

Adopted by Council at its meeting held November 4, 2013 [M400-2013]

SG

Windsor, Ontario, November 4, 2013

REPORT NO. 183 of the
**SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held October 9, 2013

Present:
Councillor Ed Sleiman, Chair
Councillor Jo-Anne Gignac
Councillor Alan Halberstadt
Councillor Fulvio Valentinis

That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Gignac, seconded by Councillor Valentinis,

That the report authored by the Manager of Cultural Affairs dated August 27, 2013 entitled "Update of the following three Windsor's Community Museum Policies: Collections Policy, Conservation Policy and Exhibition Policy" **BE RECEIVED**; and further

That updates to the following three Windsor's Community Museum Policies: Collections Policy, Conservation Policy and Exhibition Policy **BE ENDORSED**.

Carried.

Clerk's Note: The administrative report authored by the Manager of Cultural Affairs dated August 27, 2013 entitled "Update of the following three Windsor's Community Museum Policies: Collections Policy, Conservation Policy and Exhibition Policy" is attached as background information.

LIVELINK 16745, APM/9754


CHAIRPERSON


COUNCIL SECRETARIAT

NOTIFICATION :				
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THE CORPORATION OF THE CITY OF WINDSOR
Social Development, Health and Culture Standing Committee-
Administrative Report

**MISSION STATEMENT:**

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

LiveLink REPORT #: 16745 APM/9754	Report Date: August 27, 2013
Author's Name: Cathy Masterson and Madelyn DellaValle	Date to Standing Committee: October 9, 2013
Author's Phone: 519 253-2300 ext. 2724 or 519-253-1812	Classification #:
Author's E-mail: cmasterson@city.windsor.on.ca or midellavalle@city.windsor.on.ca	

To: Social Development, Health and Culture Standing Committee

**Subject: Update of the following three Windsor's Community Museum Policies:
Collections Policy, Conservation Policy, and Exhibition Policy**

P&R 13-162

1. RECOMMENDATION: City Wide: Ward(s): _____

That the report from the Manager of Cultural Affairs and the Curator of Windsor's Community Museum **BE RECEIVED**; and further

THAT updates to the following three Windsor's Community Museum Policies: Collections Policy, Conservation Policy, and Exhibition Policy **BE ENDORSED**.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

Report #12966 passed by CR 327/2007 stated "IV. That Council **ADOPT** the policies proposed for the Museum". This resolution was a part of the larger Museum transition plan which saw Windsor's Community Museum aligned under the City of Windsor from the Windsor Public Library.

Windsor's Community Museum applies to the Ministry of Tourism, Culture and Sport Community Museum Operating Grant each year.

There are ten policies that museums are required to support in order to receive provincial funding. These policies themes include: Governance, Finance, Collections, Exhibitions,

Interpretation and Education, Research, Conservation, Physical Plant, Human Resources and lastly Community.

Periodically the province requires community museums to submit their policies as part of the application process to ensure that professional standards are being met across the province. As part of the 2012 process, Windsor's Community Museum was required to submit the following three policies for review: Collections, Exhibitions, and Conservation.

3. DISCUSSION:

According to the Ministry of Tourism, Culture and Sport, "The 10 standards represent the minimum requirements for the operation of a good community museum. Regardless of a museum's size or scope, whether it is in a new building or a heritage structure, or whether it is a seasonal or year-round operation, there are certain functions, responsibilities, and activities common to all. These are the areas highlighted by the standards, all of which are of equal importance.

To assist museums in meeting the revised standards, the ministry will continue to provide advisory services, resource materials and museological information pertinent to the standards.

Museum standards must continue to evolve as museums find new ways to serve their communities and fulfill their mandate. In due course, revision of this edition of standards will be necessary to reflect these changes.

The province has a fundamental commitment to the preservation and presentation of the material culture of Ontario, through the community museums of the province. In achieving these new standards, Ontario's museums will continue along the path to excellence and remain an asset to the communities they serve."

Windsor's Community Museum is one of 189 museums within the province of Ontario that receives Community Museum Operating Grants. The museum received notification from the Museum & Heritage Advisor, Culture Programs Unit, Ministry of Tourism, Culture and Sport that a few minor updates and tweaking of language is required to the policies submitted. Appendix A, the Collections Policy, Appendix B the Exhibitions Policy and Appendix C, the Conservation Policy are attached with track changes so that the updates are readily identifiable.

The previous Mission Statement when reviewed by the Museum & Heritage Advisor, Culture Programs Unit, Ministry of Tourism, Culture and Sport was deemed to be an internally focused Mission Statement describing the museum's activity without identifying the purpose or benefit for the community it serves. In her review of the Mission Statement, resources and examples were provided to assist administration with improving the statement. Administration drafted a proposed new statement, and circulated it among members of the Museum Subcommittee of the Community Public Art Advisory Committee for feedback. The proposed mission statement is the result of this process.

It is expected that the 2013 and 2014 Community Museum Operating Grant will require additional policies to be reviewed by the Museum & Heritage Advisor, Culture Programs Unit, Ministry of Tourism, Culture and Sport and any changes required will be brought forward at that time.

4. RISK ANALYSIS:

Should these three updated policies not be endorsed, Windsor's Community Museum will not meet the requirements as established by the Ministry of Tourism, Culture and Sport and the museum will therefore no longer be eligible to receive the Community Museum Operating Grant.

5. FINANCIAL MATTERS:

Windsor's Community Museum receives approximately \$26,000 per annum. Should these policy updates not be endorsed, there will be a revenue shortfall within the account Ontario Specific Grants 001-6310- - -0121145.

6. CONSULTATIONS:

Windsor Historic Sites Association
Museum subcommittee of the Community Public Arts Advisory Committee
Cathy Blackburn, Museum & Heritage Advisor South Western Ontario, Culture Programs Unit,
Ministry of Tourism, Culture and Sport

7. CONCLUSION:

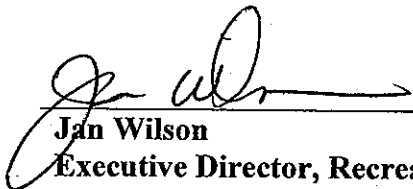
The City of Windsor has made a commitment to acquire, preserve, document, illustrate and promote the unique natural, social technological and cultural history of the city for the benefit of our community and our visitors. Support of these minor updates to the language of the aforementioned policies provides the museum staff with the tools they require to ensure this significant collection is correctly maintained for the future use of our community.



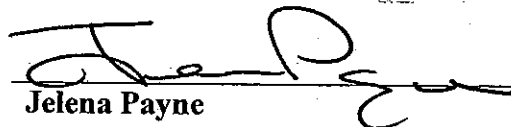
Cathy Masterson
Manager of Cultural Affairs



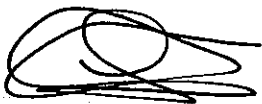
Madelyn DellaValle
Curator, Windsor's Community Museum



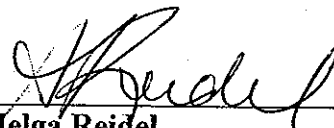
Jan Wilson
Executive Director, Recreation and Culture



Jelena Payne
Community Development and Health
Commissioner and Corporate Leader Social
Development, Health, Recreation and
Culture



For. Onorio Colucci
Chief Financial officer/City Treasurer and
Corporate Leader Finance and
Technology



Helga Reidel
Chief Administrative Officer

cfm

APPENDICES:

Appendix A Collections Policy

Appendix B Exhibitions Policy

Appendix C Conservation Policy

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 ext.

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX

COLLECTIONS STANDARD POLICY

Mission Statement

Windsor's Community Museum inspires passion, arouses curiosity and promotes learning about the unique history and the natural, social, technological and cultural development of the City of Windsor and area for the benefit of our community and our visitors. The museum will acquire, preserve, document, illustrate and promote this history.

Windsor's Community Museum is dedicated to the acquisition, preservation, documentation, illustration and promotion of the unique history and the natural, social, technological and cultural development of the City of Windsor and area for the benefit and education of current and future generations.

Scope and Extent of the Collection

The collections management policy states goals of the Museum with respect to its collections. The policy outlines responsibilities and sets standards for all collections-related activities.

The Museum is the repository for the Macdonald Collection, a gift of the late G. F. Macdonald. This collection is under the trusteeship of the Windsor Historic Sites Association. The Museum is also the repository of the public collection under the trusteeship of the City of Windsor.

The following guidelines are to be used in acquiring the collection:

- a) Artifacts must serve to illustrate life, traditions and/or support industries upon which Windsor would have been dependent until the 21st century or the present, at the discretion of the Curator and with the approval of the Manager of Cultural Affairs.
- b) Artifacts may be two dimensional (e.g. photos, maps, pamphlets, books, etc.) or three dimensional.
- c) Artifacts should be well documented and include such aspects in the documentation as:
 1. Circumstances surrounding its discovery (who, when, where, why)
 2. Original owner and manufacturer
 3. Original use of the artifact
 4. Chronological history of the artifact
 5. Other pertinent details
- d) The Museum will not collect curiosities and relics that do not contribute to a significant historical awareness of the City of Windsor and area.
- e) Artifacts are to be collected for the purpose of exhibition and research and not for the sake of collection.
- f) Donations are deemed to be unconditional gifts in accordance with the museum's *Gift Form*.
- g) Artifacts may be acquired through donation, gift, purchase or exchange with another institution.
- h) Time and a portion of the budget shall be allocated to register and maintain the collection, and to train staff.

- i) In the event of accidental loss or destruction, a report in writing to the Manager of Cultural Affairs will be made.

Method

- a) ~~All artifacts must be recorded in an accession register, have a catalogue card must be catalogued with donor information, appropriate classification and have a signed gift form. Subsequent computer entry onto an approved collections program will follow, desirable, with a copy being stored at the City of Windsor Cultural Affairs Office, with regularly scheduled back-ups.~~
- b) All artifacts will be catalogued using a three-part number consisting of the year of the donation, the number of the donation, and the number of artifacts in the donation (i.e. 1996.001.001). The number must be physically attached to the artifact in a uniform, inconspicuous area.
- c) Condition reports are to be collected to document the condition of each artifact upon receipt, or as they are to receive conservation treatment.
- d) Artifacts must be of present or future use in exhibits or research, have an educational value and must be in reasonable condition so that the museums may fulfill their goal of conservation with as little alteration to artifacts as possible.

Ethics

The Museum will not directly or indirectly acquire material:

- Which has been collected, sold or otherwise transferred in contravention of any provincial or national statute;
- Which has been collected, sold or otherwise transferred in contravention of the 1970 UNESCO convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (or any similar statutes) as ratified in Canada June 28, 1978;
- Whose object's recovery involved recent unscientific or intentional destruction or damage of known archaeological sites or from illegal or clandestine excavations; or
- Which has a questionable, undetermined or unethical history of ownership.

Deaccession

Deaccessioning refers to the permanent removal of collection materials that have been acquired on a permanent basis. The decision to deaccession material must receive the approval of the Curator and Manager of Cultural Affairs. The Museum will not acquire materials with the intention to deaccession.

Artifacts offered to the museum and found to be inappropriate within the *Collections Management Policy*, should be referred to another museum for consideration. Duplicates of artifacts that are not historically significant, not of use for research, loan, extension programs or exhibition, may be deaccessioned at the discretion of the Curator and Manager of Cultural Affairs and treated as follows:

- a) Offered to another museum, library or archives.
- b) Used in educational programming.
- c) ~~Repatriation to donor or family.~~

Ⓢ) Disposed of in an ethical manner.

Deaccession: Other considerations:

- The Museum will do its utmost to insure that deaccessioned collections that are significant to the cultural heritage of Ontario and Canada are retained in Canada.
- Prior to deaccessioning, the materials will be thoroughly researched and documented (except as prohibited by accidental loss or destruction), on standardized forms. These records will be maintained by the Museum as a permanent public record.
- Where the deaccession involves the transfer of ownership or responsibility, appropriate document or record will be used.
- Prior to deaccession through intentional discard, sale, trade or exchange or gift, the fair market value of the object shall be determined, if necessary, by an independent appraisal.
- Funds resulting from a deaccession (i.e. proceeds from a sale, funds from an insurance claim) shall be retained for collections acquisition or conservation.

Additional laws and Regulations Related to Collecting

In situations where copyright is of relevance, the Museum will respect the provisions of the Copyright Act (R.S.C. 1985, c. C-42), Copyright Act (1970, c. 30, 1989, c. 30). The Museum will also respect the provisions of the Ontario Heritage Act (2005), Firearms Act (S.C. 1995, c. 39), The Freedom of Information and Personal Privacy Act (FIPPA), Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), Canadian Museums Association (CMA) Ethical Guidelines, International Council of Museums (ICOM) Code of Ethics and any subsequent revisions or replacements of that those Acts or guidelines.

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Personal Collecting by Museum staff and Museum Advisory Committee (MAC)

The acquisition of an object similar or related to that which the Museum collects or intends to collect by museum employees and advisory committee members is considered to be *personal collecting*. All employees and advisory committee members are required to declare a conflict of interest when such situations arise.

Appraisals

- a) Artifacts may be received as donations or bequests. All appraisals over \$1,000.00 must be done by an accredited appraiser, and must meet with the approval of the Manager of Cultural Affairs.
- b) Once an appraisal is complete, the Manager of Cultural Affairs will prepare a report with details to the City financial department in order for a receipt for income tax purposes.

Loans

- a) Loans of artifacts may be accepted only for a defined period of time, and for definite purposes of display, research or education. Artifacts of a more recent nature or outside the collections policy may be accepted on loan. Such would be the case with exhibits of a special theme or interest.
- b) Loans remain the responsibility of the owner for insurance purposes unless special arrangements are made between the owner and the City. While on loan, artifacts will receive the same care given to the museum's collection.

- c) Loans of artifacts may be made to other institutions judged by the Curator to be suitable borrowers for display, research or educational purposes. The Curator will be the sole individual permitted to loan artifacts and the like.

General Provisions

- a) In situations deemed critical by the Curator, a collections committee of MAC and the Curator may be called upon to function as the basis for refusal of a donation.
- b) Acquisitions of firearms may only be accepted by the Curator or designate who have completed the ~~Firearms Safety Course~~ and possess a valid ~~Firearms Acquisition Certificate~~ appropriate courses of the Canadian Firearms program as directed by the RCMP.
- c) The insurance of the collection, including the structures shall be reviewed and adjusted accordingly on an annual basis.
- d) The Museum will encourage maximum use of its collection to the extent that the integrity of the collection is not compromised and the use remains consistent with the overall goals and ethics of the Museum. It is recognized that deterioration and destruction of some objects may occur within the course of normal museum operation.
- e) The Museum will cooperate with other museums institutions and agencies, in order to avoid duplication and achieve an integrated plan for preservation and interpretation.
- f) The Museum will maintain a public record of its collection

Review

The collections management policy shall be periodically reviewed.

<u>Approval Date</u>	<u>September 1, 2008 (museum transitioned to governance by City of Windsor – transition plan passed by council as part of CR327/2007)</u>
<u>Amended</u>	<u>January 7, 2013</u>

EXHIBITION POLICY STANDARD

Mission Statement

Windsor's Community Museum inspires passion, arouses curiosity and promotes learning about ~~is dedicated to the acquisition, preservation, documentation, illustration and promotion of the~~ unique history and the natural, social, technological and cultural development of the City of Windsor and area for the benefit and education of current and future generations of our community and our visitors. The museum will acquire, preserve, document, illustrate and promote this history.

Objectives

The museum will exhibit the collection to communicate to the visitor the significance of the unique history and the natural, social, technological and cultural development of the City of Windsor and area.

- a) Exhibit themes and objectives will be developed in accordance with the *Mission Statement*, and will serve to arouse and maintain interest in the heritage of the area.
- b) The exhibit development process will involve the establishment of exhibit objectives, as well as evaluation methods (formative and summative) that measure achievement of these objectives.
- c) Long and short-term exhibitions will be installed to showcase the collection in a meaningful and educational manner. Exhibitions may be on-site or off-site or virtual.
- d) Artifacts on exhibit will receive proper handling, cleaning and care in order to preserve their integrity, in accordance with the *Guidelines and Standards for the Community Museums in Ontario, Canadian Conservation Institute Notes (CCI Notes)* will be consulted as to proper exhibition practices for artifacts on display.
- e) Artifacts shall be rotated for the purpose of conservation, as is deemed necessary by their composition.
- f) Traveling exhibitions from other institutions are to be encouraged providing that they complement the subject matter of the museum, and that they do not disrupt the normal activities or financial capabilities of the museum.
- g) Exhibit collections owned Exhibitions by private citizens, outside interest groups and school groups, may be displayed, providing that the Curator or designate has full authority governing the terms of the agreement, including time, content, promotion, interpretation, installation and security. Exhibits of private collections These exhibitions must complement the subject matter of the museum, and may not disrupt the normal activities or financial capabilities of the museum.
- h) Time and a portion of the budget shall be allocated to update, maintain and plan new exhibitions, and to ensure staff have access to up-to-date training in exhibitions.
- i) The Museum will ensure that exhibition spaces meet existing Building Code and Fire & Health and Safety regulations.
- j) The museum is encouraged to involve outside interest and school groups to mount exhibitions each year encourages the community to submit ideas for exhibitions.
- k) The Museum ensures that exhibitions are planned with the participation of all relevant museum personnel and community members.

Appendix-CB

l) The museum does not guarantee to display all the artifacts in the collection in any given year.

m) Artifacts on exhibit shall be given labels in the event they are not identifiable, however, the donor's name is not guaranteed to appear on the identifying label.

n) All written text will be approved by the Curator, and will be accurate and simple. Labels must have a professional appearance, whether they are printed or typed, and must be consistent with lettering styles and font sizes chosen by the museum. Text must be clearly visible.

o) Exhibitions will be developed in compliance with AODA (Accessibility for Ontarians with Disabilities Act)

p) Exhibit information can be provided in a variety of formats (e.g. text, photos, maps, music, video, audio recordings, internet, live performance, etc.) to address a variety of learning styles

q)

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<u>Approval Date</u>	<u>September 1, 2008 (museum transitioned to governance by City of Windsor – transition plan passed by council as part of CR327/2007)</u>
<u>Amended</u>	<u>January 7, 2013</u>

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CONSERVATION STANDARD POLICY

Mission Statement

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~~Windsor's Community Museum is dedicated to the acquisition, preservation, documentation, illustration and promotion of the unique history and the natural, social, technological and cultural development of the City of Windsor and area for the benefit and education of current and future generations.~~

Scope and Extent of the Collection

In this policy, the word Museum includes Windsor's Community Museum and the satellite site of the Duff Baby Interpretation Centre located in Olde Sandwich Towne.

The museum is responsible for the preservation of artifacts in its collection. It will provide for the best possible physical environment, preventive maintenance program and conservation services to meet this responsibility.

- a) The museum will consult with qualified experts in the field of conservation before taking any course of action that may affect the physical state of its artifacts.
- b) The museum will attempt to achieve the optimum environmental standards as defined in the Guidelines and Standards for Community Museums in Ontario, established by the Ministry of Culture.
- c) The museum will establish procedures and provide support for protection of the collection from damage or loss through fire, flood, theft, vandalism, accident and damage from insects, pest, vermin and improper housekeeping practices.
- d) The museum will establish procedures for care of artifacts in the event of physical emergencies such as fire, flood, accident, etc., and designate an emergency work area and ensure that all staff is thoroughly familiar with these procedures.
- e) The museum will provide designated storage areas and workrooms sufficient to accommodate the size and composition of the collection. The storage areas will be orderly, clean and have controlled access through the Curator or designate.
- f) The museum will follow standards and procedures as established in the Guidelines and Standards for Community Museums in Ontario, and will designate appropriate responsibility for handling, storage, exhibition, packing and transport of artifacts in order to best preserve the collection.
- g) The museum will provide training for all staff, both paid and volunteer, in the proper handling of artifacts on a regular basis. ~~Where further training is deemed necessary, the Board will provide support for staff participation in outside training programs. Only staff with appropriate training will be permitted to handle artifacts. A portion of the budget will be reserved to ensure adequate training.~~
- h) The museum will ensure that all artifacts in the collection, whether on loan or part of the permanent collection, are correctly documented with respect to ownership, provenance and condition.

Appendix BC

- i) The museum will ensure that all artifacts loaned to other institutions will be protected from damage during all phases of the loan. A Borrower's Profile may be completed to assess any possible risk to the collection. Condition reports will be filled out by the museum prior to and subsequent to any outgoing loans.
- j) The museum will ensure that cleaning, repair or restoration or conservation treatment of any artifact in the collection is carried out only when appropriate and only by qualified personnel, and in such a manner as to maintain the historic and artistic integrity of the artifact. A condition report will be made prior to any treatment and form the basis of any treatment decision.
- k) The Board will ensure that security and fire protection will be maintained for the museum and that security codes are not made readily accessible.

<u>Approval Date</u>	<u>September 1, 2008 (museum transitioned to governance by City of Windsor – transition plan passed by council as part of CR327/2007)</u>
<u>Amended</u>	<u>January 7, 2013</u>