



Committee of the Whole Report

Report Number: ED2022-033

Meeting Date: June 7, 2022

Title: City of Kawartha Lakes Artifact Policy

Description: Implementation of the Proposed Artifact Policy

Author and Title: Laura Love, Economic Development Officer- Curatorial Services

Recommendations:

That Report ED2022-033, **City of Kawartha Lakes Artifact Policy**, be received;

That the policy entitled City of Kawartha Lakes Artifact Policy, appended to Report ED2022-033, be adopted, numbered and inserted in the Corporate Policy Manual; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Council Meeting of December 11, 2018, Council adopted the following resolution:

CR2018-646

That Report CAO2018-007, Council Policies- Updates, be received;

That the policy entitled Council Expense Policy, attached as Appendix B to Report CAO2018-007, be adopted and numbered for inclusion in the City's Policy Manual, replacing all predecessor versions;

That the policy entitled Council Committee, Board and Task Force Policy, attached as Appendix D to Report CAO2018-007, be adopted and numbered for inclusion in the City's Policy Manual, replacing Policy 028 CAO 002 Non-Legislated Committees of Council;

That the policy entitled Code of Conduct and Ethics – Members of Committees, Boards & Task Forces, attached as Appendix E to Report CAO2018-007, be adopted and numbered for inclusion in the City's Policy Manual;

That the following Council policies be rescinded:

- Policy 037-CAO-006 – Artifacts
- Policy 038-CAO-023 – Archives Program
- Policy 101 CAO 018 - Sale of Municipal History Books
- Policy 131-CAO-023 - Definitions for Policies relating to Electronic Records and Information Technology Assets
- Policy 139-CAO-031 – Management of E-mail Records

At the Council Meeting of April 20, 2021, Council adopted the following resolution:

CW2021-098

That Report CAO2021-005, Olde Gaol Museum, be received;

That the CAO be authorized to establish and accelerate the Cultural Master Plan and recruit for, a municipal museum curator, or equivalent, as soon as possible, and to be an established position with the Economic Development Division; and

That this position be funded through the 2021 Operating Budget.

In 2018, the Artifact Policy was rescinded as the City of Kawartha Lakes was not actively managing an Artifact Program. With the addition of the Economic Development Officer- Curatorial Services position and the re-establishment of an Artifact Program to care for the permanent artifact collection, it is important that an Artifact Policy be implemented as this policy will establish the principles that outline the parameters by which the City of Kawartha Lakes Artifact Program shall become the official repository for 3-D objects at the City.

This report addresses this direction.

Rationale:

The implementation of an artifact policy for museums, heritage organizations, artifact collections, is best practise, as it sets forth the long term and immediate goals of the museum or heritage organization with respect to managing its collections and the acquisition of artifacts. These policies provide a crucial foundational document through which staff responsible for the artifacts can rely on to inform procedural documents and their execution.

Artifact Policies provide standards and consistency for the care and management of an artifact collection. These policies also recognize the nature of the collection and collection management responsibilities, and it considers present practice, professional and museological standards, collection management issues, and planning for the future. The proposed City of Kawartha Lakes Artifact Policy recognizes that the cultural assets held in trust by the City of Kawartha Lakes are a tangible representation of the community's heritage that not only adds to the vibrant cultural platform within the City, but will lend itself to research, interpretation and celebration of the City's history.

The proposed Artifact Policy provides the framework for guidelines of care and management of the City of Kawartha Lakes permanent artifact collection. The Policy will define the scope of the City's artifact collections, how the collection is made available to the public, outline the code of ethics, detail where the artifact collection is to be stored, outline the responsibilities of staff and help facilitate the development and management of the collection. This policy will also ensure the highest professional standards of collections care in accordance with provincial and federal legislation.

The proposed policy will apply to the City of Kawartha Lakes artifact collection, including the artifact collection located at Maryboro Lodge Fenelon Falls Museum. With guidance and support from the Maryboro Lodge Fenelon Falls Museum Committee of Council and through their Terms of Reference, this Policy will assist with the highest standards of care, the continuance of the museum's important and unique work under the City of Kawartha Lakes Artifact Program.

This policy acknowledges and respects the unique and important artifact collection that is displayed, interpreted and stored at the Maryboro Lodge Fenelon Falls Museum.

This Policy does not apply to local historical societies, boards or heritage sector staff that have ownership and control over its own artifact collections and records.

While working to refine the draft Artifact Policy, the document was shared to the local City of Kawartha Lakes heritage sector, requesting their feedback and recommendations going forward. Though this policy does not apply to heritage and other organizations that collect artifacts that are not City owned, a commitment was made to these organizations that artifact policy development was to be done with consultation for the benefit of mutual collaboration and capacity building within the sector. All feedback that was given through out this process was considered in the context of best practice and best interests of the City and implemented in the proposed policy.

Staff will not only work with the City of Kawartha Lakes Archival Program and within the Economic Development Division to continue to build the City's heritage programming, it will also work closely with Maryboro Lodge Fenelon Falls Museum Committee of Council and with local heritage organizations to ensure a holistic and respectful approach to collections development and heritage support.

Following adoption of a Council Artifact Policy, staff will develop associated Management Directives and/or Standard Operating Procedures to implement the Artifact Program.

Other Alternatives Considered:

As an alternative to current recommendations, Council may decide to adopt the policy in part, or consider altering specific language in the proposed policy, however, as this policy has identified and enacts clarity where gaps exist, this is not recommended.

Alignment to Strategic Priorities

The Artifact Policy implements the Kawartha Lakes Strategic Plan priorities:

- An Exceptional Quality of Life
- Good Government

The proposed Artifact Policy will effectively manage and according to best practises, care for, the heritage artifact assets of the City of Kawartha Lakes.

This policy also aligns itself with the strategic priorities identified and outlined within the 2020-2030 Cultural Master Plan:

The Kawartha Lakes Culture in 2030 Vision Statement is:

Kawartha Lakes is widely known for its thriving cultural sector. Residents and visitors alike enjoy a wide range of cultural activities, destination and events provided by a well-resourced and connected community of engaged stakeholders including the municipality, which contributes to a vibrant quality of life and a prosperous local cultural economy.

The Culture in 2030 vision statement will come to fruition with the proposed Artifact Policy in many ways, especially through the following Cultural Master Plan strategic priorities and recommended actions:

Priority One: Build Cultural Sector Capacity Objective 2. Hire a professional conservationist/curatorial staff person to oversee and assist in the management and care of museum, gallery and municipal collections

Priority Six: Collaborate and Build Partnerships Objective 4. Museums and galleries work together to improve their collections, share knowledge to develop collections policies that reflect each museum's identify and mission to maximize their success.

Museums and historical societies across the Kawartha Lakes region were invited to take part in reviewing and providing feedback on the draft policy.

This policy will not only identify the principles by which the City of Kawartha Lakes collects and cares for the artifact collection, it also has the ability to act as a standard for supporting other local heritage institutions.

Financial/Operation Impacts:

There are no significant or immediate financial impacts that are required for the policy presented in this report.

Any future impacts as a result of this policy will be considered as part of the Economic Development Operating budget, or considered through the regular budget process.

Consultations:

Boyd Heritage Museum
Manvers Historical Society
Maryboro Lodge- Fenelon Falls Museum, Committee of Council
Kawartha Art Gallery
Kawartha Lakes Museum and Archives
Kawartha Settlers Village
Kinmount Railway Station and Sawmill Museum
Kirkfield and District Historical Society Museum
Senior Management Team
Manager of Corporate Records and Archival Services
Manager of Economic Development

Attachments:

Appendix A –Draft Artifact Policy



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Policy DRAFT.docx

Department Head email: rholy@kawarthalakes.ca

Department Head: Richard Holy, Director of Development Services