

Culture Division	AREA Facility Operations	NUMBER	PAGES 4
SUBJECT: Finance Policy - Hamilton Civic Museums			
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PREAMBLE

Hamilton City Council recognises the Hamilton Civic Museums as a principal manager of heritage resources in Hamilton. The City of Hamilton is dedicated to assuring its museums remain strong, recognizing that future generations will judge the content and quality of our stewardship.

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

As part of the City of Hamilton municipal government, the Hamilton Civic Museums is a fiscally responsible public institution.

STATEMENTS OF PRINCIPLE

The financial well-being and credibility of the Hamilton Civic Museums is of great importance in order to ensure that it fulfils its mandate today and in the future.

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.

The Hamilton Civic Museums must be publicly accountable. As a section of the municipal government, the Hamilton Civic Museums is accountable through the Hamilton City Council and the Hamilton Historical Board, the committee which advises City Council on heritage issues. Both follow a clearly defined mission and goals, and maintain openness in decisions and operations.

The Hamilton Civic Museums and its governing bodies must demonstrate fiscal and ethical responsibility through predetermined policies and procedures.

GOALS OF THE POLICY

To promote the development of heritage in Hamilton through effective management of heritage collections, museums and historic sites.

COMPONENTS

The staff of Hamilton Civic Museums will:

- demonstrate ethical behaviour in the pursuit of funding as outlined in the ICOM Code of Ethics for Museums.
- seek diverse sources of funding, both public and private.

The Hamilton City Council will approve an annual budget that allocates appropriate resources to each of the museum functions including funding (from municipal, public and private sources) necessary for the operation and maintenance of the museum and its activities, and capital projects.

The Site Curators will be responsible for:

- administrating the City Council approved budget.
- ensuring that all assets are used properly and effectively for museum purposes.
- reporting annually on museum budgets through the City of Hamilton audit process.

The collections are held in public trust for the people of Hamilton, Ontario and Canada and will not be treated as a realisable asset.

OTHER CONSIDERATIONS

This policy provides direction for the financial management of heritage resources in the City of Hamilton. 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
- 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

- The Building Code Act, 1992, S.O. 1992, c. 23 <http://www.e-laws.gov.on.ca:81/ISYSquery/IRL94AC.tmp/8/doc>
- 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
- 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/