
AGENDA



MUSEUMS OF MISSISSAUGA ADVISORY COMMITTEE

THE CORPORATION OF THE CITY OF MISSISSAUGA

www.mississauga.ca

TUESDAY, May 7, 2013 – 7:00 PM

**Benares Visitor Centre
1507 Clarkson Rd. N., Mississauga, ON**

Members

Jeremy Harvey, Citizen Member **(Chair)**
Joseph Zammit, Citizen Member **(Vice Chair)**
Councillor Jim Tovey, Ward 1
Councillor Pat Mullin, Ward 2
Lawrence Cook, Citizen Member
Wendy Davies, Citizen Member
Joyce Delves, Citizen Member
Fred Durdan, Citizen Member
Anne Fabierkiewicz, Citizen Member
John Pegram, Citizen Member
Tamara Pope, Citizen Member
John Van Camp, Friends of the Museums of Mississauga
Descendent of the Harris Family (*ex-officio*)

Contact: Mumtaz Alikhan, Legislative Coordinator
Office of the City Clerk 905-615-3200 ext. 5425 Fax 905-615-4181
mumtaz.alikhan@mississauga.ca

NOTE: This meeting will be followed by a Collections and Storage Subcommittee (CASS) meeting.

1. CALL TO ORDER
2. DECLARATIONS OF DIRECT (OR INDIRECT) PECUNIARY INTEREST
3. MATTERS TO BE CONSIDERED
Museums Collections Policy
RECOMMEND APPROVAL

OTHER BUSINESS

DATE OF NEXT MEETINGS

Collections and Storage Subcommittee (CASS) – Tuesday, June 4, 2013, 7:00 PM, Bradley Museum, The Anchorage

Museums of Mississauga Advisory Committee (MOMAC) – Monday, June 17, 2013, 6:00 PM, Benares Visitor Centre

ADJOURNMENT



Corporate Report

Clerk's Files

Originator's
Files

DATE: April 25, 2013

TO: Chair and Members of the Museums of Mississauga Advisory Committee
Meeting Date: May 7, 2013

FROM: Paul A. Mitcham, P.Eng., MBA
Commissioner of Community Services

SUBJECT: **Museums Collections Policy**

RECOMMENDATION: That the proposed Corporate Policy and Procedure entitled, "Museums Collections Policy" attached as Appendix 1 to the report dated April 25, 2013 from the Commissioner of Community Services, be endorsed.

BACKGROUND: The Museums of Mississauga are operated by the City of Mississauga's Culture Division and include Bradley Museum, Benares Historic House, and Leslie Log House. In addition, they manage a rich collection of items that preserve Mississauga's history. The Museums have adopted the Canadian Museums Association's Ethics Guidelines and are the only institution in Mississauga that meets the Ministry of Tourism, Culture and Sport's stringent Standards for Community Museums.

The Museums Collection

The Museums of Mississauga collection consists of natural or cultural (i.e. manmade) objects, materials and intellectual property directly owned by the Museums of Mississauga, and registered as part of its permanent collection, to be used for the exclusive purposes of preservation, research and presentation to the public.

The Museums also have an educational collection, which includes objects that are collected with the intent that they will be used by both the staff and members of the public for educational purposes.

The Culture Master Plan recommends additional financial resources and museum staff be retained to support expansion of the museum's collections and to offer more off-site exhibits with a wider range of themes. In addition, MOMAC, the Museums of Mississauga Advisory Committee, has advocated for more appropriate collection storage space and the development of a major museum to showcase Mississauga's unique history. Council, through GC0237-2011, have directed staff to develop the necessary plans and processes to further these goals. As a result, staff propose a Museums Collection Policy to provide guidance and ensure transparency of the collection process.

COMMENTS:

The proposed Museums Collection Policy, attached as Appendix 1, outlines the processes to be followed by staff when procuring objects for its collection. The policy also specifies the signing authorities associated with the various aspects of acquiring items for the collection.

The proposed Museums Collections Policy outlines:

- A collection code of ethics staff must adhere to;
- Criteria for acquisition of collections including purchasing and donations, and financial accountabilities;
- Management of in-coming and out-going loans of materials from the collection;
- Appraisals;
- Records management;
- Conservation of the collection; and
- De-accessioning.

STRATEGIC PLAN

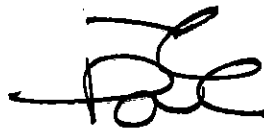
The Museum Collection Policy supports the ethical and professional collection and preservation of Mississauga's cultural heritage, for present and future generations. In doing so, it supports the "Connect" pillar of the Strategic Plan, by promoting our past and allowing residents to take pride in our history.

FINANCIAL IMPACT: There is no financial impact resulting from this policy.

CONCLUSION: The Museums Collection Policy, along with the Museum Collection Guidelines, formalizes the care and handling of the Museums of Mississauga's collection, and ensures that professional standard of care will continue to be met.

The Museums Collection Policy also provides The Museums of Mississauga with an excellent foundation to actively grow its collection as resources for additional museum quality storage space become available. This will ensure the preservation of the city's cultural heritage, and will provide a strong base for the creation of a future museum that tells the unique story of Mississauga's development as Canada's sixth largest city.

ATTACHMENTS: Appendix 1: Proposed Corporate Policy – Museums Collections



Paul A. Mitcham, P.Eng., MBA
Commissioner of Community Services

Prepared By: Annemarie Hagan, Manager, Museums and Traditions, Culture Division

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TAB: PROPERTY AND FACILITIES

SECTION: USE OF PUBLIC PROPERTY

SUBJECT: MUSEUMS COLLECTIONS

POLICY STATEMENT

The Museums of Mississauga's collecting mission has a specific focus on 1939 to the present, to represent the modern development of Mississauga. Museums of Mississauga will also continue to collect unique material related to all aspects of Mississauga's history.

PURPOSE

The purpose of this policy is to outline the roles and responsibility of staff; the criteria for the development of the Museums Collection; and the means of acquisition and disposal.

SCOPE

This policy applies to the development of the Museums Collection for the Museums of Mississauga.

This policy is supported by the Museums of Mississauga Guidelines (the "Guidelines"). The Guidelines will include additional procedural information relevant to staff's roles and responsibilities, as well as information on such topics as the Education Collection and the role of Museums of Mississauga Advisory Committee with respect to the Collection.

LEGISLATIVE REQUIREMENTS

The Museums of Mississauga is subject to all municipal, provincial, and federal legislation governing its Collection, specifically the *Firearms Act* that applies to antique firearms owned by Museums, and the *Municipal Freedom of Information and Access to Privacy Act* (MFIPPA) that may apply to Museums records. Museums staff will consult with the Access and Privacy Officer, Legislative Services, Office of the City Clerk, Corporate Services Department, to ensure compliance

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with MFIPPA if access to records is requested.

DEFINITIONS

For the purposes of this policy:

“Collection” means the assemblage of natural or cultural (i.e. manmade) objects/materials and intellectual property directly owned by the Museums of Mississauga, as a public trust, and registered as part of its permanent collection, to be used for the exclusive purposes of preservation, research and presentation to the public.

“Collections Supervisor” means the Collections and Exhibit Supervisor, Museums Mississauga, Community Services Department, or his or her designate.

“Director” means the Director, Culture Division, Community Services Department, or his or her designate.

“Education Collection” refers to an assemblage of objects that will be collected with the intent that they will be used by both the staff and members of the public for educational purposes, often in hands-on activities.

“Manager, Culture Operations” means the Manager, Cultural Operations, Culture Division, Community Services Department, or his or her designate.

“Manager” means the Manager, Museums and Traditions Mississauga, Community Services Department, or his or her designate.

“Museums” means all sites owned and operated by the Culture Division, City of Mississauga including: Bradley Museum; Benares Historic House; and Leslie Log House.

“Museums of Mississauga Advisory Committee” (MOMAC)

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means a volunteer committee, comprised of representatives of City Council and citizen members appointed by City Council to provide advice and recommendations to Council with respect to policy issues related to the City's Museums and Collection.

ADMINISTRATION

The Museums Collection is administered by the Museums of Mississauga Unit, Culture Division, Community Services Department. The Museums of Mississauga follow the Canadian Museums Association Ethical Guidelines, which were adopted by MOMAC, and adheres to the Ontario Ministry of Tourism, Culture and Sport's Standards for Community Museums in Ontario.

Museums of Mississauga retain the right to determine which materials will be displayed, either in public exhibitions or for on-line viewing by the public. Acceptance of an object into the permanent collection is not a guarantee that it will be exhibited.

ACCOUNTABILITY

Director, Culture

The Director, Culture, is responsible for:

- ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions;
- ensuring compliance with this policy;
- accepting donations with an appraised or perceived value of \$25,001, up to and including \$50,000;
- co-signing agreements with the Collections Supervisor for the loan of objects valued at more than \$25,000, both incoming and outgoing, as approved by the Collections Supervisor;
- approving purchases from a single source valued from \$25,001, up to and including \$50,000; and
- seeking approval from Council for purchases from a single source and/or donations valued at more than \$50,000.

Museums Manager

The Museums Manager is responsible for:

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- ensuring all applicable staff are aware of this policy and of any subsequent revisions;
- accepting donations with an appraised or perceived value from \$10,001, up to and including \$25,000;
- co-signing agreements with the Collections Supervisor for the loan of objects valued from \$10,001 up to and including \$25,000, both incoming and outgoing, as approved by the Collections Supervisor;
- approving purchases from a single source valued from \$10,001, up to and including \$25,000;
- consulting with MOMAC with regards to controversial or challenging decisions regarding acquisitions; and
- ensuring that MOMAC receives complete documentation of any de-accessions under consideration.

Collections Supervisor

The Collections Supervisor is responsible for:

- selecting donated objects for the Museums Collection with an appraised or perceived value up to and including \$10,000;
- reviewing donated objects for the Museums Collection with an appraised value of more than \$10,000 with the Manager;
- ensuring that the Manager is aware of any offered donations that have been declined;
- approving all objects for loan, both incoming and outgoing;
- signing all loan agreements for items valued at up to \$10,000;
- co-signing agreements with the Manager for the loan of objects valued at more than \$10,000, both incoming and outgoing;
- approving purchases from a single source with a value up to and including \$10,000;
- recommending when to de-accession materials and preparing all necessary documentation;
- ensuring appropriate measures are taken for the notification

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- to authorities, proper storage, and registration, if necessary, of any firearms and/or controlled substances; and
- ensuring registration system(s) documentation is maintained and updated on a regular basis, in accordance with this policy and any supporting guidelines.

CODE OF ETHICS

Museums of Mississauga staff must adhere to the following code of ethics:

- with the exception of items received through a bequest, staff must avoid the collection of items that are in direct conflict with the Museums' collecting mission and/or in conflict with Corporate Policy and Procedure – Human Resources – Conflict of Interest;
- staff must not act as dealers (i.e. regularly buying and selling items for profit) or assist members of the public in the acquisition or disposal of such items, except as part of their duties as employees of the City; and
- staff may not attempt to influence the behaviour of a vendor who is conducting business with the City in a manner that would prove advantageous to the employee's personal collection.

CRITERIA FOR ACQUISITION

The following criteria will be applied when acquiring objects for the Museum Collection:

- the object represents the modern development of the City of Mississauga during the period from 1939 to the present;
- if unrelated to the period from 1939, the material is unique and related to an aspect of Mississauga's history;
- in accordance with the Canadian Museums Association's Ethical Guidelines for Museums, no illicit materials or items made from endangered materials will be acquired;
- the object is suitable for research, exhibition and interpretation in a suitable historical context;
- the object does not require conservation of a level or

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complexity that is beyond the means of Museums (an exception may be made if a donor or other source is willing to provide funding to pay for any required conservation);

- duplicate and/or equivalent objects will not be acquired unless they have a specific function within the Museums' programmes; and
- the item can be properly stored.

ACQUISITION

Museums will not collect objects with the intent to trade, sell or de-accession the item. Material may be acquired through any of three methods: donation (including bequests), loan or purchase and must be conducted in accordance with the processes outlined in this policy.

Regardless of the method of acquisition, the transfer of ownership of an object to the City of Mississauga must be accompanied by the appropriate legal documentation. Objects that are sent or dropped off at a Museum without proper source information or documentation may not be accessioned into the Collection, but may be used in the Education Collection, used as exhibit material or disposed of by the Collections Supervisor.

Condition of Material

In general, objects accessioned into the Collection must be in reasonable condition so that the Museums may fulfil the goal of preservation with as little alteration as possible.

An exception will be the case of an item that is deemed to reveal a truly unique aspect of Mississauga's history. Museums may collect these items regardless of condition or level of alteration, with the stipulation that these alterations be noted in any related interpretive materials.

DONATIONS OF MATERIAL

Museums will accept donations in accordance with the Acquisition section of this policy. All donations will be

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reported to MOMAC in a timely fashion by the Collections Supervisor.

Appraisals of Donated Material

A donated object must be appraised within the taxation year to establish the fair market value. This amount will be shown on the official tax receipt if a tax receipt is required. If the object is valued at \$1,000 or less, the item may be appraised by a City staff person qualified to make the appraisal. If the object is valued at more than \$1,000 an outside, professional written appraisal is required. It is the donor's responsibility to have the item appraised. The appraisal should clearly establish the justification for the determination of value. The City will not recommend a specific appraiser to a potential donor, but may provide a list of acceptable appraisers from which the donor may select.

Appraisals done internally will be reviewed by the Manager and the Manager, Cultural Operations before any charitable gift receipt is requested from the Finance Division, Corporate Services Department. In the event that there is any question regarding the accuracy of an internal appraisal, a second external appraisal may be required before a receipt is requested. When a second, external appraisal is requested and received, the official tax receipt will reflect the value as established by the second appraisal.

Donation Receipts for Income Tax Purposes

Where requested by the donor, the Collections Supervisor is responsible for obtaining approval from the Manager and the Manager, Cultural Operation before requesting an official receipt for income tax purposes from the Manager, Corporate Financial Services, and must provide all relevant documentation. Official receipts for accepted donations having a fair market value of \$20 or more can be issued only when the Manager, Corporate Financial Services, determines that the donation qualifies under Canada Revenue Agency (CRA)

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guidelines.

Release of Donated Materials

When materials are donated, the donor will be asked to sign a gift form, in a form approved by Legal Services.

Any documents pertaining to the ownership of the object must be transferred to the Corporation. The Collections Supervisor is responsible for ensuring that all documentation is filed appropriately.

As property of the Corporation, the material will be used at the discretion of the City. The item may be stored, exhibited, loaned for exhibit or research purposes or de-accessioned and disposed of at the discretion of the Corporation.

LOAN OF MATERIALS

The Collections Supervisor will determine the suitability of materials considered for loan, either incoming or outgoing, and will advise the Manager, Risk Management of such loans in order to make arrangements for insurance, where appropriate.

Final approval for all loans rests with the Collections Supervisor. The Collections Supervisor will act as the Museums' signatory for all loan agreements up to a value of \$10,000. The Manager will act as the Museums' signatory for all loan agreements valued from \$10,001, up to and including \$25,000, while the Director will sign all loan agreements valued at more than \$25,000. All agreements will clearly state the duration and all conditions of the loan.

Incoming Collection Loans

Objects considered for incoming loan must be consistent with this policy and relate to the Museums' Collection mandate.

Museums will complete a detailed condition report on each incoming object. Any differences between the incoming condition report and the Museums' condition report will be

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noted and the lending institution will be notified immediately for the purpose of receiving appropriate compensation.

Outgoing Collection Loans

Museums strive to maintain the Collection in the best possible condition and to make it available to the public. Museums will therefore give careful consideration to any request for the loan of any part of its Collection.

Institutions are eligible to receive loans of objects from Museums if the loan is determined to assist Museums in fulfilling their mission (e.g. making its Collection available to the public). The recipient institution must meet the requirements necessary to insure minimum risk to the loaned Collection, as outlined below.

- institutions must be able to supply Museums with the following documentation confirming the presence of:
 - a) a functioning alarm system that is fully monitored
 - b) an adequate fire suppression system that is monitored by a fire department
 - c) sufficient humidity and temperature control to ensure the stability of the loaned objects
 - d) sufficient levels of staffing to ensure security of the object while being exhibited to the public
 - e) insurance sufficient to cover loss due to any peril from the time the object leaves the Museums until its return.
- at the discretion of the Collection Supervisor, the recipient institution must agree to an on-site inspection of the recipient institution prior to any loan being approved; and
- institutions must assume all costs associated with the appropriate climate controlled transportation of the loaned object(s) both to and from the recipient institution; selection

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of a third party to provide for the physical movement of the object(s) will be the responsibility of Museums.

A detailed condition report will be completed on each object before loan approval is given, with a second report completed at the termination of the loan agreement and before the object is reintroduced into the Collection. Loans will normally be approved for periods of up to one year. If appropriate, an extension may be granted, based on a detailed condition report completed at the time of the extension request and on the display needs of Museums.

The recipient institution will be responsible for the costs of any damage to the object while on loan. Repairs and return of the item to the City must be arranged by the recipient institution and be completed by a reputable conservator, as agreed to by Museums.

COLLECTION PURCHASES

Museums may purchase objects and/or collections that become available but that are not available by donation.

Purchases by Museums' staff for the Collection, including associated costs (e.g. shipping, appraisals), are exempt from the Purchasing By-Law. The following signing authority limits, based on the purchase cost of the object(s) only, will apply:

- up \$10,000 - Collections Supervisor
- \$10,001, up to and including \$25,000 - Museums Manager
- \$25,001 up to and including \$50,000 - Director.

Purchases valued at more than \$50,000 require Council approval.

REGISTRATION AND RECORDS MANAGEMENT

Museums will maintain a registration system(s) in accordance

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with professionally accepted standards and appropriate to each Collection. The system will include identifiable registration and catalogue information; documentation as outlined below; an image of the object; and de-accessioning details, if applicable. Acquisitions to the permanent Collection will be promptly entered into the registration system.

DOCUMENTATION

The Culture Division will maintain an inventory and complete documentation of all objects collected where such information is available, including:

- circumstances surrounding the object's discovery, method of acquisition (e.g. where, when and by whom) and cost, if any;
- name of the original owner/maker and provenance (a chronological history of the object);
- the object's original use;
- the location within Museums (items may also be displayed at the Civic Centre and in the City's public libraries or other temporary location) or if out on loan;
- condition status, including maintenance plan; and
- any other pertinent facts

In all cases, documentation must be sufficient to satisfy the Collections Supervisor that the object has been collected in accordance with the Canadian Museums Association Ethical Guidelines. The Collections Supervisor may request additional information to verify any documentation that is provided and may consult with Legal Services staff if required.

Museums may collect materials that have incomplete documentation, provided they contribute to a clearer understanding of the development of Mississauga within the context of the Museums.

Requests for access to Collection records must be made in writing to the Collections Supervisor.

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CONSERVATION OF COLLECTION

Museums are committed to the long term viability and conservation of their Collection by providing the physical environment, conservation services, and collection management procedures necessary to meet this responsibility. The Museums Conservation Guideline, maintained by the Collections Supervisor, outlines procedures such as Collection handling and environmental storage requirements. The Collections Supervisor will monitor environmental conditions existing in both storage and exhibit areas and will be responsible to report any significant changes to the Manager.

DE-ACCESSIONING FROM THE COLLECTION

It may become necessary to de-accession objects from the Museums Collection from time to time. Material may be de-accessioned for any of the following reasons:

- the object is discovered to be historically insignificant or a poor example;
- the object is no longer within the scope of the Museums' Collection mission;
- existence of a duplicate or equivalent object;
- irreparable damage and/or hazardous condition of the object which is beyond the capability of Museums to maintain;
- determination by Museums that the object was originally acquired illegally or unethically;
- repatriation or found to be more appropriate to the collection of another museum; and
- determination by Museums that the object(s) is not useful for research, exhibition or loan.

The initial review of items to de-accession will be the responsibility of the Collections Supervisor and will be reviewed and endorsed by the Manager and the Manager, Cultural Operations. Before being finalized, all de-accessions must be reviewed with MOMAC.

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De-accessioning of such items will be accomplished in the following manner:

- offered to another museum or cultural institution at no cost;
- offered for use in an educational collection at no cost;
- repatriated;
- destroyed before witnesses and/or in such a manner that prevents reassembling; or
- sold at public auction

All proceeds from the sale of items at auction will be transferred to the Arts Reserve. All de-accessioning will be fully documented by the Collections Supervisor and the records maintained as part of the Museums' permanent collection records.

Note: City employees, members of MOMAC and Museums volunteers are not permitted to purchase de-accessioned items. The sale of items will take place in a public manner and will be handled by a third party acting as an agent for the Museums. Additional information on the sale of items is available in the Guidelines.

REFERENCE:

LAST REVIEW DATE:

CONTACT:

For additional information contact the Museums of Mississauga, Culture Division, Community Services Department.