



Agenda Museum Advisory Committee

March 11, 2020

6:30 pm

St. Marys Museum

177 Church Street South, St. Marys

Pages

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

RECOMMENDATION

THAT the March 11, 2020 Museum Advisory Committee meeting agenda be accepted as presented.

4. **DELEGATIONS**
5. **ACCEPTANCE OF MINUTES**

3

RECOMMENDATION

THAT the February 8, 2020 Museum Advisory Committee meeting minutes be accepted as presented.

6. **BUSINESS ARISING FROM MINUTES**
7. **REPORTS**

7.1 Community Policy Update

7

RECOMMENDATION

THAT MUS 06-2020 Museum Community Policy Update be received for information and review

and

THAT the St. Marys Museum Advisory Committee recommends to Council that the St. Marys Museum Community Policy be approved as presented.

7.2 Exhibition Policy Update

13

RECOMMENDATION

THAT MUS 07-2020 Museum Exhibition Policy Update be received for information and review

and

THAT the St. Marys Museum Advisory Committee recommends to Council that the St. Marys Museum Exhibition Policy be approved as presented.

7.3 March Monthly Report

23

RECOMMENDATION

THAT MUS 08-2020 March Monthly Report (Museum and Archives) be received for information.

7.4 Council Report

8. OTHER BUSINESS

9. UPCOMING MEETINGS

Wednesday, April 8 at 6:30 pm

10. ADJOURNMENT

RECOMMENDATION

THAT the March 11, 2020 Museum Advisory Committee Meeting adjourn at pm.



Minutes

Museum Advisory Committee

February 12, 2020

6:30 pm

St. Marys Museum

177 Church Street South, St. Marys

Member Present	Councillor Hainer, Doug Fread, Peter McAsh, Scott Crawford, Karen Ballard
Member Absent	Krissy Nickle
Staff Present	Amy Cubberley
Staff Absent	Jenna McCartney, Trisha McKibbin

1. CALL TO ORDER

In the Chair, Douglas Fread called the meeting to order at 6:30 p.m.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

The agenda was amended to include 7.4 Council Report.

Moved By Councillor Hainer

Seconded By Scott Crawford

THAT the February 12, 2020 Museum Advisory Committee meeting agenda be accepted as amended.

Carried

4. DELEGATIONS

None.

5. ACCEPTANCE OF MINUTES

Moved By Scott Crawford

Seconded By Peter McAsh

THAT the January 8, 2020 Museum Advisory Committee minutes be accepted as presented.

Carried

6. BUSINESS ARISING FROM MINUTES

None.

7. REPORTS

7.1 Museum Emergency Response Plan

The Curatorial and Programming Assistant spoke to MUS 03-2020 Emergency Response Plan and responded to questions.

Moved By Councillor Hainer

Seconded By Karen Ballard

THAT MUS 03-2020 Emergency Response Plan be received for information.

Carried

7.2 Museum Collections Management Policy

The Curator/Archivist spoke to MUS 04-2020 Museum Collections Management Policy and responded to questions.

Moved By Councillor Hainer

Seconded By Peter McAsh

THAT MUS 04-2020 Collections Management Policy Update be received for information and review

and

THAT the St. Marys Museum Advisory Committee recommends to Council that the St. Marys Museum Collections Management Policy be approved as presented.

Carried

7.3 Museum and Archives Monthly Report

The Curator/Archivist spoke to MUS 05-2020 and responded to questions.

Moved By Peter McAsh

Seconded By Karen Ballard

THAT MUS 05-2020 February Monthly Report (Museum and Archives) be received for information.

Carried

8. OTHER BUSINESS

8.1 Friends of the Museum Directors designate

The Curator/Archivist explained that the Museum Advisory Committee Chair usually attends Friends of the St. Marys Museum Directors meetings so that there is communication between these two organizations. The current Chair is unable to attend meetings so the Friends of the Museum have asked that the Museum Advisory Committee appoint a different representative.

Karen Ballard and Peter McAsh both volunteered to attend Friends of the Museum Directors meetings.

9. UPCOMING MEETINGS

March 11, 2020 at 6:30 pm

10. ADJOURNMENT

Moved By Scott Crawford

Seconded By Councillor Hainer

THAT the St. Marys Museum Advisory Committee meeting adjourn at 7:13 p.m.

7. REPORTS

7.4 Council Report

Councillor Hainer updated the Committee on recent Council activities.

Chair Doug Fread

Board Secretary Amy Cubberley



INFORMATION REPORT

To:	Chair and Members of the Advisory Committee
Prepared by:	Amy Cubberley, Curator and Archivist
Date of Meeting:	11 March 2020
Subject:	MUS 06-2020 Museum Community Policy Update

INFORMATION

This report provides rationale for updating the St. Marys Museum Community Policy.

RECOMMENDATION

THAT MUS 06-2020 Museum Community Policy Update be received for information and review and

THAT the St. Marys Museum Advisory Committee recommends to Council that the St. Marys Museum Community Policy be approved as presented.

BACKGROUND

During the 2014-2018 term of Council, the St. Marys Museum Board reviewed and updated all Museum policies. These policies are to be reviewed on a three year cycle moving forward and the St. Marys Museum Community Policy is due for review

REPORT

The Curator & Archivist and Curatorial and Programming Intern have reviewed the St. Marys Museum Community Policy and made updates.

The Curator & Archivist also reviewed the Ministry of Heritage, Sport, Tourism and Culture Industries' Standards for Community Museums in Ontario to ensure that the policy is still compliant with provincial Community Museum standards.

SUMMARY & IMPLICATIONS

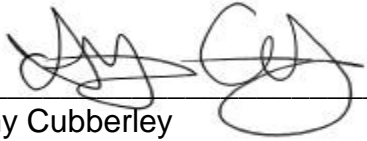
The St. Marys Museum Community policy has been reviewed and minor changes have been made to reflect current procedures and job titles. Community is one of ten standards that the St. Marys Museum must meet in order to qualify for funding under the Community Museum Operating Grant.

ATTACHMENTS

St. Marys Museum Community Policy

REVIEWED BY

Recommended by the Department

A handwritten signature in black ink, appearing to read 'Amy Cubberley', written over a horizontal line.

Amy Cubberley
Curator and Archivist



St. Marys Museum

Community Policy

1.0 Policy Statement

~~As a steward of the community, the buildings and grounds of the~~ St. Marys Museum shall provide a safe and functional environment for visitors, staff, volunteers, collections, museum events, activities, programs and exhibitions. ~~The Museum will ensure that it remains accessible, relevant, and supported by its community. The achievement of this objective will be balanced with the need to preserve the integrity of the heritage buildings as artifacts in their own rights, as well as archaeological resources present on the property.~~

The St. Marys Museum will meet their obligation to Federal, Provincial and Municipal ~~requirements standards in order to remain a community-focussed institution, that apply to physical safety of visitors, staff, volunteers, and property.~~

2.0 Statement of Values

The St. Marys Museum's Statement of Values emphasizes both responsibility and responsiveness to the community. The Values that form the basis for the Museum's operations are:

- a. *Respect – Our history, the lessons it can teach us and the material objects that reflect this history all deserve our respect.*

This value is shared and cooperative. Staff and other Museum personnel respect both the artifacts and the stories brought to the Museum for consideration and appreciate the value they have for their owners. ~~If an offered artifact does not fit within the Museum's Collections Management Policy collecting mandate,~~ every attempt is made to help the donor find a suitable repository for his/her possession. The Museum also works to instill in the community a respect for the artifacts in the collection and for the stories that they tell. This is done through work with visiting groups, especially children, with outreach programs and through local promotion and exposure to these artifacts, such as the Artifact of the Week, featured in a local newspaper.

- b. *Objectivity – Interpretive programs and activities are presented fairly, without bias and with a thorough research-based understanding of the historic context.*

The community and its residents deserve to have their history told in a fair and informed manner when it is presented through interpretive exhibits and activities to visitors to the St. Marys Museum.

- c. *Inclusivity – The history of this area is made up of many stories rising from a variety of backgrounds and cultures. All these stories deserve to be told.*

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The St. Marys Museum board and staff realize that in order to tell some of these stories, it is necessary to solicit input, support and advice from the representatives of various backgrounds and cultures. When telling a story of such a group, it is the Museum's practice to work with people representing it, making the process a cooperative and enjoyable learning experience for all concerned.

- d. *Accessibility – The historical resources at the St. Marys Museum including programs, special events, exhibits and research materials are accessible to all users.*

The Museum has an active program of outreach to local seniors' residences and local seniors' day programs whose participants may not be able to visit the site. The St. Marys Museum board and staff recognize that barriers to accessibility may be intellectual and cultural as well as physical. When planning exhibit themes and special activities, consideration is given to ways of reaching members of the community who may face these barriers. For example, as many "hands-on" objects as possible will be part of interpretive activities; exhibits will have strong visual components, explanatory text will be in accessible, straightforward language. Staff is trained to be sensitive to visitors with special needs and the Museums has learned ways to make these visits successful and rewarding.

3.0 Responsibilities

32.1 Stewardship

a. The design and layout of the St. Marys Museum's buildings and grounds will accommodate the physical and functional needs of its users, staff, volunteers, collections, and activities.

32.2 Hours of Operation

The St. Marys Museum will maintain regular, posted, and advertised hours, during which it is open to the public, and which meet the needs of the community. The location of advertised hours will include onsite signage, the Museum website, social media, the municipal website, rack cards, and telephone voicemail message. The Museum recognizes that this if it is not open for long periods due to staffing considerations or weather, the Director and/or Curator will assess the needs of the community and make its services available by appointment and/or outreach activities.

32.3 Community Participation

The St. Marys Museum ensures the security of its users, staff, volunteers, collections and information by:

- a. The St. Marys Museum's board and staff recognize the value of including members of the community in activities and programs. The Museum actively seeks partners from organizations, service clubs, business and industry within

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the community to work together to reach common goals to benefit the community.

b. Taking steps to minimize the level of individual risks (for example, by installing

32.4 Access to Information

a. The St. Marys Museum's board and staff recognize the value of providing equal public access to information about the museum's collection, services and programs. This information will be available can be disseminated through such means as the (CHIN and the Museum's page on the municipal website, for example), promotion in local newspapers, off-site displays and outreach programs.

32.5 Volunteers

The St. Marys Museum has an active volunteer program that is administrated through the Town of St. Marys.

- a. a. The St. Marys Museum will provide appropriate training and supervision as well as a safe working environment for volunteers. endeavour to maintain the historical integrity of its heritage buildings and historic site in its use, maintenance, repair and modification, and follows conservation standards and procedures.
- b. The Museum will publicly and privately recognize the contributions of its volunteers

43.0 Policy Review and Approval

The St. Marys Museum's Community Policy is approved by the St. Marys Museum Advisory Board.

The Community Policy shall be reviewed a minimum of once every three (3) years, or at any more frequent time that changes are deemed necessary. The Director and/or Curator conducts the review and the revised version is submitted to the St. Marys Museum Advisory Board for approval. The revised version must be approved by motion by St. Marys Town Council.

54.0 Communication

This policy is posted on the corporation drive. As well, and the original copy is located at the Museum in the Director of Cultural Services office.

65.0 References

MUS-P-004 Emergency Response Plan

Town of St. Marys Emergency Response Plan

Document Name: CommunityPhysical Plant Policy
Document #: MUS-P-001
Issue Date: May 8, 2002
Revision: 41
Rev Date: March 11, 2020May 14, 2015

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Ministry of ~~Tourism, Culture and Sport~~Heritage, Sport, Tourism and Culture Industries
Standards for Community Museums in Ontario

Accessibility for Ontarians with Disabilities Act, 2005

Physical Plant Reference Binder (located in the Director of Cultural Services office)

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved
0	March 19, 2014	Inception. Accessible format, template			
1	March 31, 2015	Review and update by Staff and Museum Board	March 31, 2015	April & May, 2015	
2.	May 14, 2015	Approved by Museum Board	May 14, 2015	May 14, 2015	May 14, 2015
<u>3</u>	<u>March 3, 2020</u>	<u>Review and update by Staff and Museum Board</u>	<u>March 3, 2020</u>	<u>March 2020</u>	
<u>4</u>	<u>March 11, 2020</u>	<u>Approved by Museum Board</u>	<u>March 11, 2020</u>	<u>March 11, 2020</u>	

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Document Name: ~~Community~~Physical Plant-Policy
Document #: MUS-P-001
Issue Date: May 8, 2002
Revision: 41
Rev Date: March 11, 2020~~May 14, 2015~~



INFORMATION REPORT

To:	Chair and Members of the Advisory Committee
Prepared by:	Amy Cubberley, Curator and Archivist
Date of Meeting:	11 March 2020
Subject:	MUS 07-2020 Museum Exhibition Policy Update

INFORMATION

This report provides rationale for updating the St. Marys Museum Exhibition Policy.

RECOMMENDATION

THAT MUS 07-2020 St. Marys Museum Exhibition Policy Update be received for information and review

And

THAT the St. Marys Museum Advisory Committee recommends to Council that the St. Marys Museum Exhibition policy be approved as presented.

BACKGROUND

During the 2014-2018 term of Council, the St. Marys Museum Board reviewed and updated all Museum policies. These policies are to be reviewed on a three year cycle moving forward and the St. Marys Museum Exhibition Policy is due for review

REPORT

The Curator & Archivist have reviewed the St. Marys Museum Exhibition Policy and made minor updates. This included updating job titles to reflect the current Town of St. Marys corporate structure, minor adjustments to wording, and putting a stronger emphasis on AODA compliance.

The Curator & Archivist also reviewed the Ministry of Heritage, Sport, Tourism and Culture Industries' Standards for Community Museums in Ontario to ensure that the policy is still compliant with provincial Community Museum standards. The St. Marys Museum Exhibition Policy was reviewed by the Ministry of Heritage, Sport, Tourism and Culture Industries staff as part of the Community Museum Operating Grant application in 2016 and deemed to be compliant.

SUMMARY & IMPLICATIONS

The St. Marys Museum Exhibition policy has been reviewed and minor changes have been made to reflect current procedures, job titles, and accessibility requirements. Exhibitions is one of ten standards that the St. Marys Museum must meet in order to qualify for funding under the Community Museum Operating Grant.

ATTACHMENTS

St. Marys Museum Exhibition Policy

REVIEWED BY

Recommended by the Department

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Amy Cubberley
Curator and Archivist



St. Marys Museum Exhibition Policy

1.0 Policy Statement

The St. Marys Museum is a community history museum; its exhibits are an important link between the community and its heritage. These exhibits shall be consistent with the Museum's Statement of Purpose and with its commitment and responsibility to the community that supports it. This Exhibition Policy sets out the terms and provisions for the development of all the Museum's exhibits and displays.

2.0 Exhibition Themes

All exhibits whether permanent, temporary, travelling or installed by individuals or community interest groups shall adhere to the following.

- a. All exhibits and displays at the St. Marys Museum demonstrate clear relevance to the local history of this area. They present opportunities to learn more about this history and to understand it more completely.
- b. Themes shall be selected to highlight specific aspects of local history and their relationship to artifacts and materials in the Museum's collection.
- c. Themes may be topical, supporting community events such as important anniversary celebrations, or they may present new and innovative local history research.
- d. The Museum shall ensure the relevance, accuracy and effective communication of each exhibit by establishing clearly defined objectives and evaluating exhibits against these objectives.

3.0 Exhibition Types

3.1 Permanent Exhibitions

Permanent Exhibitions are those exhibits which are permanent to semi-permanent in nature. The Museum has two ~~specific~~ outbuildings, the Woodworking Shop and the Barn, which act as both storage and exhibition space. Due to physical restrictions on artifact mobility (size, weight, space) these areas cannot be significantly changed.

3.2 Temporary Exhibitions

Temporary Exhibitions are those exhibits which have a set time frame for which they will be on display. Temporary Exhibitions, may be developed by museum staff or, under the discretion and approval of the Director and/or Curator, by individuals or interest groups from the community.



3.2.1 Types of Temporary Exhibitions

The following types of exhibitions shall be classified as Temporary Exhibitions;

a. Museum Collections Based Exhibitions

These exhibits are based on the museum's collections and are developed under the guidance of the Director and/or Curator. - The planning, research, creation and installation of these exhibitions are led by museum staff. Volunteers, under the direction of museum staff, may be utilized to assist with specific tasks. The Museum mounts at least two major and four minor (often seasonal) exhibits on site each year. - These exhibits have specific open and close dates, which may be extended at the discretion of the Director and/or Curator.

b. Travelling Exhibitions

These exhibitions are designed, created and circulated by other museums, galleries and cultural/educational institutions, which are then hosted at the St. Marys Museum for a specific time period.

c. Individual/Interest Group Exhibitions

These exhibitions are designed, created and installed by a local community group/organization, which are then hosted at the St. Marys Museum for a specific time period. - These organizations may include, but are not limited to, Service Clubs, Churches, ~~St. Marys Historical Society~~, Craft/Quilt Guilds, ~~Women's Institutes~~, and ~~S~~schools.

d. Outreach Exhibitions

Occasionally the St. Marys Museum may request, or receive a request, to install an exhibition at an off-site institution, such as a library or retirement home.

- a. It is the sole discretion of staff as to what items (artifacts or photographs) shall be utilized in an off-site exhibition. - The size, condition, value (monetary and cultural) and location of exhibition will all factor into whether it is appropriate for an artifact or photograph to be installed in an off-site location. - When possible, digitized replicas shall be used instead of original photographs and archival documents.
- b. Artifacts considered for off-site exhibits are examined to determine whether they can be safely used for display.

4.0 Exhibit Schedule

- a. The St. Marys Museum has an exhibition schedule comprising a mix of permanent and temporary exhibits and displays.



- b. A schedule of temporary exhibits is planned for each calendar year, presenting a variety of changing exhibits to complement displays, such as the ~~W~~oodworking ~~S~~shop and the ~~Barn farm implement area~~, which cannot change significantly because of physical restrictions on artifact mobility.
- c. The Museum mounts two major and at least four minor (often seasonal) exhibits on site each year. The Museum ~~Advisory Committee, board~~ and administration recognize the need to support these changing exhibits through a reasonable allocation of resources and personnel.
- d. The temporary exhibit schedule is flexible enough to tie into community concerns, events and projects as they arise.
- e. Changing exhibits and displays at the Museum are necessary to provide variety for visitors, ~~and~~ exposure for different parts of the collection, ~~and~~ encourage repeat visitors. Regular “resting” periods in storage, safely away from light and other environmental factors, are necessary for the conservation of many artifacts.
- f. Because of the practice of rotating artifacts whenever possible between storage and exhibit areas, the Museum cannot guarantee to any donor that any artifact will remain on display permanently.
- g. Long-range exhibit scheduling reflects the diversity in the history of the Museum’s community and is based on the principle that all stories representing all backgrounds deserve to be told.
- h. The Museum’s exhibits and the research supporting them are cumulative and inter-related with the ultimate goal of researching and exhibiting all important areas of the Museum’s collection and a wide and representative range of significant aspects of the community’s history and development. All background research is kept and incorporated into the Museum’s archives.

5.0 Exhibition Presentation

- a. All exhibits are developed through careful and thorough research using primarily the resources in the Museum and those available within the community, such as interviews with stakeholders who may have firsthand knowledge of themes and topics. Secondary sources for researched information are chosen carefully.
- b. In preparing exhibits, every effort is made to present accurate information. Gaps or uncertainties in the information available through research are identified in exhibit information.
- c. Recognizing that no exhibit can be presented with absolute objectivity, the St. Marys Museum makes every effort to declare the “voice” of the exhibit, to be open and fair in presentation, and to consider and represent the variety of backgrounds in this community.



- d. All exhibitions shall meet the St. Marys Conservation Policy in regards to exhibit design, materials and use of artifacts.

6.0 Exhibition Security

- a. Artifacts considered for exhibit are examined to determine whether they can be safely used for display.
- b. Artifacts on long-term display are inspected regularly and condition reports are prepared. If these artifacts show signs of deterioration, they are given further protection or removed from display if necessary.
- c. Fragile artifacts are considered only for short-term, highly controlled display and are carefully monitored.
- d. Records are kept of the exhibition history of each artifact to ensure that none receives excessive exposure or handling.
- e. Display furniture, backgrounds, graphics and mounting materials are selected according to the nature of the artifacts on display. Artifacts are not put at risk by contact with or proximity to incompatible display materials.
- f. Artifacts are exhibited securely. Installations are designed to protect artifacts from handling by visitors and from accidental breakage.
- g. All exhibit furniture, cases and supports are installed safely and securely, posing no risk to the artifacts, to Museum staff or to visitors to the Museum.
 - i. Exhibition areas are environmentally secure.
 - ii. All artifacts that are heavy or have moving parts that could cause injury, are adequately supported, secured or located behind a barrier.
 - iii. Illumination is monitored and controlled according to recommended standards.
 - iv. Humidity and temperature is monitored and adjusted if necessary.
 - v. Good housekeeping is practiced. Exhibit areas are kept free from dust and other pollutants.
 - vi. Exhibits are monitored for signs of damage from pests (e.g. insects or moulds).
- h. ~~Any and all~~ handling and display of firearms meet all Federal, Provincial, and Municipal legislation.
- i. Any artifact that is classified as a hazardous material shall be located in a secure display when on exhibition.
- j. The Museum ensures that exhibit preparation activities that are harmful to artifacts are carried out in an area that is isolated from collections (both display and storage). -Such activities would include those that produce dust,

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excessive heat or vibrations, and those that involved the use of aerosols and solvents (e.g. paints and varnishes).

7.0 Exhibit Human Resources

The Museum staff and volunteers involved in the planning, preparation and installation of exhibits shall have adequate knowledge, skills and training in their areas of responsibility.

- a. They have an understanding of the mandate, values and vision of the St. Marys Museum.
- b. They appreciate the need for research as a base for all exhibits and interpretive activities.
- c. They have an appreciation of and respect for the artifacts in the collection and understand the importance of exhibiting them.
- d. They have training in the care of artifacts – how to handle them, how to assess their condition and how to monitor their condition while on display.
- e. They know the importance of creating a secure exhibit environment for the artifacts.
- f. They understand exhibit design including placement, proportion, colour, use of graphics and labels.
- g. They know how to write labels and other interpretive materials to communicate information effectively.
- h. They are trained in the safe installation, operation and maintenance of exhibits (e.g. machinery, cleaning, etc.)

8.0 Accessibility

The Museum endeavours to ensure that exhibits are accessible and capable of being used and enjoyed by visitors of all ages and abilities. The Museum shall ensure that exhibits effectively promote learning and enjoyment by providing a variety of interpretation methods to meet a range of visitor needs.

The St. Marys Museum ~~Advisory Committee~~ and staff are aware of the limitations that the main building may place on barrier-free physical access to exhibits. The ~~Committee~~ and staff recognize the importance of providing barrier free access.

The following practices are in place:

- a. Within the limitations of the building, exhibit spaces are as clear and uncluttered as possible so that visitors can move safely through these areas.
- b. The interpretive material presented with the exhibit is in clear, concise, accessible language. All text is written and designed to meet the Accessibility for Ontarians with Disabilities Act (AODA). Labels are placed and illuminated so that they can be read comfortably. Interpretive material shall be available



in alternative formats when requested. ~~i.e.~~ Examples include, but not limited to, printed copies of labels for individual use, staff led tour through the exhibit.

- c. Museum staff takes advantage of opportunities to display the artifacts from the collection outside the Museum in secure settings, such as the locking case at the St. Marys Public Library. This provides other avenues of accessibility to the collection.
- d. For each exhibit, artifacts are selected that may be used for interpretation with visitors of varying abilities.
- e. The St. Marys Museum understands the accessibility potential of the internet worldwide web and actively seeks opportunities to participate in virtual exhibits. ~~The Museum is a member of the Canadian Heritage Information Network and is aware of the opportunities presented through CHIN to create/participate in virtual exhibits.~~

9.0 Policy Review and Approval

The St. Marys Museum's Exhibition Policy is approved by the St. Marys Museum Advisory Committee Board.

The Exhibition Policy shall be reviewed a minimum of once every three (3) years, or at any more frequent time that changes are deemed necessary. ~~The Director of Corporate~~ ommunity Services or the Curator conducts the review and the revised version is submitted to the St. Marys Museum Advisory Committee Board for review and recommendation to Council approval. The revised version must be approved by motion by St. Marys Town Council.

10.0 Communication

This policy is posted on the corporation drive. ~~As well,~~ the original copy is located at the Museum in the Curator's office.

11.0 Ethical and Legal Responsibilities

All Museum Team Members, Museum Advisory Committee Board members, and volunteers of the St. Marys Museum recognize the need to meet all Federal, Provincial, and Municipal legislation that has an impact on the planning and presentation of exhibitions. ~~The St. Marys Museum is responsible for:~~

- a. Compliance with all copyright legislation related to the mounting and promotion of permanent, temporary, or outreach exhibitions developed by museum staff.
- b. ~~c.~~ Compliance with the Standards for Community Museums in Ontario relative to the development and mounting of permanent, temporary or outreach exhibitions developed by museum staff.
- b-c. ~~e-d.~~ Compliance with the Accessibility for Ontarians with Disabilities Act (AODA).
- e-d. Demonstrating a commitment to ethical behaviour in exhibit presentation.

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~~e.e.~~ The St. Marys Museum is not responsible for compliance with copyright legislation or museum standards related to the mounting and promotion of permanent, temporary or outreach exhibitions developed by third party contributors.

12.0 Budget

A portion of the museum's annual operating budget shall be allocated annually for exhibit development, design, construction, maintenance and evaluation expenses.

13.0 References

Town of St. Marys Team Member Handbook

Ministry of Heritage, Sport, Tourism, and Culture ~~Industries and Sport~~ *Standards for Community Museums in Ontario*

Accessibility for Ontarians with Disabilities Act, 2005

Canadian Museum Association Ethical Guidelines

ICOM Code of Ethics for Museums

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Rev #	Date	Reason	Initiated	Reviewed	Approved
0	November 2, 2015	Inception. Accessible format, template			
1	November 12, 2015	Review and update by Staff and Museum Board			Jan 2016
3	March 2018	Review by Museum Board	AC March 2018	Museum Board March 2018	Board Approved April 11, 2018
4	<u>March 6, 2020</u>	<u>Due for update and review</u>	<u>AC March 2020</u>		



MONTHLY REPORT

To:	Chair and Members of the Advisory Committee
From:	Corporate Services
Date of Meeting:	11 March 2020
Subject:	MUS 08-2020 March Monthly Report (Museum and Archives)

RECOMMENDATION

THAT MUS 08-2020 March Monthly Report (Museum and Archives) be received for information.

DEPARTMENTAL HIGHLIGHTS

- **Administrative/Funding**
 - Volunteers logged 53 on-site hours in February.
 - Grant applications submitted for Canada Summer Jobs student position and Young Canada Works Building Careers in Heritage internship.
 - Part-time Museum Assistant recruited.
 - Working to recruit University of Toronto Masters of Museum Studies student work 12-week summer placement.
 - Staff attended First Aid/CPR training February 13-14.
 - Most popular Facebook post: February 14 Farm Friday post with 2900 views and 91 reactions, comments and shares.
 - Staff welcomed a high school co-op student on February 18. This student will be volunteering approximately 15 hours/week until mid-June.
- **Programming**
 - Staff led outreach programs at St. Marys VON on February 4 and Kingsway Lodge on March 11.
 - Come into my Kitchen seminar led by Amy Cubberley and Janis Fread on February 13 and February 19. Both were near capacity.
 - St. Marys Heritage Fair took place on Friday, February 21.
- **Research/Exhibits/Collections Management**
 - Staff and volunteers working on accessioning 2019 artifact donations.
 - Volunteers completed textile storage room audit, a two year project.
 - Exhibit about the 1936 Olympics underway, will open early March.
- **Upcoming Highlights**
 - Spend your Saturday in St. Marys day, March 7.
 - Planning underway for 2020 homecoming exhibit about Emm Gryner.
 - Planning underway for Melodies at the Museum 2020. This year's series is expanding to run for eight weeks, from July 8-August 26.

February 2020 Museum Traffic Numbers

	Museum Tour		Archival Research		Don.	Vol.	Oth.	Outreach/ External	Group Visit/ Special		Gift Shop	Washroom	Total
	In Town	Out of Town	In Town	Out of Town					In Town	Out of Town			
Adult (18-64)	10	7	3	2	1	4	11	78	10		1		127
Senior (65+)	3	3	9	1	4	2	12	107	1	2			144
Youth (12-17)	0	4	0	0	0	7	1	20	0				32
Child 5-12	15	5	0	0	0	0	0	20	0				
Child --4	4	1	0	0	0	0	0	10	0				15
Member	2	0	26	1	4	9	12		39		6		99
Total:	34	20	38	4	9	22	36	235	50	2	7	0	
Monthly Traffic Total:								457					

February 2019 Attendance: 436, Out of Town Visitors: 6

February 2018 Attendance: 416, Out of Town Visitors: 7

February 2017 Attendance: 439, Out of Town Visitors: 18

Traffic Statistics for "Picture St. Marys" on Our Ontario website

(Location of 2,500 digitized photographs from Museum's collection)

Month/Year	# Visitors to Site	# Visits to Site
February 2020	736	900
February 2019	678	840

REVIEWED BY

Recommended by the Department


 Amy Cubberley
 Curator and Archivist