

**STAFF REPORT: COMMUNITY SERVICES DEPARTMENT**



**REPORT TO:** Committee of the Whole  
**MEETING DATE:** November 10, 2014  
**REPORT NO.:** DOR.14.37  
**SUBJECT:** Canadian Museum Operating Grant Update  
**PREPARED BY:** Shawn Everitt, Director of Community Services

**A. Recommendations**

THAT Council receive Staff Report DOR.14.37, "Canadian Museum Operating Grant Update" for information purposes only.

**B. Background**

The purpose of this report is to provide an update to correspondence that was received from the Ministry of Tourism, Culture and Sport that is included in the November 10, 2014 Committee of the Whole correspondence.

The correspondence from the Ministry of Tourism, Culture and Sport provides notification that the Craigeleith Depot failed to meet two of the ten standards for Community Museums in Ontario. This notification also identifies that the Depot will not be eligible for the Canadian Museum Operating Grant that we have typically received in the amount of \$12,130 since 2008. It is important to clarify that this ineligibility is limited to the Grant funding in 2014 and staff continues to develop the written standards. Equally important to note is that the current Depot operations ensure that the provision of excellent care and management of the facility and all materials is met and of the highest importance to the Town. The last two years in particular have seen extensive enhancements in the digital cataloguing of the entire artifact inventory, total facility humidity control enhancements, accessioning and deaccessioning policies and procedures as well as an enhanced role of the Museum Advisory Committee involvement in the accessioning and deaccessioning process. An emphasis on artifact loan and donation status has also been a priority to staff and nearing its completion.

Beginning in 2013 staff worked with the Museum Advisory Committee and Collingwood Museum Staff with the development of the ten required standards and submitted the Standards package in September 2013. The development of the standards also used a number of other museum approved Standards as guidance. The feedback received in late 2013 from the original submission identified the following items that were outstanding;

1. Interpretation & Education policy
2. Example of program planning process (objectives, evaluation to determine whether each objective is met)
3. Physical Plant maintenance manual including interior/exterior inspection checklist
4. Collections policy particularly deaccessioning
5. Conservation policy

6. Preventive conservation training schedule
7. Housekeeping schedule for artifacts on exhibit and in storage
8. Procedures for staff and volunteers to ensure the methods used for attaching accession numbers to artifacts and specimens are selected to avoid causing damage to the object.
9. Emergency & disaster procedures address disaster recovery procedures for collection.

At that time, the Ministry identified that June 30<sup>th</sup>, 2014 was the deadline for the revised submission. Staff completed the revised documents and received Museum Advisory Committee approval of the Standards and resubmitted for Ministry review in May 2014. Staff contacted the Ministry on October 7, 2014 requesting an update on the status of the Standards review process. The Ministry at that time noted that the documents were in the final stages of being reviewed and that they the Ministry was anticipating that all museums in the Community Museum Operating Grant program would receive individual responses within the next month. The above noted correspondence was received and dated October 22, 2014.

Staff has contacted the Towns Museum and Heritage Advisor who is the Ministry Representative and has formally requested the detailed feedback documentation, and also has requested a meeting with the Advisor to review the latest submission in detail to understand the deficiencies. Staff has confirmed the continued assistance of our Collingwood Museum partners with remedying the outstanding deficiencies of the Standards and identified this project as the immediate priority. Staff has recommended that the next submission of Standards be reviewed with Ministry Staff prior to the final submission to the Ministry. The Ministry has confirmed that once the standards are approved the Craighleith Depot would be eligible for the 2015 Canadian Museum Operating Grant.

### **C. The Blue Mountains' Strategic Plan**

Supporting the development of social and recreational programs to meet the broad range of needs in the community.

### **D. Environmental Impacts**

None at this time

### **E. Financial Impact**

Loss of \$12,130 revenue from the Canadian Museum Operating Grant funding for 2014.

Staff has identified the option to utilize funding from the Craighleith Depot Reserve fund in the amount of \$12,130 to offset loss of 2014 Grant funding.

At the end of 2013 this reserve had \$24,210 with an additional \$5,000 being transferred into the reserve in 2014. If request for partial funding from the Ministry is unsuccessful the replacement funds for the 2014 grant are withdrawn from the reserve it will have a balance of \$17,080 at the end of 2014.

**F. In Consultation With**

Craigleith Heritage Depot Museum Advisory Committee  
Collingwood Museum Staff  
Ruth Prince, Acting Treasurer  
Sam Dinsmore, Financial Analyst

**G. Attached**

1. Ministry of Tourism, Culture and Sport Correspondence

Respectfully submitted,

***Shawn Everitt***

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Shawn Everitt, Director of Community services

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OCT 22 2014

Her Worship Ellen Anderson, Mayor  
Town of The Blue Mountains  
32 Mill Street  
PO Box 310  
Thornbury, ON N0H 2P0

Dear Mayor Anderson:

**Re: CMOG 2014-15 Application File Number: 2014-05-1-29090574**

We regret to inform you that the Craigeith Heritage Depot has again failed to meet two of the *Standards for Community Museums in Ontario* and the museum is ineligible for a Community Museum Operating Grant (CMOG) in 2014-15.

On December 17, 2013 the Craigeith Heritage Depot was notified that it had again failed one or more of the *Standards for Community Museums in Ontario* and the museum was given until June 30, 2014 to submit the required revisions. The museum's eligibility to receive CMOG funding in 2014-15 was conditional upon meeting all ten Standards.

Upon review of the documents submitted, the following deficiencies were identified:

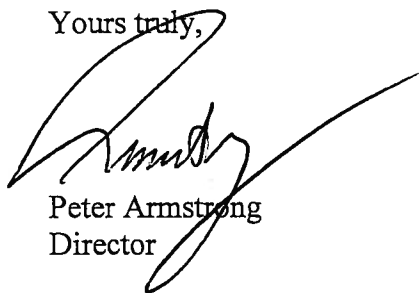
- Interpretation and Education Standard – The Interpretation and Education policy does not meet Standard requirements after three attempts. No examples of program planning (objectives with related evaluation) were submitted as required.
- Conservation Standard - Three months of environmental readings and spot checks for light levels were not provided as directed in October 2012. Schedules for preventive conservation training were not provided. Housekeeping for artifacts on exhibit and in storage are addressed by contract cleaner twice weekly and it is unclear whether this cleaner has received preventive conservation training as is indicated in policy. The museum's Conservation policy does not meet the Standard's requirements and contains several inaccuracies.

The museum may reestablish its eligibility for CMOG funding in future years if:

- the museum has demonstrated that it is again meeting the *Standards for Community Museums in Ontario*; and,
- there are funds available to support re-admission.

The Ministry's Museum Advisory Services continue to be available to the museum. If you or museum staff have questions regarding the museum's status, please contact Museum and Heritage Advisor Elka Weinstein directly at 416-325-4561 or email [elka.weinstein@ontario.ca](mailto:elka.weinstein@ontario.ca).

Yours truly,

A handwritten signature in black ink, appearing to read "Peter Armstrong", written over a large, stylized flourish that extends to the right.

Peter Armstrong  
Director

c. Mr. Shawn Everitt, Director of Recreation