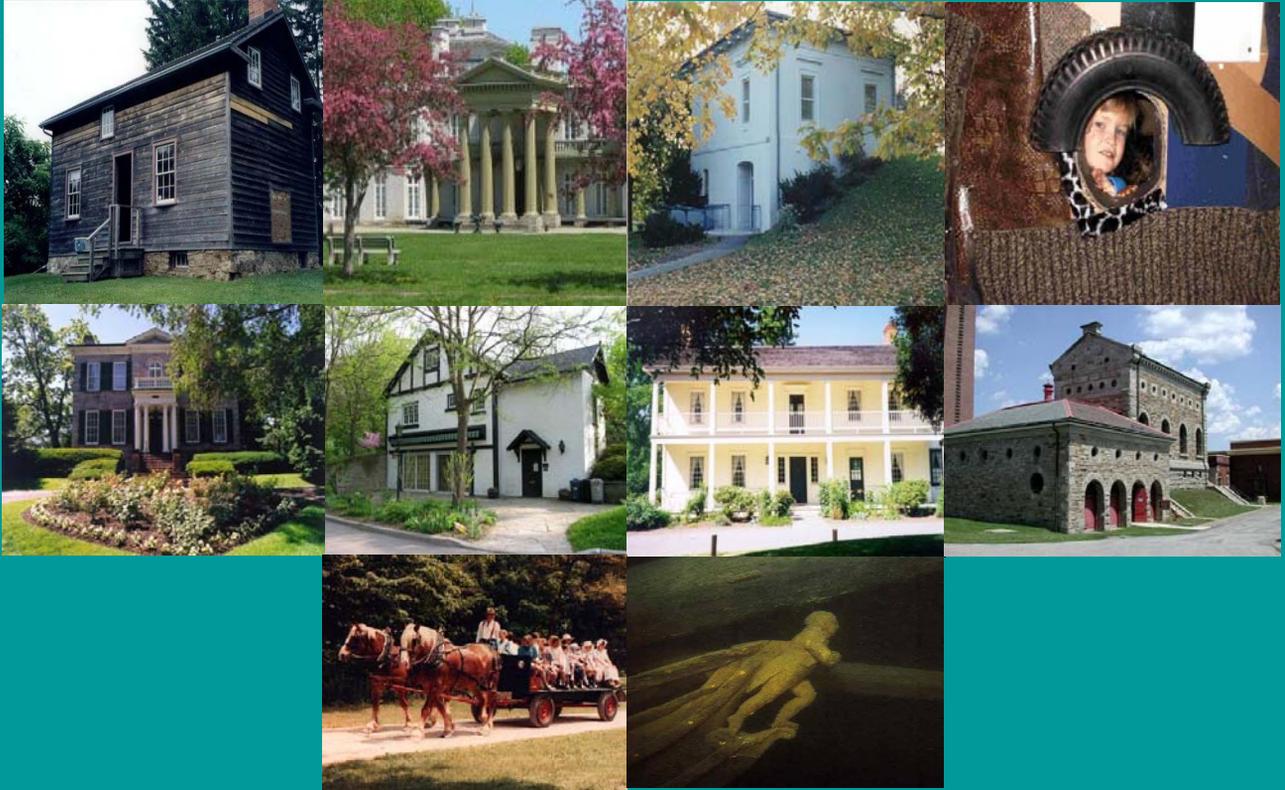


Hamilton Civic Museum



Policies
2004

Culture Division	AREA Facility Operations	NUMBER	PAGES 7
SUBJECT: Hamilton Civic Museums Policy			
EFFECTIVE: REVISED: 2010	AUTHOR: Ian Kerr-Wilson	APPROVED BY: DATE: COUNCIL REPORT #.	

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
- 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
- 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

- 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
- 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/

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 ancillary 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 19th 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.

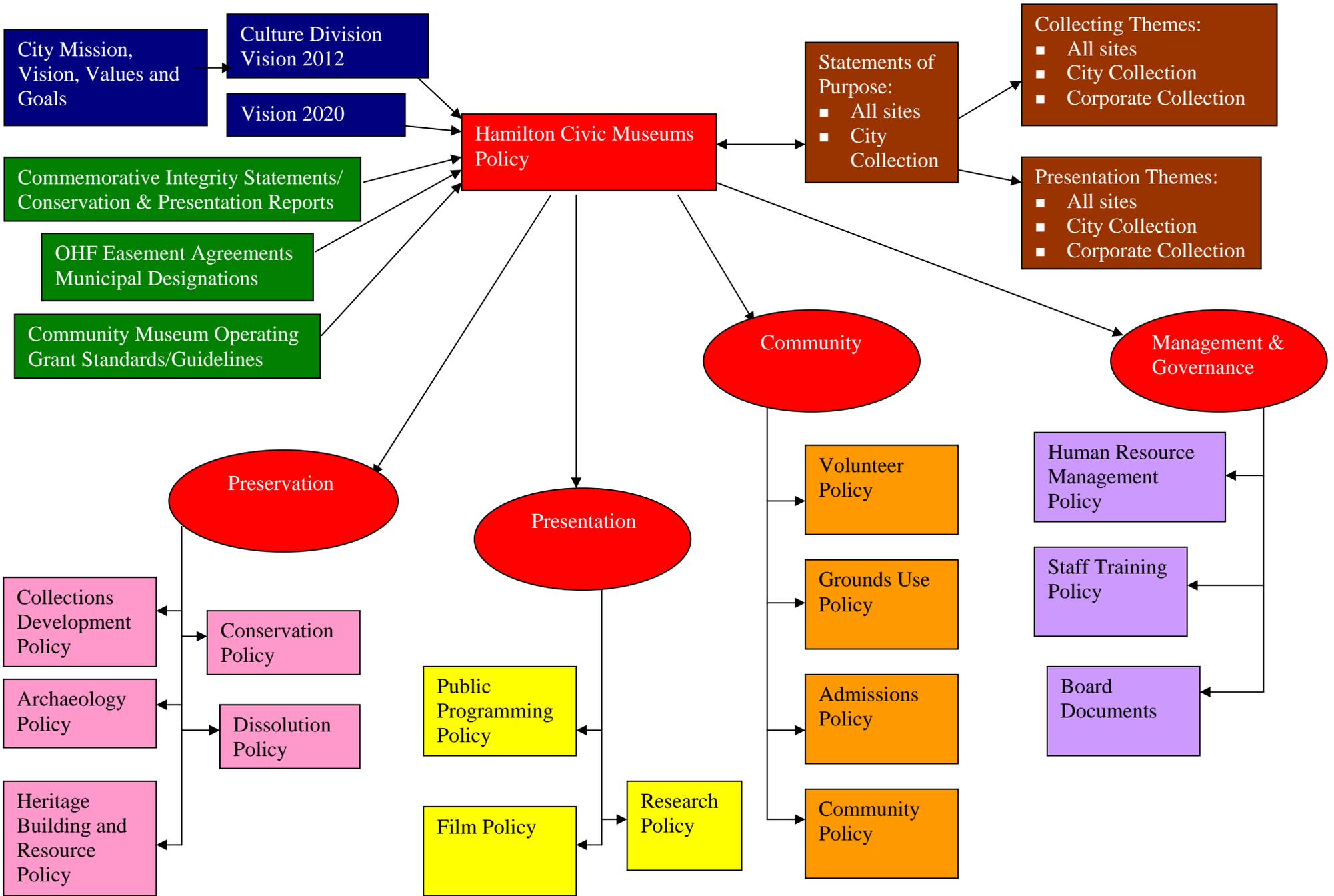
The Museum will collect, preserve, research, contain, exhibit and interpret artifacts relating to the Battle of Stoney Creek and the 1835 restoration date of the house. It will fulfil its role as a living history museum through costumed interpretation, educational programmes, outreach programmes, exhibits,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



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

PREAMBLE

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.

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 establish admission fees and regulations to balance accessibility and financial viability.

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.

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

The Hamilton Civic Museums are open to all members of the public. Museum programs will strive to remove barriers to visitors; whether physical, intellectual or economic. Notwithstanding the above, the Hamilton Civic Museums will generate revenue from admissions in support of its programmes and services.

GOALS OF THE POLICY

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

COMPONENTS OF THE POLICY

General Components

The Hamilton Civic Museums will record all visitors to the sites, both paid and unpaid.

For the purposes of accountability, the staff of the Hamilton Civic Museums will gather information on visitors, their needs and responses to museum programs. The information will be used solely to guide programme planning while respecting the privacy of our visitors.

Admission Fee Criteria

City Council will establish admissions fees based on:

- The per user cost of the program or service
- The degree to which the program or service represents a ‘public’ versus ‘private’ benefit

Fees for a program or service, which are an entirely ‘private’ benefit (e.g. private meeting functions) or are directed primarily to the tourist market, will be established at cost recovery or market rates whichever is higher.

Fees for programs or services, which are an entirely ‘public’ benefit will be fully subsidized.

Most programmes and services provide a mixture of public and private benefits. Therefore, fees will be associated with most programs and services and these fees will represent some ratio (from 0% to 100%) of the per user costs as established by City Council.

Special Fees and Fee Waivers

Site Curators of the Hamilton Civic Museums may, from time to time, and with the approval of the Manager of Culture establish special programme fees, discounts and fee waivers for individuals and groups for marketing or programming purposes.

The Hamilton Civic Museums are committed to principles of accessibility. With prior approval of the Manager of Culture or designate, programme fees for groups or individuals may be waived.

Visitor Hours

The Hamilton Civic Museums will be open to the public on a regularly scheduled basis. City Council will determine the schedule of open hours.

The total number of open hours will exceed the minimum established by the Ontario Ministry of Tourism, Culture and Recreation Community Museum Operating Grant Programme for non-seasonal museums.

The schedule of open hours may include additional times for general visitors, pre-booked groups, workshops, meetings, special events and exhibits.

OTHER CONSIDERATIONS

This policy provides direction for the management of public admission to Hamilton Civic Museums. This policy has been written to provide guidance to staff and visitors in matters related to museum fees, programmes and museum public operations. It has been written to be support and be consistent with related policies

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
- 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
- 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
- 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/

Culture Division	AREA	NUMBER	PAGES 10
SUBJECT: Admission Procedures-Hamilton Civic Museums			
EFFECTIVE: 2004 REVISED: 2011	AUTHOR: I.A. Kerr-Wilson	APPROVED BY: Joe-Anne Priel DATE: 1 Jan 2004	

PREAMBLE

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.

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

PROCEDURE STATEMENT

To provide direction to staff on the appropriate application of admission fees while maintaining accessibility to the sites.

PROCEDURES**General Conditions**

All visitors must have a valid admission ticket, or waiver of admission fee, to enter any site of the Hamilton Civic Museums.

Admission is a privilege, not a right. Admission to museum buildings may be denied to members of the public, at the discretion of the senior staff member on duty, when:

- The individuals or group arrive at the site outside of visitor hours without a pre-arranged appointment; or
- The admission of additional individuals or groups of individuals to one of the museum buildings would exceed the occupancy load as specified for that building; or
- An emergency is in progress such as a fire, theft, accident or power failure; or
- The behaviour of these same individuals or group of individuals is deemed by the senior staff member on duty to be a threat to the safety, well being or enjoyment of visitors, staff, artifacts or the building.
- The visitor is not appropriately dressed (i.e. shirt or top, pants, skirt or dress, and footwear).

At the discretion of the Curator or designate, visitors denied entrance to the museum due to over-capacity or emergency may be offered a single free admission valid for a future visit.

The staff of the Hamilton Civic Museums will take every reasonable precaution to ensure the safety and well being of its visitors. However, each individual is responsible for his or her own safety and conduct and that of any minors in his or her care.

All children (as defined below) must be accompanied by an adult.

At the discretion of the Curator or designate, staff may request that baby carriages be left outside the public area for reasons of public safety or conservation of the collection only.

Food, drink or smoking is not permitted in any museum building.

Animals, other than those required for accessibility, are not permitted in any museum building.

All admission fees include Provincial Sales Tax (PST) and Goods and Services Tax (GST), where applicable.

General Admission

General admission provides access to the public areas of the museum but not necessarily to all special events, services, temporary exhibits or group programmes etc.

The museum will issue a proof of general admission purchase either in the form of a ticket, receipt or similar token.

General admission is valid only at the time of purchase and for the person for whom it is purchased.

The museum will offer fair foreign exchange.

The museum may refuse any banknote or cheque if the staff consider it suspect or too large for the cash float available.

Definition of Admission Categories

These categories apply to both general admissions and pre-booked admissions (i.e. school groups, bus tours, community groups, meetings, etc.):

- **Adult** - any individual who does not fit into any of the other categories.
- **Senior** - any individual over the age of 65 years;
- **Student** - any individual of any age with a valid student card to any educational institution;
- **Child** - any individual between 6 and 12 years of age.
- **Family** - any group including at least one adult or senior and any number of students, children or seniors living in the same home.

Admission Categories for which admission is not charged but visitor numbers are recorded:

- **Pass Holders** - any individual holding a valid pass issued by the Corporation of the City of Hamilton or by the Department of Culture and Recreation;
- **Infant** - individuals under 6 years of age
- **Committee Members** - any member of the Hamilton City Council or Hamilton Historical Committee members;

- **Coupon Holders** - any individual with a valid, Department approved, coupon permitting a free admission;
- **Professional Courtesy** - Any individual holding any valid Museum Association membership card or student in a museum studies programme
- **Researchers** - Any individual who has a pre-arranged project with a member of the museum staff
- **Fee Waivers** – any individual or group who has secured a fee waiver following the process outlined below
- **Supervisors** - any individual, whether driver, teacher, organizer, accompanying a booked group as determined by procedures outlined below
- **Special Event Visitors** – Hamilton Civic Museums may choose, for programming or marketing reasons, to provide some events, programmes or workshops free of charge
- **Other Visitors** – at the discretion of the Curator or designate, any other user of the museum programmes or facilities not otherwise included in the categories above.

Group Visitors

Student and child groups must have one adult supervisor for every 15 students or children or portion of a multiple of 15. These supervisors are admitted free of charge. Additional supervisors are welcome but will be charged at the regular adult group rate. For special needs groups and at the discretion of the Curator, the ratio of free supervisors to children or students may be increased.

Supervisors are responsible for the conduct and safety of those in their group while in the buildings or on the grounds of the museum.

There is no minimum group size required for a booking, although a minimum charge equivalent to 10 participants applies to all groups.

The maximum number of visitors in a pre-booked group is established by the Site Curator for reasons of programme effectiveness, logistical issues and public safety

The museum will develop and implement programmes for specific visitor segments, such as schools, community groups, bus tours. Such programmes may feature activities not available to the general public.

Programmes and tours will be available on days and at times established at the discretion of the Curator for reasons of effectiveness, safety, and/or resources.

Appointments, Cancellation and Alterations

All group bookings must be made a minimum of 3 business days in advance of the visit.

Any group wishing to visit the museum outside the normal visitor hours, or to receive a tour, educational programme or special programme must have confirmed booking with museum staff.

Any group arriving in advance of the booked time cannot be guaranteed admission until the booked time except at the discretion of the senior staff member present based on staff availability.

Any group arriving late, but within the parameters of its booking, cannot be guaranteed a full-length programme/tour if such an extension runs into another booking or into normal visitor hours except at the discretion of the senior staff member present based on staff availability.

Any group arriving after the parameters of its booked time cannot be guaranteed admission to the Museum, except at the discretion of the senior staff member present based on staff availability.

In the event that a group does not arrive at the booked time, museum staff will make very effort to provide a tour or programme appropriate to the group. There is no adjustment made to the fee for the shortened or altered tour in such circumstances.

In the event that a group arrives with insufficient supervisors or significantly more or fewer participants, the senior staff person present may alter or amend the programme or tour to ensure safety. There is no adjustment made to the fee for the shortened or altered tour in such circumstances.

In the event of a group cancelling or failing to arrive for a booked programme, the following terms will apply:

- Any group which cancels more than 72 hours in advance will not be charged;
- Any group cancelling with less 72 hours notice, failing to arrive, or arriving late such that conducting the tour or programme becomes impossible, will normally be charged the full fee;

The fee described above may be waived at the discretion of the Curator in the event of reasonable extenuating circumstances.

The Museum staff makes every effort to record the terms of the booking correctly as requested by the group organiser. To ensure that errors are corrected, group leader will receive a confirmation sheet outlining all pertinent information (size of group, ages, time, type of programme etc). It is the group leader's responsibility to check the sheet and notify the Museum in at least 72 hours in advance of any changes or corrections.

Group Fee Payment

Groups may arrange to be invoiced at the time of booking. Groups arriving without a booking must pay at the door.

Groups will be billed for the number of participants who enter the museum or a minimum of 15 individuals, whichever is higher.

NSF cheques will be dealt with according to municipal policy.

Fee Waiver

Groups or individuals requesting a fee waiver under the provisions of the attached Admissions Policy must submit a written request to the museum indicating the organizational name, the size of the group and the reason for the fee waiver.

The museum may require that the group arrange their visit at a day and time of the museum's convenience. The selection of day and time will be made solely to reduce the impact of the loss of revenue.

ATTACHMENT A - SITE SPECIFIC POLICIES AND PROCEDURES

Notwithstanding the above procedures and the associated policy, some sites of the Hamilton Civic Museums may have some specific procedures which reflect the particular circumstances or requirements of the institution.

Fieldcote Memorial Park and Museum

- Volunteers and members of the museum are admitted at no charge.
- Food & drink are allowed in the meeting room only.
- Researchers wishing to use the archives are subject to the standard admission rates.
- Room rental booking is at discretion of Curator and is permitted generally outside regular public hours – subject to various rates according to function.
- Off-site tours offered by the museum, such as main street walking tours, Griffin House tours, and step-on guide services may be subject to separate fees.

Dundurn National Historic Site

- None

Whitehern Historic House and Garden

- None

Hamilton Children's Museum

- Admission fees apply to children 2 to 13 years of age and accompanying adults.
- Free admission for children under 2 years of age.
- A minimum charge equivalent to 10 children applies to groups of 10 or less.
- A ratio of 1 adult for every 5 children applies for visitors 5 years of age and under.
- Free admission applies to members of the Friends of the Hamilton Children's Museum.
- Room rental fees apply for non-museum functions in the Sunshine Room.
- General public visits are limited to one hour during busy periods at the museum.

Hamilton Museum of Steam and Technology

- None

Battlefield House Museum and Park

- None

ATTACHMENT B – SITE OPERATING HOURS AND ADMISSION FEES

Fieldcote Memorial Park and Museum Operating Hours

Year around: Wednesday to Saturday from 1:00 to 5:00 p.m.

The museum is also open in the mornings, evenings and Saturdays for groups and rentals through prior arrangement. The Museum is closed to general admission on Good Friday, Canada Day, and Christmas Day through New Year's Day.

Griffin House

July 1 to September 30: Sundays only from 1 p.m. to 4 p.m., Family Day hike and Doors Open

Dundurn Castle Operating Hours

Canada Day to Labour Day (first Monday in September): Monday through Sunday from 10:00 a.m. to 4:00 p.m.

Labour Day to June 30: Tuesday through Sunday from 12:00 p.m. to 4:00 p.m.

The museum is also open in the mornings and evenings for groups through prior arrangement. The Museum is closed on Christmas Day, Boxing Day, New Year's Day, and Good Friday.

Hamilton Military Museum, Operating Hours

Monday through Sunday from 11:00 to 5:00 from Canada Day to Labour Day.

Tuesday through Sunday from 1:00 to 5:00 from Labour Day to Canada Day.

The museum is also open in the mornings and evenings for groups through prior arrangement. The Museum is closed on Christmas Day, Boxing Day, New Year's Day, and Good Friday.

Whitehern Historic House and Garden, Operating Hours

Canada Day to Labour Day (first Monday in September): Tuesday through Sunday from 11:00 a.m. to 4:00 p.m.

Labour Day to June 30: Tuesday through Sunday from 1:00 p.m. to 4:00 p.m.

The museum is also open in the mornings and evenings for groups through prior arrangement. The Museum is closed on Mondays, Christmas Day, Boxing Day, New Year's Day, and Good Friday.

Hamilton Children's Museum Hours Of Operation:

Wednesday to Saturday 9:30 a.m. to 3:30 p.m. & Sunday 11 a.m. to 4 p.m. from October 1 to March 31.

Tuesday to Saturday 9:30 a.m. to 3:30 p.m. from April 1 to September 30.

Closed Good Friday, Canada Day, Christmas Day, Boxing Day and New Year's Day.

Battlefield House Museum Operating Hours

Labour Day to June 30 : Tuesday to Sunday 1:00pm to 4:00pm.
July 2 to Labour Day: Tuesday to Sunday 11 a.m. to 4:00 p.m.
Closed Mondays, Good Friday, Canada Day, Christmas Day, Boxing Day and New Year's Day.

Hamilton Museum of Steam and Technology Operating Hours

July 2 to Labour Day (first Monday in September): Tuesday to Sunday from 11:00 a.m. to 4:00 p.m.
Labour Day to June 30: Tuesday through Sunday from 12:00 p.m. to 4:00 p.m.
The museum is also open in the mornings and evenings for groups through prior arrangement. The Museum is closed on Good Friday, Canada Day, Christmas Day, Boxing Day and New Year's Day.

2011 PROPOSED USER FEES AND CHARGES

Department: Community Services
 Division: Culture

Service or Activity Provided or Use of City Property	2010 Approved Fee	2011 Proposed Fee	HST (Y/N)*	% Change in Proposed Fee	Basis for Fee Increase
MUSEUM GENERAL ADMISSION FEES					
Children's Museum - Adult: 18 to 59, Senior: 60+, Student/Youth: 13 to 17 or with valid student ID, Child: 1 to 12, Infant: under 1, Family: Two Adults and two dependant children					
All Other Sites - Adult: 18 to 59, Senior: 60+, Student/Youth: 13 to 17 or with valid student ID, Child: 6 to 12, Infant: 5 & under, Family: Two Adults and unlimited dependant children					
Dundurn Castle - Adult	\$ 9.74	\$ 9.74	Y	0.0%	Fair Market Value.
Dundurn Castle - Senior	\$ 7.97	\$ 7.97	Y	0.0%	"
Dundurn Castle - Student/Youth	\$ 7.97	\$ 7.97	Y	0.0%	"
Dundurn Castle - Child	\$ 4.87	\$ 4.87	Y	0.0%	"
Dundurn Castle - Infant	Free	Free	Y	N/A	"
Dundurn Castle - Family	\$ 23.89	\$ 23.89	Y	0.0%	"
Hamilton Military Museum - Adult	\$ 3.10	\$ 3.10	Y	0.0%	"
Hamilton Military Museum - Senior	\$ 2.66	\$ 2.66	Y	0.0%	"
Hamilton Military Museum - Student/Youth	\$ 2.66	\$ 2.66	Y	0.0%	"
Hamilton Military Museum - Child	\$ 2.21	\$ 2.21	Y	0.0%	"
Hamilton Military Museum - Infant	Free	Free	Y	N/A	"
Hamilton Military Museum - Family	\$ 7.52	\$ 7.52	Y	0.0%	"
Whitehern Historic House & Garden - Adult	\$ 5.75	\$ 5.75	Y	0.0%	"
Whitehern Historic House & Garden - Senior	\$ 4.87	\$ 4.87	Y	0.0%	"
Whitehern Historic House & Garden - Student/Youth	\$ 4.87	\$ 4.87	Y	0.0%	"
Whitehern Historic House & Garden - Child	\$ 3.98	\$ 3.98	Y	0.0%	"
Whitehern Historic House & Garden - Infant	Free	Free	Y	N/A	"
Whitehern Historic House & Garden - Family	\$ 14.60	\$ 14.60	Y	0.0%	"
Batterfield House Museum & Park - Adult	\$ 5.75	\$ 5.75	Y	0.0%	"
Batterfield House Museum & Park - Senior	\$ 4.87	\$ 4.87	Y	0.0%	"
Batterfield House Museum & Park - Student/Youth	\$ 4.87	\$ 4.87	Y	0.0%	"
Batterfield House Museum & Park - Child	\$ 3.98	\$ 3.98	Y	0.0%	"
Batterfield House Museum & Park - Infant	Free	Free	Y	N/A	"
Batterfield House Museum & Park - Family	\$ 14.60	\$ 14.60	Y	0.0%	"
Hamilton Museum of Steam & Technology - Adult	\$ 5.75	\$ 5.75	Y	0.0%	"
Hamilton Museum of Steam & Technology - Senior	\$ 4.87	\$ 4.87	Y	0.0%	"
Hamilton Museum of Steam & Technology - Student/Youth	\$ 4.87	\$ 4.87	Y	0.0%	"
Hamilton Museum of Steam & Technology - Child	\$ 3.98	\$ 3.98	Y	0.0%	"
Hamilton Museum of Steam & Technology - Infant	Free	Free	Y	N/A	"
Hamilton Museum of Steam & Technology - Family	\$ 14.60	\$ 14.60	Y	0.0%	"
Hamilton Children's Museum - Adult	\$ 1.33	\$ 1.33	Y	0.0%	"
Hamilton Children's Museum - Senior	\$ 1.33	\$ 1.33	Y	0.0%	"
Hamilton Children's Museum - Student/Youth	\$ 1.33	\$ 1.33	Y	0.0%	"

2011 PROPOSED USER FEES AND CHARGES

Department: Community Services
 Division: Culture

Service or Activity Provided or Use of City Property	2010 Approved Fee	2011 Proposed Fee	HST (Y/N)*	% Change in Proposed Fee	Basis for Fee Increase
Hamilton Children's Museum - Child	\$ 3.10	\$ 3.10	Y	0.0%	"
Hamilton Children's Museum - Infant	Free	Free	Y	N/A	"
Hamilton Children's Museum - Family	\$ 7.08	\$ 7.08	Y	0.0%	"
Fieldcote Memorial Park & Museum - Adult	\$ 3.10	\$ 3.10	Y	0.0%	"
Fieldcote Memorial Park & Museum - Senior	\$ 2.66	\$ 2.66	Y	0.0%	"
Fieldcote Memorial Park & Museum - Student/Youth	\$ 2.66	\$ 2.66	Y	0.0%	"
Fieldcote Memorial Park & Museum - Child	\$ 2.21	\$ 2.21	Y	0.0%	"
Fieldcote Memorial Park & Museum - Infant	Free	Free	Y	N/A	"
Fieldcote Memorial Park & Museum - Family	\$ 7.97	\$ 7.97	Y	0.1%	"
Griffin House - Adult (NEW)	\$	\$ 1.77	Y	N/A	"
Griffin House - Senior (NEW)	\$	\$ 1.77	Y	N/A	"
Griffin House - Student/Youth (NEW)	\$	\$ 1.77	Y	N/A	"
Griffin House - Child (NEW)	\$	\$ 1.77	Y	N/A	"
Griffin House - Infant (NEW)	\$	Free	Y	N/A	"
Griffin House - Family (NEW)	\$	Free	Y	N/A	"
MUSEUM SPECIAL EVENTS					
Dundurn Castle	Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.	Various rates for Special Events, Workshops, Seminars, Hands-on programs, Special Exhibits, etc.	Y	N/A	Fair Market Value.
Hamilton Military Museum			Y		"
Whitehern Historic House & Garden			Y		"
Battlefield House Museum & Park			Y		"
Hamilton Museum of Steam & Technology			Y		"
Hamilton Children's Museum			Y		"
Fieldcote Memorial Park & Museum			Y		"
MUSEUM GROUP RATES					
General tour rates for Group Leaders, Community Groups, School Groups, etc...					
Dundurn Castle - Adult	\$ 6.20	\$ 6.20	Y	0.0%	Fair Market Value.
Dundurn Castle - Senior	\$ 6.20	\$ 6.20	Y	0.0%	"
Dundurn Castle - Student/Youth	\$ 6.20	\$ 6.20	Y	0.0%	"
Dundurn Castle - Child	\$ 3.98	\$ 3.98	Y	0.0%	"
Dundurn Castle and Hamilton Military Museum - Senior (NEW)	\$ -	\$ 7.52	Y	N/A	Joint site group rate introduced.
Dundurn Castle and Hamilton Military Museum - Student/Youth (NEW)	\$ -	\$ 7.52	Y	N/A	Includes guided tour of Dundurn
Dundurn Castle and Hamilton Military Museum - Child (NEW)	\$ 2.21	\$ 2.21	Y	0.0%	Fair Market Value.
Hamilton Military Museum - Adult	\$ 2.21	\$ 2.21	Y	0.0%	"
Hamilton Military Museum - Senior	\$ 2.21	\$ 2.21	Y	0.0%	"
Hamilton Military Museum - Student/Youth	\$ 2.21	\$ 2.21	Y	0.0%	"

Department: Community Services
 Division: Culture

2011 PROPOSED USER FEES AND CHARGES

Service or Activity Provided or Use of City Property	2010 Approved Fee	2011 Proposed Fee	HST (Y/N)*	% Change in Proposed Fee	Basis for Fee Increase
Hamilton Military Museum - Child	\$ 1.77	\$ 1.77	Y	0.0%	"
Whitehern Historic House & Garden - Adult	\$ 3.98	\$ 3.98	Y	0.0%	"
Whitehern Historic House & Garden - Senior	\$ 3.98	\$ 3.98	Y	0.0%	"
Whitehern Historic House & Garden - Student/Youth	\$ 3.98	\$ 3.98	Y	0.0%	"
Whitehern Historic House & Garden - Child	\$ 3.10	\$ 3.10	Y	0.0%	"
Battlefield House Museum & Park - Adult	\$ 3.98	\$ 3.98	Y	0.0%	"
Battlefield House Museum & Park - Senior	\$ 3.98	\$ 3.98	Y	0.0%	"
Battlefield House Museum & Park - Student/Youth	\$ 3.98	\$ 3.98	Y	0.0%	"
Battlefield House Museum & Park - Child	\$ 3.10	\$ 3.10	Y	0.0%	"
Hamilton Museum of Steam & Technology - Adult	\$ 3.98	\$ 3.98	Y	0.0%	"
Hamilton Museum of Steam & Technology - Senior	\$ 3.98	\$ 3.98	Y	0.0%	"
Hamilton Museum of Steam & Technology - Student/Youth	\$ 3.98	\$ 3.98	Y	0.0%	"
Hamilton Museum of Steam & Technology - Child	\$ 3.10	\$ 3.10	Y	0.0%	"
Hamilton Children's Museum - Child - per child group fee for Party Room Rental	\$ 2.66	\$ 2.66	Y	0.0%	"
Fieldcote Memorial Park & Museum - Adult	\$ 2.21	\$ 2.21	Y	0.0%	"
Fieldcote Memorial Park & Museum - Senior	\$ 2.21	\$ 2.21	Y	0.0%	"
Fieldcote Memorial Park & Museum - Student/Youth	\$ 2.21	\$ 2.21	Y	0.0%	"
Fieldcote Memorial Park & Museum - Child	\$ 1.77	\$ 1.77	Y	0.0%	"
Guide Fee per person	\$ 2.21	\$ 2.21	Y	0.0%	"
MUSEUM STUDENT AND YOUTH GROUP RATES					
Educational Program Rates - minimum rate of \$3 per student applies to programs less than 1.5 hours in length. Supplies required for specific programming may increase rate accordingly.					
Outreach fees consist of the per hour fee for the program (including travel time plus mileage at City per km fee)					
Dundurn Castle - Elementary School per hour/student	\$ 2.50	\$ 2.50	N	0.0%	Fair Market Value. Core Mandate.
Dundurn Castle - High School per hour/student	\$ 2.66	\$ 2.66	Y	0.0%	"
Dundurn Castle - Outreach (+ fee per km)	\$ 2.66	\$ 2.66	Y	0.0%	"
Hamilton Military Museum - Elementary School per hr/student	\$ 2.50	\$ 2.66	N	0.0%	"
Hamilton Military Museum - High School per hr/student	\$ 2.66	\$ 2.66	Y	0.0%	"
Hamilton Military Museum - Outreach (+ fee per km)	\$ 2.66	\$ 2.66	Y	0.0%	"
Whitehern Historic House & Garden - Elementary School per hr/student	\$ 2.50	\$ 2.50	N	0.0%	"
Whitehern Historic House & Garden - High School per hr/student	\$ 2.66	\$ 2.66	Y	0.0%	"
Whitehern Historic House & Garden - Outreach (+ fee per km)	\$ 2.66	\$ 2.66	Y	0.0%	"
Battlefield House Museum & Park - Elementary School per hr/student	\$ 2.50	\$ 2.50	N	0.0%	"
Battlefield House Museum & Park - High School per hr/student	\$ 2.66	\$ 2.66	Y	0.0%	"
Battlefield House Museum & Park - Outreach (+ fee per km)	\$ 2.66	\$ 2.66	Y	0.0%	"
Hamilton Museum of Steam & Technology - Elementary School per hr/student	\$ 2.50	\$ 2.50	N	0.0%	"

2011 PROPOSED USER FEES AND CHARGES

Department: Community Services
 Division: Culture

Service or Activity Provided or Use of City Property	2010 Approved Fee	2011 Proposed Fee	HST (Y/N)*	% Change in Proposed Fee	Basis for Fee Increase
Hamilton Museum of Steam & Technology - High School per hr/student	\$ 2.66	\$ 2.66	Y	0.0%	Fair Market Value. Core Mandate.
Hamilton Museum of Steam & Technology - Outreach (+ fee per km)	\$ 2.66	\$ 2.66	Y	0.0%	"
Hamilton Children's Museum - Elementary School per hr/student	\$ 2.50	\$ 2.50	N	0.0%	"
Hamilton Children's Museum - Outreach (+ fee per km)	\$ 2.66	\$ 2.66	Y	0.0%	"
Hamilton Children's Museum - Use of Space per person	\$ 2.66	\$ 2.66	Y	0.0%	"
Fieldcote Memorial Park & Museum - Elementary School per hr/student	\$ 2.50	\$ 2.50	N	0.0%	"
Fieldcote Memorial Park & Museum - High School per hr/student	\$ 2.66	\$ 2.66	Y	0.0%	"
Fieldcote Memorial Park & Museum - Outreach (+ fee per km)	\$ 2.66	\$ 2.66	Y	0.0%	"
Griffin House - Elementary School per hr/student (NEW)	\$ -	\$ 2.50	N	N/A	"
Griffin House - High School per hr/student (NEW)	\$ -	\$ 2.66	Y	N/A	"
Griffin House - Outreach (+ fee per km) (NEW)	\$ -	\$ 2.66	Y	N/A	"
MUSEUM MEMBERSHIPS (annual)					
Hamilton Museum of Steam & Technology - Organizational per person	\$ 9.74	\$ 9.74	Y	0.0%	
Fieldcote Memorial Park & Museum - Youth	\$ 10.62	\$ 10.62	Y	0.0%	
Fieldcote Memorial Park & Museum - Individual	\$ 20.35	\$ 20.35	Y	0.0%	
Fieldcote Memorial Park & Museum - Family	\$ 30.09	\$ 30.09	Y	0.0%	Currently under review. New structure to be introduced for implementation in 2012
Fieldcote Memorial Park & Museum - Supporting	\$ 100.00	\$ 100.00	Y	0.0%	
Fieldcote Memorial Park & Museum - Patron	\$ 500.00	\$ 500.00	Y	0.0%	
Fieldcote Memorial Park & Museum - Benefactor	\$ 250.44	\$ 250.44	Y	0.0%	
MUSEUM CHILD BIRTHDAY PARTIES					
Package rate will fluctuate according to client needs (i.e. program, craft, food, etc...). Minimum rate is recorded.					
Dundurn Castle - Package per person	\$ 11.50	\$ 11.50	Y	0.0%	
Whitehern Historic House & Garden - Package per person	\$ 11.50	\$ 11.50	Y	0.0%	
Battlefield House Museum & Park - Package per person	\$ 11.50	\$ 11.50	Y	0.0%	Fair Market Value.
Hamilton Museum of Steam & Technology - Package per person	\$ 11.50	\$ 11.50	Y	0.0%	
Hamilton Children's Museum - Package per person	\$ 11.50	\$ 11.50	Y	0.0%	
Fieldcote Memorial Park & Museum - Package per person	\$ 11.50	\$ 11.50	Y	0.0%	
MUSEUM RENTAL RATES (Social and Corporate)					
Discounts are made available to not-for-profit and community-based organizations. Minimum hourly rates are recorded.					
Hourly rates will fluctuate based on cost recovery and net profit margin.					
Ancaster Old Town Hall	\$ 29.20	\$ 30.97	Y	6.1%	
The Coach House at Dundurn - hourly rate	\$ 29.20	\$ 30.97	Y	6.1%	Based on fair market value
Dundurn Pavilion (Outdoor)	\$ 100.00	\$ 101.77	Y	1.8%	assessment conducted in 2010.
The Stable at Whitehern - hourly rate	\$ 29.20	\$ 30.97	Y	6.1%	

2011 PROPOSED USER FEES AND CHARGES

Department: Community Services
 Division: Culture

Service or Activity Provided or Use of City Property	2010 Approved Fee	2011 Proposed Fee	HST (Y/N)*	% Change in Proposed Fee	Basis for Fee Increase
The Woodshed at HMST - hourly rate	\$ 29.20	\$ 30.97	Y	6.1%	
"The Party Room" at Children's Museum - hourly rate	\$ 29.20	\$ 30.97	Y	6.1%	
Fieldcote Memorial Park & Museum Meeting Room - hourly rate	\$ 29.20	\$ 30.97	Y	6.1%	
Fieldcote Memorial Park & Museum - Patio	\$ 71.68	\$ 75.22	Y	4.9%	Based on fair market value assessment conducted in 2010.
Battlefield Pavilion	\$ 71.68	\$ 75.22	Y	4.9%	
Battlefield Pavilion (with use of kitchenette)	\$ 95.58	\$ 101.77	Y	6.5%	
Grandview at Battlefield Park - hourly rate	\$ 29.20	\$ 30.97	Y	6.1%	
MUSEUM RENTAL RATES - USE OF GROUNDS					
Discounts are made available to not-for-profit and community-based organizations.					
Ancaster Old Town Hall - Grounds and Gazebo	\$ 285.84	\$ 146.02	Y	-48.9%	Determined that grounds will only be utilized for wedding photography so rate is set in line with relative fee in section below.
Dundurn Castle - Cockpit OR Maple Lane	\$ 476.99	\$ 486.73	Y	2.0%	
Whitehern Historic House & Garden - Outdoor	\$ 285.84	\$ 309.74	Y	8.4%	Based on fair market value
Battlefield House Museum & Park - Outdoor	\$ 285.84	\$ 309.74	Y	8.4%	Based on fair market value assessment conducted in 2010.
Hamilton Museum of Steam & Technology	\$ 285.84	\$ 309.74	Y	8.4%	
Fieldcote Memorial Park & Museum - Outdoor	\$ 285.84	\$ 309.74	Y	8.4%	
COMMERCIAL PHOTOGRAPHY - USE OF GROUNDS					
Ancaster Old Town Hall	\$ 143.36	\$ 146.02	Y	1.9%	
Dundurn National Historic Site	\$ 143.36	\$ 146.02	Y	1.9%	
Whitehern Historic House & Garden	\$ 143.36	\$ 146.02	Y	1.9%	Based on fair market value
Battlefield House Museum & Park	\$ 143.36	\$ 146.02	Y	1.9%	Based on fair market value assessment conducted in 2010.
Hamilton Museum of Steam & Technology	\$ 143.36	\$ 146.02	Y	1.9%	
Fieldcote Memorial Park & Museum	\$ 143.36	\$ 146.02	Y	1.9%	

* Note: HST is not included in the 2010 Approved and 2011 Proposed Fees. If HST = "Y", HST is collected in addition to the fee.

Culture Division	AREA Facility Operations	NUMBER	PAGES 5
SUBJECT: Archaeology Policy - Hamilton Civic Museums			
EFFECTIVE: 2004 REVISED: 2010	AUTHOR: Ian Kerr-Wilson William Nesbitt	APPROVED BY: Joe-Anne Priel DATE: 1 Jan 2004	

PREAMBLE

City Council recognises the Hamilton Civic Museums as a leading 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

The Hamilton Civic Museums will preserve and present the heritage represented by the archaeological resources on the sites and grounds in its care.

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, Ontario and Canada.

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

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 archaeological resources present on the property.

The Hamilton Civic Museums has a primary mandate to preserve the heritage resources held in trust for the people of Hamilton and Canada.

Archaeological resources are the physical evidences of past human activity, including evidences of the effects of that activity on the environment. What makes archaeological resources significant are their identity, age, location, and context in conjunction with their capacity to reveal information through the work of archaeologists.

Archaeological resources represent both prehistoric and historic time periods. They are found above and below ground and under water. Archaeological remains in collections and the records that document them and their associated sites are also considered archaeological resources and must be managed accordingly.

GOALS OF THE POLICY

To promote the development of heritage in Hamilton through effective management of archaeological resources in the care of the Hamilton Civic Museums

COMPONENTS

General

By preference, archaeological resources will be preserved in situ in a stable condition to prevent degradation and loss of research values or in situ exhibit potential.

Archaeological resources are left in situ and undisturbed unless:

- Leaving the resources in situ and undisturbed poses a greater threat to the integrity of the site or
- Disturbance and removal (through mitigation or rescue archaeology) is identified in the Archaeology Plan as appropriate for treatment, research or development activity

Archaeology Plan

An Archaeology Plan will be developed, completed and maintained for each Hamilton Civic Museums Site. The Plan will include:

- An overview and assessment covering the site, identifying and mapping known and potential archaeological resources.
- Site-specific action plans to identify, evaluate, document, interpret, and preserve archaeological resources.
- Guidelines for programming, maintenance and public use of the site.
- Guidelines and schedules for on-going monitoring

The Archaeology Plan may be included in a Conservation and Presentation Report developed for a National Historic Site operated by the Hamilton Civic

Museums. The plans will be consistent and co-ordinate with the City of Hamilton Archaeology Management Plan.

Responsibilities

Site Curators will be responsible for ensuring that archaeological resources under their jurisdiction are identified, protected, preserved, and interpreted.

Conduct of Archaeological Work

Archaeological research and monitoring (whether by staff or consultants) at a Hamilton Civic Museum Site will be conducted in accordance with applicable legislation, policies and guidelines.

All archaeological work will be in compliance with Archaeology Plan and will follow a research plan approved by the Site Curator.

Information and Collections Management

The Hamilton Civic Museums may acquire archaeological specimens either through

- field work conducted by or on behalf of an individual site
- as part of a donation, transfer or purchase from a custodial institution, organization or individual.

Stewardship of Specimens

For specimens acquired through Hamilton Civic Museums sponsored fieldwork, the Hamilton Civic Museums will designate a site as a repository for the purposes of the Ontario Heritage Act. The repository will comply with regulations associated with that Act for the management of archaeological collections and the City of Hamilton will allocate sufficient resources for the work.

Archaeological specimens acquired through other means will be managed in accordance with the Collections Policy – Hamilton Civic Museums and associated procedures.

Culturally Sensitive Objects and Human Remains

Information about certain culturally sensitive objects may not be readily available, and it is the responsibility of museum staff to actively seek it out from knowledgeable members of the appropriate cultural groups before using the object in any way.

Presentations, research and museum-sponsored archaeological field trips should be accomplished in a manner acceptable to the appropriate community. In specific cases, it may be appropriate to restrict access to certain objects, sites and areas, to honour the protocols and ceremonies of that community regarding storage, treatment, handling and display, or to facilitate special access as appropriate.

Where appropriate, museums could assist in the re-interment of (archaeological) human osteological material by assisting local reburial committees or other community groups.

Implications for Site Use

The Site Curator will review and assess all proposed undertakings that could affect archaeological resources to ensure that all feasible measures are taken to avoid impact on resources, minimize damage to them, or recover data through archaeological work that otherwise would be lost. All actions (including site development, programming and maintenance) affecting archaeological resources are initiated only upon the approval of the Site Curator.

OTHER CONSIDERATIONS

This policy provides direction for the management of archaeological resources held by the Hamilton Civic Museums. 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/>
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http://www.hamilton.ca/m_v_v.asp
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Provincial

- Access for Ontarians with Disability Act, 2005 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
- 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>
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- 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/

Culture Division	AREA	NUMBER	PAGES
SUBJECT: Collections Policy – Hamilton Civic Museums			
EFFECTIVE: 2004 REVISED: 2010	AUTHOR: I.A. Kerr-Wilson	APPROVED BY: Joe-Anne Priel DATE: 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, as a primary mandate, will develop and manage heritage collections on behalf of the people of Hamilton and Canada.

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 these resources, on behalf of the people of Hamilton, Canada and beyond

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

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, as well as archaeological resources present on the property.

The Hamilton Civic Museums has a primary mandate to preserve the heritage resources held in trust for the people of Hamilton and Canada.

GOALS OF THE POLICY

To enhance the quality of life in Hamilton by preserving the region’s tangible and intangible heritage.

COMPONENTS OF THE POLICY

Purpose Of The Museum Collections

The purpose of the museum collections is place objects in the public domain so that they may be preserved for and presented to future generations.

The Hamilton Civic Museums will collect, preserve, research, exhibit, and interpret a collection of artifacts and specimens relating to the prehistory and history of the geographic area that forms the City of Hamilton, as well as history outside this area, when it is necessary either to understand the City's prehistory and history, or when it complements the City's prehistory and history. To do this, the Hamilton Civic Museums operates individual museums with complementary mandates and collecting themes.

The collecting activities of the Hamilton Civic Museums will focus on improving the collections by:

- selective additions which improve and expand the existing collections and which help to develop new areas of interest appropriate to the museum's mandates and collections themes as defined in the Collections Plan of the individual sites.
- Managing the research-gathering and storage of information associated with artifacts in the collections in an efficient and effective manner
- Removal from the collections of items no longer appropriate
- Meeting the storage and care requirements established in the Conservation Policy-Hamilton Civic Museums.

The Council of the City of Hamilton will allocate a portion of the budgets of each site of the Hamilton Civic Museums for collections programmes.

As stewards of collections, the staff of the Hamilton Civic Museums will ensure that professional standards for the proper research, documentation, conservation, storage, and display of objects it collects are met.

Collections Plan

At each site, the Site Curator will guide the development, implementation and maintenance of a Collections Plan, which will include, without being necessarily limited to:

- The site mandate
- A description of the collecting themes (where required)
- A summary of current collections, collections information management systems
- Recommendations for future development of:
 - Collections (acquisitions and disposals)
 - Collections Information Management systems
 - Relationship with public programming
 - Relationship to conservation priorities (e.g. storage upgrading)
 - Schedule for implementation and review of Plan

Collections Development

The staff of the Hamilton Civic Museums is committed to a planned, systematic approach to collecting that is based on an active search for appropriate material, and that results in a well researched and documented collection.

Collections Management

Through its Collections Procedures and the Collections Management Manual at each site, the staff of Hamilton Civic Museums are committed to the highest professional standards of collections management. The Curator of each site will ensure that appropriate procedures and documentation are maintained for:

- the acquisition, use and de-accessioning of artifacts in the collection
- for incoming and outgoing loans
- for the management of collections records
- conservation standards in the labelling, care, storage and handling of artifacts

Acquisition Methods

The primary responsibility for the acquisition of objects rests with the Site Curator of each museum.

The Hamilton Civic Museums may acquire objects in a number of ways including:

- donations,
- purchase from individuals, businesses or institutions,
- bequests,
- exchanges with other collecting institutions and
- archaeological field work.

Donations will be accepted only as unconditional gifts. In the case of a particularly important object, a donation may be accepted with reasonable conditions. In such instances, a reasonable date will be set for the termination of the conditions.

Although the Hamilton Civic Museums may dispose of objects, objects will be acquired with a view to permanency in the collections and not with the intent of discarding, trading or selling.

Objects will only be acquired if they can be properly researched, documented, stored and cared for.

Loans

Museum activities can be enhanced through the use of loaned materials. Selective loans by or from other institutions, or from the general public, can strengthen exhibit education and collection programs, expand research data bases and generate pride within the community.

Objects may be borrowed or loaned at the discretion of the Site Curator for the purpose of research, education/interpretation, exhibition, conservation or reproduction, with set time limits, and with conditions considered necessary for the preservation of the integrity and ownership of the objects.

In general, objects will not be loaned to private individuals, except where necessary for reproduction of the objects or to undergo conservation treatment.

Disposal

Disposal refers to the permanent removal of artifacts and specimens from the collections. Since the Hamilton Civic Museums does not acquire objects with the intention of eventual disposal, but with a view to permanency in the collections, each disposal will be approached with caution. There is a strong presumption against the disposal of accessioned artifacts. The merits of every proposal for disposal will be thoroughly investigated and appropriate procedures followed in terms of the implications of the ethical responsibilities of being a public trust. Disposals should not stem from arbitrary changes in taste, or individual preferences.

In accordance with the provisions of the Ontario Heritage Act, archaeological specimens collected by the staff or consultants of the Hamilton Civic Museums will not be disposed of at any time.

OTHER CONSIDERATIONS

This policy provides direction for the development and management of the collections of the Hamilton Civic Museums. 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
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- 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>

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- 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

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Culture Division	AREA	NUMBER	PAGES 4
SUBJECT: Community Policy – Hamilton Civic Museums			
EFFECTIVE: 2004 REVISED: 2010	AUTHOR: I.A. Kerr-Wilson	APPROVED BY: Joe-Anne Priel DATE: 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
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- Health and safety regulations and procedures of the City of Hamilton

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- 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>
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http://www.ene.gov.on.ca/envision/foi/foi_and_protection_of_privacy_act.htm
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<http://laws.justice.gc.ca/en/C-51/>
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- Cost Share Agreements between the Department of Canadian Heritage and the City of Hamilton
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ALSO OF INTEREST

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- Cultural Resource Management Guideline NPS-28. National Parks Service. http://www.cr.nps.gov/history/online_books/nps28/

Culture Division	AREA	NUMBER	PAGES
SUBJECT: Conservation Policy--Hamilton Civic Museums			
EFFECTIVE: 2004 REVISED: 2010	AUTHOR: Therese Charbonneau I.A. Kerr-Wilson	APPROVED BY: Joe-Anne Priel DATE: 1 Jan 2004	

PREAMBLE

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 exhibit, tours and special events) to residents and visitors.

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.

This policy complies with the statements of principle outlined in the Hamilton Civic Museums Policy.

POLICY STATEMENT

The Hamilton Civic Museums, as a primary mandate, preserves the heritage resources held in trust for the people of Hamilton and Canada. Conservation, defined as any action taken to protect or prolong the life of an object, is an indispensable component of that mandate.

STATEMENTS OF PRINCIPLE

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

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.

Preventive conservation of the collections is the most effective means of conserving its cultural material. In general, preventive conservation techniques for the collections as a whole are given higher priority than treatment of individual artifacts.

GOALS OF THE POLICY

To preserve Hamilton's material culture and ensure that it remains accessible to the citizens of Hamilton, Canada and beyond.

OPERATIONAL PRINCIPLES

For the purposes of this policy, the Hamilton Civic Museums collections include, but are not limited to:

- three-dimensional historical objects
- fine art
- audio recordings
- still and moving photography
- archival materials
- archaeological collections
- botanical and zoological specimens
- multi-media

All decisions regarding the preventive and restorative conservation of Hamilton Civic Museums artifacts will be in keeping with the best standards of practice and ethics.

The City of Hamilton, through Hamilton Civic Museums will ensure that every artifact in the collection be housed and presented according to the highest standards. Preservation concerns are equal for all artifacts, whether on display, in storage, or on loan.

Many City of Hamilton Museums store and display artifacts in heritage structures, with their own conservation needs. The needs of artifacts and heritage structures will be considered to be of equal importance and one will not be sacrificed for the other.

The City of Hamilton will ensure that sufficient and appropriately trained staff and funds are provided to ensure buildings, systems and collections are properly maintained. It will also provide for the sufficient space and resources for the purpose of carrying out preventive and treatment conservation activities.

Prudent collections care requires identification and elimination or reduction of risks to the collection. Risk management requires thoughtful review of potential hazards including natural disasters, vandalism, theft, human error, mechanical or operational failure, and deterioration. The staff of the Hamilton Civic Museums will monitor and assess the impact of its activities on the preservation of the collections and modify its activities if they are found to endanger the collections.

Conservation Plan

In addition, at each site, the Site Curator will guide the development, implementation and maintenance of a Conservation Plan. The Plan will include, without being limited to:

- housekeeping procedures and schedule
- Heritage Building maintenance plans.
- collections maintenance procedures
- rules for artifact care and handling
- an Emergency Plan that is revised annually
- a physical plant maintenance and operating procedures

- a integrated pest management program
- recommendations for long term development
- provisions for annual reviews and revisions

Conservation and Presentation Reports and/or Commemorative Integrity Statements developed for National Historic Sites operated by the Hamilton Civic Museums may be used in lieu of the Conservation Plan where appropriate.

Level 1 Artifacts

Level 1 artifacts are identified in a Conservation and Presentation Report for a National Historic Site as being part of the Nationally Significant resource as defined by the Commemorative Integrity Statement contained in the Report and approved by the National Historic Site and Monuments Board of Canada. The care of such artifacts will be governed by the provisions of the Conservation and Presentation Reports which exist or may be created in the future. Such reports will be written with the active participation of the Site Curator and Conservator and will be approved by the Hamilton Historical Board.

Care and Handling

Only persons as approved by the Site Curator, Arts Coordinator or Conservation Coordinator will handle artifacts in the Hamilton Civic Museums collections.

All staff and outside persons permitted to handle Hamilton Civic Museums artifacts will follow the written Hamilton Civic Museum Conservation Guidelines based on the highest standards set by the International Museum and Conservation professions.

All staff (paid or volunteer) working with Hamilton Civic Museums collections will receive Artifact Care and Handling training.

Hamilton Civic Museums staff involved in the day to day maintenance of collections will follow the Collections Plan.

All outside tradespersons, volunteers, staff and members of volunteer associations, etc. working at the Hamilton Civic Museums will receive written guidelines on the precautions to be taken when working in proximity to heritage collections.

When transporting artifacts, the staff of Hamilton Civic Museums will follow accepted conservation standards with regards to packing procedures and materials.

Security

All areas where collections are stored, displayed, or maintained will be monitored for vandalism, theft and fire by security systems that are routinely inspected and periodically assessed for effectiveness.

All Hamilton Civic Museums staff will perform passive security in the museum during open hours to ensure the collection is safe from random theft and vandalism.

Storage

Artifacts not on display will be stored in areas that are designated for artifact storage only and be stored according to material, size and object type, as far as possible.

Artifact storage areas will be of sufficient size to safely house the collections stored in them.

Artifact storage areas will have controlled and monitored environments for light, relative humidity, pests and pollutants. Artifact storage areas will be kept dark as much as possible.

The artifact storage areas will be locked and access will be limited to the Curator and whomever he or she designates.

Artifacts in storage will be routinely inspected for damage.

Only conservation approved systems and materials will be used to support and house artifacts in storage.

Where artifact storage space is limited and/or below accepted museum standards, Hamilton Civic Museums will limit the acquisition of new artifacts.

Exhibition

Each artifact that is considered for display at the Hamilton Civic Museums will be assessed for factors which may adversely affect its condition while on exhibit by the site Curator and the Conservator working in consultation. If a consensus cannot be reached, the final decision rests with the Manager of Culture.

The staff of the Hamilton Civic Museums will control and monitor environmental conditions to accepted conservation levels, i.e. visible light, ultraviolet radiation, relative humidity, temperature, and pollutants, in all areas where artifacts are on display. Controlled and monitored environmental conditions will be specific to different types of materials as far as possible.

A schedule of rotation, with periods of storage, will be followed for all light sensitive artifacts on display.

The each site of the Hamilton Civic Museums will incorporate appropriate physical support and protection from chemical damage for all artifacts on display.

Scheduled periodic inspections, for the purpose of conditions and security, will be carried out for all artifacts on display as outlined in the Housekeeping Plan.

Loans

The condition of all artifacts considered for loan will be assessed for factors that may adversely affect its condition while on exhibit. Only artifacts in good condition will be permitted for loan. The decision to loan an object resides with the Curator.

The Hamilton Civic Museums will provide appropriate conservation standards with regard to environment and security for artifacts on loan from other institutions.

The condition of artifacts leaving the Hamilton Civic Museums for purpose of loan and, artifacts on loan from other institutions, will be documented by Condition Reports before leaving any Hamilton Civic Museums site and before leaving the borrowing institution.

Loaning institutions must be able to provide appropriate conservation standards with regard to environment and security while Hamilton Civic Museums artifacts are in their care.

Training

Preventive conservation information and training will be provided for all Hamilton Civic Museums staff and outside persons working with the Hamilton Civic Museums collections according to the schedule outlined in the Conservation Guidelines.

Conservation staff will participate in continuing education and professional development in order to keep abreast of current information and to ensure high standards are maintained at the Hamilton Civic Museums.

The Hamilton Civic Museums will provide internships for conservation students, and information and training opportunities for heritage professionals where appropriate.

Treatment

Treatments of Hamilton Civic Museums artifacts will only be performed within the parameters of the Canadian Association of Conservation of Cultural Property Code of Ethics and Guidance for Practice.

The Hamilton Civic Museums will ensure that treatments are carried out to the highest professional standards, using the minimum amount of intervention necessary to stabilise and/or preserve the item.

Artifacts chosen for conservation treatment will meet written criteria as outlined in the Conservation Guidelines.

All treatments will be carried out by the Hamilton Civic Museums Conservator or an outside Conservator approved of, and monitored by, the staff Conservator.

Basic maintenance procedures can be undertaken by other staff under the guidance of the Conservator.

All treatments will be documented. Documentation includes photo documentation and the written recording of the condition of the item before treatment and the methods and materials used in treatment. The documented condition of an artifact will be the primary tool for making conservation decisions.

Role of the Conservator

The role of the Conservator is to:

- Co-ordinate the preservation activities for the benefit of the Hamilton Civic Museums collections.
- Provide guidance through consultation, training and written plans to Hamilton Civic Museums staff on how to best preserve Hamilton Civic Museums collections.
- Manage the Hamilton Civic Museums Conservation resources for the overall benefit of all the collections.
- Analyze records of environmental monitoring of the Hamilton Civic Museums sites and make necessary recommendations based on findings.
- Assess the condition of all artifacts being considered for acquisition, de-accessioning, exhibition and loan.
- Develop Museum Emergency Plans for each of the Hamilton Civic Museums and coordinate revisions to the plans on an annual basis.
- Develop and co-ordinate an Integrated Pest Management program for the Hamilton Civic Museums and storage facilities. Analyze pest monitoring results from each museum and make necessary recommendations.
- Examine and document the condition of artifacts in the Hamilton Civic Museums collections as needed and maintain conservation records.
- Carry out conservation treatments on individual items. Co-ordinate treatments by outside professionals.
- Liaise with outside Conservation professionals to keep abreast of, and share information regarding, current research into materials and techniques of conservation, environmental issues and other matters affecting the conservation of collections.
- Provide specialist conservation information to public institutions, community groups, and individual custodians of cultural materials.

Role of the Site Curator

The Hamilton Civic Museums Curators are responsible for :

- Ensuring that the principals outlined in this policy and in the Conservation Guidelines regarding the preservation of artifacts are carried out at their site
- Ensuring all staff receive training for, and follow, correct artifact care and handling.
- Revising on an annual basis, the Museum Emergency Plan for his/her site.

- Ensuring that pest monitoring, as outlined in the Integrated Pest Management Plan, is carried out.
- Ensuring that staff responsible for artifact housekeeping duties receive periodic specialised training organised by the Conservator.
- Obtaining the advice of the Conservator where appropriate.

OTHER CONSIDERATIONS

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

- Access for Ontarians with Disability Act, 2005 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
- 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/

Culture Division	AREA Administration	NUMBER	PAGES 9
SUBJECT: Dissolution of Museum Assets and Liabilities Policy – Hamilton Civic Museums			
EFFECTIVE: 2004 REVISED: 2010	AUTHOR: I.A. Kerr-Wilson	APPROVED BY: Joe-Anne Priel DATE: 1 Jan 2004	

PREAMBLE

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 exhibit, tours and special events) to residents and visitors.

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.

This policy complies with the statements of principle outlined in the Hamilton Civic Museums Policy.

POLICY STATEMENT

The Hamilton City Council has mandated the Hamilton Civic Museums to the preserve the heritage resources held in trust for the people of Hamilton and Canada. Good cultural management practice requires that the protection of the heritage resources be provided for in the event of the closure or dissolution of an individual site.

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 sites of the Hamilton Civic Museums acquire artifacts with the intention of placing them permanently in collections. As Hamilton City Council does not assume ownership and operation of any museum or heritage resource with the intention of eventual dissolution, such a scenario is unlikely. Any disposal under this policy, therefore, will be approached with caution.

Notwithstanding the requirements of the Ontario Municipal Act and other legislation and/or policies and procedures governing the disposal of municipal assets, the merits and hazards of the dissolution of a museum will be thoroughly investigated.

All assets and liabilities of the Hamilton Civic Museums are the responsibility of City of Hamilton Council, and as such, the decision to dissolve a museum rests with Council.

GOALS OF THE POLICY

To preserve Hamilton's cultural heritage and ensure it remains accessible to the citizens of Hamilton, Canada and beyond.

To give direction to the staff and Council of the City of Hamilton on the disposal of specific categories of assets and liabilities held by museums owned and operated by the City of Hamilton, and other heritage resources owned by the City of Hamilton, in the event that the City of Hamilton chooses to dissolve an institution and dispose of its assets.

POLICY COMPONENTS RELATED TO THE DISPOSAL OF ASSETS

Definition of Assets

Municipal assets that relate to its history and heritage may include, but are not limited to:

- Land
- burial sites
- heritage structures
- modern service buildings
- three-dimensional historical artifacts
- fine art
- audio recordings
- still and moving photography
- archival materials
- archaeological collections
- botanical and zoological specimens, both living and preserved
- animals
- office equipment and supplies
- conservation equipment and supplies
- facilities and landscape maintenance equipment, machinery and supplies
- service vehicles
- museum name and identifying logos
- corporate records of the museum
- collections records
- image data banks
- staff
- volunteers
- personal information data banks
- intellectual property and copyright

General Guidelines Regarding Disposal of Assets

Since all structures, objects and real property of the Hamilton Civic Museums are owned by the City of Hamilton, discontinuing the operation of any site of the Hamilton Civic Museums does not imply the disposal of assets.

The disposal of any property by the City of Hamilton will be subject to:

- Federal and Provincial legislation

- any by-laws of the City of Hamilton in effect at the time of the disposition.
- The terms of any bequests or wills related to that property

Every effort will be made to ensure that historical objects and heritage structures remain in the public domain within the City of Hamilton.

Every effort will be made to maintain the integrity of a museum's collections by transferring them intact.

The City of Hamilton will not sell museum assets to reduce financial liabilities.

All monies realised from the sale of heritage assets will be deposited in a Reserve Fund, to be administered by Manager of Culture for the development and management of Hamilton Civic Museum's collections.

The Dissolution committee or designate will not approve disposals, except by public auction, directly to:

- a City of Hamilton employee,
- a former member of the museum staff,
- a member of Council,
- a member of City of Hamilton advisory committees,
- a museum volunteer, or
- the families or other representatives of such persons.

City Council will create a committee to oversee the dissolution process. The dissolution committee will make all decisions on transfers or disposals. The committee will include:

- City of Hamilton staff including the museum(s) Curator,
- member(s) of Council,
- representatives of the museum profession and
- the Hamilton Historical Board

The dissolution committee or designate will seek a successor agency that will carry out the responsibilities of the affected site at a level consistent with generally accepted museological standards; the Ontario Ministry of Culture Community Museum Standards, Provincial Regulation 877 and the Canadian Museums Association Ethical Guidelines (1999) will serve as a minimum standard. The new organization will be required to meet all requirements of Municipal, Provincial and Federal regulations governing the operation of museums, including:

- the Community Museum Operating Grant policies and regulations established by the Ontario Ministry of Culture
- those governing designated structures and objects certified under the Canadian Cultural Property Import Export Act,
- Heritage Easements under the Ontario Heritage Act and

- agreements between the Canadian Department of Canadian Heritage and the City of Hamilton related to the preservation and communication of National Historic Sites.

All decisions on disposal are the responsibility of the dissolution committee. However, in general, the preference for disposal of museum and heritage assets will proceed as follows, in the order listed:

1. Internal transfer of the all museum assets to an institution, site or unit within Hamilton Civic Museums system with an appropriate collecting mandate.
2. Donation of a museum's assets, in total, to another governmental or not-for-profit agency located within the City of Hamilton that will keep the collections and buildings together and continue to operate the museum for the public benefit.
3. Internal transfer of individual collections of objects and/or individual objects to an institution within the Hamilton Civic Museums system with an appropriate collecting mandate.
4. Donation of individual collections of objects and/or individual objects to other publicly funded museums and related repositories within the City of Hamilton.
5. Donation of individual collections of objects and/or individual objects to other publicly funded museums and related repositories in Canada.
6. Only if no successor agency is available, sale by public auction or to original donor, at the discretion of the dissolution committee.

Structures

The Hamilton City Council and its successors will honour any heritage designation or easement affixed to buildings and real property and any agreement between the City of Hamilton and the Department of Canadian Heritage related to the preservation and communication of National Historic Sites.

The dissolution committee or designate will seek an easement through the Ontario Heritage Foundation on designated heritage structures, to protect against demolition and to ensure that changes made to the structure respect the historical integrity of the building.

Prior to disposal, measured drawings and a photographic record of structures will be completed and donated to an appropriate archive as determined by the dissolution committee.

Historical Objects, Fine Art, Archival Materials

Although objects donated to the City of Hamilton's museum collections are seldom accepted with conditions attached by the donor, some previously accepted objects may have conditions attached related to their disposal. A thorough search of collection records will be completed to identify such conditions. The City of Hamilton and/or its successor will honour such

conditions.

All objects on loan to the City of Hamilton at the time of the decision to dispose of a collection shall be returned to the owner or their designate.

Objects acquired with financial assistance from senior levels of government should be disposed of only to other public agencies. The dissolution committee or designate will seek input from the original granting agency as to the disposition of these objects.

Upon approval of a recommendation to dispose of parts of a collection and/or individual objects, the Dissolution Committee or designate shall make public through the appropriate professional museum associations, a list of items to be disposed that may be of significance to another institution. This notice shall be made six months in advance of the proposed date of disposal. Disposals to other publicly funded museums and related repositories will be made as unconditional donations. Disposals to museums and related repositories will favour those that operate at a level consistent with generally accepted museological standards.

The Dissolution Committee or designate shall not dispose of historical objects by returning them to the original donors as gifts (whether or not the donor received any tax benefit at the time of donation). However, the original donor may purchase the object(s) at current fair market value at public auction should a sale occur.

For objects being sold at public auction, the Dissolution Committee will ensure that the place, date and time of any sale(s) at which objects from the City's collections are being sold, are widely advertised. The fact that objects from the City of Hamilton's collections are being sold should be noted in any advertisement.

The Dissolution committee or designate will not knowingly transfer or donate objects that pose a threat or risk to others without first advising the receiver of the risk. The Dissolution committee or designate will not knowingly sell objects at public auction that pose a threat or risk to others.

Collection Records

Prior to disposal, the Dissolution committee or designate will ensure that collection inventories and individual catalogue records are prepared, including a photographic record of each object. These records should be donated to an appropriate archive.

The Dissolution committee or designate will transfer copies of collection records with objects, where the transfer of those records does not violate the privacy of individuals with respect to personal information about them held by the City of Hamilton.

Land, Landscapes and Associated In –Ground Archaeological Resources

The City of Hamilton and its successors will continue to honour any designation of land and any agreement between the City of Hamilton and the Department of Canadian Heritage related to the preservation and communication of National Historic Sites.

Burials

The City of Hamilton will ensure that funds will be available for the perpetual care of burial sites located at the museum sites and that Provincial regulations governing the administration of cemeteries are met.

Archaeological Collections

Archaeological collections excavated under Provincial licence, which are held by the City of Hamilton, should be returned to the Province of Ontario, including all associated records, field notes, photographs, maps, etc.

Vehicles, Equipment and Supplies

Unless transferred to a successor agency for the continuing operation of the museum, service vehicles, equipment and supplies will be disposed of according to the policies and procedures established by the City of Hamilton.

Staff and Volunteers

The City of Hamilton will honour all applicable Collective Agreements, City of Hamilton policies and Provincial legislation with regard to staff and volunteers employed at the museums.

Museum Name and Identifying Logos

The City of Hamilton will retain the copyright and intellectual property associated with the museum's name and identifying logos.

Botanical and Zoological Specimens and Domesticated Animals

Botanical and zoological specimens considered part of the museum object collections should be disposed of in a manner similar to the disposal of historical objects.

Botanical specimens, e.g., plants and trees, considered rare or significant species, should be disposed to a botanical garden or similar facility that will ensure their preservation.

Every effort will be made to place animals at an appropriate animal care facility, particularly animals considered rare breeds.

POLICY COMPONENTS RELATED TO THE DISPOSAL OF LIABILITIES

Definition of Liabilities

Regional liabilities associated with the museums may include, but are not limited to:

- outstanding staff salaries, benefits and severance packages.
- outstanding accounts payable.

- repayment of any grants previously received and affected by the museum closing.
- conditions attached to object loans and donations.
- debentures.

General Guidelines Regarding Disposal of Liabilities

The City of Hamilton will not sell assets held by the museums to reduce liabilities prior to transfer to another agency.

The Dissolution committee or designate will investigate and ensure that all files related to grants previously received in support of the museums have been finalized and that any repayment of grant monies to the granting agencies is made prior to disposal of a museum's assets.

DISPOSITION OF PERSONAL INFORMATION

The disposition of personal information banks such as patron, donor and volunteer registers are subject to limitations on access, use and disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Records remaining under the City of Hamilton's custody and control would continue to be protected by Municipal Freedom of Information and Protection of Privacy Act. The City of Hamilton will not sell any data banks of patron, volunteer and donor information which could be considered an asset.

If the assets of the museum are transferred to a not-for-profit agency to allow for continued operation of the museum, the City of Hamilton will transfer only the personal information data banks necessary for ongoing operations. The City of Hamilton should seek to limit the use or further disclosure of the information unless for specified purposes, and/or only with the consent of the City of Hamilton.

If the assets of the museum are transferred or sold to a for-profit organization, then consent for transfer of any personal information held in data banks should be obtained by each individual potentially affected by the release of that information.

OTHER CONSIDERATIONS

This policy provides direction for the disposal of museum assets and liabilities. It is consistent with the de-accessioning provisions of the Collections Development Policy of the Hamilton Civic Museums. However, because of the scale of the disposal, this policy supersedes the Collections Development Policy in the event of a museum closure.

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
- 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
- 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
- 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/

APPENDIX – SITE SPECIFIC CONDITIONS

Whitehern Historic House and Garden

The dissolution of assets for the Whitehern Historic House and Garden will be governed by the terms of the agreement between Mary Baldwin McQuesten, Calvin McQuesten, Hilda Belle McQuesten and the Corporation of the City of Hamilton, 25 February 1959.

Fieldcote Memorial Park and Museum

The dissolution of assets for Fieldcote Memorial Park and Museum will be governed by the terms of the agreement between John Lyman Chown Morse and Sheila Scott, Executors in the Estate of Doris Holbrook Farmer, the Conservation Foundation of the Hamilton Region and The Hamilton Region Conservation Authority, January 10th, 1983.

Battlefield House Museum and Park

Upon dissolution of the Friends of Stoney Creek Battlefield House Museum and Park and after payment of all debts and liabilities, its remaining property shall be transferred to Battlefield House Museum and Park, except for property acquired under a trust agreement between the City of Stoney Creek and the Friends dated October 23, 2000. This latter property, purchased with funds provided by the Ontario Lottery Corporation, shall be donated to a charitable organization registered with Revenue Canada or other organization, provided the Commission has consented.

Culture Division	AREA	NUMBER	PAGES
SUBJECT: Film and Photography Policy—Hamilton Civic Museums			
EFFECTIVE: 2004 REVISED: 2010	AUTHOR: I.A. Kerr-Wilson Bill Nesbitt	APPROVED BY: Joe-Anne Priel DATE: 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. The Hamilton Civic Museums provides tangible and irreplaceable links to what define us as a community. 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 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.

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 City of Hamilton will ensure that filming and photography at the Hamilton Civic Museums does not threaten the preservation or presentation of heritage resources held in trust for the people of Hamilton, Canada and beyond.

STATEMENTS OF PRINCIPLE

The Hamilton Civic Museums and associated heritage resources represents 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.

Filming at the Hamilton Civic Museums has the potential to damage irreplaceable heritage resources and hamper the ability of the staff of the Hamilton Civic Museum to deliver effective public programmes. Filming also has potential benefits by providing valuable revenue and marketing.

Filming or photography of any kind at the City of Hamilton Museums is a privilege, not a right.

GOALS OF THE POLICY

To more effectively manage the heritage resources of the Hamilton Civic Museums by minimizing the impact and enhancing the benefits of filming at Hamilton Civic Museums sites.

POLICY CONSIDERATIONS

Non-Commercial Photography

Exterior photography, filming and videotaping for personal use, using hand held equipment is permitted anywhere on Hamilton Civic Museums sites to the extent that such activities do not hinder the enjoyment or free passage of other users of the museum and grounds, or constitute a risk to the heritage resources, visitors or staff. No permit is required.

Interior photography, filming and videotaping during a tour or programme for personal use may be allowed at the discretion of the Site Curator or designate. Only the use of hand held equipment and available natural and museum lighting is permitted. Flash photography is not permitted. The museum reserves the right to halt such activity if, in the opinion of museum staff, the activity constitutes a risk to the heritage resources, visitors or staff, or is interfering with the tour or programme.

Commercial Filming and Photography

Consideration will be given to requests for location use of the Hamilton Civic Museums sites for commercial still photography, filming and videotaping if the proposed project:

- Poses no threat to the site's heritage resources,
- Does not compromise the site's ability to carry out its primary role as a public museum.

No project will be considered which requires any alteration or attachment to a heritage building or landscape feature, any excavation, or any special effect (e.g. pyrotechnics) which could harm or endanger buildings, landscape features, archaeological resources, visitors or staff.

Commercial filming, videotaping and photography are not permitted in historic interiors except for educational, documentary or promotional purposes. A commercial project may be accepted or rejected depending on the nature of the project, its subject, distribution method and manner in which the site is represented. The Site Curator shall be responsible for approving or rejecting all projects.

The museums will not close during regularly scheduled hours to accommodate filming. A site may not be available for location work during certain peak seasons, and individual dates may be unavailable due to museum programmes or special events.

Preference will be given to educational, documentary and news productions that feature the site as an educational institution or public attraction. The use of the site's image and a credit in an otherwise unrelated project does not constitute promotion.

Fees paid to the Hamilton Civic Museums will be placed in a reserve account for capital restoration or major maintenance projects.

OTHER CONSIDERATIONS

This policy provides direction for the management of commercial and non-commercial filming in the Hamilton Civic Museums. 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
- 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>

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- 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
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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
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<http://laws.justice.gc.ca/en/C-51/>
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- 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

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<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/

Culture Division	AREA Facility Operations	NUMBER	PAGES 4
SUBJECT: Finance Policy - Hamilton Civic Museums			
EFFECTIVE: REVISED:	AUTHOR: I.A. Kerr-Wilson	APPROVED BY: DATE: COUNCIL REPORT #.	

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/

Culture Division	AREA	NUMBER	PAGES
SUBJECT: Grounds Use Policy-Hamilton Civic Museums			
EFFECTIVE: REVISED:	AUTHOR: Ian Kerr-Wilson Bill Nesbitt	APPROVED BY: DATE: COUNCIL REPORT #.	

PREAMBLE

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

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.

All of the individual sites within the Hamilton Civic Museum system reside in city parks. All of these parks contain heritage resources associated with the sites.

The City Parks By-law 01-219 governs public activities in City of Hamilton parks. This policy will comply with the terms of the By-law. However, because of the sensitive nature of the heritage resources in the parks, this policy establishes additional directives.

POLICY STATEMENT

The City of Hamilton will ensure that the public use of parks adjacent to the Hamilton Civic Museums does not threaten the preservation of heritage resources or the ability of the Hamilton Civic Museums staff to present the heritage held in trust for the people of Hamilton, Canada and beyond.

STATEMENTS OF PRINCIPLE

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

The management of heritage resources is not limited to buildings and objects but also includes:

- landscapes.
- gardens.
- in-ground archaeological resources,
- and associated structures.

The Hamilton Civic Museums and associated heritage resources represent a legacy that, once lost, can never be replaced. The Hamilton Civic Museums are stewards of these resources, on behalf of the people of Hamilton and Canada.

The grounds of the Hamilton Civic Museums are an integral part of the heritage of each site. The many modifications and expansions are recorded in the

resource both above and below the ground. Any destruction of this material represents a destruction of heritage. Care equivalent to that applied to the buildings must be given to protecting grounds.

The Hamilton Civic Museums is a public institution mandated to serving its community. Limitations on the activities of visitors will not be gratuitous or unwarranted.

GOALS OF THE POLICY

To safeguard heritage resources held in trust while providing access and opportunities to experience this heritage.

COMPONENTS OF THE POLICY

General Grounds Use

The grounds are available to museum patrons as an essential part of the visit to the museum. They provide the setting for a variety of programmes and special events which are organized as part of the museum's operations and serve to enhance the understanding and appreciation of the museum. Some of these activities are organized in cooperation with other clubs or organizations. All programmes and events are developed in recognition of the importance of protecting the heritage of the grounds.

Some sites of the Hamilton Civic Museums include historic zones. These are areas of know heritage significance. Activities within these areas may be restricted in order to protect the resource at the discretion of the Site Curator.

Due to the size of the sites' grounds, the heritage resources contained on the sites, and the limited parking, some limits on the number of visitors is appropriate. These limitations will vary from site to site and function to function. Specific guidelines are defined in the appendixes.

Sound amplification and lighting equipment are not permitted without prior approval given by the site curator or designated alternate.

On-site pre-event signage for any programme or event will be limited to the approved areas below the main site identification signs. No additional signage may be erected without prior approval. Signage required on the day(s) of a programme or event for such purposes as direction or interpretation must have curatorial approval and must be totally free standing. Driving of stakes or supports into the ground, or attachment of signage to trees, buildings or other heritage features is not permitted.

Operation of any motor vehicle or machine in any area outside the designated roadways or parking areas is prohibited except with prior approval given by the curator or designated alternate and only in areas specifically approved by the Curator or designate. Public Works vehicles operating in the normal course of routine duties are exempted.

Excavations and Digging

Digging without permission is forbidden through by-laws relating to City parks. As a result of the historic and archaeological significance of museum grounds, no digging, peg or stake driving, or soil disturbance is permitted unless explicit permission has been granted by the Site Curator.

Parking

A limited quantity of parking is available, free of charge, at most sites. The Hamilton Civic Museums maintains the right to limit the number of cars on the grounds at any one time and to direct visitors to appropriate parking areas.

Approvals

Gatherings of more than 25 persons (exclusive of programmes by or in partnership with the museum) require prior approval by the site curator or his/her designate subject to the provisions of this policy and associated procedures and plans. Application for approval must be made to the Site Curator.

Approval for events, programmes or use of the site will be on a first come first served basis.

Approval will not be granted for any event, programme or use of the site which, in combination with any other event, programme or use of the site, will exceed the maximum allowable attendance.

Activities on the site grounds involving less than 50 people, while not requiring pre-approval are governed by other elements of this policy.

OTHER CONSIDERATIONS

This policy provides direction for the management of grounds and heritage resources at the Hamilton Civic Museums. 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
- 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
- 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
- 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/

APPENDIX –SITE SPECIFIC CONDITIONS

HAMILTON MUSEUM OF STEAM AND TECHNOLOGY

Preamble

The Museum has been established primarily to preserve the 1859 Hamilton Waterworks Pumping station consisting of the engine house, the Gartshore Beam engines, the boiler house, woodshed and such other buildings or artifacts which may be added to the collection from time to time. In addition, through exhibition, the Museum will interpret to the general public the history of the waterworks, past and present, its founders and the impact on the industrial and social growth of Hamilton.

The Hamilton Museum of Steam and Technology is open to all members of the public, subject to the conditions outlined in this policy.

Definition of Grounds and Historic Zone

For the purposes of this policy, the grounds of the Hamilton Museum of Steam and Technology are taken to be part of Lot 30 in the Broken Front Concession part of Saltfleet Township now part of the City of Hamilton. The grounds include the area up to but not including the brick and wrought iron fence (which parallels Woodward Avenue or Burlington Street) and the chain link fence separating the museum from the Water Treatment Plant (roughly forming the remaining two sides of the rectangle).

The grounds include the 1859 Pumphouse, 1859 Boilerhouse, 1859 Chimney, 1860 Woodshed, 1915 Carpenter's Shed, Worthington Shed, 1913 Building, in situ archaeological resources, floodlights, hydrants, valve chambers and spindles and such outdoor exhibits as may from time to time be placed on the grounds.

The Historic Zone is defined as that area enclosed by the northern, southern western, eastern laneways and the known in situ archaeological resources including but not limited to:

- chief engineer's house and outbuildings
- assistant engineer's house and outbuildings
- historic landscape features
- intake and discharge pipe and pipe track
- coal sheds, rail sidings

Significance and Designations

The Hamilton Museum of Steam and Technology includes the 1859 Waterworks (including the Pumphouse, Boilerhouse, Chimney and Woodshed). These structures (excluding the Woodshed) comprise a National Historic Site designated by the National Historic Sites and Monuments Board. It is recognised internationally as a site of extraordinary industrial heritage significance.

Further, the exterior of these buildings and the interior of the Pumphouse are protected by a Heritage Easement negotiated with the Ontario Heritage Foundation under the terms of the Ontario Heritage Act.

The 1913 Building is protected by civic designation.

These designations and protections substantially safeguard the buildings from unsympathetic alteration or destruction. Such restrictions to alterations (particularly under the Heritage Easement) are taken to apply to the areas immediately adjacent to the buildings since changes to the grounds will affect the heritage significance of the building itself.

Grounds Use Conditions

All of the preceding provisions and regulations will apply in this zone. In addition, any event or programme held wholly or in part in the Historic Programming Zone during operating hours of the Hamilton Museum of Steam and Technology must support the interpretive themes of the museum.

The maximum number of visitors and staff on the site should not exceed 500 per hour.

The grounds are also available for passive recreational activities by non-museum patrons, such as walking or sitting, with the provision that such activities do not threaten the heritage of the site do not interfere with museum programming and do not infringe on the quiet enjoyment of the site by other visitors. Gatherings of up to 50 persons for such purposes are permitted without prior approval, provided that the activity meets all other requirements outlined in this policy.

Attendance

Gatherings of more than 50 persons (exclusive of programmes by or in partnership with the museum) require prior approval. No event which would overburden site facilities (parking, picnic areas, washrooms etc.) will be considered.

Maximum allowable peak attendance for any event, conducted during the public hours of the museum but not in conjunction with or as part of a museum programme, will be 100 persons per hour.

Maximum allowable attendance for programmes conducted in conjunction with or as part of a museum programme, will be 500 visitors per hour (including visitors, staff and volunteers).

Maximum allowable peak attendance for events conducted neither during public hours nor in conjunction with or as part of a programme of the museum will be 500 visitors. All set up and clean up for such an event must take place between the closing and opening hours of the museum previous and subsequent to the event.

BATTLEFIELD HOUSE MUSEUM NATIONAL HISTORIC SITE

History

Battlefield House Museum was the home of the widow Mary Jones Gage and her two children James and Elizabeth, who journeyed to the area from New York State in 1790. In 1796, the same year the house was built, both James and Elizabeth married. James wed Mary Davis and they made their home with James' mother and eventually had ten children. Elizabeth married Major John Westbrook and moved to Brant County. Their marriage was blessed with 16 children.

In 1812, the United States declared war on Britain and proceeded to invade Canada. On June 5th, 1813, about 3,000 Americans reached Stoney Creek and set up camp. The Gage House was used as headquarters and the occupants were held in the cellar for the night.

The British, stationed at Burlington Heights, learned of the American position and decided on a night attack, using Billy Green, a young local man as their scout. There were only 700 British troops, but the darkness hid their numbers. A short and chaotic battle resulted in the British capturing two American generals and the field artillery. The Americans withdrew and never penetrated the Niagara peninsula that far again.

Following the British victory and the aftermath of war, the Gage family settled back into a life of prosperity. In 1835, the house and farm were sold and the family moved to Hamilton. The house changed hands many times until the end of the century.

In 1899 the old Gage farmhouse came up for sale for \$1,900.00. The Women's Wentworth Historical Society, led by Mrs. Sara Calder, granddaughter of James and Mary Gage, raised \$900 towards the purchase of the home. Mrs. Calder, as the Society's first president, signed a mortgage for the balance. Battlefield House, as it came to be known, and four and a half acres of land, had been saved for posterity. The same year the Society purchased the Gage house, it opened the grounds as a public park, with a ceremony officiated by Lady Aberdeen.

In 1910, the W.W.H.S. purchased 13 more acres of the Gage's original crown grant of land. Their next project was to build a monument as a memorial to the Battle of Stoney Creek. On June 6, 1913, the monument was unveiled. Queen Mary at Buckingham Palace touched a button and by a telegraph connection, the large Union Jack shrouding the monument fluttered down. Around the same time, a second memorial was erected to the north of the house. A stone cairn topped by a statue of a lion at Smith's Knoll marks the place where American and British casualties were buried after the Battle.

On November 7, 1999, the Nash-Jackson House was moved from its original location at the corner of King Street and Nash Road, to its present site in Battlefield Park. The Nash-Jackson House was originally built on property owned by William Gage, uncle of James Gage. The William Gage family settled in Upper Canada in 1794. William Gage's daughter, Susannah, married Samuel

Nash and lived in the Nash-Jackson House until her death in 1833. Leone Jackson, great-granddaughter of Samuel and Susannah, lived in the house all her life and raised three children on the family farm. With the passing of Mrs. Jackson in 1996, the house was generously donated to the City of Stoney Creek by the Jackson family.

Definition of Grounds and Historic Zone

For the purpose of this policy, the grounds and Historic Zone of Battlefield House Museum are taken to be part of Lot 26, Concession 4 in Saltfleet Township, now part of the City of Hamilton. The grounds include the area up to but not including Centennial Parkway to the west, King Street West to the north, abutting existing residential land use to the east and the wooded area to the south of the Monument.

The grounds include Battlefield House Museum, built in 1796, the Nash Jackson House, built in 1818, the Battlefield Monument, opened in 1913 and the Battlefield Cemetery at Smith's Knoll. They also include the Administration building at the south east corner of Centennial Parkway and King Street West, the picnic pavilion, barn, historic landscape features, in situ archaeological resources and such outdoor exhibits as may from time to time be placed on the grounds.

Significance and Designations

In 1939, the Historic Sites and Monuments Board of Canada erected a plaque at the Stoney Creek Battlefield Monument commemorating the Battle of Stoney Creek. In 1960, the Historic Sites and Monument Board declared the Battle of Stoney Creek to be of national significance.

The Battle of Stoney Creek was commemorated with a plaque in 1963 by the Archaeological and Historic Sites Board of Ontario (later the Ontario Heritage Foundation). In 1990, an Ontario Easement Agreement between the City of Stoney Creek and the Ontario Heritage Foundation was signed. This agreement prohibits the commission of any act which would alter or damage the "historical, architectural, aesthetic and scenic character and condition" of the subject buildings and property.

Grounds Use Conditions

Battlefield Park is available for such activities as walking, jogging, small picnics and other such passive recreational uses with the provision that such activities do not threaten the heritage characteristics of the site, and do not infringe on the quiet enjoyment of the site by other visitors. Gatherings of up to 40 persons for such purposes are permitted without prior approval, provided that the activity meets all other requirements outlined in this Policy.

Tobogganing is not permitted by City by-law in Battlefield Park.

Digging without permission is forbidden through by-laws in any City park. Because of the historical and archaeological significance of Battlefield Park no metal detecting, digging, peg or stake driving or soil disturbance of any sort is

permitted unless permission has been granted and archaeological concerns have been mitigated by curatorial staff of Battlefield House Museum.

Sound amplification and lighting equipment are not permitted without prior approval.

On-site pre-event signage for any programme or event will be limited to the approved area below the main site identification sign. No additional signage may be erected without prior approval. Signage required on the day(s) of a programme or event for such purposes as direction or interpretation must have curatorial approval and must be totally free standing. Driving of stakes or supports into the ground or attachment of signage to buildings or other heritage features is not permitted.

Operation of any motor vehicle or machine in any area besides designated roadways or parking areas is prohibited except with prior approval. Public Works vehicles operating in the normal course of routine duties are exempted.

The planting of trees is not permitted, except for the replenishing of natural deterioration, as approved by the Ontario Heritage Foundation.

Attendance

Gatherings of more than 40 persons must be approved and a permit must be obtained in advance. No event, which could overburden such site facilities as parking, picnic areas or washrooms, will be considered.

Maximum allowable peak attendance for any event other than a wedding ceremony held during open hours of Battlefield House Museum and not held in conjunction with or as part of a programme of Battlefield House Museum will be 150 visitors. Maximum allowable attendance for a wedding ceremony in Battlefield Park will be 100 guests.

Maximum allowable attendance for programmes within the park or museum and sponsored or run by Battlefield House Museum will be 600 visitors per hour.

Maximum allowable peak attendance for any event held outside of open hours of Battlefield House Museum and not held in conjunction with or as part of a programme of Battlefield House Museum will be 150 visitors. All set up and clean up for such an event must take place between the closing and opening hours of Battlefield House Museum previous and subsequent to the event.

Application will be made to the staff of Battlefield House Museum on the approved form.

Reservation for use of the pavilion and concession booth, for events that will satisfy all requirements of this policy and will not have an attendance exceeding 150 individuals, should be made to Battlefield House Museum. Allocation of the pavilion and concession booth will be made on a first come, first served basis.

Culture Division	AREA Facility Operations	NUMBER	PAGES 5
SUBJECT: Heritage Resource & Physical Plant Policy - Hamilton Civic Museums			
EFFECTIVE: REVISED:	AUTHOR: I.A. Kerr-Wilson	APPROVED BY: DATE: COUNCIL REPORT #.	

PREAMBLE

City Council recognises the Hamilton Civic Museums as a leading 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.

Many of the sites of the Hamilton Civic Museums are housed in buildings which have been recognised for their heritage value, either municipally, provincially or federally.

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 Museum will provide a safe and functional environment for visitors, staff, the collection and associated activities while balancing the preservation of heritage buildings as artifacts.

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.

The artifacts and heritage structures in the Hamilton Civic Museum’s 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 management of heritage resources is not limited to buildings and objects but also includes:

- Landscapes.
- Gardens.

- in-ground archaeological resources and associated structures.

GOALS OF THE POLICY

To effectively preserve and present the heritage resources of the Hamilton Civic Museums by balancing the requirements of the heritage buildings and the artifacts, visitors and staff they house.

COMPONENTS

General Considerations

The following general principles will be incorporated into all plans, associated recommendations, and work plans:

- Programming within a cultural landscape or heritage building, such as exhibits, guided tours, multi-purpose spaces, interpretive structures, administrative facilities, maintenance yards, and storage areas, are carefully considered in the context of the significance of the structure.
- Such use is monitored and regulated to minimize both immediate and long-term damage. Use is compatible with the historic character and material of the structure or landscape and does not adversely impact the structure physically or visually.
- All work that may affect resources is evaluated and approved by the Site Curator.
- New work, materials, and replacement features are identified, documented, or permanently marked in an unobtrusive manner to distinguish them from original work, materials, and features.
- Representative features salvaged from a historic structure or landscape are accessioned and catalogued, provided that they fall within the site's collecting mandate.
- All changes made during treatment are graphically documented with drawings and photographs. Records of treatment are managed as archival materials by a curator or archivist within the museum collection.
- Building or Land use activities, whether historic or introduced, do not impair archaeological resources.
- Contemporary facilities will not adversely impact the landscape's physical and visual character. New facilities will be compatible with the historic character and material of the landscape.
- Contemporary structures to facilitate access, such as ramps, railings, signs, and curb cuts, will be designed and located to minimize adverse impacts on the character and features of a cultural landscape.
- Access to a cultural landscape that is vulnerable to damage from human use is limited, monitored, or controlled.
- All treatment and use decisions will reflect consideration of effects on both the natural and built features of a cultural landscape and the dynamics inherent in natural processes and continued use.

Operations of the Hamilton Civic Museums will comply with the provisions of heritage designations established for the heritage buildings under the care of the Hamilton Civic Museums. Such designations may include without being limited to:

- Municipal Designations and Heritage Easements under the Ontario Heritage Act
- Commemorative Integrity Statements and National Historic Site Designations approved by the National Historic Sites and Monuments Board of Canada

Where Conservation and Presentation Reports and/or Commemorative Integrity Statements have been developed for National Historic Sites under the National Cost Share Program of the Department of Canadian Heritage:

- the principles and practice of the Parks Canada Cultural Resource Management Policy will be applied to all operations.
- The specific provisions of the Reports and Statements with respect to the management of all buildings, grounds, landscapes and archaeological resources will be applied to all operations.

Each site of the Hamilton Civic Museums will;

- Accommodate the physical and functional needs of its users, staff, collections and activities
- Incorporate a design and layout appropriate to the museum's statement of purpose, functions, programs and to its community role and image.

Roles and Responsibilities

The Site Curator will be responsible for:

- Where not included in Conservation and Presentation Reports and Commemorative Integrity Statements, the development, implementation and modification of a **Heritage Landscape Plan** and a **Heritage Building Plan**.
- Ensuring the security of visitors, staff, collections, landscapes, grounds, structures and information by:
 - Maintaining accurate plans, drawings and maps of the site's layout showing all relevant physical and mechanical features including, without being limited to:
 - Security features
 - Water and sewer connections
 - Fire exits, Fire alarms, pull stations, heat detectors
 - Heating, ventilation and air conditioning systems.
 - Identifying potential threats
 - Taking steps to minimize the level of individual risks
 - Developing written procedures to respond to threats, emergencies and disasters
 - Training staff (including volunteers) to implement emergency and disaster response procedures

- Establishing a system of periodic testing and assessment of the effectiveness of emergency procedures
- Ensuring that any preventive or security systems installed are assessed for their potential impact on collections and the museum's character and functions.

Museum staff will strive, in their operations to be environmentally responsible in their use of energy and materials, including the handling, storage and disposal of hazardous materials.

Heritage Landscape Plan and Heritage Building Plan

A Heritage Landscape Plan will include:

- Identification and evaluation of existing conditions, resources and landscapes
- Recommendations for treatment,
- The proposed use or uses of the landscape and its parts.
- Detailed recommendations for preservation and restoration if required
- A record of treatments or changes

A Heritage Building Plan will include:

- Identification and evaluation of existing conditions, resources, structures and materials
- Recommendations for treatment and preservation of the structure(s)
- The proposed use or uses of the structure(s) and parts.
- A record of treatments or changes

The plans will establish how the staff will, under the supervision of the Site Curator:

- Conduct regularly scheduled inspections and maintenance of structure(s) and landscapes
- Set priorities and schedules for ongoing maintenance and capital upgrades
- Ensure that health and safety codes are met in the maintenance and repair
- Conduct daily, weekly and monthly maintenance and housekeeping routines.

The plans will be prepared by qualified professionals based on appropriate methodologies and techniques for cultural resource management research, documentation, and evaluation.

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
- 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
- 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
- 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
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- Canadian Cultural Property Import Export Act (R.S. 1985, c. C-51)
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- 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/

Culture Division	AREA Facility Operations	NUMBER	PAGES 3
SUBJECT: Human Resource Management Policy - Hamilton Civic Museums			
EFFECTIVE: REVISED: 2010	AUTHOR: I.A. Kerr-Wilson	APPROVED BY: DATE: COUNCIL REPORT #.	

PREAMBLE

City Council recognises the Hamilton Civic Museums as a leading 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

The Hamilton Civic Museums will recruit and retain high quality employees.

STATEMENTS OF PRINCIPLE

The City of Hamilton believes that every employee has the right to fair and equitable treatment and opportunity.

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.

GOALS OF THE POLICY

To achieve excellence in the management of the heritage resources through the fair and ethical recruitment and management of high quality employees.

COMPONENTS

As a section of the City of Hamilton, the Hamilton Civic Museums will ensure that all human resource management activities are consistent with the City of Hamilton Human Resources Services Policy and Procedure Manual, including:

- Job descriptions.
- Recruitment, including accessibility for staff of all abilities.
- Performance appraisals.
- Termination.
- Training.
- Health and Safety procedures and notifications.

The Site Curator, responsible for the operation of each Hamilton Civic Museum site, will ensure that:

- All staff have appropriate professional training.
- All site activities are carried out by appropriately trained staff.
- Each staff member has a written job description.
- At least one person on staff has current First Aid training.
- Staff are familiar with and adhere to a museological code of ethics.

OTHER CONSIDERATIONS

This policy provides direction for the management of human resources in the Hamilton Civic Museums. 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
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Also of Interest

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- Cultural Resource Management Guideline NPS-28. National Parks Service. http://www.cr.nps.gov/history/online_books/nps28/

Culture Division	AREA Facility Operations	NUMBER	PAGES 4
SUBJECT: Professional Development Policy - Hamilton Civic Museums			
EFFECTIVE: REVISED:	AUTHOR: I.A. Kerr-Wilson	APPROVED BY: DATE: COUNCIL REPORT #.	

PREAMBLE

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.

POLICY STATEMENT

The Hamilton City Council will encourage continuing professional development in order to assist Hamilton Civic Museums staff and volunteers in their contribution to improving the quality of the site museums and the visitor experience.

STATEMENTS OF PRINCIPLE

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.

GOALS OF THE POLICY

To enhance management of the heritage resources of the Hamilton Civic Museums through high quality professional development programs.

COMPONENTS

Professional development refers to the policies, procedures and activities that assist all staff to meet their personal and professional needs. The principal purposes of professional development are to optimise the quality of working life and to achieve excellence by enhancing and supporting the existing strengths and potential contributions of all members of staff to the work of the Hamilton Civic Museums.

Priorities for professional development will be developed within the Hamilton Civic Museums and the individual sites as part of:

- The development the annual work plans.
- Goals identified during annual performance appraisals.
- Site goals and objectives identified as part of a long term development planning process.

The process of setting professional development priorities and goals must address the needs and goals of both the individual and of the museums. It will recognise the individual and the context in which the individual works.

Specifically, development will be consistent with:

- individual needs and goals.
- museum mandates, needs and objectives.
- City of Hamilton goals and priorities.
- available resources.

Professional development applies to all staff. It imposes obligations on individuals to develop and on the Hamilton Civic Museums to support that development.

The Manager of Culture and the site curators shall offer leadership and support for the professional development of staff under their supervision. Site Curators shall have the primary responsibility for the management of professional development at their sites.

Subject to the priority development process described above, the range of professional development needs include any aspect of museum work or public administration. Areas of professional development may include without being limited to:

- Museum Education.
- Exhibit Development.
- Conservation.
- Collections Management.
- Technology.
- Research and Scholarship.
- Administration and Management.
- Gift Shop Management.
- Health and Safety.

Professional development opportunities include without being limited to:

- study tours and visits.
- consultations with colleagues.
- professional and community involvement.
- consulting work.
- discussions with colleagues.
- attending meetings, displays or seminars.

- Secondments.
- courses, formal study or continuing education.
- reading and research.
- participation in special projects.
- peer-review of work undertaken.
- becoming involved in networks of similar staff .
- undertaking review or planning retreats .
- inviting trainers or speakers to address staff on matters of concern or interest .
- developing and sustaining a culture that demands and supports the continuing .professional development of all staff .
- reviewing and recognising the work of staff .
- interacting with people who have attended courses so that their new skills can be used constructively in the department.
- Enunciating, implementing and monitoring policies .
- providing resources and leadership .
- coordinating professional development .

The Hamilton Civic Museums shall provide resources to support its professional development polices and programs and shall supplement these by seeking support from appropriate external sources of funding.

OTHER CONSIDERATIONS

This policy provides direction for the management of professional development programs in the Hamilton Civic Museums. 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/>
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- 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

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- 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/

Culture Division	AREA Facility Operations	NUMBER	PAGES 5
SUBJECT: Public Program Policy			
EFFECTIVE: REVISED:	AUTHOR: I.A. Kerr-Wilson	APPROVED BY: DATE: COUNCIL REPORT #.	

PREAMBLE

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

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.

This policy complies with the statements of principle outlined in the Hamilton Civic Museums Policy.

POLICY STATEMENT

The Hamilton Civic Museums, as a primary mandate, presents the heritage resources held in trust for the people of Hamilton and Canada.

STATEMENTS OF PRINCIPLE

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

Heritage cannot be preserved without effective communication (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.

Learning is a lifelong process. Public programmes at the Hamilton Civic Museums should complement other venues of learning in the community, both formal and informal.

GOALS OF THE POLICY

To preserve, promote and present heritage as active vital components of daily life in Hamilton

To engage a diversity of audiences, whether Hamiltonians or visitors, in a celebration of Hamilton’s heritage.

To enhance the economic development of Hamilton through cultural tourism.

COMPONENTS OF THE POLICY

Public programming will be developed in, without being limited to, the following categories:

- Outreach and extension activities
- General visitor programming (guided, self-guided and/or costumed tours)
- Public lectures and meetings
- School Programming
- Community Programming
- Special Events
- Permanent Exhibits
- Changing Exhibits
- Historic site installations such as period rooms and historic gardens
- Demonstrations
- Publications, including websites
- Audio-visual and multi-media

Within available resources, the staff of the Hamilton Civic Museums is committed to providing effective programmes for the widest possible range of audiences. The Hamilton Civic Museums will ensure that public programmes promote learning and enjoyment and incorporate a variety of interpretation techniques to meet a range of visitor needs.

Hamilton City Council will allocate a portion of the budget of each Hamilton Civic Museum for public programming including development, implementation (including staffing), maintenance and evaluation expenses.

Where appropriate and when resources permit, the Hamilton Civic Museums will seek community partners to assist in public programming. Such assistance may take the form of, without being limited to: financial support, expertise, participation in steering committees and volunteer assistance.

Community benefit

The purpose of all public programmes is to benefit the community either directly or indirectly.

Accessibility

Within available resources, all efforts will be made to design and implement public programmes at the Hamilton Civic Museums to accommodate all visitors, recognizing that many barriers, in addition to physical barriers may exist. Where accommodations cannot be made, alternative experiences will be developed.

Diversity

All reasonable efforts will be made to design and implement a range of programmes across the Hamilton Civic Museums that address the diversity of audiences (including but not limited to cultural, gender, age, education and life

experience). The staff of the Hamilton Civic Museums will implement programmes to encourage new audiences.

Public Program Plan

At each site, the Site Curator will guide the development, implementation and maintenance of a Public Program Plan, may include, without being necessarily limited to:

- The site mandate
- A description of the interpretive themes (where required)
- A summary of current visitors (e.g. demographic, psychographic, market segment information)
- A description of each public program component
- Recommendations for future development of:
 - Programming
 - Visitation (e.g. target groups, growth)
 - Proposed development of facilities
- Schedule for implementation and review of Plan

Conservation and Presentation Reports and/or Commemorative Integrity Statements developed for National Historic Sites operated by the Hamilton Civic Museums may be used in lieu of a Plan as appropriate.

Accuracy and Fairness

The Hamilton Civic Museums recognises that some programs may carry emotional importance for visitors. Visitors expect accuracy and fairness. The Hamilton Civic Museums will develop and implement programs while neither seeking out nor avoiding controversy.

Revenue

City Council will establish fees for programmes to offset operating costs. However, the City Council will endeavour to ensure that admission rates are not a barrier to participation.

Responsibilities

All public programmes will be the responsibility of a Site Curator or his/her designate. They will be responsible for all phases of the programme from setting priorities, development, to implementation and evaluation. They will ensure that all public programs:

- are consistent with the a site's or the Hamilton Civic Museums statement of purpose, the Public Program Plan and the needs and interests of the communities they serve
- are ethical, accurate and fair
- meet conservation standards for design, public use, materials and artifact use
- have clearly defined objectives and are evaluated against those objectives
- incorporate appropriate expertise, including staff, volunteers, community groups, or consultants
- incorporate sufficient research.

And that:

- all staff (including volunteers) involved in the planning, preparation and installation of exhibits have the necessary skills, equipment, space and training.
- where appropriate and based on the interpretive needs of the site, the programme and visitors, artifacts are replaced regularly in permanent exhibits with others from storage, to renew the exhibits for the community's enjoyment as well as for conservation purposes.
- program preparation activities that are harmful to artifacts are carried out in a workshop that is isolated from collection areas (i.e. display and storage). Such activities would include those that produce dust, excessive heat or vibrations, and those that involve the use of aerosols and solvents (e.g. paints and varnishes).
- modification or continuation of all public programmes will be based on evaluations developed from established criteria.

OTHER CONSIDERATIONS

This policy provides direction for the presentation 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
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- Vision 2020 <http://www.vision2020.hamilton-went.on.ca/>
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- 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/

Culture Division	AREA	NUMBER	PAGES
SUBJECT: Research Policy—Hamilton Civic Museums			
EFFECTIVE: REVISED: 2010	AUTHOR: Ian Kerr-Wilson	APPROVED BY: DATE: COUNCIL REPORT #.	

PREAMBLE

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.

City Council recognises the Hamilton Civic Museums as a leading 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

Research at the Hamilton Civic Museums will be carried out in support of its preservation and presentation functions.

STATEMENTS OF PRINCIPLE

The staff of the Hamilton Civic Museum recognise that research is a valuable activity inherent to museum work and providing access to the museum for research purposes is an important component of a museum's relationship with its community.

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 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 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. Effective public programmes required good research.

GOALS OF THE POLICY

To promote the development of heritage in Hamilton through effective research activities at the Hamilton Civic Museums.

COMPONENTS OF THE POLICY

General Considerations

Staff will not violate relevant municipal, provincial or federal legislation or related regulations (e.g. copyright, freedom of information and privacy) nor knowingly allow researchers using museum materials to violate such legislation or regulations.

Any museum reference material used directly or indirectly in the production of exhibits, publications or other materials shall be acknowledged by the researchers involved.

Museum staff and volunteers will follow the best principles of fairness, courtesy and academic honesty in citations in exhibits, publications or other materials.

Role of the Site Curator

The Site Curator is responsible for

- ensuring that relevant, thorough and accurate research is carried out within the museum
- setting research priorities based on the collecting mandate, interpretive themes and museological needs of the site.

Access to Research

Subject to the provisions outlined below and the Conservation and Collections Policies, the museum's collections and archival holdings will be available to the community for research purposes.

Respecting the confidential arrangements made between donors and the museum and subject to normal museum environmental and security and the Conservation Policy, reference materials will be made available to the staff, researchers and general public.

Such materials may include primary and secondary sources.

Members of the general public (including other museum professionals and academics) will have access to research materials at the discretion of the Curator or his designate. Such individuals will be allowed to perform research according to their demonstrated level of expertise.

Research Resources

The Hamilton City Council will allocate a portion of the budget for each site of the Hamilton Civic Museum for research activities including:

- museum libraries with budgets allowing for adequate maintenance and expansion will exist to support the needs of staff and the general public.

- The resources of the library will include books, periodicals, vertical files, photographs and audio-visual materials.
- collections databases will be maintained to facilitate work centred on the museums' collections.
 - Internet access and electronic mail will be available to staff as needed for research.
 - Web pages will be maintained to broadcast information about the museums' activities, resources and research services.
 - a budget at each site for research materials and costs, including acquisition of primary and/or secondary reference sources, travel expenses, reproduction services
 - adequate and appropriate space at each site, including office workspace for staff, volunteers and researchers.
 - production and dissemination of research materials
 - support of research at outside facilities.
 - clerical and other support staff

Staff will provide guidance to outside researchers in the proper care and handling of the museums' artifacts and archival materials.

As well as its own resources, the Hamilton Civic Museums will endeavour to use appropriate outside resources as they are made available (such as special grants, seminars and services) which will facilitate the realisation of the museums' research goals.

Research will utilise library, archival and museum resources in the community and beyond, where appropriate.

Ownership of Research

All information gathered by employees in any form (e.g., print, audiotape, videotape, computer disc, photographic) in the course of employment by the City of Hamilton is and shall remain the exclusive property of the City of Hamilton and not of the employee.

Copyright of all formal research reports and other documentation produced by employees will be held by the City of Hamilton, and the publication for profit or otherwise, shall be in its sole discretion and for its sole benefit. Subject to mutual agreement as expressed in writing between the Region and the employee, information gathered may be used for other purposes.

Acknowledgements

The individual site and the Hamilton Civic Museums will be acknowledged where substantial support, material or otherwise, has been provided to the research of others that results in publication or exhibition.

Acknowledgement of authorship and the results of research by employees will be made, while respecting their privacy.

Reproduction of Materials

The City of Hamilton retains copyright of all reproductions in any form (e.g., print, audiotape, videotape, computer disc, photographic) made for research purposes whether for an employee of the City of Hamilton or outside researcher.

Fees and Revenue

The City Council may establish fees for:

- reproduction of research materials
- staff time to assist researchers
- the use of materials or images owned by the Hamilton Civic Museums in commercial productions (e.g. films, books)

OTHER CONSIDERATIONS

This policy provides direction for the conduct of research activities at Hamilton Civic Museums. 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
- 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
- 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
- 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/

Culture Division	AREA	NUMBER	PAGES 5
SUBJECT: Volunteer Policy – Hamilton Civic Museums			
EFFECTIVE: REVISED: 2010	AUTHOR: I.A. Kerr-Wilson	APPROVED BY: DATE: COUNCIL REPORT #.	

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 actively develop and implement volunteer programs and seek out individual volunteers and associations with volunteer groups.

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. Put 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.

The staff of the Hamilton Civic Museums must actively engage in 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 through effective volunteer programming.

COMPONENTS OF THE POLICY

Definitions

A "volunteer" is defined as any individual who performs a service without payment, the service being requested, accepted and led by museum staff.

Volunteers may include:

- Students on work placements or internships

- Individuals recruited through social service agencies
- Private individuals

A "volunteer group" is defined as any independent, non-profit organization acting in association with the museum on projects of common appeal, without payment, such projects being at the invitation of, accepted and led by the museum.

Reimbursement of expenses incurred while performing services does not constitute payment.

General Considerations

The Hamilton City Council will allocate funds to the Hamilton Civic Museums for the operation of volunteer programmes.

The Staff of the Hamilton Civic Museums recognises that volunteers, volunteer groups, the museum, and the community at large all benefit from an active association between volunteers and museum sites.

The goals and objectives of volunteer projects reflect, support, reinforce and are fully consistent with the mandates of the Hamilton Civic Museums and the individual sites.

Each volunteer project shall be administered by the Site Curator, or his/her designate.

The volunteer programme shall in no way conflict with the various collective agreements between the City of Hamilton and its employees. Volunteer activities shall be regarded as supplementing and enhancing paid staff rather than supplanting them. Volunteers or individual members of volunteer groups shall not displace paid employees or be placed in positions for which funding is available.

Volunteers and volunteer groups shall be assigned to a specific staff person who shall act as their leader and who shall provide guidance, direction and leadership to the volunteer.

Volunteers and volunteer groups shall be provided with the necessary training, equipment and support required to fulfil their commitment. They shall be encouraged to attain a high standard of professionalism.

Volunteers and volunteer groups shall be recognised and appreciated for their efforts both publicly and privately, in a manner that the Site Curator deems appropriate.

Volunteers and the museum shall agree to, and the individual volunteer and appropriate staff shall sign, a "volunteer agreement" which shall include:

- a list of duties and tasks
- duration of the volunteer commitment;
- the goals, objectives, principles outlined in this policy;

- the terms of insurance coverage and waivers as may be required from all parties;
- relationships with museum staff and volunteer programme leaders; and
- other terms which the Curator determines to be appropriate.

Working with Volunteers and Volunteer Groups

The staff of the Hamilton Civic Museums will work with volunteers when this is appropriate to meet the following aims:

- To deliver specific projects that are part of the priorities as determined by annual work plans or long term management planning processes.
- To gain the benefit of varied perspectives, experience, skills and expertise not represented amongst staff.
- To help staff build bridges to particular groups in the community and develop advocacy for the Hamilton Civic Museums
- To provide support, both financial and otherwise, for quality museum and heritage training.
- To provide access to museum experience for people from groups currently under-represented in museum work.

The Hamilton Civic Museums will not take on volunteers or students when:

- There are no projects planned that are suitable to the skills and experience of the person applying.
- There is no suitable member of staff with time to supervise the project adequately.
- The available resources cannot meet the administration costs of the placement.

Commitment

When working with volunteers or volunteer groups, the staff of the Hamilton Civic Museums will:

- Encourage other staff and volunteers to be open and welcoming to new volunteers.
- Provide induction and familiarisation to the project, health and safety instruction, and information as appropriate.
- Provide a short report or reference on the project if required and keep records of people who have worked with us for future reference.
- Evaluate the project or placement with the volunteer and listen to feedback.
- Implement the City of Hamilton Human Resource procedures as required.

Volunteer Groups

Associations between the museum and a volunteer group shall satisfy the following conditions:

- the group and the museum shall be autonomous, having independent written goals, objectives and governing structure;
- each group shall be engaged in an activity which is consistent with the goals of museum;
- museum staff have determined that the museum has the resources to assist in projects of mutual interest and benefit; and

- museum staff shall retain, at all times, responsibility for and authority over aspects of museum operation as required by their job descriptions and the commonly accepted standards of museum professionalism.

Museum staff will act as facilitators, encouraging the development of associations with volunteer groups to further projects of mutual interest only where the mandate and the resources of the museum permit.

The relationship between the museum and a volunteer group is a limited association of two independent organizations on projects of common appeal.

The operation of a volunteer group programme is in no way intended to limit the development of individual volunteers. Members of volunteer groups may, in addition, act as individual volunteers under separate agreement with the museum.

Appropriate representatives of volunteer groups and the museum shall agree to and sign a "volunteer group agreement" which shall include:

- a list of duties and tasks;
- duration of the volunteer commitment
- the goals, objectives, principles outlined in this policy;
- the terms of insurance coverage and waivers as may be required from all parties;
- relationships with museum staff and volunteer programme leaders; and
- other terms which the Curator determines to be appropriate.

The Site Curator or designates will attend regular meetings of the group in an ex-officio non-voting capacity and shall receive notice and minutes of all meetings.

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
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Federal

- Copyright Act (R.S. 1985, c. C-42) <http://laws.justice.gc.ca/en/C-42/index.html>
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- Cultural Resource Management Policy. Parks Canada Guiding Principles and Operational Policies 1999
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Also of Interest

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