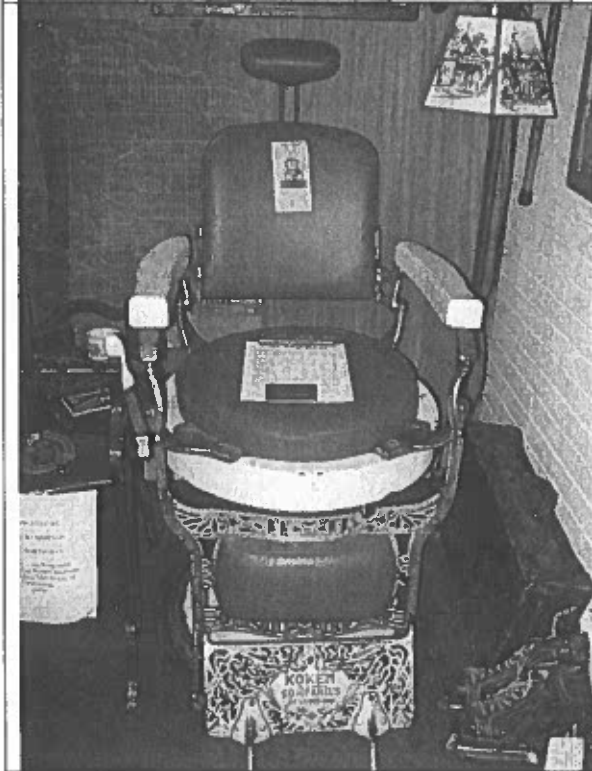
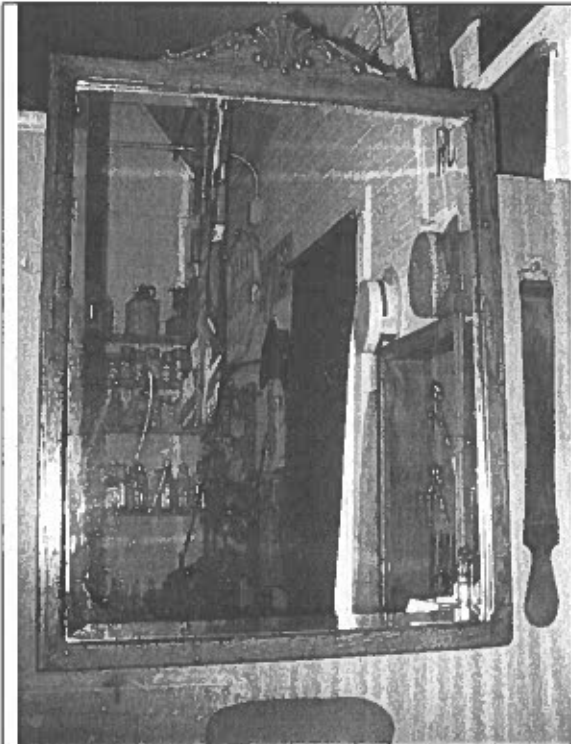
Family bible of Rose Chasteline and Lewis Holm



The British and Foreign Bible Society. *The Holy Bible.* Cambridge: Cambridge University Press.

Donor: Emma Stillaway

Barber's Shop Accessories



Artifact Number	Description of artifact	Material / Colour	Known History of Artifact	Location in Museum	Condition	Additional Notes
T2019.0001.0001	Typewriter - Underwood - "Canadian Writing Machine Company, 25 Adelaide Street West, Toronto"	Black		C1 - top of case	Good- Minor rust/dust	
976.10.1	Decorative Beaver Statue	Wood		C1 - top of case	Good	
X2019.1.2	Book- "Chapman's Ontario Schoolboard's Cash Book"	Green		C1 - top of case	Good	
X2019.1.3	Lunch Box- "Nipissing School 1930 - Lunch Box"	Metal - Black		C1 - top of case	Good	
T2019.0001.0004a	Union Jack Flag	cotton, synthetic fabric, wood		C2- beside case (on floor)	Good	
T2019.0001.0004b	Union Jack Flag	cotton, synthetic fabric, wood		C1 - beside case (on floor)	Good	
T2019.0001.0005	Webster's Dictionary- Unabridged	Paper- Tan/Brown	1885 - Donated by Pat Allen	C1 - Inside Case - top row	Poor (outer layer). Fair (inside paper)	
X2019.1.6	Glue Bottle - Clear w red top - Glass / Rubber	Glass / Rubber - Clear/Red		C1 - Inside Case- Top Row	Good	
X2019.1.7	School Slate - "Sanitary" / "Made in USA" / "LB"	Wood/Slate - Black/Brown		C1 - Inside Case- Top Row	Good - Slate cracked	
*2000.081.307	Ink Bottle w Cork stopper	Glass /Cork		C1 - Inside Case- Top Row	Good	
1976.1.13	Strap	Black		C1 - Inside Case- Top Row	Good	
X2019.1.8	Strap	Red		C1 - Inside Case - top row	Good	
1976.1.14	Pencil Sharpener	Red / Metal		C1 - Inside Case- Top Row	Fair/Poor - broken	
X2019.1.9	Ink Bottle "Underwood Inks"					
	Ink Bottle - Trapezoid shape - "Waterman's 2oz" / "Pat. D 98958" / "6" / "18" - Anchor	Glass w Purple hue		C1 - Inside Case- Top Row	Good (small chips)	
X2019.1.10	Symbol w H over	Glass - Clear		C1 - Inside Case - top row	Great (orange stain)	Related to T2019.0001.0017
X2019.1.11 a, b	Ink Well w Cap - "Skrip" / "Tighten Cap / Tip Bottle to / Fill the Well" - "Pat.E1759866"	Glass/Metal- Clear/Black		C1 - Inside Case- Top Row	Good (rust on cap)	
X2019.1.12	Ink Bottle - "Carter's" / "made in Canada" / "71/2"	Glass - Clear		C1 - Inside Case- Top Row	Good	
		Glass- Tinted slightly purple				
X2019.1.13	Ink Bottle			C1 - Inside Case- Top Row	Good - Chipped	

ID	Date	Accession number	Name	Address	Phone_Number	Donated/Loan	Artifact	Condition	Length	Width
8	23-Jun-14	2014.1.2	unknown			0 Donated	photograph	excellent	22.5	17.6
9	23-Jun-14	2014.1.3	unknown			0 Donated	photo	excellent	23	17.5
10	23-Jun-14	2014.1.4a	unknown			0 Donated	postcard	good	36	14.5
11	23-Jun-14	2014.1.4b	unknown			0 Donated	post cards	good	39.5	14.5
12	23-Jun-14	2014.1.4c	unknown			0 Donated	post cards	good	38.5	14.3
13	23-Jun-14	2014.1.4d	unknown			0 Donated		fair	38.5	14
14	23-Jun-14	2014.1.4e	unknown			0 Donated	post card	good	38.5	14
15	23-Jun-14	2014.1.4f	unknown			0 Donated	post card	good	38.5	14
16	23-Jun-14	2014.1.4g	unknown			0 Donated	post card	good	38.5	14
17	23-Jun-14	2014.1.4h	unknown			0 Donated	post card	good	39	14
18	23-Jun-14	2014.1.4i	unknown			0 Donated	poster	poor	35.5	28
19	23-Jun-14	1985.13.1-3	Shirley Goegan			0 Donated	photo	good	38	30
20	27-Jun-14	2014.1.5a	unknown			0 Donated	coin case	excellent	6.5	6.5
21	27-Jun-14	2014.1.5b	unknown			0 Donated	coin	excellent	3.8	3.8
22	27-Jun-14	2014.1.6	unknown			0 Donated	correspondence	good	23	10.5
23	26-Jun-14	2014.1.7	unknown			0 Donated	photo	excellent	12.6	8
24	27-Jun-14	2014.1.8	unknown			0 Donated	photo	good	16.5	10.5
25	27-Jun-14	2014.1.9	unknown			0 Donated	photo	good	11.6	16
26	27-Jun-14	2014.1.10	unknown			0 Donated	photo	good	11.6	16
27	27-Jun-14	2014.2.1	Scotty Law			0 Donated	photo	excellent	25.7	20.2
28	29-Jun-14	1977.53.1c	unknown			0 Donated	cup	excellent	7.8	7.8
29	29-Jun-14	1977.53.1b	unknown			0 Donated	cup	excellent	7.7	7.7
30	29-Jun-14	1977.53.2a	unknown			0 Donated	plate	excellent	15	15
31	29-Jun-14	1977.53.2b	unknown			0 Donated	plate	excellent	15	15
32	29-Jun-14	1977.53.2c	unknown			0 Donated	plate	excellent	15	15
33	29-Jun-14	1996.18.6	Bert Simpson	North Bay		0 Donated	plate	good	25.3	25.3
34	29-Jun-14	1976.1.8	Nipissing Town			0 Donated	plate	good	23.5	23.5
35	01-Jul-14	1979.50.1	unknolwn			0 Donated	plate	fair	25	25
36	01-Jul-14	1976.64.1	unknown			0 Donated	plate	poor	25	25
37	01-Jul-14	1985.14.6	Ruth Arbour	RR1 Callander		0 Donated	plate	poor	25	25
38	01-Jul-14	1985.14.7	Ruth Arbour	RR 1 Callander		0 Donated	plate	poor	25.3	25.3
39	01-Jul-14	1976.1.10.(2)	Nipissing Town			0 Donated	bread & butter plate	good	15.5	15.5
40	01-Jul-14	1976.32.4a	Mr & Mrs Pete Restoule		7295414	Donated	saucer	good	14.6	14.6
41	01-Jul-14	1978.43.5	unknown			0 Donated	plate	excellent	15	15
42	01-Jul-14	1978.43.?	unknown			0 Donated	plate	excellent	15	15
43	01-Jul-14	1983.1.12	Lela Daub	RR1 Nipissing		0 Donated	saucer	excellent	14.5	14.5
44	01-Jul-14	1979.5.1	unknown			0 Donated	saucer	good	15	15
45	01-Jul-14	1977.63.1	unknown			0 Donated	saucer	poor	16	16

Hieght	Era	Description/History	Location	Photo	Date Cleaned	Repairs Required
na		Deacie and Pricillia Beattie on 50	art/f/b	..\..\Pictures\2		
		child and dog	art/file/g	..\..\Pictures\2		
		north bay and area	art/f/n	..\..\Pictures\2		holes in corners
		north bay area	art/f/n	..\..\Pictures\2		holes in corners
		north bay area	art/f/n	..\..\Pictures\2		holes in corners
		owen sound area	art/f/o	..\..\Pictures\2		damage to corner
		north bay area	art/f/n	..\..\Pictures\2		holes in corners
		north bay area	art/f/n	..\..\Pictures\2		holes in corners
		north bay area	art/f/n	..\..\Pictures\2		holes in corners
		north bay area	art/f/n	..\..\Pictures\2		holes in corners
		wanted poster sam & bell starr	s/r	..\..\Pictures\2		tearing edges
2	1900	tom armstrong family	s/r	..\..\Pictures\2		
3.8			art/f/jcs	..\..\Pictures\2		
.3		commemorative coin of John	art/f/jcs	..\..\Pictures\2		
.5	late 1800	letters from Jean to family	art/f/jcs	..\..\Pictures\2		folded, rough edg
	late 1800	photo of Kobe, Japan	art/f/jcs	..\..\Pictures\2		
	late 1800	photo of JCS riding rickshaw	art/f/jcs	..\..\Pictures\2		
.6	late 1800	photo of jcs having tea in Japan	art/f/jcs	..\..\Pictures\2		some writing/ink could be cleaned
.6	WW1	framed photo of Major Harvey C	art/f/jcs	..\..\Pictures\2		damage to corner
		photo of boat with tourists	art/f/swackha	..\..\Pictures\2		
7.1		blue & white stripes	sr/	..\..\Pictures\1		
7.1		blue and white stripes	sr	..\..\Pictures\1		
2		blue and white stripe	sr	..\..\Pictures\1		
2		blue and white stripe	sr	..\..\Pictures\1		
2		blue and white stripe	sr	..\..\Pictures\1		
2.5		W.H. Brindley & Co, England	sr	..\..\Pictures\9		
3		cottage by water/mountains	sr	..\..\Pictures\2		
2		white with gold trim	sr	..\..\Pictures\2		
20		white	sr	..\..\Pictures\2		crack in center
2.5		white; Baker & Co	sr	..\..\Pictures\2		
3		white plate Baker & Co	sr	..\..\Pictures\2		crack in middle chip
1.6		blue & white check	s/r	..\..\Pictures\2		
2.5		white with silver trim;royal cut	s/r	..\..\Pictures\2		
2.5		white	sr	..\..\Pictures\2		
2.5		white	sr	..\..\Pictures\2		
2.5		white with red;castle on the lake	sr	..\..\Pictures\2		
2.5		white	sr	..\..\Pictures\2		
2		apples	sr	..\..\Pictures\2		

Items in Community Centre storage

Bay 1 Shelf 1:

1977.58.02- Picture: "Canada's Rally to the Empire-Answering the Call of the motherland"

2018.53.12- Wooden crate- "Canadian Cannery limited: Pure Food Products" E. Kahnert

2018.54.01- Box of sewing supplies - many items may be separately in catalogue

2018.54.02- Box of unknown jars, and jars 1976.35.19 and 1976.22.02

2018.53.07- wooden bench with hole

1978.41.01- coal oil lamp

2018.51.61 Peavey Pick

1984.08.35e- metal box

Bay1 Shelf2

2018.54.03- green glass bottle

1991.04.01- blue bedpan

2018.54.04- box of insulators (may contain previously numbered insulators)

2018.51.30- Red lantern

2018.51.29- red lantern missing bulb

1976.28.04- Javex bottle

2018.54.05- box of Javex bottles including 1976.28.04

2018.54.06- wooden case of (traps?)

2018.54.07- milk can

1976.17.01- Milk strainer

2018.54.08- Gas can

2018.54.09- Cast iron pot

2018.54.10- glass lantern

Bay 1 Shelf 3

2018.54.11- child's wicker rocking chair

2018.54.12- unknown object (pump?)

2018.01.03- hockey stick trophy

Accession Files

Accession #: 1976.13.1

Object: Scissors

Description: 2 blades, opening at end for fingers.

Measurements: L: 10.75 inches

Condition: Fair; some rust, chipped where blades are joined.

Comments:

Source/History: Frank Pilger, Commanda (used by parents in old country)

Number Applied to Object?: yes

Date: July 25, 1976

Accessioned by:

Catalogue card:

Donor Card: yes

Procedure Completed by:

Standards for community museums in Ontario

Learn about the standards that every community museum in Ontario must follow.

Overview

This Ministry of Heritage, Sport, Tourism and Culture Industries administers the Standards for Community Museums in Ontario.

All community museums in Ontario are required to follow these standards.

To help you follow the standards, the ministry provides:

- advisory services
- resource materials
- relevant museological information

Museum notes

The Museum Notes (<https://www.ontario.ca/document/museum-notes>) provide practical information about operating a community museum in Ontario. They refer to and draw upon the Standards for Community Museums in Ontario. To help museums meet the standards, the ministry provides advisory services and resource materials such as the Notes.

About the standards

The environment in which museums function is changing, and the museum workforce is growing and becoming more skilled and knowledgeable. Museum standards must continue

to evolve as museums find new ways to serve their communities and fulfil their mandate.

The 10 standards for community museums represent the minimum requirements for the operation of a good community museum. Community museums need to meet the standards to qualify for funding under the Community Museum Operating Grant^[1].

The province is committed to the preservation, presentation and sustainability of the material culture of Ontario through community museums. In achieving these standards, Ontario's museums will continue along the path to excellence and remain a resource to the communities they serve.

Governance standard

As a community museum, you must be governed according to standards and be open and accountable to the public for your decisions.

Requirements

1. A community museum must be:
 - a. governed by a publicly accountable body^[2].
 - b. established by a written document(s) which include(s) descriptions of:
 - authority for the museum
 - museum's mission statement that
 - defines the museum's purpose
 - makes a commitment to the museum's role in the public trust
 - identifies who the museum serves
 - identifies what the museum will collect
 - identifies the impact it will have in its community
 - c. how the museum will dissolve its assets and liabilities should it cease to operate
2. The museum's governing body must:
 - a. be established by a written document which outlines:

- its composition and structure – including selection of members and terms of office
- its obligation to ethical behaviour and the avoidance of conflict of interest – as a body and as individuals
- its obligation to meet municipal, provincial and federal legislative requirements that have an impact on its decisions or activities
- its responsibilities and duties, including:
 - recruiting, supervising and evaluating the museum's curator or director (that is, the museum's chief manager)
 - formulating the museum's statement of purpose
 - formulating written policy governing operations and defining programs
 - securing funding necessary to carry out the museum's programs
 - preparing or approving an annual budget and monitoring it to ensure public accountability
 - ensuring that the purposes for which the museum exists are being fulfilled
 - ensuring that the collection is being cared for under proper conditions

b. meet regularly and as often as necessary to conduct its business effectively

- meetings must follow a written agenda and a written record must be kept of all discussions and decisions

3. The museum's operation and administration must:

- a. meet municipal, provincial and federal legislative requirements that have a bearing on its operations and activities

4. The museum and its staff must:

- a. demonstrate a commitment to ethical behaviour as an institution and as individuals.

5. The museum's operations and activities must be:

- a. directed by short and long-term written plans (for example, business plan, strategic plan, visioning plan or master plan) that are:

- b. approved by the governing body
 - c. contain goals and objectives relevant to the museum's statement of purpose
-

Finance standard

As a community museum, you must demonstrate fiscal responsibility.

Requirements

1. A community museum must:
 - a. demonstrate a commitment to ethical behaviour in the pursuit of funding
 - b. demonstrate a commitment to financial sustainability and stability
 - c. seek diverse sources of funding - both public and private
 - d. make public an annual financial report
 2. The museum's governing body must:
 - a. secure funding necessary for the operation and maintenance of the museum and its activities
 - b. secure funding for capital projects
 - c. approve the annual budget that allocates and controls financial resources related to the museum's operation and administration
 - d. review and approve the museum's budget in relation to the goals, objectives and priorities of the museum
-

Collections standard

Objective of the Collections Standard

As a community museum, the artifacts you keep represent your community's heritage. To protect their value, you must maintain a well-organized, managed and documented collection.

Requirements

A community museum must:

1. have a written collection development policy stating that it will:
 - a. ensure that the scope of collection is consistent with the museum's statement of purpose
 - b. establish priorities for collection development
 - c. demonstrate a commitment to ethical behaviour in collection development (for example, repatriation, human remains)
 - d. meet municipal, provincial and federal legislative requirements that have an impact on collecting activities (for example, illicit materials, firearms, hazardous materials)
2. have a written collections management policy stating that it will:
 - a. ensure proper procedures and documentation for acquiring, using and deaccessioning artifacts in the collection
 - b. ensure proper procedures and documentation for incoming and outgoing loans
 - c. ensure proper procedures for the management of collections records
 - d. demonstrate a commitment to conservation standards in the labelling, care and handling of artifacts
 - e. distinguish between artifacts in a research (or study) collection and objects in an education (or hands-on) collection
 - f. meet municipal, provincial and federal legislative requirements that have an impact on collections management and documentation (for example, acquisition and deaccessioning, tax receipts, firearms, hazardous materials)
3. assign the duties of a Collections Manager (or equivalent position) to an appropriately trained staff member and provides adequate time, workspace and funding for collections management activities
4. use an effective collection documentation system, which may be paper-based, electronic, or a combination and includes:
 - a. a standardized numbering system
 - b. an accession register

- c. a master catalogue file
 - d. signed donor and loan forms
5. keep a periodically updated paper or electronic copy of the collection records off-site in a secure location
 6. keep its collection records current
-

Exhibition standard

Objective of the Exhibition Standard

As a community museum, your exhibits provide an important link between your community and its heritage.

In the planning and presentation of exhibitions, you must strive for accuracy of information, relevance to the community, effective communication, opportunities for learning and engagement, and the safe display of artifacts.

Requirements

A community museum must:

1. have a written exhibition policy stating that it will:
 - a. ensure that the themes and number of exhibits are consistent with the museum's statement of purpose and the needs and interests of the communities it serves
 - b. demonstrate a commitment to accuracy and fairness, inclusivity and respect in exhibit presentation
 - c. demonstrate a commitment to ethical behaviour in exhibit presentation
 - d. meet conservation standards in exhibit design, materials and use of artifacts
 - e. meet municipal, provincial and federal legislative requirements that have an impact on exhibit presentation (for example, safety codes, copyright, disability legislation).
2. ensure its exhibits are consistent with the museum's exhibition policy

3. ensure it has an exhibition schedule comprising a mix of permanent and temporary exhibits
4. ensure the relevance, accuracy and effective communication of each exhibit by:
 - a. establishing clearly defined objectives and evaluating exhibits against their objectives
 - b. using appropriate expertise, including staff, volunteers, community groups, or consultants
 - c. carrying out sufficient research
5. ensure that all staff (including volunteers) involved in the planning, preparation and installation of exhibits have the necessary skills and training
6. ensure that exhibits are safe for visitors and staff by:
 - a. placing hazardous materials in display cases
 - b. adequately supporting, securing or providing barriers against heavy objects or moving parts that could cause injury
 - c. training staff in the safe operation of exhibits (for example, machinery)
 - d. meeting legislated requirements in the handling and display of firearms
7. ensure that exhibits are accessible and capable of being used and enjoyed by visitors of all ages and abilities
8. ensure that exhibits effectively promote learning and enjoyment through:
 - a. providing a variety of interpretation methods to meet a range of visitor needs
 - b. regularly replacing artifacts in permanent exhibits with other examples from storage, to refresh the exhibits for the community's enjoyment as well as for conservation purposes
9. ensure a portion of the museum's budget is allocated annually for:
 - a. exhibit development
 - b. design
 - c. construction
 - d. maintenance

e. evaluation expenses

10. ensure that exhibit preparation activities that are harmful to artifacts are carried out in a workshop that is isolated from collection areas (that is, display and storage).

- a. activities would include those that produce dust, excessive heat or vibrations, and those that involve the use of aerosols and solvents (for example, paints and varnishes)
-

Interpretation and education standard

As a community museum, your interpretation and education programs allow the community to interact more closely with your collections and information and reach audiences of all ages, interests and abilities.

Requirements

A community museum must:

1. have a written interpretation and education policy stating that it will:
 - a. ensure that the theme, content and format of interpretation and education programs are –
 - consistent with the museum's statement of purpose
 - meet the needs and interests of the communities it serves
 - b. establish priorities for the development of interpretation and education programs
 - c. ensure that responsibility for interpretation and education programming is given to properly trained staff
 - d. demonstrate a commitment to accuracy and fairness, inclusivity and respect in interpretation and education programs
 - e. demonstrate a commitment to ethical behaviour in interpretation and education programs
 - f. demonstrate a commitment to meet conservation standards in use of artifacts
 - g. meet municipal, provincial and federal legislative requirements that have an impact on interpretation and education programs (for example, copyright, disability

legislation)

2. have an interpretation and education program consisting of a mix of school programs, public programs, and special events; all interpretation and education programs must:
 - a. be consistent with the museum's statement of purpose and meet the needs and interests of the communities it serves
 - b. promote learning and enjoyment
 3. ensure the relevance, accuracy and effective communication of its interpretation and education programs (see above for AODA requirements) by:
 - a. establishing clearly defined and measurable learning objectives and outcomes, and undertaking a process of program evaluation
 - b. using appropriate expertise – including staff, volunteers, community groups, or consultants
 - c. carrying out research
 4. ensure all staff involved in the development and delivery of interpretation and education programs, have the appropriate skills and training
 5. provide sufficient space and a safe and secure environment for interpretation and education programs
 6. allocate every year a portion of the museum's budget for interpretation and education program expenses
-

Research standard

As a community museum, research is an ongoing activity and is reflected by your well-researched exhibits, interpretation, publications and educational programming. As well as helping staff researchers, you also have a responsibility to assist outside researchers.

Requirements

A community museum must:

1. have a written research policy stating that it will:

- a. demonstrate a commitment to the pursuit of research by staff and outside researchers
 - b. ensure that the scope of research is consistent with the museum's statement of purpose
 - c. establish priorities for research activities
 - d. demonstrate a commitment to accuracy and objectivity in the results of research
 - e. demonstrate a commitment to ethical behaviour in research (for example, confidentiality of records, ownership of information)
 - f. meet municipal, provincial and federal legislative requirements that have an impact on research activities and products (for example, copyright legislation)
2. have a research program that is consistent with its statement of purpose, and reflects the needs of its communities, site, collections and public programs.
 3. schedule time for staff to carry out the museum's research program
 4. allocate a portion of its budget every year for research expenses, such as reference material, photocopying and staff travel
 5. provide a clean, well-lit, separate space for staff and external researchers to carry out research
 6. ensure that researchers who have access to the collection have training in handling artifacts

Conservation standard

As a community museum, you have a responsibility to protect and preserve the collection entrusted to your care, so that future generations have the opportunity to enjoy and learn from it.

You will demonstrate the stewardship of your collection by following procedures that ensure its long-term preservation.

Requirements

A community museum must:

1. have a written conservation policy that sets out how it will:
 - a. demonstrate its understanding of the distinction between preventive care and conservation treatment
 - b. demonstrate its commitment to the preventive conservation of the collection
 - c. establish priorities for making decisions regarding conservation treatment
 - d. ensure that responsibility for the care of its collections is delegated to appropriately trained staff
 - e. demonstrate a commitment to consult with, and be guided by, the advice of qualified experts in conservation
 - f. demonstrate a commitment to ethical behaviour in the care of collections
 - g. meet municipal, provincial and federal legislative requirements that have an impact on the conservation of collections
2. demonstrate a commitment to protect the collection through proper care and handling by:
 - a. implementing a program to instruct staff how to safely handle artifacts
 - b. ensuring that artifacts are durable enough to withstand their proposed use for example,, displays, interpretation, loans, hands-on activities
 - c. implementing safe packing, unpacking and transportation procedures
3. provide one or more exclusive spaces for the storage of the collection. These areas will be:
 - a. used for collection storage only
 - b. large enough to store existing artifacts without crowding, and to accommodate projected future acquisitions
 - c. kept clean through the implementation of a regular housekeeping schedule performed by staff or volunteers with the necessary training
 - d. kept dark, except when staff are present
 - e. restricted to access only by designated appropriate staff (for example,, curator or registrar)
 - f. equipped with suitable and safe shelves, cabinets and artifact supports

4. maintain the safety and preservation of artifacts on exhibit by:

- a. ensuring that cases and floor spaces are large enough to hold artifacts without crowding or distortion
- b. ensuring that artifacts on display are adequately supported with safe materials
- c. using display materials (such as case materials, backgrounds, adhesives, labels) that are not harmful to artifacts
- d. ensuring that exhibits are kept clean and maintained by staff trained in the handling of artifacts
- e. ensuring that light-sensitive artifacts are displayed only for short periods of time
- f. implementing a program of regular inspections of artifacts on exhibit to check for losses and damage
- g. updating collections records to reflect changes in location for example,, storage to display

5. ensure the security of the collection by:

- a. protecting artifacts from water damage
- b. protecting artifacts from theft and vandalism, including restricting access to artifacts
- c. establishing written standard procedures to deal with emergencies and disasters, and training of all staff in these procedures

6. provide an appropriate environment for artifacts in all storage and exhibit areas by:

- a. reducing visible light levels to accepted standards^[3]
- b. removing as much ultraviolet radiation as possible
- c. maintaining relative humidity and temperature levels within an appropriate range for museum artifacts^[4]
- d. reducing dust and pollution through a combination of physical plant (for example, use of vestibule, appropriate air filtration) and preventive procedures (for example, use of door mats, no smoking rules)
- e. implementing a regular cleaning and maintenance schedule of the museum and storage spaces performed by staff or volunteers with the necessary training

- f. implementing preventive pest management procedures, including regular inspections for pests in the museum and inspection of all incoming collection and non-collection material
 - g. implementing a program of regular checking and recording of environmental conditions, with follow up procedures to correct deficiencies
 - 7. ensure that conservation treatment procedures will not damage artifacts and are carried out in accordance with professional standards of practice by:
 - a. ensuring that individuals treating artifacts have an appropriate level of training in conservation
 - b. ensuring that all conservation treatments are properly documented and the documentation is retained on file
 - c. ensuring that conservation treatment carried out in the museum takes place in a separate space that is appropriately equipped and ventilated according to health and safety standards
-

Physical plant standard

As a community museum, your buildings and grounds must provide a safe and functional environment for visitors, staff, the collection and associated activities.

This objective must be balanced with the need to preserve the integrity of heritage buildings as artifacts themselves, as well as archaeological resources present on the property.

Requirements

A community museum must:

- 1. ensure the design and layout of its building(s) and grounds:
 - a. accommodate the physical and functional needs of its users, staff, collections and activities
 - b. are appropriate to the museum's statement of purpose, and to its community role and image

2. meet its obligation to federal, provincial and municipal requirements that apply to physical safety of staff, visitors and property
3. ensure that each of its buildings meets environmental norms appropriate to its functions
4. ensures the security of its users, staff, collections and information by developing and regularly updating an emergency preparedness plan or equivalent that:
 - a. identifies potential threats for example,, personal threat, fire, water or vandalism
 - b. takes steps to minimize the level of individual risks for example,, by installing sufficient security lighting
 - c. includes written procedures to respond to threats, emergencies and disasters
 - d. includes training staff and volunteers to implement emergency and disaster response procedures
 - e. establishes a system of periodic testing and assessment of the effectiveness of emergency procedures
 - f. ensures that any preventive or security systems installed are assessed for their potential impact on collections and the museum's character and functions
5. have a written maintenance manual that sets out how it will:
 - a. conduct regularly scheduled inspections and maintenance of building(s) and grounds
 - b. set priorities and schedules for ongoing repairs and capital upgrades
 - c. ensure that health and safety codes are met in the maintenance and repair of the physical plant
 - d. conduct daily, weekly and monthly housekeeping routines
6. strive to be environmentally responsible in its use of energy and materials, including the handling, storage and disposal of hazardous materials
7. maintain the historical integrity of its resources should it be located in a heritage building, on a historic site, or on grounds containing an archaeological site and maintain the historical integrity of these resources in its use, maintenance, repair and modification following conservation standards and procedures

8. ensure that if buildings are open on a seasonal basis they are monitored for temperature and humidity, and measures are taken to decrease the risk of environmental damage during the off-season
-

Community standard

A community's heritage is part of its identity. As a steward of the community's heritage, the museum is actively engaged in the community and responsive to its needs. The museum is accessible and relevant, and draws support from its community.

Requirements

A community museum must:

1. have a written policy that defines its relationship with the community, and that will:
 - a. ensure that it performs its role as a steward of the collection
 - b. ensure that it provides services and programs consistent with its statement of purpose that meet the needs and interests of the community
 - c. endeavour to allow all sectors of the community to participate in the museum's decisions, goals and directions that may affect them or reflect on them
 - d. engage members of the community in museum activities
 - e. identify and pursue appropriate community partnerships
 - f. endeavour to provide equality of access to information about the museum's collections, services and programs through adequate promotion
 - g. endeavour to provide equal access to all members of the community, both physically and intellectually, to the museum's collections, information, services and programs, including through electronic means for example,, a website or social media.
2. have regular, posted, and advertised hours, during which it is open to the public, and which meet the needs of the community

- a. a museum not open for long periods of time due to staffing considerations or weather must assess the needs of the community and make its services available by appointment and/or outreach activities
3. have a volunteer program to encourage community participation in its activities, which should include:
- a. identification and development of volunteer opportunities
 - b. procedures for recruitment of volunteers
 - c. matching the needs and interests of volunteers to those of the museum
 - d. provision of appropriate training and supervision for volunteers
 - e. provision of a safe and secure working environment for volunteers
 - f. volunteer evaluation
 - g. public and private recognition of volunteers' contributions
-

Human resources standard

As a community museum, your ability to fulfil your museum's purpose depends largely on the professionalism and capabilities of your staff^[5].

You are better able to meet your mandate and carry out activities if you recruit qualified staff and provide ongoing training opportunities.

As an employer, you are concerned with the safety, security, wellbeing and continued motivation of the people who work with you.

Requirements

A community museum must:

1. have a written human resources management policy stating that it will:
 - a. ensure that staff responsible for administering the museum and its collections have appropriate professional training
 - b. ensure that all museum activities are carried out by appropriately trained staff

- c. ensure that each staff member has a written job description (see Glossary)
 - d. ensure that human resource management, including recruitment, performance assessment, and termination is conducted in an ethical manner and is consistent with accepted practice and applicable legislation
 - e. ensure that staff are provided with information on health and safety hazards in the workplace and are trained in their management or mitigation
 - f. ensure that at least one person on staff has current First Aid training
 - g. endeavour to provide equal access to the workplace by staff of all abilities
 - h. ensure that staff are familiar with and adhere to a museological code of ethics
 - i. meet municipal, provincial and federal legislative requirements relating to people in the workplace
2. have a written staff training policy that sets out how it will:
- a. help staff to maintain or upgrade their skills
 - b. set priorities for staff training
 - c. determine appropriate levels of support for example,, financial, time, for individual staff training
 - d. ensure the development of an ongoing in-house training program for staff and volunteers; ensure it's delivered by qualified people
 - e. provide staff with access to professional development opportunities and interchange with museum colleagues, including communication with other museums in the region
 - f. ensure the development and regular delivery of an orientation program for members of the governing body
3. Budget a portion of its allocation every year for:
- a. development, delivery and assessment of an in-house training program staff
 - b. access to professional development for example,, seminars, workshops, conferences
 - c. purchase and maintenance of a collection of current reference material

Glossary

The following glossary explains terms used in the Standards for Community Museums in Ontario. Definitions and descriptions from other sources are included to help the reader understand these terms.

Publicly accountable body

The organization identifies its stakeholders and ensures there is a strategy for regular and effective communication and consultation with them about the organization's achievements and work. *Imagine Canada Standards Program Handbook*

"Accountability begins with compliance with laws and regulations. Going beyond legal requirements, many museums voluntarily choose to adhere to ethical codes and accountability standards to ensure good stewardship of assets held in the public trust and to maintain public confidence. Standards are consensus documents or written statements of generally accepted principles. Standards provide a common language to enable museums to communicate about their performance and increase accountability." *American Alliance of Museums Reference Guide Ethics, Standards and Best Practices for Museums*

Authority for the museum

In the case of municipal museums, the establishment of the museum in the form of constating documents such as by-laws or council motions. In the case of not-for-profit corporations, the letters patent for the museum and the proof of incorporation. In all cases, the museum's legal ownership of the collection must be established in writing.

"Each museum should have a written constitution or other document setting out clearly its legal status and permanent, non-profit nature." *ICOM Code of Professional Ethics*

"Every museum requires a written mandate, which may take the form of a constitution with by-laws, an act, a municipal charter, etc.; this public document establishes its legal, non-profit status and purpose, and its objectives." *CMA Ethics Guidelines*

Museum's governing body

An appointed or elected body that is solely responsible for the operation of the museum, such as a Board of Directors, a Management Committee, or an Advisory Committee. This body cannot have a mandate that includes other municipal entities (for example, libraries, tourist offices, or recreation centres).

"The persons or organisations defined in the enabling legislation of the museum as responsible for its continuance, strategic development and funding." *ICOM Code of Professional Ethics*

"The governing body of a museum may be an elected or appointed Board of Trustees or Directors, or a Management or Advisory Board or Committee of municipal officials. Whatever its formation, it is the legal entity that is accountable to the public and to the museum community for the policy, financing and administration of the museum." *CMA Ethics Guidelines*

"The curator is the chief executive officer of the museum. This person might have any one of a number of titles including Director, Museum Manager, or some combination of terms. The Regulation governing grants states that a museum must have an appointed curator, defined as a person whose full-time service is devoted to the administration of a museum. A good curator should be able to: conduct research on the collections for documentation, exhibition and program development; ensure that the collection represents the museum's mission statement, fulfill requirements for keeping the collection well-preserved." Ontario Museum Association OMA Recruiting and Hiring Museum Curators and Directors: A Human Resource Tool. OMA: July 2003.

Ethical behaviour

A commonly accepted standard of behaviour for board members, staff and volunteers, outlined in publications such as the Canadian Museums Association's CMA Ethics Guidelines and the International Council of Museums' ICOM Code of Professional Ethics.

"Ethics are based upon the underlying values of honesty, fairness, respect, excellence and accountability which the larger community applies to the rational evaluation of moral issues. Since the application of such values change over time, museum ethics must reflect an ongoing dialogue between the museum community and the society it serves." CMA Ethics Guidelines

Community

The community served by the museum. This can be a community distinguished by geographic boundaries (for example, Lambton County), by common interest (for example, Museum of Textiles), or by ethnicity (for example, Ukrainian Museum of Canada). A museum may also serve different communities (for example, special interest and local community).

Appropriate research space

A designated space where staff and outside researchers may sit at a desk or table to consult reference books, archival material, and other documents. The space should be neither in the exhibit area - where it might interfere with public enjoyment of displays - nor in collection storage. The space should be well lit, and large enough to accommodate one or two researchers and their papers.

References

OMA Recruiting and Hiring Museum Curators and Directors: A Human Resource Tool.
Ontario Museum Association: July 2003

Canadian Museums Association. CMA Ethical Guidelines, Ottawa: 2006.

Canadian Museums Association Roles and Responsibilities of Museum Boards and Trustees
CAMDO 2004

International Council of Museums. ICOM Code of Professional Ethics, Paris: 2013 (revised 2004).

Imagine Canada Standards Program Handbook 2012 (revised October 2014)

American Alliance of Museums Reference Guide Ethics, Standards and Best Practices for Museums 2013

Updated: March 25, 2022

Published: March 23, 2022

Footnotes

- [1] ^ While the principal goal of the standards is to serve museums as a guide to good practice, the Standards for Community Museums in Ontario are also referenced in Regulation 877 - Grants for Museums, the provincial regulation governing the allocation of operating grants to Ontario's community museums. Eligibility for these operating grants is contingent on museums meeting both the requirements in the regulation as well as the standards.
- [2] ^ Municipal museums may be governed by a committee or board of management that advises council
- [3] ^ Acceptable light levels for artifacts are 50 lux for highly light sensitive materials (for example, most dyed textiles), 150 lux for moderately light sensitive materials (for example, most varnished paintings), and 300 lux for materials that are not light sensitive (for example, stone and ceramics). A maximum of 75 Watts/lumen of ultraviolet light is recommended for all but the last category.
- [4] ^ An acceptable range is normally 40 to 60 per cent. This condition applies to all buildings physically capable of maintaining these standards and to all additions to existing buildings or sites. Some buildings, because of structural or historical considerations, may require that this range be adjusted. Such adjustments may be based on individual assessments carried out in consultation with ministry or technical staff.
- [5] ^ In this context, "staff" includes both paid and unpaid staff.