

<b>Culture Division</b>	<b>AREA</b> Facility Operations	<b>NUMBER</b>	<b>PAGES</b> 7
<b>SUBJECT: Hamilton Civic Museums Policy</b>			
<b>EFFECTIVE:</b> <b>REVISED: 2010</b>	<b>AUTHOR:</b> <b>Ian Kerr-Wilson</b>	<b>APPROVED BY:</b> Joe-Anne Priel <b>DATE:</b> 1 Jan 2004	

**PREAMBLE**

The people of the City of Hamilton recognise that a strong and secure sense of the past is an indispensable source of stability and confidence in the future. In its Mission, Vision, Values and Goals, City Council committed to heritage development as one strategy towards making Hamilton “a safe, healthy, sustainable community and a great place in which to work, live and play.”

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 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.

The Hamilton Civic Museums, part of the Culture Section, Department of Culture and Recreation, Public Health and Community Services Division, consists of:

- Fieldcote Memorial Park and Museum;
- Dundurn National Historic Site;
- Hamilton Military Museum;
- Whitehern Historic House and Garden;
- Hamilton Children’s Museum;
- Hamilton Museum of Steam and Technology;
- Battlefield House Museum and Park
- The City of Hamilton Corporate Collections

In addition, the Culture Section also operates:

- The Public Art Program
- The Conservation Program
- Hamilton and Scourge Project

Through an agreement between the City of Hamilton and the Hamilton-Wentworth Conservation Authority:

- the Hamilton Civic Museums provide public programming services to Griffin House, owned by the Conservation Authority and
- The Conservation Authority operates Westfield Heritage Village, property and heritage resources owned by the City of Hamilton.

### **POLICY STATEMENT**

The Hamilton Civic Museums preserves (through conservation and collections management programs) the heritage of Hamilton and Canada and presents that heritage (through public programs such as exhibits, tours and special events) to residents and visitors.

### **STATEMENTS OF PRINCIPLE**

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.

### **GOALS OF THE POLICY**

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

### **COMPONENTS**

#### **General**

The Hamilton Civic Museums participate in the ongoing municipal planning process (e.g. work plans and business plans) which is reviewed and approved by Hamilton City Council. In addition, staff of the Hamilton Civic Museums will develop and implement short and long term plans as outlined in other Hamilton Civic Museum policies.

#### **Preservation**

The artifacts in the Hamilton Civic Museums' collection are a tangible representation of the community's heritage, and represent very significant financial assets. In order to retain their informational, monetary and historical value they must be properly cared for, housed, researched and documented.

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

The Hamilton Civic Museums has a primary mandate to preserve (through conservation, collections development and collections management) the heritage resources held in trust for the people of Hamilton and Canada.

The Hamilton Civic Museums is a leader in the preservation of heritage in Hamilton on behalf of the people of Hamilton, Canada and beyond.

#### **Presentation**

Heritage cannot be preserved without effective presentation (i.e. interpretation, education and exhibition) to a diversity of audiences.

The public programs of the Hamilton Civic Museums provide an important link between the community and its heritage. Through programming, a community continually adds to its knowledge, self-discovery and enjoyment. Programmes complement other sources of learning in the community, both formal and informal.

The Hamilton Civic Museums has a primary mandate to present heritage resources (through, for example, exhibits, tours, workshops and school programs) held in trust for the people of Hamilton, Canada and beyond.

The Hamilton Civic Museums is a leader in the presentation of heritage to Hamiltonians, Canadians and others.

### **Community**

Museums are community cornerstones. They are cultural symbols and contributors to community enterprise, stewards of collections, and providers of educational experiences. They are treasured places where memories are created and shared. But museums can also transform the way people view the world. They cultivate curiosity by revealing and interpreting cultures, ideas, and the discoveries of humankind. Museums encourage people to examine what endures and to recognize truths that unify all generations and define our common humanity. They foster research and life-long learning and encourage the expression of differing points of view. These strengths accord museums the opportunity to assume an expanded civic role in society.

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

As stewards of the community's heritage, the staff of the Hamilton Civic Museums must be actively engaged in the community and responsive to its needs. The Hamilton Civic Museums must be accessible and relevant, and draw support (including advice, participation, voluntarism and funding) from its community.

### **Management and Governance**

The Hamilton Civic Museums' ability to fulfil its purpose depends to a large degree on the professionalism and capabilities of its staff. It is better able to meet its mandate and carry out its activities by recruiting qualified staff and providing ongoing training opportunities. As an employer, the City of Hamilton is committed to the safety, security, well being and continued motivation of the people (paid and volunteer) working for it.

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 clearly defined mission and goals, and maintain openness in their decisions and operations.

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

### **OTHER CONSIDERATIONS**

This policy provides direction for the 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](http://www.hamilton.ca/m_v_v.asp)
- Collective agreements between the City of Hamilton and its employees
- Culture Division Strategy 2012
- 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>
- 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/)

## **APPENDIX – SITE MANDATES**

### **HAMILTON MILITARY MUSEUM**

#### **Mandate**

The Hamilton Military Museum is owned and operated by the City of Hamilton under the direction of the Department of Public Health and Community Services.

The Museum has been established to collect, preserve, research, house, exhibit and interpret, according to museum standards, all those objects that best serve to illustrate the military history and traditions of Canada from the Loyalist period to ca. 1972, using local examples wherever possible. It will promote public awareness of the collection through exhibitions, tours, programmes and written documentation, however, the objects on display and the building will never be at risk as preservation will always be the first concern.

The museum will serve primarily the residents of Hamilton and surrounding areas.

### **DUNDURN NATIONAL HISTORIC SITE**

#### **Mandate**

Dundurn is owned by the City of Hamilton under the direction of the Department of Public Health and Community Services, and is operated as a Community Museum and a National Historic Site.

It has been established to preserve, collect, research, exhibit and interpret the buildings, landforms and features, archaeological resources, and portable artifacts that best serve to illustrate the life and times of Sir Allan Napier MacNab and his family, the development and architectural significance of the Picturesque landscape and buildings, and the operation of a mid-nineteenth century country estate. The site will present its messages of local and national significance through tours, programmes, exhibitions and written and electronic documentation. Conservation will be the primary concern: presentation activities will not pose undo risk to the heritage resources.

Dundurn National Historic Site will serve the residents of Hamilton and surrounding areas, as well as visitors from Canada, the United States and abroad.

#### **Statement of Commemorative Intent**

Dundurn is a place of national historic and architectural significance because it is a rare surviving example of a Picturesque estate in Canada.

### **HAMILTON MUSEUM OF STEAM AND TECHNOLOGY**

#### **Mandate**

The Hamilton Museum of Steam and Technology is the industrial heritage museum for the Greater Hamilton Area. The museum is a community oriented institution delivering a balanced

range of programmes to preserve and communicate the industrial, technological and workplace heritage of the Greater Hamilton Area.

A core function of the museum is the preservation and communication of the 1859 Hamilton Waterworks Pumping Station National Historic Site consisting of the 1859 Pumphouse, 1859 Boilerhouse, 1859 Engines, pumps and ancilliary equipment, 1859 Woodshed and 1859 Chimney.

### **National Historic Sites and Monuments Board Recommendations**

The Historic Sites and Monuments Board of Canada has considered the 1859 Hamilton Waterworks on several occasions. The Waterworks first came to the attention of the Board in 1961 when the Board commended

*"...the City for its efforts to preserve the Pumphouse as a fine example of municipal public architecture and mid-nineteenth century mechanical equipment."*

In 1977 the Board recognised the waterworks as a national historic site when it declared:

*"...that the Hamilton Waterworks, Hamilton, Ontario, are of national historic and architectural significance, and should be commemorated by a plaque only."*

The 1990 recommendation of the Board responded to the City's request for cost-sharing assistance and provided the direction for federal involvement in the site. The Board first reaffirmed its previous recommendation and further recommended that:

*...the Hamilton Waterworks, an early, rare, surviving example of a Victorian industrial building complex that is both architecturally and functionally largely intact, is of exceptional national significance and should be considered as a priority for possible funding assistance through the National Cost-Sharing Program.*

In 1938, the Board also recognised the national historic significance of Thomas C. Keefer, builder of the Hamilton Waterworks, as one the most eminent hydraulics engineers of his day. The HSMBC plaque mounted on Keefer's 1870s Ottawa waterworks notes his contribution to waterworks and railway development and his pioneering role in the formation of the engineering profession in Canada.

### **Statement of Commemorative Intent**

*The Hamilton Waterworks is a place of national significance because it is an early, rare, surviving example of a Victorian industrial building complex that is both architecturally and functionally largely intact.*

## **WHITEHERN HISTORIC HOUSE AND GARDEN**

### **Mandate**

Whitehern (with it's original furnishings, garden, stables, and family possessions), has been preserved in accordance with the bequest agreement to depict the domestic life of three generations of the McQuesten family (1852-1968), who were notable for their "industry, enterprise, and public service".

The museum will preserve, research, exhibit, and interpret "in situ" those objects which were donated within the McQuesten bequest. The museum will also collect, preserve, research, exhibit and interpret additional objects which are documented and deemed to be significant additions to the McQuesten collection and archives.

The museum will serve the residents and visitors of Greater Hamilton by informing and developing public awareness of exhibits through guided tours, interpretative programmes, special events, promotions, and written documentation.

### **HAMILTON CHILDREN'S MUSEUM**

#### **Mandate**

The Hamilton Children's Museum has been established to encourage children of all ages to discover, through a participatory experience, a sensory awareness of the world around us: a knowledge of all aspects of our local area, past, present and future: an understanding of childhood through the ages.

The museum will collect, conserve, preserve, exhibit, interpret and research the artifacts according to acceptable museum standards. It will inform the public through tours, promotion, programmes and written documentation.

#### **Guidelines:**

1. There will be three exhibits during the year: two of which tie into the school curriculum, and one that runs during the summer and is of current interest and wide appeal
2. that both the pre-schooler and the pre-teen will be provided with at least one learning center suitable to their age level for each exhibit
3. that the museum will seek to develop a collection of permanent display items, artifacts and historical objects
4. that the museum will seek, when possible and continue to develop relevant special event programming, on and off site: that the museum will strive to expand extension services to meet the needs of the community at large

### **BATTLEFIELD HOUSE MUSEUM AND PARK**

#### **Mandate**

The Gage Homestead and four and a half acres of land were purchased by the Women's Wentworth Historical Society in 1899 in order to preserve the historic home and site of the Battle of Stoney of June 6, 1813. Battlefield House Museum and Park are now owned and operated by the City of Hamilton.

Battlefield Park is now thirty-four acres in size and is home to Battlefield House Museum, the Battlefield Monument, which commemorates the Battle of Stoney Creek, the Battlefield Cemetery at Smith's Knoll, the Nash-Jackson House, a concession building with washrooms, a wooded area with a sub-link to the Bruce Trail and Battlefield Creek.

The purpose of Battlefield House Museum (the Gage Homestead) is to restore and maintain the site's buildings and monuments and to depict domestic life as it was lived in what is now southern Ontario in the early 19<sup>th</sup> century. The homestead, the surrounding park and the Monument highlight the history and heritage of Stoney Creek, commemorate the Battle of Stoney Creek and demonstrate to Canada the significance of the outcome of the War of 1812-1814.

The Museum will collect, preserve, research, contain, exhibit and interpret artifacts relating to the Battle of Stoney Creek and the 1835 restoration date of the house. It will fulfil its role as a living history museum through costumed interpretation, educational programmes, outreach programmes, exhibits, public programmes and special events.

The development and activities of Battlefield House Museum and Park will be directed towards the citizens of the municipality, the population of the Province of Ontario, all Canadians because of the national significance of the site and tourists and visitors.

This Statement of Purpose will be reviewed on a regular basis by its governing body.

**Statement of Commemorative Intent**

The Battle of Stoney Creek is of national historic significance because of the undoubted historic importance of the military engagement that took place here.