

<b>Culture Division</b>	<b>AREA</b>	<b>NUMBER</b>	<b>PAGES 4</b>
<b>SUBJECT: Community Policy – Hamilton Civic Museums</b>			
<b>EFFECTIVE: 2004</b> <b>REVISED: 2010</b>	<b>AUTHOR:</b> I.A. Kerr-Wilson	<b>APPROVED BY:</b> Joe-Anne Priel <b>DATE:</b> 1 Jan 2004	

**PREAMBLE**

The Hamilton Civic Museums provides tangible and irreplaceable links to what define us as a community. Heritage value resides in tangible material culture (objects, structures and spaces) and in the intangible associations, memories, stories and folklore.

The Hamilton Civic Museums applies each year for Community Museum Operating Grants through the Ontario Ministry of Culture. This policy complies with the policy and operational guidelines of the grant program.

**POLICY STATEMENT**

The Hamilton Civic Museums will be accessible, relevant and draw support from its community.

**STATEMENTS OF PRINCIPLE**

A community is made up of many groups; each with its own sense of history, its own values and forms of self-expression. Together, they are responsible for the rich layering that constitutes society.

A community's heritage is part of its identity. The Hamilton Civic Museums and associated heritage resources represent a legacy that, once lost, can never be replaced. The staff of the Hamilton Civic Museums are stewards of these resources, on behalf of the people of Hamilton and Canada.

The twin functions (preservation and presentation) exist in partnership. One cannot be carried out at the expense of the other

As a steward of the community's heritage, the staff of Hamilton Civic Museums must actively engage the community and respond to its needs.

**GOALS OF THE POLICY**

To develop the Hamilton Civic Museums as an active participant in a healthy sustainable Hamilton community

**COMPONENTS OF THE POLICY**

In making its cultural resources accessible, the staff of the Hamilton Civic Museums will:

- Minimize economic, social, geographic, physical, and cultural barriers and reach out to a broad range of interest levels, to the greatest extent possible.
- Provide services and programs consistent with the mandates of the Hamilton Civic Museums and the individual sites and that meet the needs and interests of the community.
- Advocate co-operation and participation by sharing collections, curatorial, and museological information and lending objects for exhibition and research with other cultural institutions.
- Respect the values and traditions of its community in the development of programs and exhibits that are consistent with the mandate of the Hamilton Civic Museums and the individual sites.

**Community Partnerships**

The staff of the Hamilton Civic Museums will endeavour to allow all sectors of the community to participate in the museum's decisions, goals and directions that may affect them or reflect on them.

The Hamilton Civic Museums staff will actively identify and pursue partnerships with community groups in the development and implementation of public programs, collections development and preservation functions.

Notwithstanding the importance of community participation, all projects involving community partners will meet the requirements of the relevant Hamilton Civic Museums policies and procedures.

### **Intellectual Access**

Primary access to the Hamilton Civic Museums is provided through public programs. The Hamilton Civic Museums will also provide special access to the cultural resources to scholars, graduate students, and other interested parties, as appropriate. Requests for access to collections and information resources that are not currently available to the public through these primary means of access will be carefully considered, subject to the following points:

- Relevance to the mandates of the Hamilton Civic Museums or the specific museum site.
- Available staff resources.
- Provisions of relevant intellectual property legislation, privacy and freedom of information legislation and health and safety issues.

### **Physical Access**

The staff of the Hamilton Civic Museums will foster physical access to the Museum's public areas by:

- 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

### **Use of Public Areas**

A site's public areas may be used for Hamilton Civic Museums-sponsored activities or private rentals, subject to the following conditions:

- The risk to the cultural resources is minimized
- The event will not harm the reputation of the Hamilton Civic Museums

### **Communications**

The staff of Hamilton Civic Museums will promote public awareness, understanding, and appreciation of the cultural resources held in trust for the people of Hamilton, Canada and beyond. Communication is a critical component of this process.

The staff of the Hamilton Civic Museums encourage accurate and respectful communication with members of the public and among employees and volunteers. The staff of the Hamilton Civic Museums will strive for the dissemination of information through all possible media, and for consistency, fairness, accuracy, and sensitivity to community values in all its communications.

The media provide a link between museums and their users; it is therefore appropriate for museums to seek to influence the media in a positive manner. The Site Curator will coordinate all media contacts for the institution. No other museum staff or volunteer will make public statements on behalf of the museum without authorization from the Site Curator.

In all dealings with the public on behalf of the Hamilton Civic Museums, employees and volunteers will:

- Be respectful and courteous.
- Respond appropriately to all correspondence and inquiries.
- Present the programs and policies of the Hamilton Civic Museums in a positive light.

### **OTHER CONSIDERATIONS**

This policy provides direction for the development of the Hamilton Civic Museums as an active partner in the community. Notwithstanding the provisions of this policy, the Hamilton Civic Museums will comply with all municipal, provincial and federal legislative requirements that have an impact on heritage resource management including but not limited to:

#### **MUNICIPAL**

- Other City Of Hamilton Policies
- Other Hamilton Civic Museums policies
- Vision 2020 <http://www.vision2020.hamilton-went.on.ca/>
- City of Hamilton Mission, Vision , Values and Goals [http://www.hamilton.ca/m\\_v\\_v.asp](http://www.hamilton.ca/m_v_v.asp)
- Culture Division Strategy 2012
- Collective agreements between the City of Hamilton and its employees
- Health and safety regulations and procedures of the City of Hamilton
- City of Hamilton Parks By-law 01-219  
<http://www.hamilton.ca/Parks/Maintenance/bylaw.asp>
- City of Hamilton Parks, Culture and Recreation Master Plan  
<http://www.hamilton.ca/Parks/Programs/master-plan.asp>

#### **PROVINCIAL**

- Access for Ontarians with Disability Act, 2005 [http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_05a11\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm)
- The Building Code Act, 1992, S.O. 1992, c. 23 <http://www.e-laws.gov.on.ca:81/ISYSquery/IRL94AC.tmp/8/doc>
- City Of Hamilton Act, 1999 [http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_99c14c\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_99c14c_e.htm)
- Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4 <http://www.e-laws.gov.on.ca:81/ISYSquery/IRL94D0.tmp/10/doc>
- Ontario Heritage Act R.R.O. 1990, Reg. 875 <http://www.e-laws.gov.on.ca:81/ISYSquery/IRL9522.tmp/8/doc>
- Cemeteries Act (Revised), R.S.O. 1990, c. C.4 <http://www.e-laws.gov.on.ca:81/ISYSquery/IRLCF1C.tmp/6/doc>
- Ontario Heritage Act Heritage Easements on Hamilton Civic Museums structures
- Ontario Ministry of Culture Standards for Community Museums in Ontario  
<http://www.culture.gov.on.ca/english/culdiv/heritage/mustand.htm>

#### **FEDERAL**

- Copyright Act ( R.S. 1985, c. C-42 ) <http://laws.justice.gc.ca/en/C-42/index.html>
- Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chap. F.31  
[http://www.ene.gov.on.ca/envision/foi/foi\\_and\\_protection\\_of\\_privacy\\_act.htm](http://www.ene.gov.on.ca/envision/foi/foi_and_protection_of_privacy_act.htm)
- Canadian Cultural Property Import Export Act ( R.S. 1985, c. C-51 )  
<http://laws.justice.gc.ca/en/C-51/>
- The Firearms Act <http://www.cfc-ccaf.gc.ca/cfm/ENGLISH/LEG/FA/0010000F.HTM>
- Cultural Resource Management Policy. Parks Canada Guiding Principles and Operational Policies 1999
- Guide to the Preparation of Commemorative Integrity Statements. Parks Canada.  
<http://www.parksCanada.gc.ca/docs/pc/guide/guide/>

- Cost Share Agreements between the Department of Canadian Heritage and the City of Hamilton
- Conservation and Presentation Reports and Commemorative Integrity Statements developed for National Historic Sites operated by the Hamilton Civic Museums

**ALSO OF INTEREST**

- Canadian Museums Association Ethical Guidelines  
<http://www.museums.ca/ethics/preface.htm>
- The North Hatley Statement, Samuel and Saidye Bronfman Family Foundation,  
<http://www.bronfmanfoundation.org/urban/English/bold.htm#>
- Canadian Association for Conservation of Cultural Property Code of Ethics and Guidance for Practice <http://icom.museum/rev-ethics.html#institutional>
- Cultural Resource Management Guideline NPS-28. National Parks Service.  
[http://www.cr.nps.gov/history/online\\_books/nps28/](http://www.cr.nps.gov/history/online_books/nps28/)