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ELLIOT LAKE MUSEUM'S **POLICIES & STANDARDS**

elliot lake



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INTRODUCTION

As a community museum, the Elliot Lake Museum is subject to the Standards set forth by the province of Ontario, administered through the Ministry of Heritage, Sport, Tourism and Culture Industries.

These standards provide the minimum requirements for the operation of a good community museum and define the best practices to allow for our continued growth and to ensure we honour our mandate to collect, preserve, interpret, and share our ongoing heritage and history in an inclusive capacity.

Review

Each policy will be reviewed annually during the November audit of the Strategic Plan. The appropriate changes and updates will be implemented accordingly.

Compliance

In cases of policy violation, the City may investigate and determine appropriate corrective action.

Policy Communication

These policies will be made publicly available in the following capacities:

- posted on the City of Elliot Lake website's Museum page: www.elliotlake.ca/museum
- available to staff for training and informational purposes
- shared with relevant stakeholders

GOVERNANCE POLICY

Policy Statement

As an institution of the municipal government of the City of Elliot Lake, good governance and public accountability are necessary for the sustainable operation of the Museum. The Museum is governed by the City of Elliot Lake Council, who are guided by the Corporate Strategic Plan and the Museum Strategic Plan and Policies, as they make decisions related to Museum operations in an open and transparent manner.

Mission Statement

The Elliot Lake Museum is dedicated to engaging and educating our community and visitors by collecting, preserving, interpreting, and sharing our ongoing heritage and history in an inclusive capacity.

Purpose

This policy outlines the governance structure, roles, and expectations related to the administration and operation of the Elliot Lake Museum.

Scope

This policy applies to the City of Elliot Lake Council, staff, and volunteers as they are involved in administration, management, and operation of the Elliot Lake Museum.

Definitions

City: The Corporation of the City of Elliot Lake as an institution

Council: The City of Elliot Lake Council's Mayor and six councillors

Museum: The Elliot Lake Museum and its constituents, collections, and staff

Policy

1.0 Ownership

The Museum is owned and operated by the City since its establishment in 1963. The City provides financial support to the Museum, including operational funds, auditing services, and insurance.

2.0 Council

Council is the governing body for the Museum. The Municipal Act gives Council this authority, as heritage falls within the scope of power of municipal government in Ontario. Our Council is comprised of a Mayor and six Councillors, elected in accordance with the Municipal Act and Municipal Elections Act. Council is required to act in accordance with the Municipal Act which provides for the structure of local municipalities and sets out basic powers.

The City's Procedural By-law defines practices and procedures related to Council meetings. Council meets regularly and as often as necessary to conduct its business effectively. Meetings follow a written agenda and the City Clerk keeps a record of resolutions, decisions, and proceedings which is publicly available. Council has the authority to approve operating budgets, capital budgets, and grants for the Museum, as well as the use of reserve funds, and through staff, monitors the use of financial resources to ensure public accountability.

Council has authority to approve written policy governing Museum operations as well as to approve short and long term written plans for the Corporation as a whole and for the Museum specifically. The Museum's mission and vision statements are documented in the Museum's Strategic Plan. Corporate policies, including the Museum's Collections Policy, provide provisions for the dissolution of the Museum's assets and liabilities should it cease operation.

Council members are guided by the Code of Conduct for members of Council, Local Boards, and All Committees that outlines its obligation to ethical behavior. Council must also follow the Municipal Conflict of Interest Act.

3.0 Staff Roles and Responsibilities

City Staff is responsible for carrying out the policies, programs, and operations of the Museum. Responsibility for Museum operations and programs currently rests with the Department of Recreation and Culture. The Museum Curator reports to the Department Director who, in turn, reports to the Chief Administrative Officer.

Museum staff and volunteers are committed to ethical behaviour and accept the Canadian Museum's Association Ethical Guidelines as guiding principles. Staff are also required to comply with all City Staff related policies.

3.1 Museum Curator

The Museum's curator is the lead administrator and is responsible for the recruitment (with support from the Human Resources Division), supervision, and performance development of the Museum's part-time staff and volunteers. Duties include daily operation of the Museum, collections management, programming, and exhibition production.

4.0 Advisory Committee

The City recognizes the important role an advisory committee can play in the governance of a community museum. This will be reviewed by Council to determine the appropriate model. Any future committee taking an advisory role with regards to the Museum will follow corporate policy and process, with Council retaining final decision making authority.

FINANCE POLICY

Policy Statement

The Elliot Lake Museum's financial operations will be conducted in a manner that provides public accountability, as well as fiscal and ethical responsibility, in all functions including, but not limited to, budgets, grants, revenues, expenses, and reserve funds. The City of Elliot Lake is dedicated to ensuring the Museum remains strong and sustainable, recognizing the institution as the principal holder of heritage artefacts and collections in the community, and that these artefacts and collections are held in trust for the people of Elliot Lake, Ontario, and Canada.

Mission Statement

The Elliot Lake Museum is dedicated to engaging and educating our community and visitors by collecting, preserving, interpreting, and sharing our ongoing heritage and history in an inclusive capacity.

Purpose

As part of the Corporation of the City of Elliot Lake's services, the Museum is a fiscally responsible public institution. This policy provides direction for the financial management of the Museum, the collections, and other associated resources.

Scope

This policy applies to the City of Elliot Lake Council, staff, and volunteers as they are involved in administration, management, and operation of the Elliot Lake Museum.

Definitions

City: The Corporation of the City of Elliot Lake as an institution

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Policy

1.0 Budget

Museum staff will ensure that the financial resources for the operational and capital needs of the Museum are met through a recommendation of proposed annual budget projections as part of the corporate budget process. Financial approval is at the discretion of the Council. Staff will work within the guidelines of the approved annual budget to allocate funds as deemed necessary for the operation and maintenance of the Museum's collections and activities.

2.0 Fundraising

Museum staff will ensure ethical standards are followed in the pursuit of finance and fundraising as per the Canadian Museum Association Code of Ethics. The Museum will seek a diversity of funding sources, thus increasing the Museum's financial stability. Funding may be sought through all levels of government, Federal, Provincial and Municipal, as well as through private individuals and organizations—with the approval of Council.

3.0 Accountability

The Museum will be responsible for reporting annually on Museum budgets through the City audit process.

COLLECTIONS POLICY

Policy Statement

The artefacts in the Museum's collection are a tangible representation of the community's heritage, and to retain their informational and historical value they must be properly cared for and documented. The museum will demonstrate its stewardship and facilitate access to collections and the information they hold by maintaining a well organized, managed, and documented collection. As the custodian of a public collection, the City must manage its heritage and art collections according to the policy and standards of the Province of Ontario and the Canadian Museums Association for collection development, preservation, and access.

Through the strategic management of its heritage and art collections, the City is committed to ensuring its ongoing significance to Elliot Lake and the wider community. The City is committed to providing professionally trained managerial staff and appropriate resources for the Collections, including allocating budgets for managing the Collections and developing the Collections.

Mission Statement

The Elliot Lake Museum is dedicated to engaging and educating our community and visitors by collecting, preserving, interpreting, and sharing our ongoing heritage and history in an inclusive capacity.

Purpose

The Collections Policy defines the conditions and criteria for managing our Museum collections and any potential acquisitions, de-accessions, or repatriations.

Scope

This policy applies to the City of Elliot Lake Council, staff, and volunteers as they are involved in administration, management, and operation of the Elliot Lake Museum.

Definitions

City: The Corporation of the City of Elliot Lake as an institution

Council: The City of Elliot Lake Council's Mayor and six councillors

Museum: The Elliot Lake Museum and its constituents, collections, and staff

Staff: The full and part-time, permanent, temporary, contract, and volunteer workers for the Elliot Lake Museum.

Policy

1.0 Collections Development

In order to fulfill its purpose, the Museum will maintain a collection of artefacts that provide a cultural, recreational, and learning resource for the citizens of Elliot Lake and their visitors.

- 1.1** The permanent collection will contain items of historical significance that are related to the personalities, customs, industries, and the lifestyles of Elliot Lake and select locations of regional significance that surround this area.
- 1.2** Generally, the Museum will not collect artefacts that lack site specific information.
- 1.3** To fulfill the objectives of a specific event or exhibit, the Museum may acquire artefacts of any kind or significance on a short term loan.
- 1.4** The Museum will acquire artefacts through both purchase and donation.
- 1.5** The Museum shall not acquire, whether by purchase, gift, bequest, or exchange, any object unless it can be satisfied that a valid title to the object in question can be obtained by the Museum. Furthermore, the Museum shall not acquire artefacts that may have been involved in the unscientific or intentional destruction of historical or archaeological sites, or any object that may have been involved in a failure to disclose finds to the owner or occupier of the land on which the object was found, or to the proper legal governmental authorities.
- 1.6** The Museum shall not acquire, whether by purchase, gift, bequest, any object that is not in compliance with Municipal, Provincial and Federal Legislative requirements (eg: firearms and hazardous materials).

- 1.7** All artefacts that are purchased by or donated to the Museum must be in recognizable condition. If duplicates are available, the person accepting the artefact must select the one that appears to be in better condition. Items that are not accepted will be returned to the donor with regrets.
- 1.8** Any duplication of an item that already exists in the Museum's Collection must offer some advantage over the existing item, or it must meet a specific research, educational, or exhibition purpose. Thus, any offer for an artefact that already exists in the Museum's Collection, will usually get rejected.
- 1.9** To supplement the artefacts held by the Museum, the collection will include related information such as accession records, catalogue descriptions, field notes, tape recordings, photographs, published papers, and correspondence.
- 1.10** The Museum will collect artefacts for which complete documentation is not available, provided they fit the criteria listed in 1.1.
- 1.11** Within the limits of the budget, the Curator may purchase items that fit in with the criteria in 1.1.

2.0 Collections Management

Artefacts will be researched and documented as follows:

- 2.1** Minimum requirements for accession records are as follows:
- Item identification and classification
 - Function and use
 - Physical description and dimensions
 - Condition report
 - Provenance of item
 - Related information that helps to clarify the above
- 2.2** The Museum maintains a standardized numbering system, an accession register, a master catalogue file, as well as a signed donor/loan form.
- 2.3** Periodically, the Museum will backup their collection management system which is maintained on the City's server. An additional backup via removable hard-drive will be kept off-site.

- 2.4** Conditions regarding the temporary deposit or loan of artefacts to the Museum will be negotiated in writing between the Curator and the lender.
- 2.5** Donations will be acknowledged in writing and if requested a tax receipt that represents a fair value (as determined by the Curator) will be issued by the office of the Clerk of the City.
- 2.5.1** When the donor wishes an appraisal be done by someone other than the Curator, the appraisal expense will be borne by the donor.
- 2.5.2** When the Museum requests the services of an outside appraiser, the cost will be borne by the Museum.
- 2.6** Time to time, the Curator will review the collection for artefacts that should be acquired and /or deaccessioned. Deaccessions will only be considered for artefacts that do not meet the Museum's collections mandate or statement of purpose, artefacts that are not useful for research or exhibitions, artefacts that have physically deteriorated and or are hazardous, artefacts that are duplications of an item that already exists in the Museum's Collection, artefacts that have been acquired illegally or unethically and artefacts that are to be repatriated.
- 2.7** All deaccessions require a second-party approval, whether through senior management, an advisory board, or Council.
- 2.8** Where the Curator wishes to dispose of an artefact from the collection, the artefact will be (if possible):
- Offered to another Museum, Library or archive where it may be better suited for their collection;
 - Reallocated to our Education Collection and used for hands on research, programs or exhibition props;
 - Physically destructed and disposed of if the artefact has deteriorated or may be considered hazardous; or
 - Sold through a public auction that is to be advertised by the Museum through the appropriate media. *Staff members, Board members and their immediate family are prohibited from procuring such artefacts. The proceeds from any such sale shall be used to acquire new artefacts for the Museum's Collection.

2.9 If the Museum should come into possession of an object that demonstrates itself to be the Cultural property of certain individual or specific group with specific interests (e.g. First Nations) the Museum shall work with the individual and/or group members to co-manage the care, custody and interpretation of such an object.

2.9.1 Requests for repatriation will be negotiated on a case-by-case basis. Such requests may involve the return of the object(s) and relative Cultural material, and or sharing of authoritative rights and responsibilities for its interpretation and care within the Museum Collection.

3.0 Personal Collecting

Any Staff acquiring objects of similar nature or relation to that which the museum collects, or intends to collect, is considered to be "*personal collecting*." All staff in this position must declare a conflict of interest. Staff's personal collections should never be substituted or supplemented for any exhibition or educational purpose, unless the loan process is properly abided.

4.0 Loans

Objects may be borrowed by or from the City for the purpose of research, education/interpretation, exhibition, conservation, or reproduction with defined limits and conditions considered necessary for the preservation of the integrity and ownership of the object. All loan requests must be assessed individually, will be made at the sole discretion of the Curator. Incoming and outgoing loans must have completed loan agreement forms, signed by professional staff members from both parties.

4.1 Incoming Loans

The City will be responsible for the incoming material, which will be handled and managed according to the professional procedures and standards of care given to the Museum's own collections. All incoming material will be insured with a rider governed by the insurance coverage of the City.

4.2 Outgoing Loans

Artefacts may be loaned to institutions judged by the Curator to be suitable borrowers for display, research, or educational purposes. All artefacts must be insured by the institutions they are loaned to, and these institutions will be responsible for the care of the artefacts, guaranteeing its handling, safety, exhibit, and return according to professional standards.

5.0 Risk Management

In managing the Museum's collections, all staff must adhere to the Canadian Museums Association's Code of Ethic.

The Museum must comply with municipal, provincial, and national laws and regulations, and by international conventions and treaties signed by Canada regarding illegal export or import of cultural property including, but not limited to:

- the Occupational Health and Safety Act
- Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act (WAPPRIITA)
- The Ontario Heritage Act
- The Cultural Property Export and Import Act
- The Firearms Act and related regulations
- The UNESCO "Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1970
- the Copyright Act
- the Municipal Freedom of Information and Protection of Privacy Act

In the event of any revisions or replacements to the these acts or conventions, the Museum will adhere to the most updated versions.

EXHIBITION POLICY

Policy Statement

In accordance with its mission, the Elliot Lake Museum is committed to presenting exhibits that provide a link between the community and its heritage. Exhibits are the most public expression of the Museum's purpose and role in the community. The Museum recognizes that the geographic size, as well as the ethnic and cultural diversity of the community requires that it exhibit not only within its Museum space, but also beyond its doors to provide exhibits that reflect and reach out to the community it serves.

Mission Statement

The Elliot Lake Museum is dedicated to engaging and educating our community and visitors by collecting, preserving, interpreting, and sharing our ongoing heritage and history in an inclusive capacity.

Purpose

This policy describes the approach that the Museum will take to ensure accuracy of information, relevance to the community, effective communication, opportunities for learning, and the safe display of artefacts when planning and presenting exhibitions, in order to maintain a standard of excellence in the exhibition function.

Scope

This policy applies to the City of Elliot Lake Council, staff, and volunteers as they are involved in administration, management, and operation of the Elliot Lake Museum.

Definitions

City: The Corporation of the City of Elliot Lake as an institution

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Policy

- 1.0** Exhibits will conform to the Museum's vision and mission, and to the interests of the community. The Museum's exhibitions will trace the heritage of our area, and may include displays related to arts, crafts, science, technology, and human and natural history.
- 2.0** The Elliot Lake Nuclear and Mining Museum shall display its collection through appropriate methods to communicate to the public the significance of our unique heritage. The Museum will develop and display permanent and rotating exhibitions, host travelling and/or temporary exhibitions, and provide exhibition services to the community. Exhibitions can be on-site, off-site or virtual.
- 2.1** Collections owned by private citizens may be exhibited providing the Museum has the full authority governing the terms of the agreement (i.e. time, content, promotion, interpretation, installation and security).
- 3.0** The Museum is committed to ethical behaviour in its presentation of exhibits by ensuring that all exhibits are composed in a manner free of bias and criticism, while dedicated to serving the community with accurate and objective information.
- 4.0** Exhibits will be made safe for visitors and staff by:
- placing hazardous materials in display cases
 - adequately supporting, securing or providing barriers against heavy objects or moving parts that could cause injury
 - training staff in the safe operation of exhibits
 - meeting legislated requirements in the handling and display of firearms, should they be included in an exhibition
 - meeting all municipal, provincial, and federal legislative requirements as they pertain to exhibit presentation (e.g. Ontario Building Code, Fire and Prevention Act, Canadian Firearms regulations, Occupational Health and Safety Act, Municipal Insurance Pool, Copyright Act of Canada and Accessibility for Ontarians with Disabilities Act)
- 5.0** The Museum will ensure that each exhibit is relevant, accurate and effectively communicated by:
- Museum and Collections Manager/Curator establishing clearly defined objectives for each exhibit and evaluating exhibits against these objectives

- conducting ongoing research, as established in the Museum’s Research Policy, in support of exhibits to give a true and accurate evaluation of the exhibit topic or theme and its role in the history of the community
- engaging staff, volunteers, community groups, consultants and other experts in exhibit research as needed

6.0 The Museum will ensure that exhibits effectively promote learning and enjoyment through:

- Use of a variety of exhibit formats (e.g. text, photographs, maps, music video, audio recordings, internet, live performance, etc.) to address a variety of learning styles;
- Labelling of artefacts on exhibit when they are not identifiable. Labels must have a professional appearance, and must be consistent with lettering styles and font sizes chosen by the Museum. The donor’s name is not guaranteed to appear on the identifying label; and
- Striving to be accessible for visitors of all ages and abilities

INTERPRETATION & EDUCATION POLICY

Policy Statement

Through its interpretation and education programs, the Museum reaches audiences of all ages, interests, and abilities, and serves as a resource for the community. Interpretation and education programming offer the community opportunities to interact more closely with the Museum's collections and knowledge, and may complement other formal and informal sources of learning.

Mission Statement

The Elliot Lake Museum is dedicated to engaging and educating our community and visitors by collecting, preserving, interpreting, and sharing our ongoing heritage and history in an inclusive capacity.

Purpose

This policy outlines how the Museum will execute its interpretation and education functions to serve the community.

Scope

This policy applies to the City of Elliot Lake Council, staff, and volunteers as they are involved in administration, management, and operation of the Elliot Lake Museum.

Definitions

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Policy

1.0 General

Museum interpretation and education programming will include public programming, education programming and special event programming that are consistent with the Museum's mission, and meets the needs and interests of the community. The types, variety, and number of programs offered by the Museum will be influenced by factors such as space, the availability of artifacts in the collection, staff resources, annual budget, and hours of operation. The development of interpretation and education programs will follow these guidelines:

- The Museum will provide objectivity and accuracy to its programs through thorough research and design of content and evaluation
- The Museum will affirm the highest ethical standards which will continue to be met by staff and volunteers in all activities pertaining to educational and interpretive programs
- The Museum will handle artefacts with appropriate conservation methods. In most cases “educational” artefacts will be used – that is those designated for educational purposes, not artefacts accessioned as part of the collection. Condition reports will be prepared for those accessioned items to be used in the programming.
- The Museum will endeavour to meet Municipal, Provincial and Federal Legislative requirements that have an impact on interpretation and education programs, such as copyright, disability legislation, firearms, cultural and religious observances, etc

2.0 Public Programs

Public programming will include, but is not limited to, general access to the Museum and outreach programming for special interest groups and events. The Museum will offer public programming on a year-round basis with extended days and hours during peak or increased visitation periods. Special consideration will be given to the interests, expectations, and demographics of the community and visitors when planning, implementing and delivering public programming.

3.0 School Programs

When developing education programming, staff will work with teachers and other resources to establish clearly defined learning outcomes based upon the objectives set out in provincial curriculum and the Museum's mission and vision statements. When possible, education programming will be developed to be adaptable based upon the individual education programs of certain participants.

4.0 Special Events Programs

Special events will include (but are not limited to) events, workshops, one-day or multiday events, outreach programming and/or field trips. The Museum will offer quality special events programming as required. Special events programming will serve to promote heritage education, community involvement in heritage preservation, and to build an enduring relationship with the community the Museum serves. Special events programming will consider the interests, expectations and demographics of the community.

RESEARCH POLICY

Policy Statement

The Elliot Lake Museum is committed to the pursuit of research by staff and external researchers. Research plays an integral role in the process of understanding our heritage and celebrating the stories of our community. Research enables the Museum to produce meaningful and accurate exhibitions, programs, and published works, as well as facilitate community partnerships and assist and encourage the research of others.

Mission Statement

The Elliot Lake Museum is dedicated to engaging and educating our community and visitors by collecting, preserving, interpreting, and sharing our ongoing heritage and history in an inclusive capacity.

Purpose

This policy sets out the framework for research within the Museum and its collection. In alignment with the Museum's mission, this framework is intended to support interpretation of the past, encourage scholarship, and provide opportunity for knowledge sharing, thus enhancing the profile of the Elliot Lake Museum and the community as a whole.

Scope

The Museum's primary research objective is to serve and support the operation of the Museum. Staff will also assist and encourage the research of others.

Definitions

City: The Corporation of the City of Elliot Lake as an institution

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Policy

1.0 General

The Museum Curator will establish priorities for the research program. The research program will be consistent with the Museum's mission and vision, and will reflect the needs of the Museum's community, site, collections and programming.

Research will be in keeping with good collection management practices. The Museum will endeavor to fully identify the origins, uses, and history of all the material in its collection, exhibits, programs, and publications and will ensure that the research findings are accurately presented.

To be of value, research needs to be communicated or shared. Through its research program, the Museum will communicate and share its research through:

- permanent, temporary, travelling exhibits that include artifacts, reproduced materials and interpretive materials;
- oral communication such as interpretation, education programs, professional presentations, public lectures, and training;
- publications such as internal reports, articles in professional journals, exhibitions catalogues, books, media and print;
- responses to inquiries from the public and external researchers;
- City communications channels; and
- other appropriate avenues of communication.

The research program will comply with the Municipal Freedom of Information and Protection of Privacy Act which is intended to: a) provide a right of access to information, and b) protect the privacy of individuals with respect to personal information about themselves held by the City and to provide individuals with a right of access to that information.

Ownership of research information gathered by Museum staff or volunteers in any form (e.g. print, audio, electronic, photographic) in the course of employment by the City is, and shall remain, the exclusive property of the City and not of the employee/volunteer.

Copyright of all formal research publications and other documentation produced by employees/volunteers will be held by the City and the publication for profit or otherwise, shall be in its sole discretion and for its sole benefit.

2.0 Internal Researchers

The Museum will curate the following resources to support internal research by staff and volunteers with support from the City:

- a specialized Museum library with appropriate budget to allow for adequate maintenance and expansion will exist to support the research needs of staff and the general public. The resources of the library will include a wide range of forms of print materials and electronic offerings
- a computerized collections management system with digital image capability will be maintained to facilitate work centered on the Museum's collections
- internet access and electronic mail will be available to staff as needed for research
- web pages will be maintained to announce information about the Museum's activities, resources and research services
- capacity to produce and disseminate research materials
- support for research being conducted off site
- clerical and other support staff to complete research
- time and adequate space for staff to conduct research
- access to training in order to improve the research skills of both staff and volunteers
- support access to library, archival, and Museum resources in the community and beyond

As well as its own resources, the Museum will endeavor to use appropriate outside resources, as they are made available, to support the internal research program. These may include but are not limited to special grants, seminars, and services.

3.0 External Researchers

3.1 On-site Research

The Museum will allow members of the public to access its collections for research purposes. The type of access given to a researcher may vary depending on the type of information requested. Access privileges will be determined by the Museum Curator.

Prior to being granted access to the collections:

- A researcher will demonstrate an understanding of the Museum's care and handling procedures
- A researcher will communicate to the Museum and Collections Manager/Curator the nature and purpose of their research by completing the information request form
- Staff will provide guidance to external researchers in the proper handling of the Museum's objects and archival materials

- Staff will advise that any additional assistance from staff or volunteers will be charged in compliance with the City's User Fees Bylaw Schedule A
- A clean, well-lit and separate study area will be provided to external researchers

The Museum will not allow a private external researcher to remove any artifact from its facility for research or documentation purposes. Loans of artifacts to other Museums or education institutions will be considered in accordance with the Collections Policy.

3.2 Remote Access

The Museum will respond to requests for research support/information regarding its collection from those who are unable to visit the Museum, unfamiliar with research methods, or lack an understanding of the Museum's care and handling procedures.

A fee may be applied to an information inquiry when part or all of the research is conducted by staff or volunteers of the Museum. The individual making the request will be informed of the estimated cost before the work begins. Fees will be in accordance with the City's User Fees Bylaw Schedule A.

The Curator may waive research service fees for dissemination of the information requested if in their judgment such dissemination will benefit the public in general.

When publishing materials obtained from the Museum, staff will direct researchers to acknowledge the Museum and other sources. The City must be acknowledged where substantial support, material or otherwise, has been provided to the research of others that result in publication or exhibitions. Acknowledgment of the results of research by employees/volunteers will be made, as appropriate.

Researchers will be informed that they are responsible for obtaining the publishing rights for any materials retrieved from the Museum collections. The Museum in no way assigns the right of publication when it distributes copies of items from its collection.

CONSERVATION POLICY

Policy Statement

The museum has a responsibility to protect and preserve the collection entrusted to its care, so that future generations will have the opportunity to enjoy and learn from it. The museum will demonstrate its stewardship of the collection by following procedures that ensure the long-term preservation of the collection. Therefore, it is the responsibility of the Museum to ensure that the cultural property be properly stored, cared for, exhibited and interpreted.

Mission Statement

The Elliot Lake Museum is dedicated to engaging and educating our community and visitors by collecting, preserving, interpreting, and sharing our ongoing heritage and history in an inclusive capacity.

Purpose

This policy indicates what the City, the Museum, its staff and volunteers will do as stewards of the collections. This is to ensure long-term preservation of the collections so that future generations will have the opportunity to enjoy and learn from them.

Scope

This policy applies to the City of Elliot Lake Council, staff, and volunteers as they are involved in administration, management, and operation of the Elliot Lake Museum.

Definitions

City: The Corporation of the City of Elliot Lake as an institution

Conservation - means by which the true nature of an object is preserved. The true nature of an object includes evidence of its origins, its original construction, the materials of which it is composed, and the information as to the technology used in its manufacture. Also, the act or end result of: a) Preventative conservation (also called preservation), and/or b) Treatment conservation (of which restoration is one facet)

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Preventative Conservation – protection from harm, from extremes of temperature and relative humidity, from excessive light and UV radiation, from careless handling, incorrect storage and display methods, dust and dirt, damage in transport, pests and other problems which may result from inadequate physical plant and untrained staff.

Restoration – in addition to cleaning, mending, corrosion and tarnish removal, may also involve replacing missing parts, straightening crooked pieces, and a myriad of other processes. Restoration is one aspect of treatment conservation.

Treatment Conservation – all actions taken to stabilize, modify, repair or restore artefacts to a known earlier state with the aim to preserve aesthetic and historic values.

Policy

1.0 General

It is the stated purpose and the responsibility of the Museum to provide for the long term care of their collections and to ensure that they are adequately conserved. The Museum therefore will, to the best of its ability, provide the physical environment, conservation services, and collection management procedures necessary to meet this responsibility.

The Museum is responsible for the preservation of the artefacts in its current and future collection. It will provide, to the best of its ability, the best possible preventative and treatment conservation to meet this responsibility.

Under normal circumstances, artefacts requiring considerable treatment conservation will regretfully not be accepted unless the resources are or can be provided to do the treatment conservation required.

Those projects deemed desirable as acquisitions of the collection which require substantial amounts of conservation, will be assessed by the recommendation of the Curator on an individual basis.

2.0 Preventative Conservation

- 2.1** Achieve optimum environmental standards for the preservation of the collection in all physical area where artefacts may occur. The Curator or a trained designate will be responsible for monitoring and maintaining the standards for temperature, relative humidity, lighting and cleanliness in both the exhibits and storage facilities.
- 2.2** Establish the procedures and provide support for protection of the collection from deterioration, damage or loss through fire, flood, water damage, theft, vandalism, accident and damage from insect pests and vermin.
- 2.3** Provide sound artefact handling procedures and ensure that all volunteers and staff are trained in the proper procedures.
- 2.4** Provide artefact workrooms sufficient to accommodate the size and material composition of the collection. Artefacts that are on display will be adequately supported with safe and harmless materials.
- 2.5** Provide storage space for the collection which will be orderly, clean, dark (except when entered by staff and the volunteers) and environmentally controlled where possible, and will allow adequate physical access to its artefacts. Access will be restricted to the Curator or a trained designate and to researchers given approvals to enter. All attempts will be made to provide suitable and safe shelving, cabinets and artefact support.
 - 2.5.1** Where possible and practical, artefacts will be organized in storage by materials of composition of the object: i.e. Metals, woods, etc.
 - 2.5.2** Proper and regular housekeeping checks and cleaning will ensure exhibits are kept under the best possible conditions.

3.0 Loans

- 3.1** The suitability of objects for loan either incoming or outgoing is the responsibility of the Curator or a trained designate. Objects will have the condition reports written up on both incoming and outgoing loans. Any condition report and the Museum's condition report will be noted and the lending institution will be notified immediately.

- 3.2** Institutions requesting the loan of artefacts must be able to supply the Museum with the following documentation confirming the presence of:
- A functioning alarm system that is fully monitored and also a fire control system;
 - Sufficient humidity and temperature controls to ensure the stability of the loaned object;
 - Sufficient levels of staffing to ensure security of the artefact while being exhibited to the public; and
 - Insurance sufficient to cover loss due to any peril.
- 3.3** At the discretion of the Curator or a trained designate, the Museum may require an on-site inspection of the recipient's institution before any loan is approved.

4.0 Treatment Conservation

- 4.1** The Curator or a trained designate assumes the responsibility for all decisions made regarding conservation.
- 4.2** Where applicable, conservation experts will be consulted. The Conservator in consultation with the Curator or a trained designate, will establish the necessity of the conservation treatment to an object and a recommendation and the level of conservation to be applied.
- 4.3** Priority for attention will be given to artefacts in the following categories (in descending order):
- requiring emergency treatment or stabilization;
 - On-loan, incoming or outgoing;
 - As determined by the Curator or a trained designate to be of particular historic, scientific or artistic significance;
 - Required for display;
 - Required for programming;
 - All other artefacts owned by Elliot Lake Nuclear and Mining Museum;
 - Items not directly owned by the Museum.
- 4.4** All treatments are to be carefully documented by the information on the Condition Report with approvals by the Curator or a trained designate.
- 4.5** Any cleaning, repair or restoration of objects will be carried out by qualified individuals (or under their supervision) and in such a manner as to maintain the historic and artistic integrity of the objects.

PHYSICAL PLANT POLICY

Policy Statement

The Corporation of the City of Elliot Lake took pride in the Elliot Lake Nuclear and Mining Museum while homed in the Lester B. Pearson Civic Centre and is committed to providing a safe and functional location for the Museum and its' visitors, staff, collection, and associated activities in the near future.

Mission Statement

The Elliot Lake Museum is dedicated to engaging and educating our community and visitors by collecting, preserving, interpreting, and sharing our ongoing heritage and history in an inclusive capacity.

Purpose

This policy outlines how the City of Elliot Lake will ensure that the Museum facility is maintained and operated so that the Museum is able to meet its objectives in a safe and functional environment.

Scope

This policy applies to the City of Elliot Lake Council, staff, and volunteers as they are involved in administration, management, and operation of the Elliot Lake Museum.

Definitions

City: The Corporation of the City of Elliot Lake as an institution

Council: The City of Elliot Lake Council's Mayor and six councillors

Museum: The Elliot Lake Museum and its constituents, collections, and staff

Policy

1.0 General

The museum's buildings and grounds must provide a safe and functional environment for visitors, staff, the collection and associated activities. The achievement of this objective will be balanced with the need to preserve the integrity of heritage buildings as artifacts themselves, as well as archaeological resources present on the property.

2.0 Health and Safety Commitment

The Museum is committed to the Health, Safety and the well being of its visitors, staff, plant, and collections.

The Museum will continue to comply with all Legislation pertaining to Public Health and Safety, including Occupational Health and Safety Act, Ontarians with Disabilities Act, Ontario Fire Code, Ontario Building Code, Planning Act as well as per the Corporation for the City of Elliot Lake's policies.

The Museum shall:

- Ensure that fire alarms are all in working condition;
- Have fire alarms and fire extinguishers tested and approved regularly (this is completed on a monthly basis as per the City of Elliot Lake Fire Department regulations);
- Orient the staff as to the locations of the emergency exits and procedures in case of an emergency;
- Clearly label and identify any hazardous material and keep MSDS sheets for the hazards in a nearby, easily accessible location;
- Train staff in the use and safe handling of hazardous material;
- Ensure that at least one person on staff will have current First Aid / CPR Certification (Note: City Policy is that all staff must be first aid / CPR qualified);
- Not allow untrained people to handle artefacts in the collection, hazardous materials, equipment or tools;
- Clearly mark any potential hazards such as changes in elevation, stairs, hanging artefacts, etc.;
- Prevent visitors from crossing into exhibits by use of barriers, stanchions and or other restrictive means;
- Replace lights in the emergency exit signs as needed;
- Develop a system for lighting in case of emergencies (back up lighting installed within the Museum if power failure).

the Museum recognizes the importance of the environment, the Museum shall be environmentally safe as possible. Staff shall strive to keep waste to a minimum and empty all garbage cans nightly. The Museum shall identify and remove all hazardous waste from the facility through the annual hazardous waste removal day hosted by the City of Elliot Lake Public Works Department.

3.0 Repair and Maintenance

It is the responsibility of the Museum Curator to report any repair or maintenance problems.

Damage shall be repaired promptly. If multiple problems are found, they shall be repaired as finances allow it, based on the following priorities:

- Risk to its visitors and staff;
- Risk to the Collection;
- Severity and extent of the damage;
- The probability of it worsening; and
- Severity of the consequences if the problem is left unattended.

If a Contractor is required, the City's purchasing policy must be followed.

4.0 Accessibility

The Museum will strive to be accessible to all members of the public regardless of physical, emotional, or developmental disabilities, language and cultural differences. All members of the public shall be treated with dignity and respect. Staff will be trained in the Accessibility Standards for Customer Service. The Museum will follow the Corporation of the City of Elliot Lake's Accessibility Plan as directed.

5.0 Environmental Monitoring

The Museum will have humidity readers located throughout the Museum to monitor the temperature as well as the relative humidity levels where the artefacts are exhibited or stored. These readings will be checked at least once a day and the readings shall be recorded in the Environmental Monitor Binder.

COMMUNITY POLICY

Policy Statement

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 works to involve and engage the community in a successful relationship that benefits both the local community and the Museum and collections.

Mission Statement

The Elliot Lake Museum is dedicated to engaging and educating our community and visitors by collecting, preserving, interpreting, and sharing our ongoing heritage and history in an inclusive capacity.

Purpose

The purpose of the policy is to outline how the Museum will function as an active contributor in a culturally diverse community and as a vital component of Elliot Lake's overall cultural and economic development. The goal of the policy is to ensure the Museum will be accessible and relevant, and will draw support from its community.

Scope

This policy applies to the City of Elliot Lake Council, staff, and volunteers as they are involved in administration, management, and operation of the Elliot Lake Museum.

Definitions

City: The Corporation of the City of Elliot Lake as an institution

Council: The City of Elliot Lake Council's Mayor and six councillors

Museum: The Elliot Lake Museum and its constituents, collections, and staff

Policy

1.0 Community Access

The Museum recognizes that it is a steward of the community's heritage and will therefore strive to uphold its responsibility to the public and make its cultural resources available by:

- Providing services and programs consistent with the mission of the Museum that meet the varied needs and broad range of interests within the community.
- Respecting the values and traditions of the community in the development of programs and exhibits that are consistent with the mission of the Museum.
- Minimizing economic, social, geographic, physical, and cultural barriers.
- Advocating co-operation and industry partnership by sharing curatorial and museological knowledge.
- Having a fully trained and qualified curator and staff to manage and maintain the collection.
- Housing the collection in a safe and secure environment for storage and display.

1.1 Intellectual Access

Primary access to the Museum is provided through its digital platforms and public programs. The Museum will also provide special access to its resources to scholars, students, and other interested parties, as appropriate. Requests for access to collections and information resources that are not currently available to the public through public programs will be carefully considered, subject to the following:

- relevance to the mission of the City of Waterloo Museum
- available staff resources
- provisions of relevant intellectual property, municipal freedom of information and protection of privacy legislation and health and safety matters
- subject to the City's User Fees By-law Schedule A.

1.2 Physical Access

The staff of the City of Waterloo Museum will foster physical access to the Museum's public areas by:

- Maintaining regular hours of operations for staff communications upon request, and public access where applicable
- Ensuring that standards and provisions regarding the health and safety of all visitors to public areas are at least equal to those provided for employees and volunteers
- Providing barrier-free access to all visitors to the public areas, within available resources
- Actively pursuing resources to mitigate barriers and/or provide alternative experiences

2.0 Community Partnerships

The Museum will develop new relationships as well as maintain existing relationships with members of the community, local businesses, and industries, and other cultural institutions, which meets the requirements and criteria of the Strategic Plan and policies, by:

- Formulating, managing, and evaluating partnerships, joint ventures, and other collaborative approaches to service and program delivery within the City and its neighbours, and other professional institutions as appropriate.
- Providing opportunities for all sectors of the community to give input about the Museum's decisions, goals, and directions that may affect them or reflect on them.
- Identifying and pursuing partnerships with community groups in the development and implementation of public programs, collections development, and preservation functions.

3.0 Communications

The Museum will promote public awareness, understanding, and appreciation of the cultural resources held in trust for the people of Elliot Lake, Canada, and beyond. Communication is an essential component of this process.

Communication with the public will be provided regularly through the City website, social media, and print media, as well as through the occasional news print, radio broadcast, tourism media and cultural networks in order to reach the broadest audience.

Museum staff will use accurate and respectful communication with members of the public and among employees and volunteers, and be consistent, fair, accurate, and sensitive to community values in all its communications.

4.0 Volunteer Participation

The City recognizes the positive impact that volunteers have on making our community a caring and inclusive place to live and work. Volunteers assist in providing strong, sustainable programming and supplement the services provided by the City of Elliot Lake. The City supports individuals who wish to achieve their goals and objectives through volunteer opportunities. Recruitment for volunteers is handled through policy and procedures set forth by the City and all volunteers are subject to these rules and regulations.

The museum fosters a dedicated volunteer group through an active museum board, whose agendas are posted regularly on the City website. All other volunteer opportunities for Museum programs, events, and collections management will be made public through a variety of means and regularly updated on the City website.

HUMAN RESOURCES POLICY

Policy Statement

The City of Elliot Lake recognizes its human resources as critical to the operation of a high quality community Museum. The ability of the Museum to fulfill its mission and excel in its activities and operations depends largely on the professionalism, creativity, morale, and the capabilities of its staff.

As a municipally owned and operated institution, the Elliot Lake Museum falls under the policies and procedures of the Corporation of the City of Elliot Lake.

Mission Statement

The Elliot Lake Museum is dedicated to engaging and educating our community and visitors by collecting, preserving, interpreting, and sharing our ongoing heritage and history in an inclusive capacity.

Purpose

This policy outlines how human resources will be managed at the Museum, in alignment with corporate expectations. This includes recruiting qualified staff, including volunteers, providing ongoing training opportunities, and providing a work environment and culture where safety, security, well-being and the continued motivation of those working, or volunteering, at the Museum are supported.

Scope

This policy applies to the City of Elliot Lake Council, staff, and volunteers as they are involved in administration, management, and operation of the Elliot Lake Museum.

Definitions

City: The Corporation of the City of Elliot Lake as an institution

Council: The City of Elliot Lake Council's Mayor and six councillors

Museum: The Elliot Lake Museum and its constituents, collections, and staff

Staff: The full and part-time, permanent, temporary, contract, and volunteer workers for the Elliot Lake Museum.

Policy

1.0 Roles and Responsibilities

The Human Resources Coordinator is responsible for ensuring all human resource management practices including recruitment, performance evaluation, and termination will be carried out in an ethical and professional manner as prescribed by the Human Resource policies, procedures, and practices established by the City and the following standards:

- Canadian Human Rights Act
- Employment Standards Act
- Municipal Act
- Municipal Conflict of Interest Act
- Ontario Human Rights Code
- Municipal Freedom of Information and Protection of Privacy Act

The Museum Curator is responsible for ensuring that all corporate human resource policies, procedures, and practices are adhered to and implemented at the Museum, and that all provincial and federal legislation related to the workplace is followed within the Museum.

The Curator makes recommendations to hire or terminate, subject to approval by the Director and CAO. It is the responsibility of the Curator to ensure that trained personnel carry out Museum functions.

2.0 Job Descriptions

2.1 Paid Employees

Job descriptions are developed for all paid City employees--permanent, temporary, part-time, and summer students. Each job description states the minimum educational and experiential requirements for the specific position.

The introduction of any new position will require the development of a job description. Job descriptions are reviewed and revised prior to recruitment due to significant changes in job duties and responsibilities. Revisions to job descriptions are subject to approval by the Director, HR, and CAO.

A copy of the job description is provided to the employee upon offer of employment.

2.2 Volunteers

All City volunteers are recruited through the Human Resources Department in accordance with volunteer policies and procedures. A museum volunteer manual will be available in the Museum library which includes information and guidelines on operations, tasks, and expectations.

3.0 Staff Training

In accordance with the City's values, it is recognized that ongoing training and development of paid and volunteer Museum personnel is critical to the Museum's continuing success in achieving its objectives and satisfying visitor expectations. The Museum commits to providing a variety of professional development and training opportunities to staff members and volunteers within budget and operational needs.

Museum staff and volunteers must participate in all corporately mandated training and will have access to professional development opportunities.

3.1 In-house Training

Summer students, part-time and temporary employees, volunteer, and contract workers will be included in the corporate orientation, museum procedures, and general in-house training programs. The Manager or designate will ensure that the materials included in the orientation and training session are current and complete and all training will be conducted by qualified individuals.

3.2 Professional Development

Museum staff will be encouraged to further their education in areas related to their field of work and/or in accordance with objectives set out in the strategic plan.

3.3 Affiliations

The Museum will maintain membership with the Ontario Museum Association and foster relationships with local museums and heritage societies.

3.4 Support for training

Staff has an obligation to remain current in museological practices and identify specific training needs through regular performance reviews and strategic planning exercises.

A dedicated budget for memberships, reference materials, and registration and tuition fees for professional development courses, seminars, and conferences will be included in the annual budget for the Museum.

Requests for reimbursement of costs and/or time away for training by Museum staff and volunteers are subject to corporate policy compliance and approval by the Manager and Director. Training requests for the Manager are subject to approval by the Director.

3.5 Council Orientation

Museum staff will provide regular updates to Council on Museum activities via staff reports to council, presentations, and online communications, as appropriate.

4.0 Commitment to Ethical and Legal Conduct

In addition to abiding by the City's policies regarding ethical behavior, all Museum staff members will follow the Canadian Museum Associations (CMA) Ethical Guidelines and the International Council of Museums and Museum professionals (ICOM) Code of Ethics for Museums which will be in the Museum library.

Staff shall declare any conflict of interests (i.e. personal collection aligned with the Museum's Collection Policy) they may have upon being selected. Staff shall not use knowledge or information gained from their position to benefit themselves, their family members, or associates.

The Museum will be AODA compliant and must participate in and comply with the City's development and implementation of Accessibility plans.

5.0 Health and Safety

All staff will be given orientation to occupational Health and Safety within the Museum setting. This orientation shall include emergency procedures, location of emergency exits and fire extinguishers, workplace hazards and WHMIS information. Further, at least one staff member shall have a current certificate in Standard First Aid and CPR.

6.0 Resources

The Museum will maintain a reference library of materials to support staff and volunteer education and training. This would also include information on Occupational Health and Safety and WHIMIS, the CMA's Code of Ethics and the ICOM Code of Ethics, and best practices for museum operations and maintenance.