



**City of Kingston**  
Policies and Procedures

**Standards Policy for the Pump House  
Steam Museum**

**Policy No.** CUL-MUS-002  
**Effective Date** Month, 2011  
**Revision Date** N/A  
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**Page No.** 1 of 22  
**Approved by:**

**1.0 STATEMENT**

The Pump House Steam Museum’s collection is the repository of that portion of the public collection representative of Kingston’s first water pumping station, under the trusteeship of the Corporation of the City of Kingston and the Pump House Steam Museum Committee appointed by Kingston City Council. The collection is held and managed in the public trust.

**2.0 PURPOSE**

The purpose of this policy is to set standards for the Pump House Steam Museum with regards to Research, Exhibition, Interpretation and Education, Conservation, Human Resources, Collections, Governance, Finance, Physical Plant and Community as required by the *Standards for Community Museums* and is in accordance with the Canadian Museums Association’s *Ethics Guidelines 1999* and follows all Municipal, Provincial and Federal law.

**3.0 REVISION HISTORY**

| Date | Rev. No. | Change       | Ref. Section   |
|------|----------|--------------|----------------|
|      | 1.0      | New document | Not applicable |
|      |          |              |                |

**4.0 DEFINITIONS**

In this policy, these terms have the following meanings.

- a. **“City”** shall be defined as the Corporation of the City of Kingston.
- b. **“Committee”** shall be defined as the Pump House Steam Museum Committee.
- c. **“MFIPPA”** shall be defined as the *Municipal Freedom of Information and Protection of Privacy Act*.
- d. **“Ministry”** shall be defined as the Ministry of Citizenship, Culture and Recreation.
- e. **“Museum”** shall be defined as the Pump House Steam Museum.
- f. **“Standards”** shall be defined as the Standards for Community Museums in Ontario.

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## 13.0 COMMUNITY STANDARD

### COMMUNITY PARTNERSHIPS

There is a vital relationship between the Museum and the communities it serves. The Museum shall pursue, encourage and maintain appropriate community partnerships that promote its purposes. The Museum shall maintain public accountability through good governance as identified in the Museum's Governance Policy. There are four primary partner communities:

1. *Kingston residents*: The Museum is supported by the municipal tax base and is operated by the Cultural Services Department of the City of Kingston. The Volunteers come from the Kingston community, as well as many of the Museum's visitors, volunteers, and members of the Museum membership. The Museum's event sponsors come primarily from the Kingston business sector.
2. *Science and technology specialists (Professional & Hobbyists)*: The Museum is a significant steward of Canada's steam technology and model railway heritage. The Museum shall be actively engaged in providing a resource of the history of this and related technologies to researchers, students, and the general public. The Museum shall ensure it provides services and programs consistent with its statement of purpose that meet the needs and interests of this community.
3. *Cultural Tourism*: The Museum shall interpret the socio-cultural significance of its collection to the visiting public and through outreach activities as described in the Museum's Exhibition Standard. The Museum shall maintain regular, posted and advertised hours during which it is open to the public. These hours shall be reviewed annually. The Museum shall provide access by appointment on a year-round basis.
4. *Educational Groups*: The Museum shall prepare and present educational programs for a broad diversity of age groups and organizations in accordance with the Museum's Interpretation and Education Policy. In particular, the Museum shall promote and deliver education programs for school classes and other education groups. Tours shall be altered to meet the specific skills, needs and abilities of the groups. Programs shall be developed to focus on the specific age and development levels. A variety of activities shall be available to allow for choice and flexibility and include a range of subject areas. The school interpretation and education programming at the Museum shall incorporate components of current Ontario Curriculum documents.

The Museum shall maintain written assessments of each partnership activity.

### COMMUNITY PARTICIPATION

The Museum shall ensure that members of the communities it serves are involved in the Museum's decisions, goals and directions that may affect them or reflect on them through the publicly advertised and City appointed positions on the Committee. The Museum shall seek members of the community to participate in the volunteer opportunities and Museum activities. It is through this involvement and feedback that the Museum develops a number of its policies and procedures. Volunteers shall be recruited and trained in accordance with the

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Museum's Human Resource Policy and all volunteers' contributions shall be appropriately recognized and acknowledged. The Museum shall recognize outstanding volunteer contributions. The Programme Coordinator shall seek information about volunteer awards (municipally, provincially and nationally) and shall identify eligible volunteers for such awards. For all forms of public recognition, the Programme Coordinator shall require permission from the volunteer before submitting personal information.

### **COMMUNITY ACCESS**

In accordance with the City of Kingston's Accessible Customer Service policy and the Facility Accessibility Design Standards, the Museum shall endeavour to accommodate physical access for all members of the community to the Museum's collections, information, services and programs. The Museum shall also endeavour to provide equal access to information about the Museum's collections, services and programs through promotion.