



AGENDA

Heritage and Culture Advisory Committee

May 8, 2024

6:00 pm

Municipal Operations Centre

408 James Street South, St. Marys

YouTube Link - <https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

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

RECOMMENDATION

THAT the May 8, 2024 Heritage and Culture Advisory Committee agenda be accepted as presented.

4. **DELEGATIONS**

- 4.1 **Dan Schneider, Stratford-Perth Architectural Conservancy of Ontario**

4

RECOMMENDATION

THAT the delegation from Dan Schneider on behalf of the Stratford-Perth Architectural Conservancy of Ontario be received.

5. **CORRESPONDENCE**

6.

ACCEPTANCE OF MINUTES

21

RECOMMENDATION

THAT the March 13, 2024 Heritage and Culture Advisory Committee minutes be approved by the Committee and signed by the Chair and the staff liaison.

7.

BUSINESS ARISING FROM MINUTES

8.

REGULAR BUSINESS

8.1

Heritage Business

8.1.1

Properties of Interest or At Risk

8.1.2

Homeowner / Property Owner Letters

8.2

Museum Business

8.2.1

Museum Monthly Report

25

RECOMMENDATION

THAT DCS 32-2024 Museum and Archives May Monthly Report be received for information.

8.2.2

Museum Emergency Preparedness Plan

27

RECOMMENDATION

THAT DCS 33-2024 Draft Museum Emergency and Disaster Plan report be received; and

THAT the Heritage and Culture Advisory Committee receive the draft Emergency and Disaster Plan for review and feedback.

8.3

Public Art Business

9.

COUNCIL REPORT

10.

OTHER BUSINESS

10.1

Fall/Winter meeting time

11. UPCOMING MEETINGS

June 12, 2024 at 6:00pm

12. ADJOURNMENT

RECOMMENDATION

THAT this meeting be adjourned at _____ pm.



KEEP | FIX | REUSE

Architectural Conservancy Ontario Stratford/Perth County Branch

Dan Schneider, President



*ACO Heritage Awards Celebration 2019
1871 Berkeley Church Toronto (Rehabilitation)*

ACO is Ontario's lead non-governmental organization on built heritage and cultural heritage places

Through education and advocacy, ACO encourages the conservation and reuse of structures and landscapes of architectural, historic, and cultural significance for the benefit and inspiration of Ontarians.

Our Goal: Keep, Fix, and Reuse Ontario's older buildings and places.

ABOUT ACO – WHAT WE DO

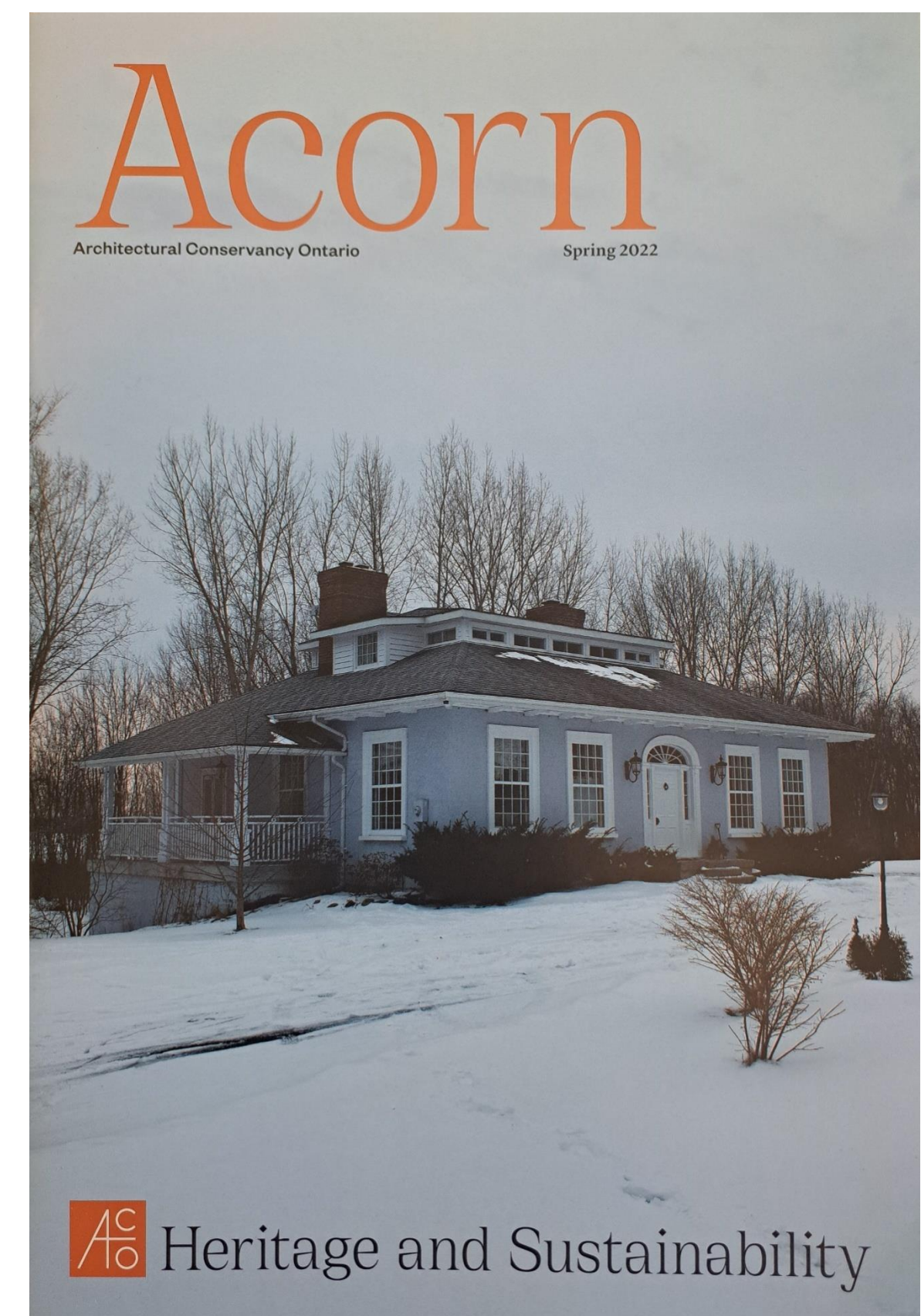
The Past
Our Present
Your Future

Established 91 years ago in 1933, ACO is a network of volunteers connected by 15 branches throughout Ontario with almost 1,000 members. There is a small coordinating staff in Toronto.

Together we:

- Publish Acorn in a Nutshell e-newsletter (2,300 subscribers) and Acorn Magazine
- Educate and promote heritage conservation through heritage advocacy, tours, symposiums, books, lectures, and conferences
- Advocate for public policy advancement through analysis and comment on existing/proposed provincial policy and legislation

(cont'd)



ABOUT ACO – WHAT WE DO

The Past
Our Present
Your Future

- Collaborate with heritage professionals, communities, and youth through PreservationWorks! and NextGen
- Host annual ACO Heritage Awards celebrating heritage projects
- Member of the National Trust Council representing Ontario
- Engage elected officials from all levels of government to actively Keep Fix Reuse Ontario's heritage and existing building stock



Keep | Fix | Reuse Supports Ontario's Prosperity

At annual Heritage Day at Queen's Park, ACO members talk to MPPs about the enormous benefits of Keep, Fix, Reuse approaches to our existing building stock – economic, environmental and cultural.



Dan Schneider, Alysson Storey and Paul King met with Perth-Wellington MPP Matthew Rae at Queen's Park in February 2024

Invest in Repair and Reuse – Protect Ontario's Future

Retaining our hundreds of thousands of older buildings and investing in their repair and reuse

- **Triggers** more economic growth and jobs than new construction.
- **Creates** housing choice for Ontarians through adaptive reuse of existing buildings.
- **Helps** save the environment and meet Ontario/Canada's emission reduction targets.
- **Grows** the green economy and spurs innovation in ways that decarbonize our built environment.
- **Strengthens** Ontario communities, enhancing identity and pride while building our tourism brand and appeal.



*Kenora: Habourtown Centre
Community Improvement Plan CIP
Photo Credit: City of Kenora*

Keep, Fix, Reuse existing buildings to create housing



*Former Grigg Hotel, now The Cornerstone, London
30 affordable apartments + programs and employment for youth aged 16-25.*



*Bread & Roses Housing Co-op, Kitchener
Former factory became 20 units of affordable housing*



*Former East Front Public School, Cornwall
Now Riverside Retirement Centre, home for 120 seniors*

Keep, Fix, Reuse existing buildings to create housing



2013
Palmerston Main Street
Vacant apartments, boarded up, vacant stores



2023
Palmerston Main Street
Refurbished and fully inhabited upper stories and stores
= customers for uptown businesses

To Realize K|F|R Benefits, We Need Strong Policies to:

Keep

- Discourage destruction/throw-away mindset
- Account for full environmental, economic and cultural values of older buildings
- Mandate recycling of building materials where a structure cannot be kept

Fix

- Stimulate sustainable building repair, renovation and rehabilitation
- Promote energy retrofits
- Develop appropriate and competent skill-sets for renovation sector

Reuse

- Make reuse the first option for public sector owners
- Encourage and support private owners to undertake creative repurposing

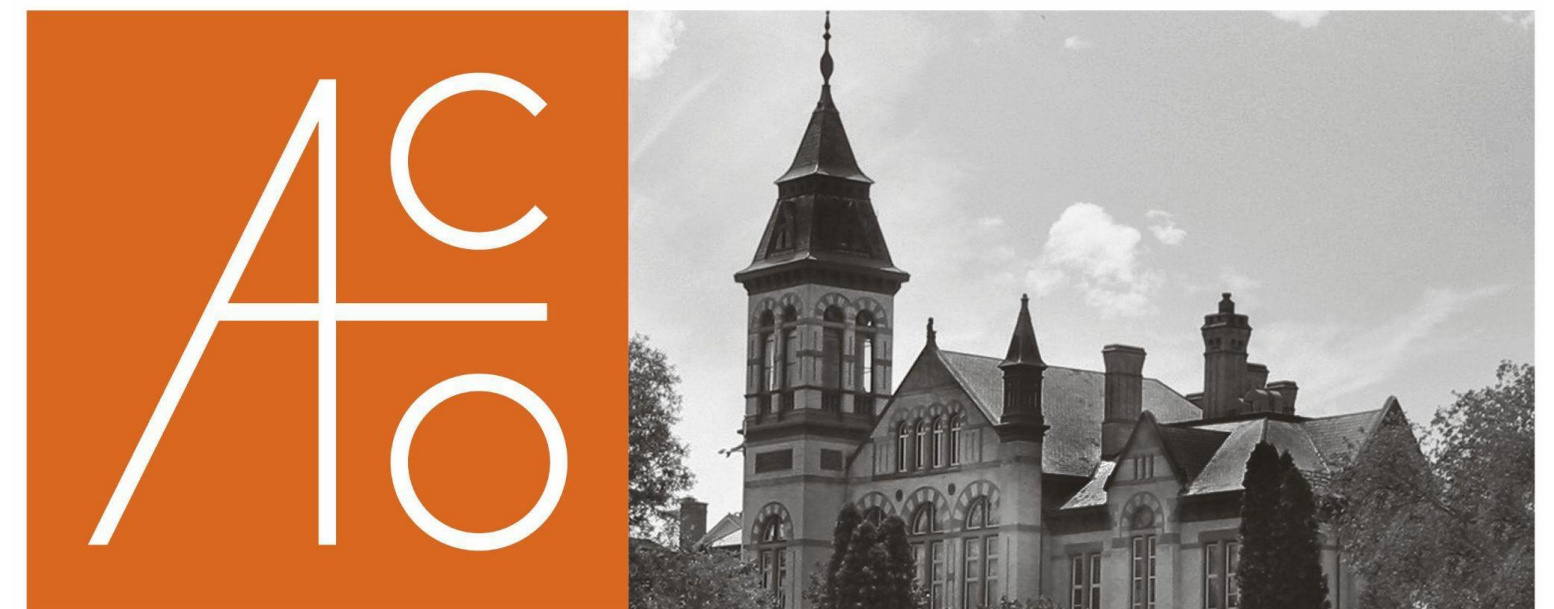


Thorold Post Office: Winner of the ACO Paul Oberman Award for Adaptive Reuse, 2007.

ACO Stratford/Perth County – What we do locally

The Past
Our Present
Your Future

- Branch founded in 2007, has about 40 members
- Executive committee of 6-8 members
- Main roles:
 - A. Education and promotion through historic plaques program, walking tours, etc.
 - B. Research, mainly on plaque properties
 - C. Local advocacy
 - D. Participation in provincial advocacy efforts



**ARCHITECTURAL
CONSERVANCY
ONTARIO**

**STRATFORD
PERTH COUNTY**



- Branch's marquee program and main funding source
- Over 400 plaques to date
- Most in Stratford, a dozen or so in St. Marys, a few in rural areas
- Plaque comes with report with results of research on first owner/occupant of property
- Plaque presentation events with owners

ACO Stratford/Perth County – Advocacy

The Past
Our Present
Your Future

- ACO advocacy is making the case and urging action for the preservation of particular (usually threatened) heritage buildings or places, and for better/stronger heritage conservation policies by government
- Target for local advocacy is usually municipalities and private owners/developers
- Target for government policies is provincial government and sometimes federal government



Old Registry Office, Stratford

ACO Stratford/Perth County – Advocacy

The Past
Our Present
Your Future



Grand Trunk Railway Locomotive Repair Shops



Avon Crest Hospital

Heritage in Ontario post Bill 23

With the changes to the Ontario Heritage Act, it's much harder to protect what communities value and treasure.

- **About 36,000** listed heritage properties must be designated by **January 1, 2025** or will be taken off municipalities' heritage registers and risk demolition.
- To be eligible for designation a property must now meet **at least 2** of 9 criteria for heritage value (formerly just 1 required, consistent with international norms).

ACO has mounted a campaign to get province to extend the January 1 deadline by five years to January 1, 2030.

- Letter-writing campaign by mayors
- Media releases
- MPP petitions and motions in the Legislature

COMMUNITY

With most of Ontario's heritage properties losing protection by year-end, ACO urges province to extend deadline

By Dan Schneider, president Architectural Conservancy of Ontario Stratford/Perth County

The clock is fast running down for protection of thousands of heritage properties listed by municipalities under the Ontario Heritage Act.

Changes to the act by the Ford government in 2022 required each municipality to remove every listed property from its heritage register within two years – by Jan. 1, 2025 – unless that municipality has begun the process to designate a listed property prior to the deadline.

According to the Ministry of Citizenship and Multiculturalism, this change affects some 36,000 list-

ed heritage properties in scores of municipalities across the province. Unlike a designated property, a listed property has only modest, short-term, 60-day protection. The enforced removal from registers will take away this protection and put these heritage properties at increased risk of demolition. Properties that lose their listing status cannot be re-listed for another five years.

Architectural Conservancy of Ontario (ACO) chair Diane Chin warns that forcing municipalities to designate all listed properties by next Jan. 1 or drop them from their registers is draconian and totally unrealistic.

"With the expiry date now months away, municipalities have been scrambling to review their registers and prioritize properties for designation or other protection," Chin said in a press release. "But this is nearly impossible on such a tight timeline."

ACO's research shows that no more than a small fraction of Ontario's listed properties are in line for designation by year-end. In St. Marys, for example, only two of 112 listed properties are expected to be designated.

Chin has written to Premier Doug Ford urging the province to extend the deadline for five years, until Jan. 1, 2030.

"This would give municipalities time to better plan, resource and implement a complex undertaking," she said.

An extended deadline would help

municipalities ensure that properties are not thrown off the register prematurely and without input from property owners, many of whom are not aware of what's happening.

"ACO believes property owners should not be forced to choose between designation and nothing at all to recognize the heritage significance of their property," Chin added. "But, if this is what the government wants, they could easily provide a few more years to help municipalities work with their communities to get it right."

St. Marys Mayor Al Strathdee has also written to the premier and Citizenship and Multiculturalism Minister Michael Ford on the issue.

Architectural Conservancy Ontario is the largest voice for heritage in Ontario, founded in 1933 with branches in 16 communities across the province.

**GRANT
HAVEN
MEDIA**



Given any thought of showcasing





February 13, 2024

Premier Ford,

Re: Looming expiry date for Ontario Heritage Act protection of listed heritage properties

On behalf of our municipal council, I am writing to express our concern with a key amendment to the *Ontario Heritage Act*, which your government passed in 2022. Under it, any heritage property listed on a municipal register as of December 31, 2022 shall be removed from the register on January 1, 2025, unless that council has given notice of its intention to designate the property under the Act. Properties that lose listing status cannot be re-listed for another five years.

This change affects some 36,000 listed heritage properties, according to the Ministry of Citizenship and Multiculturalism, in over 100 municipalities across the province. 112 of these listed properties are in our municipality. These properties have only limited, short-term (60 day) protection. Forcing municipalities to designate all listed properties within two years or drop them from the register was draconian and totally unrealistic. With the expiry date now less than one year away, municipalities, large and small, are scrambling to review their registers and prioritize properties for designation or other protection. The staff/financial cost in research alone is enormous.

Automatically removing listed properties from the registry in less than eleven months will encourage demolition of existing and affordable housing alternatives at a time when we need them the most.

We are asking that Subsection 27(16) of the *Ontario Heritage Act* be amended in the spring session of the Legislature, to extend the deadline in the Act for five years, from January 1, 2025 to January 1, 2030. This early certainty of an additional five years for implementation would give municipalities the opportunity to better plan, resource and undertake this complex exercise. The 2030 timeline would help municipalities ensure that properties are not “thrown off the list” prematurely and without input from property owners.

We believe that property owners should not be forced to choose between: (a) designation; or (b) nothing at all, to recognize the heritage significance of their properties. However, this is the choice your government has forced on them. At the very least, owners and municipalities should be given more time to make this choice, and given reasonable notice of this extension.

Yours sincerely,



Al Strathdee, Mayor

Cc: Minister Michael Ford, Minister of Citizenship and Multiculturalism
Minister Peter Bethlenfalvy, Minister of Finance
John Ecker, Chair, Ontario Heritage Trust

Thank you for the opportunity to meet with you.

ACO S/PC looks forward to future liaison with your committee to help us achieve common goals.

Contact:

Dan Schneider, President, ACO S/PC
danschneider@live.ca



MINUTES

Heritage and Culture Advisory Committee

March 13, 2024

6:00 pm

Municipal Operations Centre

408 James Street South, St. Marys

YouTube Link - <https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Members Present	Councillor Lucas Karen Ballard Julian Francoeur Andrea Macko Trevor Schram Clive Slade Stephen Habermehl Sherri Winter-Gropp
Staff Present	Amy Cubberley, Cultural Services Manager
Members Absent	Al Strathdee

1. CALL TO ORDER

Stephen Habermehl called the meeting to order at 5:59 p.m.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Clive Slade

Seconded By Sherri Winter-Gropp

THAT the March 13, 2024 Heritage and Culture Advisory Committee agenda be accepted as presented.

4. DELEGATIONS

None.

5. CORRESPONDENCE

Staff confirmed that all Heritage and Culture Advisory Committee members consent to having their email addresses shared with Community Heritage Ontario for the purpose of receiving its quarterly newsletter.

6. ACCEPTANCE OF MINUTES

Moved By Clive Slade

Seconded By Julian Francoeur

THAT the February 14, 2024 Heritage and Culture Advisory Committee minutes be approved by the Committee and signed by the Chair and the staff liaison.

CARRIED

7. BUSINESS ARISING FROM MINUTES

7.1 Architectural Conservancy Update

Members of the Architectural Conservancy of Ontario have expressed their gratitude for the Mayor's letter and Council's motion regarding extending the deadline for delisting non-designated heritage properties from 2025 to 2030. They felt that their meeting with provincial legislators went well.

8. REGULAR BUSINESS

8.1 Heritage Business

8.1.1 Heritage Permits

8.1.2 Sign Permits

8.1.2.1 143 Queen Street East Sign Permit

Moved By Councillor Lucas

Seconded By Julian Francoeur

THAT DEV 11-20224 141-143 Queen St E sign permit be received; and

THAT ...the Heritage and Culture Committee support the facade sign permit.

CARRIED

8.1.3 Heritage Grant Applications

None.

8.1.4 Properties of Interest or At Risk

None identified.

8.1.5 Homeowner / Property Owner Letters

None identified.

8.2 Museum Business

Staff spoke to DCS 19-2024 and responded to questions.

Moved By Andrea Macko

Seconded By Karen Ballard

THAT DCS 19-2024 Museum and Archives March Report be received for information.

CARRIED

8.3 Public Art Business

8.3.1 DCS 14-2024 Poet Laureate Appointment

Staff spoke to DCS 14-2024 and responded to questions.

Moved By Councillor Lucas

Seconded By Julian Francoeur

THAT DCS 14-2024 Poet Laureate Appointment report be received; and

THAT the Heritage and Culture Advisory Committee recommends to Council:

THAT Council not proceed with appointing a Poet Laureate for the Town of St. Marys currently.

CARRIED

9. COUNCIL REPORT

Councillor Lucas updated the Committee on trail upgrades being made on the east side of the swimming quarry, and an upcoming tour of 14 Church Street North.

10. OTHER BUSINESS

None.

11. UPCOMING MEETINGS

April 10 (only if there are time-sensitive heritage or sign permits to review)

May 8

12. ADJOURNMENT

Moved By Trevor Schram

Seconded By Andrea Macko

THAT this meeting be adjourned at 6:24 pm.

CARRIED

Chair

Committee Secretary



MONTHLY REPORT

To: Chair and Members of the Advisory Committee

From: Community Services

Date of Meeting: 8 May 2024

Subject: DCS 32-2024 Museum and Archives May Monthly Report

RECOMMENDATION

THAT DCS 32-2024 Museum and Archives May Monthly Report be received for information.

DEPARTMENTAL HIGHLIGHTS

Grant Funding/Administrative:

- Curatorial and Programming Assistant (YCW intern) completed a 7-month contract on May 3. They have accepted a permanent, full-time curator position at the Museum of Atikokan, which will begin on June 3.
- Archives Assistant and Curatorial Assistant (YCW students) started on May 6.
- The museum was successful with all three YCW grant applications in 2024. Recruitment will get underway for the Curatorial and Programming Assistant in June.
- Museum exhibits were closed from March 27-April 22 while floor refinishing and wall painting took place. The museum has had to re-close from May 3-May 10 while deficiencies are addressed.
- Friends AGM took place on March 18. All executives agreed to stay in their roles for another year.
- Museum content reorganization took place on April 2 and went live on April 23. Heritage content reorganization will take place May 14.

Programming/Research/Exhibits:

- Exhibit about Timothy Eaton was installed at the Ontario Legislative Assembly on April 3 as part of the OLA's Community Exhibit program. This exhibit will remain up until December.
- March 21 seminar on Food, led by Janis Fread and Dianne O'Shea, and April 18 seminar on the Mathieson and Carter Family Legacies, led by Paul King and Ken Telfer were both sold out.
- All About Optics and Famiglia: The Story of the Italian Community in St. Marys exhibits opened in late April.
- Staff led a Kingsway program on April 9.

Upcoming Highlights:

- Indigenous Arts Market and Cultural Celebration at Stratford-Perth Museum, May 11
- Designer-builders seminar, May 11
- Paranormal Seekers Investigation, May 25
- Summer Opening Celebration, June 11

- St. Marys Recreation Fair, June 7
- St. Marys Pride in the Park, June 9
- St. Marys EarlyON, June 22
- Melodies at the Museum performers booked.
- Summer in St. Marys Passport set to launch for July 1 weekend.
- Heritage Festival July 12-14. Staff sitting on the planning committee.



FORMAL REPORT

To:	Chair and Members of the Advisory Committee
Prepared by:	Amy Cubberley, Cultural Services Manager
Date of Meeting:	8 May 2024
Subject:	DCS 33-2024 Draft Museum Emergency and Disaster Plan

PURPOSE

The purpose of this report is to provide the Heritage and Culture Advisory Committee with a draft copy of the St. Marys Museum Emergency and Disaster Response plan for their review and feedback.

RECOMMENDATION

THAT DCS 33-2024 Draft Museum Emergency and Disaster Plan report be received; and

THAT the Heritage and Culture Advisory Committee receive the draft Emergency and Disaster Plan for review and feedback.

BACKGROUND

Each year, eligible applicants to the Community Museum Operating Grant (CMOG) program are required to submit materials for evaluation to ensure that they continue to meet the criteria established in [Regulation 877, "Grants for Museums" under the Ontario Heritage Act](#), including the [Standards for Community Museums in Ontario](#). In 2024, museums are required to submit their Emergency and Disaster Plan for review, a requirement required to meet both the Physical Plant and Conservation museum standards.

REPORT

While the St. Marys Museum had an existing Emergency Response Plan, staff determined that it needed updating to meet 2024 CMOG standards. Staff have attended a webinar on Emergency Preparedness hosted by the Ontario Museum Association, have reviewed other community museums' plans, and have updated the St. Marys Museum's plan to better reflect 2024 CMOG standards. Attached is a draft of the Plan for the Heritage and Culture Advisory Committee to review and provide feedback on. Staff then intends to further edit the Plan, ensure that it meets all CMOG requirements, and bring a final draft back to the Heritage and Culture Advisory Committee for review, and ideally approval, at the June 12 meeting.

FINANCIAL IMPLICATIONS

None.

SUMMARY

A draft of the St. Marys Museum Emergency and Disaster Plan is attached to this report. Staff are seeking the Heritage and Culture Committee's review and feedback on this Plan.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

- Brett O'Reilly, Corporate Communications Manager
- Emily Taylor, Assistant Curator
- Morgan Dykstra, Deputy Clerk

Emergency and Disaster Plan

Policy Statement

The St. Marys Museum has the responsibility of maintaining the safety of its employees, volunteers, and visitors. It also must protect and preserve its collection for future generations. The Museum will proactively assess risks and take steps to mediate them whenever possible. In the event of an emergency, the Museum's staff will be equipped with the knowledge and resources to ensure the safety of its patrons and collection.

Scope

The terms of this policy are specific to St. Marys Museum main building, outbuildings, and site. In the case of a more general emergency affecting other parts of the community, procedures outlined in the Emergency Response Plan for the Town of St. Marys take precedence.

Purpose

The St. Marys Museum's Emergency Response Plan (the "Plan") is in place to reduce the potential for disasters by identifying risks and taking preventative measures to reduce these risks. This plan will outline procedures to follow to conserve the building and the artifact collection. However, in the event of an emergency human safety is the top priority.

Responsibilities

The Town of St. Marys is committed to ensuring that staff responsible for administering the Museum, its collection, and its programs have appropriate professional training and that all Museum activities are carried out by appropriately trained staff and volunteers.

Cultural Services Manager

- Understand and stay updated on this Plan's content
- Update the Plan as required
- Train Team Members and volunteers on this Plan

Museum Advisory Committee

- Review this Plan on a regular basis and approve alterations

Incident Management Team

Response Lead: Amy Cubberley, Cultural Services Manager, [REDACTED]

Response Alternate: Stephanie Ische, Director of Community Services, [REDACTED]

Logistics Lead: Raymond Cousineau, Facilities Manager, [REDACTED]

Logistics Alternate: Grant Brouwer, Director of Building and Development, [REDACTED]

Collections Lead: Emily Taylor, Assistant Curator, [REDACTED]

Collections Alternate: Sophie Thorpe, Records Management Assistant, [REDACTED]

Communications Lead: Brett O'Reilly, Corporate Communications Manager, [REDACTED]

Communications Alternate: Stacey Frayne, Communications Specialist, [REDACTED]

Incident Management Team Responsibilities

Response Lead

- Takes charge and coordinates emergency response and recovery.
- Declares emergency and implements the Emergency and Disaster Plan.
- If on site, implements the Evacuation Plan and contacts emergency services first responders. (This role is delegated to the keyholder of the day if the Response Lead is not on site.)
- Works closely with first responders, team members and third-party contractors, and relays decisions to team members.
- Summons members of the Incident Management Team.
- With the Facilities Lead, works to ensure the safety of people and the security and integrity of the building.
- With the Collections Lead, works to ensure the safety of the collection and vital records.
- Liaises with information technology staff to restore and maintain communications technologies and systems as well as access to vital records and collections records needed for response and recovery.
- With the Communications Lead, responds to requests for information.
- Makes and authorizes all decisions related to administrative and financial matters, in alignment with policy and procedure and in consultation with the Community Services Director.
- Keeps Senior Management and Council advised of the status of the response and of critical issues and risks.

Collections Lead

- Takes charge of collections evacuation in an advance warning situation.
- Takes charge of all aspects of salvage operations of the collections and delegates responsibilities among volunteers and assistants.
- Evaluates the museum environment and, in consultation with the Facilities Lead, determines measures to stabilize it.
- Evaluates damage to the collections and, in consultation with the Director of Corporate Services, liaises with insurance adjusters.
- Liaises with external conservation expertise.

- Contacts external emergency response resource organizations.
- Takes charge of arranging equipment, service providers, and supplies.
- Determines appropriate salvage procedures in light of the condition of objects as well as curatorial criteria (i.e., the historic significance, cultural and community value, and uniqueness of each object).

Facilities Lead

- Takes charge of securing the building.
- Takes charge of stabilizing and restoring the building.
- Controls access and movement of all personnel in and out of the building.
- Together with the Collections Lead, arranges for off-site storage and work facilities where required.
- Arranges for transportation of collections if off-site facilities are required.
- Arranges security services for the response.
- Evaluates damage to the building and provides information to the Response Lead, Collections Lead and Director of Corporate Services for insurance claim purposes.
- Is knowledgeable about all aspects of building utilities and systems and works with the Collections Lead to manage environmental conditions.
- Obtains and supervises building recovery services and contractors in consultation with the Collections Lead with respect to collections safety and environmental controls.
- Maintains copies of detailed and current blueprints and floor plans. Ensures that posted evacuation plans are up to date.

Communications Lead

- Establishes an Emergency Operations Centre (EOC) and takes charge of communications for the team, the staff, and external support during response / recovery operations.
- Provides information to relevant levels of government to aid in the emergency response and recovery.
- Distributes information and responds to media, and if the disaster is large-scale, coordinates media response in alignment with the Town of St. Marys Emergency Response Plan.
- Monitors news, weather and public services messages, including alert systems and social media notifications to collect information on pending and occurring disasters.
- Coordinates social media messages.

- Handles incoming and outgoing public messages, including calls for volunteers, supplies, and equipment as well as messaging when these needs have been filled.
- With Response Lead, maintains communications among Volunteer Support Team.

Evacuation Procedures

General Public, Volunteers, and All Staff

Upon hearing alarm or evacuation order:

1. Remain calm
2. Advise people nearby to evacuate by nearest exit.
3. Evacuate the building, assist anyone requiring help as you are able. Do not use the elevator.
4. Meet at the St. Marys Museum sign at the Tracy Street entrance.
5. Wait for further instructions.

Sweepers (Customer Service Lead of the Day)

1. Upon hearing alarm, advise people nearby to evacuate by nearest exit.
2. Secure sensitive material and turn off any hazardous machinery, if threat is not imminent.
3. Close doors and windows on your path to the nearest exit, if the threat is not imminent.
4. Evacuate the building, assist anyone requiring help. Do not use the elevator.
5. Meet at the St. Marys Museum sign at the Tracy Street entrance.
6. Account for all persons
7. Communicate with Emergency Responders and relay information to personnel and visitors.
8. Contact Response Lead if working alone.

Emergency Response Procedures

Power Outage

1. Using the headlamps supplied to each staff member and emergency battery lighting throughout the facility, locate all visitors and guide them to the front foyer. Visitors may choose to wait in the foyer for the power to return (if less than 30 minutes) or return at another time.
2. Save all active computer work while battery backup is remaining.
3. If power remains out for more than 30 minutes and there are no immediate threats outside such as hail or tornado warnings, ask visitors to leave the facility, lock all doors, and post service disruption notices at each door.

4. Contact Response Lead, who will coordinate closure notices with Communications Lead and coordinate the movement of staff to complete their scheduled shift at a municipal facility with a generator.

Fire

1. Call 911.
2. Follow Evacuation Procedure for all visitors.
3. If the fire is small and contained, use an extinguisher. Do not jeopardize personal safety. Do not allow the fire to come between you and the exit.
4. Evacuate if you cannot extinguish the fire.
5. Notify the Response Lead.
6. Enter the building when permitted by authorities, assess losses and damage, and implement recovery procedures.

Flooding and Water Damage

1. Notify the Response Lead.
2. Be aware that wet electrical wiring or appliances can be extremely dangerous. If there is standing water anywhere in the building, leave and do not re-enter until this danger has been assessed and remedied.
3. Enter the building when permitted by authorities, assess loss or damage, and implement recovery procedures.

Biological or Chemical Threat

1. If a biohazard was found outside of the museum, using the sharps disposal kit found in the Cultural Services Manager's office, dispose of the biohazard if it is safe to do so. Sweep the area for further hazards. If further biohazards are found, cordon off the area, call the police, and notify the Response Lead.
2. If the biohazard or chemical threat was found inside the Museum, contact police or medical authorities as applicable and follow directions provided by emergency service authorities, including recommendations for implementing evacuation or shelter-in-place procedures. Depending on the hazard, it may be safer to leave the area or it may be safer to shelter-in-place and seal off the building. Contact the Response Lead.
3. If there is a threat posed to the collection that is not an immediate human threat, contact the Response Lead. If possible, isolate an infested artifact(s) immediately in anticipation of the Collections Lead following procedures recommended by the Canadian Conservation Institute fact sheets to eliminate the pest.

Severe Storm, including Tornado

1. Monitor severe weather warning systems

2. Ensure the safety of staff and visitors by gathering them on the interior south wall of the main floor dining room. Keep everyone away from windows; do not let anyone leave until the storm subsides.
3. Do not use the elevator. If there are visitors on the second floor that are unable to use stairs, ask them to shelter in place in the upstairs hallway.
4. Contact the Response Lead.
5. Disconnect electrical appliances if it is safe to do so.
6. Shelter in place until the storm is over, or the Town of St. Marys Emergency Response Team arrives to evacuate the building. When the storm is over, leave the building in an orderly fashion.
7. If damage is suspected, re-enter the building when permitted by authorities. Assess losses or damage and implement recovery procedures.

Theft and Vandalism

1. If upon arrival to a shift there are signs that the building has been broken into or vandalized, do not enter the premises. Call the police and then the Response Lead.
2. Do not disturb the scene.
3. Enter the building when permitted by authorities, assess loss or damage and implement recovery procedures.

Violent/Disruptive/Suspicious Person

1. If there is an immediate safety concern and the person is inside the museum, call 911 and shelter in the Cultural Services Manager's office.
2. If the person is outside the museum, lock all doors, call the police, and notify the Response Lead.

General Emergency Procedures

1. Take every step to ensure safety of personnel.
2. Phone 911 identifying the emergency service required.
3. Leave the building and do not re-enter until permitted by authorities.
4. Inform and assemble the Emergency Response Team.
5. Assess damages or losses and begin recovery procedures.

NOTE: In the collection storage areas, the artifacts that are high priority items for recovery will have a red tag prominently attached. A list of high priority items to recover is available near every door.

6. Get professional help in emergency treatment and stabilization of damaged artifacts.
7. Backup collection records are stored offsite.
8. A copy of this Emergency Response Plan is stored at the Pyramid Recreation Centre and the Fire Hall.

Collections Salvage

Triage

The goal of an emergency collections salvage plan is to preserve as much collection value as possible. When more than a few artifacts or records are affected, salvage actions will be organized to give precedence to those of higher value.

When safe movement of collection items to prevent damage is possible, evacuate priority collection items to a safe location in or away from the building.

When an emergency affects many collections items of both high and average value, and all items are equally accessible:

- Salvage or evacuate high priority items from affected areas first.
- Assess the condition of salvage priorities, even if they are outside the affected area.
- Separate objects by type and degree of damage; isolate mouldy objects.

When the incident obstructs access to collection objects:

- Plan salvage to account for both object value and susceptibility to further damage if treatment is delayed.
- Deal with objects that are essentially stable later.
- Designate objects that are not salvageable for deaccessioning and disposal.

When an emergency threatens the preservation of vital institutional records:

- Salvage vital records (collection, research, and institutional) that are not duplicated, electronic, or stored off-site.

Limiting Damage to Collections

When an emergency puts collections at risk of further damage:

- Contain or block the hazard
- Cover unaffected collections
- Protect objects in situ when necessary
- Move collection items to a safe location
- Raise collection items off the floor
- Stabilize the environment (temperature, relative humidity, ventilation)
- Reduce relative humidity to prevent mould

Documenting Collections

During salvage and recovery, the condition, stabilization and movement of collections will be documented:

- Document object condition and stabilization treatment in writing – use the SALVAGE RECORD FORM (see appendices).
- Photo-document object condition as collection items are salvaged.

- Number collection items and label boxes, as necessary.
- Document all movement of collection items – use the LOCATION TRACKING FORM (see appendices).

Moving Collections

When advance notice is given for an emergency such as wildland fire, or overland flood:

- Evacuate collections from their normal location when necessary to prevent damage.
- Move collection items to a safer location within the same room or building when possible.
- Move collection items to an off-site location when necessary.
- Select temporary storage locations that meet the minimum criteria listed under WORKFLOW.

Planning

Document the movement of collection items – use the LOCATION TRACKING FORM (see appendices) when possible.

When collection items need to be moved:

- Move collection items only when necessary to prevent further damage or for salvage treatment.
- Move collection items to other secure spaces that are under the institution's control within the same building, whenever possible.
- Only the Collections Lead, support staff, and volunteers trained in collection handling will move collection items.
- Use techniques that provide support and that are appropriate for the items and their condition.
- Move items with their storage housings when these are in good condition and provide adequate support.
- Discard storage materials that are in poor condition before moving collection items.

Risk Factors

Risk	Assessment	Mediation
Fire: arson or accidental	The St. Marys Museum's main building is over 165 years old. It is made of stone, but the timber beams and interior walls are old and dry and would burn rapidly if a fire started.	<ul style="list-style-type: none"> • fire extinguishers in all areas of the house and out buildings, checked monthly, inspected yearly, with team members trained to operate them • heat and smoke detectors on all levels, remote 24 hour monitoring

Risk	Assessment	Mediation
	There are two out buildings: the barn and the woodworking shop. The barn is entirely wood while the woodworking shop has a wood interior. Both are highly susceptible to fire damage.	<p>service, inspected and tested annually</p> <ul style="list-style-type: none"> • battery backup to alarm system in case of power outage • monthly inspection of building and fire extinguishers by Health and Safety Committee Member • inspected annually by the Fire Prevention Officer • good housekeeping to keep storage and work areas uncluttered, weekly garbage pickup • no flammable materials, such as nitrate-based film, stored in building • Town's no-smoking policy strictly enforced • No open flames allowed in or near the building
Storms, snow, damage from high winds, heavy rains	House is sturdily built and has survived over 165 years with no serious weather damage; shutters and shingles are vulnerable; damage from falling limbs of tall trees in park a possible risk.	<ul style="list-style-type: none"> • regular inspection of building by team members from the municipal building department • staff will check roof, chimneys, windows and exterior wood trim for maintenance issues, especially following weather events • trim dead branches or completely remove aging trees near the building • regular inspection of eavestroughs and downspouts to ensure they are not blocked
Water damage from flooding, seepage, leaks, defective plumbing	Flooding or ground water seepage are not threats to the Museum because of the building's location on top of a hill with good drainage; roof is maintained to prevent leaking; potential damage from broken pipes is	<ul style="list-style-type: none"> • maintain plumbing, checking for leaks regularly • check attics and basements after heavy rain • in winter, monitor snow and ice on roofs • work to minimize risk of fire (see above)

Risk	Assessment	Mediation
	<p>minimized by isolating all plumbing to the back corner of the building over a basement area where nothing of value is stored. This part of the basement has a flagstone floor and water drains through it quickly.</p> <p>Water damage from firefighting could potentially be extremely serious and established priorities for salvaging the collections would apply.</p>	
Biological threats – damage from insects, vermin, and molds.	The main Museum building is old and the potential for insect and rodent damage exists. The basement areas are reasonably dry but it is possible that moulds could develop there.	<ul style="list-style-type: none"> • regular inspections and good housekeeping • no food is left in the open, in the kitchen area, or in garbage containers within the building • wool and fur materials in the collection are stored separately and inspected each spring and fall • Basements are regularly inspected for mold by the Health and Safety Committee Member
Theft or vandalism	These risks always exist. The Museum is located in a park and is relatively isolated from other buildings. There is often an increase in vandalism in early summer, when school is out and evenings become warmer. Theft of artifacts within the building could also occur.	<ul style="list-style-type: none"> • the exterior of the building is well-lit with photocell lights. These are checked regularly for burned out bulbs • the Museum has an intrusion alarm system with 24 hour monitoring in each building. The system is inspected yearly. The monitoring system reports any problems such as low batteries in any of the units. • large shrubs and plantings have been removed from the perimeter of the Museum building to allow clear sight lines from the street

Risk	Assessment	Mediation
		<ul style="list-style-type: none"> • Staff are in regular contact with the Community Constable and police are asked to patrol regularly at night • Staff are in regular contact with Museum neighbours and encourage them to watch for any suspicious behavior and report it to the police • any small acts of vandalism are cleaned up immediately to discourage “copycat” acts • risk of theft of artifacts by visitors to the Museum is minimized by staff vigilance of visitors and knowledge of artifacts on display • team members are trained how to monitor visitors and check on visiting groups discreetly • small, valuable artifacts are only exhibited behind glass in locked cases • breakable artifacts are displayed as out of reach as possible • premises are inspected regularly (frequency depends on the season: once or twice daily at the height of the summer season) to make sure all artifacts on display are in place • storage areas are locked and inaccessible to visitors; storage areas open to view have restricted access

Communication

This policy is posted on the company drive and the original copy is located at the Museum.

Training Plan

All new staff will review this plan within the first three days of starting at the St. Marys Museum.

Evacuation Training will occur within the first three weeks of onboarding a new staff member. Evacuation training will occur a minimum of once a year for permanent team members.

The Collections Lead will review this policy annually, flagging any updates that need to be made to reflect current best practices.

Evaluation

The Museum Emergency Plan is reviewed regularly and evaluated after any serious incident.

The Museum Advisory Committee will review this policy on a regular basis. Alterations to the existing policy are not permitted without the Committee's approval.

References

Canadian Conservation Institute Resources

Town of St. Marys Emergency Response Plan

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

St. Marys Museum Collections Management Policy

St. Marys Museum Physical Plant Policy

Appendix A: Floor Plans

(to be attached)

Appendix B: Emergency Contacts

Emergency Services		
Service	Phone Number	Local/non-emergency number
Police	911	519-271-4141
Fire	911	
Ambulance	911	
Utilities, Trades, and Building Services		
Service	Company/Contact	Phone Number
Power	Festival Hydro	519-271-4700
Water	Ontario Clean Water Agency	1-888-339-9047
HVAC	Forman Electric	519-284-0833
Security System		
Telecommunications	Quadro	1-800-265-4983
Information Technology	Brad Hynes, IT Manager	519-284-2340 x.410
Insurance	Marsh Canada Limited	1-844-990-2378

Electrician	Forman Electric	519-284-0833
Elevator Servicing		
Plumber	Cubberley Plumbing	519-349-2420
Public Works	Emergency Number	1-866-750-8220
Conservators		
Canadian Conservation Institute		1-866-998-3721

End of Document

Rev #	Date	Reason	Initiated	Reviewed	Approved
0	June 2003	Inception			
1	March 27, 2014	Accessible format, template change			
2	December 24, 2019	Minor edits and updates			
3	April 2024	Updates to reflect CMOG requirements	AC		