

Museums of Mississauga Advisory Committee

Date

2015/11/24

Time

6:00 PM

Location

Civic Centre, Committee Room A - Second Floor,
300 Civic Centre Drive, Mississauga, Ontario, L5B 3C1 Ontario

Members

Jeremy Harvey	Citizen Member (Chair)
Joseph Zammit	Citizen Member (Vice-Chair)
Karen Ras	Councillor - Ward 2
John Kovac	Councillor - Ward 4
Mira Coghlan	Citizen Member
Wendy Davies	Citizen Member
Joyce Delves	Citizen Member
Harris Family Descendent of the	Citizen Member
Fred Durdan	Citizen Member
Anne Fabierkiewicz	Citizen Member
Irfan Malik	Citizen Member
John Pegram	Citizen Member
Barbara Hazel Tabuno	Citizen Member

Contact

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<http://www.mississauga.ca/portal/cityhall/councilcommittees>

1. CALL TO ORDER
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3. DECLARATION OF CONFLICT OF INTEREST
4. MINUTES OF PREVIOUS MEETING **(Page 3)**
5. DEPUTATIONS
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 - 5.2. Museums and Heritage Planning Strategic Plan Discussion, Next Steps and Timetable
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Interim Recommendations for staff consideration - Community Vision Task Group and Engagement and Outreach Task Group
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9. DATE OF NEXT MEETING - January 19, 2016, Committee Room 'A'
10. ADJOURNMENT

City of Mississauga

Draft Minutes



Museums of Mississauga Advisory Committee

Date

September 15, 2015

Time

6:00 p.m.

Location

Benares Visitor Centre, 1507 Clarkson Rd. N., Mississauga, ON L5J 2W8

Members Present

Jeremy Harvey, Citizen Member (Chair)

Joseph Zammit, Citizen Member (Vice-Chair)

Councillor Karen Ras, Ward 2

Wendy Davies, Citizen Member

Fred Durdan, Citizen Member

Irfan Malik, Citizen Member

John Pegram, Citizen Member

Barbara Hazel Tabuno, Citizen Member

Mira Coughlan, Friends of the Museums of Mississauga

Descendent of the Harris Family (*ex-officio*)

Members Absent

Joyce Delves, Citizen Member

Anne Fabierkiewicz, Citizen Member

Councillor John Kovac, Ward 4

Staff Present

Stuart Keeler, Manager and Chief Curator

Mumtaz Alikhan, Legislative Coordinator

Find it online

<http://www.mississauga.ca/portal/cityhall/museumscommittee>

CALL TO ORDER – 6:04 p.m.

DECLARATION OF CONFLICT OF INTEREST

APPROVAL OF THE AGENDA

Approved (B. Tabuno)

PRESENTATIONS/DEPUTATIONS – Nil

MINUTES OF PREVIOUS MEETING

The Chair noted that it was his understanding that the Museums of Mississauga Mission and Vision Statements were presented in draft format for the Committee's consideration on March 9, 2015. Stuart Keeler, Manager and Chief Curator, advised that the Mission and Vision Statements were for the Committee's information for receipt. The Chair felt that the Statements should be brought back to the next meeting for consideration.

The Minutes of the previous meeting held on June 16, 2015 were approved as presented.

Approved (I. Malik)

MATTERS TO BE CONSIDERED

1. Task Group Updates:

The Chair advised that the Community Vision Task Group and the Engagement and Outreach Task Group have both met and reviewed their objectives. The aim is to ensure that as many of the objectives are met as possible by the end of this year. The Chair also said that next year, the plans of both the Task Groups will be more integrated with the Museums of Mississauga Plan. He noted that a number of the goals may change with the upcoming key stakeholder brainstorming sessions for the Museums and Heritage Planning Strategic Plan Review and subsequent recommendations from the Consultants.

(a) Community Vision Task Group Objectives:

1. To help clarify the role and value of a museum to the community;
2. To begin to understand what the community wants from the Museum;
3. To summarize the key rationale and talking points of why Mississauga needs a museum and what its purpose should be.

RECOMMENDATION

MOMAC-0014-2015

That the Updates from the Community Vision Task Group dated July 27, 2015, be received.

Received (W. Davies)

(b) **Engagement and Outreach Task Group Objectives:**

1. To determine how best MOMAC can engage with and energize residents, business, political and educational communities in Mississauga;
2. To identify the key groups/individuals with whom to engage;
3. To scope the broad themes of the content of an engagement strategy (taking into account the Museum Marketing Plan).

RECOMMENDATION

MOMAC-0015-2015

That the Update from the Engagement and Outreach Task Group dated September 1, 2015, be received.

Received (W. Davies)

2. **Museums of Mississauga Report**

Stuart Keeler, Manager and Chief Curator, Museums of Mississauga, clarified the purpose of the Museums and Heritage Planning Strategic Plan Review currently underway is to define a new direction for the Museums of Mississauga as it moves forward over a three to five year period, including a financial plan to City Council and new goals. As part of the consultation process, focus groups and brainstorming sessions will be held with key stakeholders including members of MOMAC and Friends of the Museums of Mississauga participating to provide a voice. He said it is an open process and that the Museums are for all residents of Mississauga extending beyond Clarkson. He noted that this is an important planning process as the last plan was reviewed eighteen years ago. There will also be community stakeholder survey to reach a broader audience of over 6000 using social media, City affiliates with direct involvement with Museums, youth groups including University of Toronto Mississauga, and ethnic and aboriginal networks. Mr. Keeler noted that a mid-point update will be provided at the November 24, 2015 MOMAC Meeting. He confirmed that MOMAC will have the opportunity to review the recommendations prior to consideration by General Committee and Council. It was noted that due to the limited space in The Log Cabin, the meeting in November will be held in City Hall.

Mr. Keeler updated the Committee with respect to activities at the Museums over the Summer months. He also reviewed Exhibitions and Upcoming Programming for the rest of the year including:

- Train Off Tracks! – Mississauga Derailment;
- *Wrapped, tied and tucked – South Asian Textiles of the everyday* and the *Sampradaya Dance Creations*;
- *The Family Camera Project* in collaboration with The Royal Ontario Museum;
- To celebrate a public presentation of the “*Skyinner Cup*” with the Consul General of Malta, Mayor Bonnie Crombie, Councillors Ras and Kovac to enhance national and international significance.

In response to I. Malik’s question regarding inviting ethnic media as each community likes to read their own newspapers, Mr. Keeler confirmed that several are included and he will also forward press releases to Mr. Irfan for Urdu translation.

Mr. Keeler advised that the recovery efforts from the water damage at The Anchorage sustained in Spring this year are nearly complete.

The Chair thanked Mr. Keeler for his comprehensive report and noted that it is heartening that Museums spaces are being used for programming and exhibits, and that future MOMAC meetings may have to be held at City Hall.

RECOMMENDATION

MOMAC-0016-2015

That the Memorandum dated September 9, 2015 entitled *Update on the Museums of Mississauga* from Stuart Keeler, Manager and Chief Curator, Museums of Mississauga, be received.

Received (J. Zammit)

3. Friends of the Museums of Mississauga Verbal Update

Mira Coghlan, Friends of the Museums of Mississauga (Friends) Representative, provided an update on the activities and successes during the summer months including:

- The very successful *On the Verandah* Concert Series attracted the highest number of attendees than prior years and a full report on funds raised will be provided at the next MOMAC meeting;

- The Benares Backyard Tour through Blue Venue Events was very successful and raised \$2000;
- The Gala held in June raised over \$22,000;
- Friends are comfortable delegating the responsibility to Museums staff to place electronic bids for artifacts to provide them the flexibility in order not to lose out on acquisitions awaiting approval;
- Friends have donated radio time on Haze Radio to Museums of Mississauga for advertisement time for the next three months.

The Chair thanked Ms. Coghlan for the update.

4. Items for Information - Nil

OTHER BUSINESS

There were no items of Other Business.

DATE OF NEXT MEETING

The next meeting of the Museums of Mississauga Advisory Committee is scheduled on Tuesday, November 24, 2015 in Committee Room A, City Hall, 2nd Floor, at 6:00 p.m.

ADJOURNMENT - 6:50 p.m.

List of Recommendations from MOMAC Working Party- Community Vision for Staff Review

Education

MOMAC recognizes the great value our educational outreach program has for our organization and the fact that it populates our museum sites with children who represent the future of our Museums and recommends that:

1. The Culture Division performs a yearly satisfaction survey with teachers and schools (potentially online) in May of each year to determine levels of satisfaction, areas for improvement and success in our efforts to link curriculum with our Museum sites.
2. Information that is distributed to schools is reviewed annually by the Culture Division.
3. Any information to the schools is sent to them at the end of the summer to ensure that teachers have access to that information at the beginning of the school year.
4. All information to schools is sent digitally and in print, and is copied to the school boards, so that they can disseminate the information.
5. The Culture Division explores greater uses of technology in their curriculum (i.e. Skype Classroom, development of an app, uses of social media to promote events and the Museums)
6. The Culture Division promote an extension of its curriculum to classroom based projects on significant events and people in the history of Mississauga (i.e. a STEM project on the Avro Arrow, a music project on Oscar Peterson etc)

Promotion

MOMAC recognizes the importance of raising awareness of the museums and recommends that:

7. The Culture Division continues to revitalize its marketing campaign to promote the Museums.
8. MOMAC and the Culture Division continue outreach to our community partners including, senior citizen, ratepayer, church and cultural or social groups to promote our Museums.
9. A special Seniors Rate entry fee be considered to encourage and accommodate our growing number of senior citizens.
10. The Culture Division strengthens its corporate partnerships to promote and support our Museum sites.

List of Recommendations from MOMAC Working Party- Engagement & Out Reach for Staff Review

Out Reach Materials

MOMAC recognizes that content produced for outreach presentations / community engagement should be accessible and consistent so that the messages conveyed are consistent across all occasions and recommends that:

- 11.** Museum staff formalize and key talking points for discussion and subsequent circulation to MOMAC and other stakeholders.
- 12.** Museum staff and the Engagement and Outreach working party work together to create a list of Q&As which can be used to supplement the talking points (Draft Q&A from working party in preparation)
- 13.** Museum staff make use of multi-lingual material wherever possible in printed and digital media

Communication Plan

MOMAC recognizes the absence of a focused communication museum and the importance of raising awareness of the museums and recommends that:

- 14.** The Culture Division creates a Communication Plan for the Museums which includes strategies and budgeted implementation plans for Digital, Media, PR, Events and collateral materials. In addition that within the Communication strategy roles for citizen advocates are incorporated and made clear.

Outreach

MOMAC recognizes the need for widening the involvement in Museum and in addition to the evolving exhibit and event programme, recommends that:

- 15.** An outreach / ambassador programme is established to widen membership in Friends (and subsequently MOMAC) to encourage wider geographic coverage and ethnicity. (Such a programme would need to be developed in conjunction with Friends of the Museums)

City of Mississauga Memorandum



To: Museums of Mississauga Advisory Committee
Meeting Date: November 24, 2015

From: Stuart Keeler, Museums Manager & Chief Curator

Date: November 6, 2015

Subject: Museums of Mississauga Deaccession Artifacts from the Collections

In 2014, the City of Mississauga conducted a standard audit review of the Mississauga Museums operations and policies. Within scope for this audit, the review focused on ensuring adequate controls were in place for the selection, acquisition, care, use, documentation, and disposal of the Museums' Collection. The audit was performed in accordance with the International Standards for the Professional Practice of Internal Auditing. Recommendation D3, within the audit report, stated that, "artifacts that are deemed unnecessary to the collection be deaccessioned from the collection". A deadline of December 31, 2015, was identified for completion of this task.

As a result of the recommendation, Museums Collections Staff have identified a preliminary list of 290 items for deaccessioning. The City of Mississauga's, Council approved, deaccessioning process is outlined within the Museum's Collections Policy (05-01-11). A copy of the Museum's Collection Policy can be found in appendix 2. The policy outlines: criteria for selecting artifacts to deaccession; the process for deaccessioning artifacts; and persons responsible for the deaccessioning process.

The deaccession process was led by the Museum's Collections Supervisor, Stephanie Meeuwse and reviewed by the Chief Curator and Manager of Museums, Stuart Keeler. In accordance with the City's Museums Collection policy, the items selected for deaccessioning were found to be: primarily in poor condition; a duplicate of another artifact of better quality; or they were no longer relevant to the Museum's collection. A complete list of the items identified for deaccession can be found in Appendix 1 to this memo.

In addition to the list of items identified in Appendix 1, Museums Collection staff will continue to review the Museum's Artifact collection to identify additional items that may warrant deaccessioning. An update on additional items for deaccessioning will be brought to the Museums of Mississauga Advisory Committee in the spring (2016).

Stuart Keeler
Museums Manager & Chief Curator

Encls:
Appendix 1: Deaccession List
Appendix 2: Museums Collections Policy (05-01-11)

Deaccession 2015

11/12/2015

Maintenance Notes: Is not empty

Object ID	Object Name	Maintenance Notes
BE2000.1.1	Bottle	Duplicate
BE2000.1.10	Bottle	Duplicate. Not relevant.
BE2000.1.13	Bottle	Duplicate. Not relevant.
BE2000.1.17	Bottle	Duplicate. Not relevant.
BE2000.1.18	Bottle	Duplicate.
BE2000.1.19	Bottle	Duplicate. Not relevant. Fair condition. Cap rusted.
BE2000.1.20	Bottle	Duplicate. Not relevant.
BE2000.1.22	Tin	Poor condition. Not relevant.
BE2000.1.23	Tin	Duplicate. Not relevant. Poor condition.
BE2000.1.24	Tin	Not relevant. Poor condition.
BE2000.1.25	Tin	Not relevant. Poor Condition.
BE2000.1.27	Tin	Not relevant. Poor Condition.
BE2000.1.29	Tin	Lid only. Not relevant. Poor condition.
BE2000.1.31	Bottle, Medicine	Duplicate. Not relevant.
BE2000.1.32.1-2	Bottle	Duplicate. Not relevant.
BE2000.1.34	Bottle	Duplicate. Not relevant.
BE2000.1.35	Bottle, Medicine	Duplicate. Not relevant.
BE2000.1.6	Bottle	Duplicate. Not relevant.
BE2000.1.9	Bottle	Duplicate. Not relevant.
BE2000.2.16	Apron	Poor condition. Duplicate.
BE2000.2.17	Dress	Poor condition. Duplicate.
BE2000.2.23	Stocking	Poor condition.
BE2000.2.25	Petticoat	Duplicate.
BE2000.2.31	Glove	Only one glove. Not relevant.
BE2000.4.1	Apron	Duplicate. Not relevant.
BE2000.4.10	Scarf	Poor condition.

Object ID	Object Name	Maintenance Notes
BE2000.4.4	Apron	Duplicate. Not relevant.
BE2000.4.5	Scarf	Duplicate. Not relevant. Poor condition.
BE2000.4.8	Apron	Duplicate. Not relevant.
BE2000.4.9	Apron	Duplicate. Not relevant.
BE2000.5.1	Wringer, Clothes	Duplicate. Not relevant.
BE2001.1.106 a-b	Jar	Duplicate. Not relevant.
BE2001.1.115	Muff	Duplicate. Not relevant. Poor example.
BE2001.1.116	Muff	Duplicate. Not relevant. Poor example.
BE2001.1.125	Knife, Carving	Duplicate. Not relevant. Not a good example.
BE2001.1.152 a-b	Glove	Poor condition.
BE2001.1.157	Finial	Not relevant. Poor condition.
BE2001.1.166	Bottle	Duplicate. Not relevant.
BE2001.1.19a-b	Jar, Food Storage	Duplicate. Not relevant. Only the lid.
BE2001.1.207	Bottle	Duplicate. Not relevant.
BE2001.1.208	Jar	Duplicate. Not relevant.
BE2001.1.245a-h	Screw	Duplicate. Not relevant. Poor condition.
BE2001.1.26	Funnel, Pie	Poor condition.
BE2001.1.27	Bottle	Duplicate. Not relevant.
BE2001.1.279	Remnant, Fabric	Duplicate. Not relevant. Poor example.
BE2001.1.280	Lace	Duplicate. Not relevant.
BE2001.1.281	Lace	Duplicate. Not relevant.
BE2001.1.282	Lace	Duplicate. Not relevant.
BE2001.1.284	Lace	Duplicate. Not relevant.
BE2001.1.285	Fabric	Duplicate. Not relevant.
BE2001.1.297	Shawl	Duplicate. Not relevant.
BE2001.1.305	Petticoat	Duplicate. Not relevant. Poor condition.
BE2001.1.30a-h	Peg	Duplicate. Not relevant. Parts of an unknown rope bed.
BE2001.1.324	Lace	Duplicate. Not relevant.
BE2001.1.325	Lace	Duplicate. Not relevant.

Object ID	Object Name	Maintenance Notes
BE2001.1.326	Lace	Duplicate. Not relevant.
BE2001.1.327	Remnant, Fabric	Duplicate. Not relevant.
BE2001.1.328	Remnant, Fabric	Duplicate. Not relevant.
BE2001.1.329	Remnant, Fabric	Duplicate. Not relevant.
BE2001.1.330	Lace	Duplicate. Not relevant.
BE2001.1.331	Remnant, Fabric	Duplicate. Not relevant.
BE2001.1.333a-b	Lace	Duplicate. Not relevant.
BE2001.1.340	Lace	Duplicate. Not relevant.
BE2001.1.341a-b	Remnant, Fabric	Duplicate. Not relevant.
BE2001.1.342	Shawl	Duplicate. Not relevant.
BE2001.1.343	Remnant, Fabric	Duplicate. Not relevant.
BE2001.1.344	Cloth	Duplicate. Not relevant. Poor condition.
BE2001.1.345	Nightgown	Duplicate. Not relevant. Poor condition.
BE2001.1.346a-b	Remnant, Fabric	Duplicate. Not relevant.
BE2001.1.347	Nightgown	Duplicate. Not relevant.
BE2001.1.350 a-d	Bowl, Dessert	Duplicate. Not relevant. Poor example.
BE2001.1.362	Fabric	Duplicate. Not relevant.
BE2001.1.374	Pillowcase	Duplicate. Not relevant. Poor condition.
BE2001.1.388-a-b	Remnant, Fabric	Duplicate. Not relevant.
BE2001.1.389a-b	Remnant, Fabric	Duplicate. Not relevant.
BE2001.1.390	Eggcup	Duplicate. Not relevant. Poor condition. One was broken into 5 pieces but not recommended to be conserved.
BE2001.1.391	Remnant, Fabric	Duplicate. Not relevant.
BE2001.1.396	Doily	Poor condition. Duplicate.
BE2001.1.401	Runner, Table	Poor condition. Poor example. Duplicate.
BE2001.1.404	Fan, Hand	Poor condition. Can't close anymore. Duplicate.
BE2001.1.405	Towel, Hand	Poor Condition.
BE2001.1.426	Knife	Duplicate. Not relevant. Poor condition.
BE2001.1.436	Bonnet	Poor condition.
BE2001.1.437	Blouse	Poor condition. Poor example.

Object ID	Object Name	Maintenance Notes
BE2001.1.439	Dish, Soap	Poor Condition.
BE2001.1.440	Bowl, Decorative	Poor condition.
BE2001.1.441	Spoon, Eating	Poor condition.
BE2001.1.448 a-b	Mold, Cake	Poor Condition. Duplicate.
BE2001.1.457	Mold, Cake	Poor condition. Not relevant.
BE2001.1.465	Tassel	Duplicate. Not relevant. Poor example.
BE2001.1.470	Basin	Duplicate. Not relevant. Poor example.
BE2001.1.472	Finial	Duplicate. Not relevant. Does not match furniture in collection.
BE2001.1.475 a-d	Lamp	Poor condition. Some of the glass is broken.
BE2001.1.479	Skirt	Poor condition.
BE2001.1.480	Trim, Textile	Duplicate. Not relevant.
BE2001.1.484	Remnant, Fabric	Duplicate. Not relevant.
BE2001.1.49	Ring, Curtain	Duplicate. Not relevant. Single curtain ring.
BE2001.1.490a-b	Remnant, Fabric	Duplicate. Not relevant.
BE2001.1.493	Remnant, Fabric	Duplicate. Not relevant.
BE2001.1.494a-b	Remnant, Fabric	Duplicate. Not relevant.
BE2001.1.495	Runner, Table	Duplicate. Not relevant. Poor condition.
BE2001.1.496	Doily	Poor condition. Poor example.
BE2001.1.497	Remnant, Fabric	Poor condition. Not relevant.
BE2001.1.498	Remnant, Fabric	Duplicate. Not relevant.
BE2001.1.50a-b	Jar, Food Storage	Duplicate. Not relevant.
BE2001.1.51a-b	Jar, Food Storage	Duplicate. Not relevant.
BE2001.1.53a-b	Jar	Duplicate. Not relevant.
BE2001.1.56a-b	Jar, Food Storage	Duplicate. Not relevant.
BE2001.1.58a-b	Jar, Food Storage	Duplicate. Not relevant.
BE2001.1.636	Remnant	Not relevant. Poor example.
BE2001.1.70	Jug	Poor condition.
BE2001.1.73	Dish, Serving	Duplicate. Not relevant. Poor example.
BE2001.1.81 c	Scrap	Not relevant. Poor condition.

Object ID	Object Name	Maintenance Notes
BE2001.1.81 e	Remnant, Fabric	Poor condition.
BE2001.6.2	Shawl	Poor condition. Not relevant.
BE2002.1.101	Soap	Poor condition. Duplicate.
BE2002.1.105	Soap	Poor condition. Duplicate.
BE2002.1.117 a-b	Candle	Poor condition. Not relevant.
BE2002.1.125	Toy	Poor condition.
BE2002.1.130	Saltcellar	Poor condition.
BE2002.1.131 a-j	Pencil	Poor condition. Duplicate.
BE2002.1.65 a-b	Hook, Crochet	Poor condition.
BE2002.1.68 a, b	Hook, Crochet	Poor condition.
BE2002.1.71	Hook, Crochet	Poor condition.
BE2002.1.90 a-b	Cleaner, Ink	Poor condition. Not relevant. Hazardous material.
BE2002.1.94	Pillbox	Poor condition. Poor example.
BE2002.1.97	Parasol	Poor condition. Duplicate.
BE2003.1.15	Dress	Poor condition. Duplicate.
BE2003.1.16	Pillowcase	Poor condition. Duplicate.
BE2003.1.20	Fan	Poor condition.
BE2003.2.114	Handkerchief	Poor condition. Duplicate.
BE2003.2.147	Pot, Chamber	Poor condition. Poor example.
BE2003.2.160 a-f	Bag, Needlework	Poor condition.
BE2003.2.161 a-d	Box	Duplicate. Poor condition.
BE2003.2.162	Necklace	Poor condition. Missing pieces and broken.
BE2003.2.19	Dipper	Duplicate. Not relevant. Poor example.
BE2003.2.20	Pot, Baking	Duplicate. Not relevant.
BE2003.2.21	Mortar	Poor condition.
BE2003.2.211 a-d	Frame, Picture	Duplicate. Not relevant.
BE2003.2.22	Cup	Duplicate. Not relevant.
BE2003.2.38	Basket, Trinket	Poor condition.
BE2003.2.9 a-c	Frame, Picture	Duplicate. Not relevant. Poor condition.

Object ID	Object Name	Maintenance Notes
BE2004.2.28	Bible	Poor condition. Missing pieces.
BE2004.2.28	Bible	Poor condition. Missing pieces.
BE2004.2.320	Book	Poor condition.
BE2004.2.87	Newspaper	Poor condition.
BE2004.2.94	Newspaper	Poor condition.
BE2004.6.158	Camisole	Poor condition. Duplicate.
BE2004.6.159	Glove	Poor condition. Poor example.
BE2004.6.162 a-d	Lace	Poor condition. Poor examples. Duplicate.
BE2004.6.163	Handkerchief	Poor condition. Duplicate.
BE2004.6.171	Remnant, Fabric	Poor condition. Duplicate.
BE2004.6.18	Necklace	Poor condition. Broken and missing pieces.
BE2004.6.26	Necklace	Poor condition. Poor example.
BE2004.6.41	Envelope	Poor condition.
BE2005.4.111	Jacket, Book	Poor condition.
BE2005.4.177	Box, Trinket	Poor condition. Poor example.
BE2005.4.183	Album, Postcard	Poor condition.
BE2005.4.99	Pitcher, cream	Poor condition. Poor example.
BE2005.7.6	Dress	Poor condition. Duplicate.
BE979.6.272	Lid	Does not match anything in the collection. Not relevant.
BE979.6.524	Trunk	No funds for conservation. In future will be put forward in a proposal as an item to be conserved by Friends of the Museums.
BR2009.1.26	Tree, Shoe	Duplicate. Not relevant.
BR2010.11.10.2	Sketch	Poor condition. Not relevant.
BR2010.11.10.3	Sketch	Poor condition. Not relevant.
BR2010.11.3	Painting	Poor condition. Not relevant.
BR2012.1.39	Tablecloth	Poor condition.
BR2012.1.49	Blanket	Poor condition.
BR976.1.7	Plane	Poor condition. Duplicate.
BR976.6.13	Lace	Duplicate. Not relevant.

Object ID	Object Name	Maintenance Notes
BR976.6.15	Lace	Duplicate. Not relevant.
BR976.6.21	Lace	Duplicate. Not relevant.
BR976.6.37	Lace	Duplicate. Not relevant.
BR976.6.38	Lace	Duplicate. Not relevant.
BR976.6.5	Lace	Duplicate. Not relevant.
BR977.14.12	Lace	Duplicate. Not relevant.
BR977.14.14	Lace	Duplicate. Not relevant.
BR977.14.16	Lace	Duplicate. Not relevant.
BR977.14.18	Lace	Duplicate. Not relevant.
BR977.14.19	Lace	Duplicate. Not relevant.
BR977.14.20	Trim, Textile	Duplicate. Not relevant.
BR977.14.2b	Lace	Duplicate. Not relevant.
BR977.14.2c	Lace	Duplicate. Not relevant.
BR977.14.31	Lace	Duplicate. Not relevant.
BR977.14.33	Lace	Duplicate. Not relevant.
BR977.14.38	Lace	Duplicate. Not relevant.
BR977.14.49a	Bodice	Poor condition.
BR977.14.49b	Sleeve	Poor condition.
BR977.14.49c	Bodice	Poor condition.
BR977.14.49d	Sleeve	Poor condition.
BR978.12.7	Shuttle	Poor condition. Poor example. Missing a part.
BR979.15.3	Undershirt	Duplicate. Not relevant.
BR979.17.1	Bolero	Duplicate. Not relevant.
BR979.17.13	Lace	Duplicate. Not relevant. Poor condition.
BR979.17.14	Lace	Duplicate. Not relevant.
BR979.17.15	Lace	Duplicate. Not relevant.
BR979.17.16	Skirt	Poor condition.
BR979.17.2	Lace	Duplicate. Not relevant.
BR979.17.3	Lace	Duplicate. Not relevant.

Object ID	Object Name	Maintenance Notes
BR979.17.5	Lace	Poor condition.
BR979.17.8	Lace	Duplicate. Not relevant. Poor condition.
BR980.15.4	Lace	Duplicate. Not relevant.
BR980.22.2	Lace	Duplicate. Not relevant.
BR980.9.6	Lace	Duplicate. Not relevant.
BR981.12.1c	Lid	Duplicate. Not relevant. Poor example.
BR981.2.2	Collar	Duplicate. Not relevant.
BR982.7.1	Doily	Duplicate. Not relevant. Poor condition.
BR983.6.2	Slip	Duplicate. Not relevant.
BR986.2.7	Ribbon, Textile	Poor condition.
BR989.2.1	Blanket	Poor condition.
BR989.2.4	Doily	Duplicate. Not relevant.
BR989.2.5	Doily	Duplicate. Not relevant.
BR989.6.14	Plane, Fore	Duplicate. Not relevant. Poor example.
BR989.6.15	Plane, Plow	Poor condition. Poor example. Duplicate.
BR989.6.17	Grater	Poor condition.
BR990.1.2	Bit, Twist	Duplicate. Not relevant.
BR995.1.101	Lace	Duplicate. Not relevant.
BR995.1.105	Lace	Duplicate. Not relevant.
BR995.1.110	Lace	Duplicate. Not relevant.
BR995.1.114	Lace	Duplicate. Not relevant.
BR995.1.115	Crochet	Duplicate. Not relevant.
BR995.1.122	Lace	Duplicate. Not relevant.
BR995.1.124	Lace	Duplicate. Not relevant.
BR995.1.138	Lace	Duplicate. Not relevant.
BR995.1.139	Lace	Duplicate. Not relevant.
BR995.1.141	Lace	Duplicate. Not relevant.
BR995.1.143	Ribbon, Textile	Duplicate. Not relevant.
BR995.1.156a-b	Lace	Duplicate. Not relevant.

Object ID	Object Name	Maintenance Notes
BR995.1.157a-b	Lace	Duplicate. Not relevant.
BR995.1.94	Pamphlet	Poor condition.
BR995.5.1	Doily	Duplicate. Not relevant.
BR995.8.3	Doily	Duplicate. Not relevant.
BRF.12.66	Cupboard	Painted a light red or salmon colour about 1966.
BRF.14.66	Chair	Repainted red to match traces of the original paint, circa 1966.
BRK.4.66	Mold, Candle	Poor condition. Duplicate.
BRT.1.66	Rug, Throw	Artifact vacuumed Jan 29th, 1981
BRT.18.67	Runner, Table	Duplicate. Not relevant.
BRT.51.68	Handkerchief	Duplicate. Not relevant.
BRT.62.71	Blanket	Duplicate. Not relevant. Poor condition.
BRT.85.73	Throw	Poor Condition.
BRU.80.69a	Plane, Smoothing	Duplicate. Not relevant.
BRX964.100.102	Wrench	Poor condition.
BRX964.100.113	Doily	Duplicate. Not relevant.
BRX964.100.128	Camisole	Duplicate. Not relevant.
BRX964.100.130	Towel, Hand	Duplicate. Not relevant.
BRX964.100.135a,b	Tablecloth	Duplicate. Not relevant.
BRX964.100.144	Froe	Poor condition.
BRX964.100.147	Corsage	Duplicate. Not relevant.
BRX964.100.15	Slip	Duplicate. Not relevant.
BRX964.100.17	Petticoat	Duplicate. Not relevant.
BRX964.100.185	Shawl	Duplicate. Not relevant.
BRX964.100.20	Plane, Smoothing	Duplicate. Not relevant.
BRX964.100.30	Remnant	Poor condition.
BRX964.100.57	Screwdriver	Poor condition. Duplicate.
BRX964.100.84	Knife	Poor Condition.
BRX964.27.1	Shawl	Duplicate. Poor Condition.
BRX964.29.1	Doily	Duplicate. Not relevant. Poor condition.

Object ID	Object Name	Maintenance Notes
BRX964.35.1	Nightgown	Duplicate. Not relevant.
BRX964.46.1a	Towel, Dish	Duplicate. Not relevant.
BRX964.46.1b	Towel, Dish	Duplicate. Not relevant.
BRX964.46.1c	Towel, Dish	Duplicate. Not relevant.
BRX964.46.1d	Towel, Dish	Duplicate. Not relevant.
BRX964.46.1f	Towel, Dish	Duplicate. Not relevant.
BRX964.48.1	Chemise	Duplicate. Not relevant.
BRX964.50.3	Doily	Duplicate. Not relevant.
BRX964.50.4	Doily	Duplicate. Not relevant.
BRX964.50.6	Doily	Duplicate. Not relevant.
BRX964.52.1b	Doily	Duplicate. Not relevant.
BRX964.52.1c	Doily	Duplicate. Not relevant.
BRX964.52.1d	Doily	Duplicate. Not relevant.
BRX964.52.3a	Doily	Duplicate. Not relevant.
BRX964.52.4	Doily	Duplicate. Not relevant.
BRX964.53.3	Clothing, Doll	Duplicate. Not relevant. Poor condition.
BRX964.54.2	Scarf, Bureau	Duplicate. Not relevant.
BRX964.61.3	Lace	Duplicate. Not relevant.
BRX964.63.2	Whisk	Poor condition. Duplicate. Not relevant.
BRX964.65.1	Undershirt	Duplicate. Not relevant.
BRX964.66.1	Curtain	Poor condition.
BRX964.69.1	Doily	Duplicate. Not relevant.
BRX964.71.1	Mat, Table	Duplicate. Not relevant.
BRX964.83.1 a	Doily	Duplicate. Not relevant.
BRX964.83.1 b	Doily	Duplicate. Not relevant.
BRX964.86.1	Doily	Duplicate. Not relevant.
BRX964.86.2	Doily	Duplicate. Not relevant.

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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 is to represent the modern development of Mississauga, with a specific focus on 1939 to the present. 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 responsibilities of staff; the criteria for the development of the Museums Collection; and the means of acquiring and disposing of Museums items.

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"), which are developed by Museums Mississauga, Community Services Department, Culture Division. 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, including 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

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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 with MFIPPA if access to records is requested.

DEFINITIONS

For the purposes of this policy:

“City” means the Corporation of the City of Mississauga.

“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.

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

“Museums of Mississauga Advisory Committee”, or MOMAC, 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 Museums of Mississauga Guidelines, the Canadian Museums Association Ethical Guidelines, which were adopted by MOMAC, the Museums Conservation Guideline and adhere 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 is responsible for:

- ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions;
- ensuring compliance with this policy; and
- signing agreements and/or authorizing acquisitions and loans in accordance with the Signing Authorities section of this policy.

Manager, Culture Operations

The Manager, Culture Operations is responsible for:

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- ensuring all applicable managers/supervisors are aware of this policy and of any subsequent revisions;
- ensuring compliance with this policy;
- reviewing the appraisal of items that are completed internally; and
- approving de-accessioning of materials as recommended by the Collections Supervisor.

Museums Manager

The Manager is responsible for:

- ensuring all applicable staff are aware of this policy and of any subsequent revisions;
- signing agreements and/or authorizing acquisitions and loans in accordance with the Signing Authorities section of this policy;
- reviewing the appraisal of items that are completed internally;
- approving de-accessioning of materials as recommended by the Collections Supervisor;
- consulting with MOMAC with regards to controversial or challenging decisions regarding acquisitions, as determined by the Museums of Mississauga Unit; and
- ensuring that MOMAC has an opportunity to review complete documentation (e.g. justification, disposal method) of any de-accessions under consideration.

Collections Supervisor

The Collections Supervisor is responsible for:

- accepting donated objects for the Museums Collection;
- accepting items that are transferred to the Museums Collection;
- ensuring that the Manager is aware of any offered donations that have been declined;
- selecting all objects for loan, both incoming and outgoing;
- signing agreements and/or authorizing acquisitions and loans in accordance with the Signing Authorities section of

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this policy;

- recommending the de-accessioning of materials to the Manager and Manager, Culture Operations and preparing all necessary documentation;
- ensuring appropriate measures are taken for the notification 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.

SIGNING AUTHORITIES

The following signing authorities, based on the total purchase cost of the item(s) in the acquisition only, will apply for Museums Collection acquisitions and loans, including signing of agreements, where applicable. The Culture Division should consult with Legal Services to determine the appropriate form of agreement to be used.

Donations, Transfers and

- up to \$5,000 - Museums Collection Assistant (full time) and

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Loans

Museums Collection Outreach Coordinator

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

Purchases

- up to \$5,000 - Museums Collection Assistant (full time) and Museums Collection Outreach Coordinator
- up to \$10,000 - Collections Supervisor
- \$10,001, up to and including \$25,000 - Museums Manager
- \$25,001, up to and including \$50,000 – Director
- more than \$50,000 - Council approval.

Purchases by Museums' staff for the Collection, including associated costs (e.g. shipping, appraisals), are exempt from the Purchasing By-Law.

CRITERIA FOR ACQUISITION

The following criteria will be applied when acquiring objects for the Museums 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 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

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- If the item can be properly stored.

METHODS OF 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), transfer 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 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 made in 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 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

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the official charitable donation receipt if a 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, including any related cost. 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 donation 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, an external appraisal may also be required before a receipt is requested. When an external appraisal is requested and received, the official charitable donation receipt will reflect the value as established by the external appraisal.

Donation Receipts for Income Tax Purposes

Where requested by the donor, the Collections Supervisor is responsible for obtaining approval from the Manager before requesting an official charitable donation 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) guidelines.

Release of Donated Materials

When materials are donated, the donor will be asked to sign a gift form/agreement, 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

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responsible for ensuring that all documentation is filed appropriately.

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

TRANSFERS

Items may be transferred to Museums from other City facilities or other museums. Museums will accept transfers in accordance with the Acquisition section of this policy. The Collections Supervisor will determine the suitability of materials acquired through transfer, including the appropriate location for display or storage, and will ensure all relevant documentation is provided with the item.

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.

The final decision for all loans rests with the Collections Supervisor. All agreements will clearly state the duration and all conditions of the loan and must be signed by the applicable signing authority.

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 provided by the lending institution and the Museums' condition report will be noted and the lending institution will be notified immediately.

Outgoing Collection Loans

Museums strive to maintain the Collection in the best possible

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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 (i.e. making its Collection available to the public). The recipient institution must meet the necessary requirements to ensure 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 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

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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. All purchases must comply with the Signing Authorities section of this policy.

REGISTRATION AND RECORDS MANAGEMENT

Museums will maintain a registration system(s) in accordance 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;

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- 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.

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

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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.

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

- offered to another museum or cultural institution;
- 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 (City employees, members of MOMAC and Museums volunteers are not permitted to purchase de-accessioned items. The public auction will be handled by a third party acting as an agent for Museums. Additional information on the sale of items is available in the Guidelines.)

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

REFERENCE:

GC-0409-2013- 2013 07 03

2015 01 30 – admin revision to allow acquisitions of up to \$5,000 by specific staff.

LAST REVIEW DATE:

CONTACT:

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

City of Mississauga

Memorandum



To: Museums of Mississauga Advisory Committee
Meeting Date: November 24, 2015

From: Stuart Keeler, Manager Museums and Chief Curator

Date: November 12, 2015

Subject: Museums Update from Manager, Museums & Chief Curator

- Exhibition rotation and VIP Opening – 97 visitors attended Wrapped Tied and Tucked at the Benares Visitor Centre and the Anchorage.
- Exhibition rotation at Leslie Log House, Train off Tracks! – with 135 visitors
- Skynner Cup | Consulate General of Malta and Mayor Crombie, Councillor Ras, Councillor Kovac with Friends of the Museums and MOMAC – 79 visitors attended
- Final push on Web Site for Museums with Culture Division | Museums pages in current progress
- 2016 Work Plan for Museums staff – new projects, programmes and emphasis with new community partners and collaborators.
- In development with ROM, AGM, Ryerson, U of T and Savannah Georgia Archives for 2017 planning.
- Fence and Garden upgrade for 2016 – through Community Foundation of Mississauga and FOM.
- Landscape and Anchorage side
- Deaccession of Collection as per Internal Audit | Ongoing review and action
- Review of basement flooding and move-in strategy for end of November, collections storage in progress
- Review and reanimation plan for 2016 | Bradley and Benares with digital engagement and learning
- Strategic Planning Focus Groups and process with TCI Consultants
- Marketing and Communications 2016 – with Manager of Cultural Operations (web and content)
- Publication of Education planning and projects for 2016

- Hire of Global Language Interpreters and new French Immersion teachers at Museums
- Exhibitions and ongoing research
- Development of Community Strategy and Museums staff-marketing
- Customer Service Training and Diversity Training for Museums staff – Oct/Nov/2015-Jan 2016
- 2016 Maple Magic overhaul and reanimation within the thematic of “Canadiana” with Charles Pachter and Margaret Atwood alongside new projects and engagement onsite.

Museums | Engagement Exhibition Debrief June 18th – September 27, 2015
Stick Bat Ball exhibition at the Anchorage, An Ideal Souvenir at Benares Visitor Centre.

The Museums of Mississauga are proud to partner with the residents of our community to showcase collections, ideas and concepts relevant to Mississauga, 905 and Peel region communities. We serve to present an exceptional collection of historic house museums with the goal to create a meaningful dialogue on a shared past, a collective present and a collaborative future. By presenting relevant exhibitions, educational programs and innovative engagement experiences, the museums connect the public with the story of Mississauga's heritage shaped by Canadian identity and our global context.

The exhibition **Stick, Bat, Ball** at the Anchorage and **An Ideal Souvenir** at Benares Visitor Center show generated great interest and feedback from the community, including record breaking attendance at Doors Open, and during the run of the exhibit, Opening June 18th to September 27th

Total visitors to both exhibitions numbered – 3363
Total visitors that engaged in Tours of the Heritage Houses – 497
Total number of visitors that attended Museum events – 2401

Digital engagement and social media and marketing initiatives included:

- Approximately 71 tweets (Museums account). During the exhibition, the Culture Division / Museums tweets earned 13,222 impressions. (Museums account)
- Approximately 102 Facebook post interactions. During the exhibition, the reach of Museums Facebook page posts totalled 859 and Facebook content about the Museums and posts received an estimated 12,000 impressions
- Digital promotions included:
- Homepage feature and information on the exhibitions, events and press pages of the Museums website from May to September 29.
- A posting on the City Main Information Page - listed both exhibitions.
- Reader-board scrolling screens in 19 community centres around the city, reaching approximately 500,000 commuters over a four month period.
- Digital screens on Mississauga Celebration Square, seen by approximately 45,800 visitors per month

- Computer screensavers in Mississauga Central Library, reaching over 64,000 visitors per month, and inclusion in the Mississauga Library newsletter, which reaches over 71,000 subscribers.
- Weekly listing in Ontario Association of Art Galleries (OAAG) digest
- Ontario Museum Association – listing on website
- Exhibition and Text Banner on the City of Mississauga Website
- Listing in Mississauga Arts Council's MACTivities, which has over 14,000 subscribers.
- Email signature of 9 staff members, sent in over 5,000 emails to national, regional and international audiences.
- Promotional cards were designed and printed: 1000 print run of each exhibition.

The exhibition generated great conversations with visitors. Some selected comments are excerpted below:

- "An amazing show of such diverse interesting and amazing glimpses into the mind of collectors."
- "I can't decide which one is my favourite, love the Mountie show, I want to come back."
- "Thoughtfully presented and thank you."



Stuart Keeler,
Manager Museums and Chief Curator

Key Messages | Museums of Mississauga

Mission:

- Museums of Mississauga present an exceptional collection of historic house museums with the goal to create a meaningful dialogue on a shared past, a collective present and a collaborative future.
- By presenting relevant exhibitions, educational programs, and innovative engagement experiences, the Museums connect the public with Mississauga's story which is shaped by our Canadian identity and global context.

Future Vision:

- **Living Heritage** - honours the unique importance of each human life of the past, present and future, and is an inclusive concept that recognizes the desire to connect with others and share our stories.
- Our historic houses and sites offer insight into the lived experiences of their past residents, while our own life experiences are creating a living history of this time.

Community Engagement:

- **Develop and foster a sense of community identity** through inter-cultural awareness, advocacy, relevancy and dialogue with all the communities of Mississauga.
- **Situate Mississauga in a global context**, within an historical continuum while simultaneously creating innovative projects, programs and meaningful experiences that are inclusive of all.
- **Maintain a friendly visitor experience within the Museum environments** is essential to success, one that is collaborative, professional, creative, engaging and respectful of all.
- Present relevant topics, issues and projects that engage and relate to this time; promotes understanding of the importance of heritage, arts, literature and history.

City of Mississauga Memorandum



To: Museums of Mississauga Advisory Committee
Meeting Date: November 24, 2015

From: Legislative Services/Office of the City Clerk

Date: November 13, 2015

Subject: 2016 MOMAC Meeting Schedule

The Museums of Mississauga Advisory Committee (MOMAC) meets on a quarterly basis each year on the 3rd week, however, due to the Museums and Heritage Strategic Plan Review, there will be an additional meeting scheduled in January. The exception to the 3rd Tuesday rule is the November meeting, which is the fourth Tuesday to minimise the gap between the next one scheduled in March of the following year, unless otherwise advised at the call of the Chair.

The schedule for 2016 is as follows:

Tuesday, January 19
Tuesday, March 22
Tuesday, June 21
Tuesday, September 20
Tuesday, November 22

The Meetings on January 19 and March 22, 2016 will be held in Committee Room 'A', 2nd Floor, City Hall, as the *Log Cabin* at Bradley House is unavailable due to program bookings. The *Log Cabin* is in increasing demand for Museums exhibits and program bookings, and both *The Anchorage* and the Benares Visitor Centre spaces are dedicated to exhibits exclusively. It is therefore suggested for the Committee's consideration that future MOMAC meetings be scheduled at City Hall at 6:30 p.m. Coffee and tea will be provided.

Please ensure the Clerk's Office is informed of your attendance in advance of meetings so that quorum issues can be anticipated and dealt with accordingly.

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