

# QEMA Policy Manual

## SECTION 1: PREAMBLE

### BACKGROUND

The Quinte Educational Museum and Archives (hereafter referred to as QEMA) became a registered non-profit organization in 1979 to tell the story of education in Ontario, using Prince Edward County as an example and as a primary source of museum material. Using artifacts and interpreters, QEMA encourages interest in both the history of education as well as the teaching profession. The interest developed would also support Canadian Studies and the Ontario Curriculum in Social Studies/History. QEMA also has worked to collect and preserve artifacts and records; as well as provide an archives and library for social and educational research.

In 2003, a policy manual was developed to provide all members with governance regulations. The detail of the polices has continued to develop in order to give clear organizational guidelines. The manual has been developed to guide volunteers, members, executive members and the curator/project manager.

### Layout of the Manual

The manual is divided into nineteen sections.

They are:

1. **Preamble**
2. **Board 'Ends'** Ends are organization, historical, educational, and professional goals that enhance the worth of the organization, its members, and the community.
  - 2.1. QEMA's Vision
  - 2.2. Fulfilling the Vision
3. **Role of the Curator/Project Manager**
4. **Executive Limitations** 'Executive Limitations' are the parameters the Board places on the Curator/Project Manager's authority. These limitations also establish the boundaries for activites and decisions listed.
  - 4.1. Executive Limitation Statement
  - 4.2. Communication and Counsel to the Board
  - 4.3. Budgeting/Forecasting
  - 4.4. Financial Condition Page

5. **Board ‘Means’** These are the constraints the Board imposes on how it will achieve the Ends.
  - 5.1. General Means Policies
    - 5.1.1. Strategic Directions and Priorities
    - 5.1.2. Annual Meeting
    - 5.1.3. Terms of Office
    - 5.1.4. Annual Report
  - 5.2. Financial Means Policies
    - 5.2.1. Financial Instruments
    - 5.2.2. Cheque Signing Authority
6. **Governance** This section specifies how the Board develops, carries out and monitors its own tasks.
  - 6.1. Memberships
    - 6.1.1. Classes of Membership
  - 6.2. Board Members’ Code of Ethics
  - 6.3. Role of Individual Board Members
    - 6.3.1. General Expectations
    - 6.3.2. Fiduciary Responsibilities
    - 6.3.3. Meetings
  - 6.4. Role of the Chair
  - 6.5. Role of the Vice-Chair
  - 6.6. Role of the Past Chair
  - 6.7. Role of the Secretary
  - 6.8. Role of the Treasurer
  - 6.9. Emergency Powers
7. **Exhibitions** These policies outline how and why exhibition schedules are set, installed and presented to the public.
  - 7.1. Purpose of Exhibits
  - 7.2. Development
  - 7.3. Accessibility
8. **Collections and Conservation** These policies outline how the collection of objects, archives, books and photographs is developed and managed.
  - 8.1. Purpose
  - 8.2. Policy
  - 8.3. Core Areas of Collection
  - 8.4. Intermediate

## 8.5. Peripheral

### 8.5.1. Conditions

## 8.6. Care of Collections

## 8.7. Deaccessioning

## 8.8. Disposals

## 8.9. Loans

9. **Interpretation and Education** These policies define the scope and philosophies of the interpretation and education programs QEMA offers to the public.

### 9.1. General Philosophy

### 9.2. Aims & Objectives

### 9.3. Types of Programs

### 9.4. Guiding Principles

### 9.5. Delivery

## 10. Research

### 10.1. Philosophy

### 10.2. Collections

### 10.3. Dissemination

### 10.4. Ethics

11. **Physical Plant** These policies address the building and grounds and attempt to balance the creation of a safe and functional environment with preservation of the building as an artifact of historical significance.

### 11.1. Philosophy

### 11.2. Aims and Objectives

### 11.3. Physical Plant History and General Information

#### 11.3.1. Types of Disasters and Occurrences

#### 11.3.2. Major Disasters

#### 11.3.3. Areas at Risk

### 11.4. Procedures in Response to Threat, Emergencies and Disasters

#### 11.4.1. Outline of Disaster Plan

### 11.5. Training

### 11.6. Maintenance

12. **Human Resources** These policies address the safety, security, well-being and continued motivation of the people working for QEMA.

### 12.1. Aims & Objectives

### 12.2. Human Resources

- 12.2.1. General
- 12.2.2. Application for Employment
- 12.2.3. Volunteers
- 12.2.4. Probationary Periods
- 12.2.5. Performance Review
- 12.2.6. Hours Worked
- 12.2.7. Remuneration and Holidays
- 12.2.8. Professional Development for Staff and Board Members
- 12.2.9. Training
- 12.2.10. Budget
- 12.2.11. Considerations
- 12.2.12. Time Off
- 12.2.13. Reference Materials
- 12.2.14. Professional Associations
- 12.2.15. Mileage, Expense Claims and Invoices
- 12.2.16. Sick Days and Leave
- 12.3. Curator/Project Manager Duties
- 12.4. Health & Safety
- 12.5. Personal Harassment
  - 12.5.1. Governing Body and Curator/Project Manager Responsibilities
  - 12.5.2. Employee and Volunteer Responsibilities
  - 12.5.3. Harassment – Explanatory Notes
  - 12.5.4. Sexual Harassment – Explanatory Notes
  - 12.5.5. Procedure for Supervisory Staff

**13. Community** These policies outline the importance of QEMA’s service to, involvement with and role within its community.

- 13.1. Community Involvement
- 13.2. Public Participation
- 13.3. Community Inclusion
- 13.4. Volunteer Program
  - 13.4.1. Recruitment
  - 13.4.2. Volunteer Duties
  - 13.4.3. Community Partnerships
  - 13.4.4. Adequate Promotion
  - 13.4.5. Equal Access

**14. Child Abuse Policy**

- 14.1. Aims & Objectives
- 14.2. Definition of Child Abuse
- 14.3. Appropriate Conduct and Physical Contact with Children
- 14.4. Inappropriate Conduct and Physical Contact with Children
- 14.5. Inappropriate Emotional Conduct
- 14.6. Reporting Inappropriate Staff or Volunteer Conduct and Investigation  
of Conduct
- 14.7. Protection from Liability
- 14.8. Working with Authorities
- 14.9. Ensuring Confidentiality
- 14.10. Limiting Liability

**SECTION 2: ENDS**

The Quinte Educational Museum and Archives (hereafter known as QEMA) is an incorporated registered charity managed by a board of ten directors. QEMA may by special resolution increase or decrease the number of directors. No business of the Board shall be transacted except at a meeting of directors at which a quorum of the Board (at least five Directors) is present. Where there is a vacancy or vacancies in the Board of Directors, the remaining directors may exercise all the powers of the Board, so long as a quorum of the Board remains in office.

**2.1 QEMA's Vision**

QEMA will inspire wonder and build understanding of the history and evolution of education within early Canada.

The vision of the organization works in conjunction with QEMA's values:

- a. Life-long discovery and learning using its research, collections, and programs.
- b. Respect for people, visitors, employees, volunteers, and partners.
- c. Effective communication, innovation, and action.
- d. To exceed the reach of QEMA's research, collections and education programs to a diverse audience.
- e. To use the highest ethical standards in all aspects of museum operations, including human resource management, and to have policies which are understandable, meaningful, and consistently and fairly applied.
- f. To produce surpluses to fund operations and aspirations as defined in business plans, while increasing the proportion of self-generated revenues each year.
- g. To raise the resources need, together with QEMA's Board of Directors, to fulfill its strategic objectives.

**2. 2 Fulfilling the Vision**

QEMA strives to fulfill its vision through the following measures:

- a. To provide, as outlined in the guidelines of the institution, public programmes - including school programmes, exhibitions, workshops, seminars, lectures, collections, and other related activities and events which enhance the role of QEMA as a centre of education and enjoyment for the general public

- b. To research, record, and preserve the history of education in Prince Edward County and the surrounding region;
- c. To print, publish, sell and distribute publications and literature of all kinds relating to the history of education and Prince Edward County – as they relate to QEMA
- d. To maintain and operate the Victoria Schoolhouse and the archives in support of and as incidental to the attainment of the objects of the institution and for the education and enjoyment of patrons; and
- e. To receive and maintain funds and apply all or part thereof, from time to time, to or for the foregoing charitable purposes and to other charitable organizations registered under the Income Tax Act having similar objects.

**SECTION 3: ROLE OF THE CURATOR/PROJECT MANAGER**

3.1 The Curator/Project Manager shall be the primary administrative officer of QEMA.

3.2 Subject to the authority and general direction of the Chair and the Board, the Curator/Project Manager shall manage and direct the day-to-day business and activities of the Victoria Schoolhouse and archives, shall supervise, instruct and conduct performance reviews for employees and volunteers in their duties and shall implement policies and decisions adopted by the Board.

3.3 The Curator/Project Manager shall follow accepted Canadian Museum standards and endeavour to ensure that the Board follow and put into practice such standards.

3.4 The Curator/Project Manager shall attend all meetings of the Board except when matters relating to his/her employment are being discussed, and shall perform such other reasonable duties as may be assigned to him/her by the Board.

3.5 The Curator/Project Manager is not a Board Member, therefore cannot vote at Board meetings.

(Also see Executive Limitation Statement - Section 4.1)

**SECTION 4: EXECUTIVE LIMITATIONS****4.1 Executive Limitation Statement**

The Curator/Project Manager is accountable to the Board acting as a body. The Board shall instruct the Curator/Project Manager through written policies and delegated authority.

All Board authority delegated to staff is delegated through the Curator/Project Manager, so that all authority and accountability of staff – as far as the Board is concerned – is considered to be the authority and accountability of the Curator/Project Manager.

- a. The Board will instruct the Curator/Project Manager to achieve specific results, for specific recipients, through the established Ends and Means policies. The Board will limit the latitude the Curator/Project Manager may exercise in practices, methods, conduct and other “means” to the ends through establishment of Executive Limitations policies or the establishment of specified Board Means Policies.
- b. As long as the Curator/Project Manager uses reasonable interpretation of the Board’s Ends, Means, and Executive Limitations policies, the Curator/Project Manager is authorized to establish operational or administrative policies, make decisions, take actions, establish practices and develop activities.
- c. Only decisions of the Board acting as a body are binding upon the Curator/Project Manager. Pursuant to this policy:
  - i. In the case of Board members or committees requesting information or assistance without Board authorization, the Curator/Project Manager may refuse such requests that contravene established Board policy or that require – in the Curator/Project Manager’s judgment – a material amount of staff time or funds or is disruptive to the daily operations of the museum.
- d. The performance of the Curator/Project Manager shall be subject to an annual review, the terms of which shall be determined by the Board.

**4.2 Communication and Counsel to the Board**

With respect to providing information and counsel to the Board, the Curator/Project Manager will endeavour to keep the Board fully informed. Accordingly, he or she shall:

- a. Submit all relevant data required by the Board in a timely, accurate and understandable fashion, that directly addresses the expectations of the Board policies being monitored;
- b. Make the Board aware of relevant trends, substantial external and internal changes, particularly changes and assumptions upon which any Board policy has been previously established;
- c. Advise the Board if, in the Curator/Project Manager's opinion, the Board is not in compliance with its own regulations, current museum standards, or policies on QEMA's Governance Process and Board/Staff Relationship particularly in the case of Board behaviour which is detrimental to the working relationship between the Board and the Curator/Project Manager;
- d. Provide a mechanism for official Board or committee communications;
- e. Deal with the Board as a whole except when reporting to officers or committees duly charged by the Board;
- f. Report in a timely manner an actual or anticipated non-compliance with any policy of the Board; and
- g. Keep Board members informed of all relevant matters.

#### **4.3 Budgeting/Forecasting**

QEMA's fiscal year is January 1st to December 31st. Budgeting for any fiscal year shall not deviate materially from Board's Ends policies, risk fiscal jeopardy or fail to be derived from a multi-year budget plan if one exists.

Each year, the Treasurer and Curator/Project Manager will receive priorities from the Board or the remaining Executive Committee not later than November 1. These priorities will be used to develop the following year's budget and determine future needs for the Victoria Schoolhouse and archives.

#### **4.4 Financial Condition**

With respect to the actual ongoing condition of the organization's financial health, the Treasurer and Curator/Project Manager shall not put the organization at financial risk, nor allow a material deviation of actual expenditures that have been

approved by the Board. Accordingly, the Treasurer and Curator/Project Manager shall not:

- a. Expend more funds than approved in the annual budget;
- b. Allow cash to drop below the amount needed to meet QEMA's financial obligations; or
- c. Allow tax payments or other costs to be overdue or inaccurately filed.

**SECTION 5: MEANS****5.1 General Means****5.1.1 Strategic Directions and Priorities of the Quinte Educational Museum and Archives:**

- a. Preserve the educational heritage of Prince Edward County and area by safeguarding and conserving the Victoria Schoolhouse, its objects, books, archives, photographs, etc. that demonstrate the educational development of the area.
- b. Promote the public's interest in and appreciation education and history in Prince Edward County and the surrounding area.
- c. Provide public programs including exhibitions, workshops, seminars, lectures, education programs and other related activities.
- d. Print, publish, sell, disseminate and otherwise distribute publications and literature of all kinds which enhance the role of QEMA as a centre of education and enjoyment.
- e. Broaden QEMA's base of financial resources through support from the public sector, the private sector, fundraising, and overall revenue generation.
  - i. Identify, develop and implement revenue generation initiatives.
  - ii. Increase revenue from public and private sectors, individuals and foundations.
- f. Develop and sustain alliances with volunteers, friends, local groups, business, education, government, and other identified and potential groups to further the work of QEMA.
  - i. Recognize and promote the educational history of Prince Edward County and the surrounding region.
  - ii. Build and maintain partnerships and alliances with schools, service clubs and other community organizations.
- g. Ensure that QEMA continues to operate effectively and efficiently.
  - i. Support effective Board decision-making and operation.
  - ii. Operate in a manner that sustains the long-term financial viability of QEMA, fulfills all its responsibilities and meets the requirements of accountability.

**5.1.2 Annual General Meeting**

QEMA shall hold an Annual General Meeting (AGM) of its members not more than fifteen months after the holding of the last general meeting. There shall be notice of the AGM no less than thirty (30) days before the date of the AGM. The Chair shall chair the AGM.

Board Executive shall be elected by the Membership at the AGM. The Chair, Vice-Chair, Treasurer and Secretary shall be elected from among the Directors at the first meeting of the Board of Directors following its election by the membership.

#### Quorum

A quorum for the transaction of business at any meeting of members shall consist of not less than eight (8) members present in person.

A quorum for the transaction of business at any meeting of executive members shall consist of not less than five (5) members present in person.

#### Voting

At all meetings at which he or she is entitled to vote, every member present shall have one vote on a show of hands. Upon a poll, every member present shall be entitled to one vote.

#### 5.1.3 Terms of Office

A Director shall be elected for a three-year term. A Director may be re-elected for up to three subsequent terms.

#### 5.1.4 Annual Report

At the Annual General Meeting the Board and Curator/Project Manager shall present a report of the affairs of QEMA for the previous year, a financial statement of the organization, and other such information or reports relating to QEMA's affairs as the directors may determine.

### **5.2 Financial Means**

#### 5.2.1 Financial Instruments

The banking business of QEMA shall be transacted with such Canadian chartered banks or trust companies as the Board may determine. Such banking business or any part thereof shall be transacted under such agreements, instructions and arrangements as the Board may from time to time prescribe and authorize, and all cheques, bank drafts, and money orders from and for QEMA shall be drawn in the

name of QEMA, and signed on its behalf by such persons as the Board may, from time to time, designate.

The following persons are hereby designated signing officers of QEMA and are hereby authorized and empowered on behalf of QEMA, from time to time, to sign and deliver cheques, drafts, acceptances, agreements to give security and all agreements, documents, and instruments obligating the Museum to a bank or trust company or as required by a bank or trust company.

Any two of the Chair, Vice-Chair, Treasurer, Secretary, Curator/Project Manager. All cheques over \$5,000 will require the signature of the Chair and the Treasurer.

#### 5.2.2 Cheque signing authority

The following persons are hereby designated to sign cheques drawn on all accounts of the Museum: any two of the Chair, Vice-Chair, Treasurer, Secretary, Curator/Project Manager

## SECTION 6: GOVERNANCE PROCESS

### 6.1 Memberships

The Board shall adjust and determine, from time to time, the fees and qualifications for membership, and the director of membership shall maintain a register of members in good standing. A member in good standing shall have paid a membership fee for the current year or have been presented with a membership card in recognition of services rendered, whether for the current year or for life.

#### 6.1.1 Classes of Membership

There shall be three classes of membership:

- a. Members (Ordinary Members) – these memberships are purchased/renewed on an annual basis by paying the amount previously set.
- b. Lifetime Members – these memberships are conferred as a recognition for significant contribution to QEMA.
- c. Honourary Members – these memberships are conferred to deserving individuals, at the discretion of the board.

### 6.2 Board Member, Staff, and Volunteer Code of Ethics and Conduct

The Board expects ethical and businesslike conduct of itself, all staff, and volunteers, in all matters regarding the museum and archives, including fundraising. This commitment includes proper use of authority and appropriate decorum in group or individual behaviour when functioning as representatives of the museum.

- a. Board Members must represent undivided loyalty to the interests of the museum; avoiding advocacy on behalf of outside interest groups and membership, on or involvement with other Boards or staff.
- b. Board Members must avoid any conflict of interest with respect to their fiduciary responsibility.
- c. Board Members must not attempt to exercise individual authority over the organization except as explicitly set forth in Board Policies.
- d. Board Members' interaction with the Curator/Project Manager or with staff must recognize the lack of authority of any individual Board member or group of Board members except as noted above.

- e. Board Members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.
- f. Board Members should make no judgements of the Curator/Project Manager or individual staff performance except as that performance is assessed against explicit Board policies by the official process.
- g. Board Members, Staff and Volunteers shall abide by federal, provincial, and municipal laws.
- h. Board Members, Staff and Volunteers shall keep information regarding donations, donors, artifact purchases, etc. in confidence. This includes pieces in the current collection and proposed collections.
- i. Distinguish clearly between Board and employee and/or volunteer roles and refrain from any appearance or interference with institutional operations.
- j. Be willing to suppress differences of temperament and opinion in the broader interests of effective governance.
- k. Support Board decisions and policies outside of the boardroom.
- l. to refrain from participating in further discussion of the matter.
- m. Refrain from divulging any confidential information obtained as a trustee unless legally required to do so.

## **6.3 The Role of the Board**

### **6.3.1 General Expectations of Individual Board Members**

- a. Know QEMA's mission, goals, policies, programs, services, strengths, and needs.
- b. Provide links between QEMA and its stakeholders
- c. Provide strategic leadership or undertake special assignments willingly and enthusiastically, when asked.
- d. Follow trends in QEMA's field of interest.
- e. Emphasize an outward vision for QEMA.
- f. Encourage diversity of viewpoints.
- g. Actively participate in setting goals for the organization.
- h. Be proactive in understanding the needs and actions of QEMA.
- i. Bring a positive attitude to the Board's deliberations.
- j. Set aside personal interests and act on behalf of QEMA.

- k. Support the revenue generation and fund-raising activities of QEMA when possible.
- l. Board Members shall not disclose personal information or any other information that may be detrimental or perceived as detrimental to the reputation or business of any client, supplier, members, donor, staff members, volunteer or other party involved with the affairs of QEMA.

### 6.3.2 Fiduciary Responsibilities

The Board is the governing body of QEMA and as such is responsible for ensuring that the financial resources for the operational and the capital needs of QEMA are in place.

The Board recognizes that diversification of funding sources increases a museum's financial stability by providing multiple resource opportunities and as such, QEMA will seek to diversify its funding sources.

The Board shall, through its Treasurer, Directors and Curator/Project Manager develop an outline for annual budget which is approved and controlled by the Board. The Board is committed to adhering to an appropriate budget process in order to manage the museum's financial resources.

QEMA is committed to operating in an open and transparent manner and therefore will provide information to members and the general public on the financial status of the Museum upon request according to the Access to Information and Privacy Act.

Board Members shall:

- a. Exercise prudence in the control and transfer of funds.
- b. Faithfully read and monitor QEMA's financial statements and otherwise help the Board fulfill its fiduciary responsibility.

### 6.3.3 Meetings

Board Members shall:

- a. Prepare for and participate in entire Board and committee meetings.
- b. Ask timely and substantive questions at Board and committee meetings consistent with his or her conscience and conviction.
- c. Serve the Museum in all its affairs of interest and service equally.
- d. Support Board decisions.

- e. Adhere to the Board's confidentiality policy, both during the term of a Board appointment and after leaving the Board.
- f. Maintain independence and objectivity and act with a sense of fairness, ethics and personal integrity dictate.
- g. Suggest agenda items periodically for Board and committee meetings to ensure policy-related items are addressed.

#### **6.4 Role of the Chair**

- a. The Chair of the Board (or in his/her absence, the Vice-Chair) shall, when present, preside at all meetings of the Board. In the absence of the Chair and Vice-Chair, the directors shall choose one of their members to preside at the meeting.
- b. Ensure that the Board operates in a manner consistent with its policies. Represent the Board to outside parties.
  - a. Be the only official spokesperson for the Board, other than in specifically authorized instances The Chair shall sign such contracts, documents, or instruments in writing as require his/her signature.
  - b. The Chair shall be the chief executive officer of QEMA and shall be responsible to the Board for the co-ordination of all affairs of QEMA.
  - c. In all matters relating to QEMA, the Chair shall be deemed to be an agent of QEMA, acting under the authority and the express direction of the Board or any committee thereof, as the case may be.
  - d. The Chair shall have the general supervision, subject to the authority of the Board, of the business and affairs of QEMA and the power to appoint and remove any and all employees and agents of the Museum not elected or appointed by the Board and to settle the terms of their employment and remuneration.

#### **6.5 Role of the Vice-Chair**

- a. The Vice-Chair shall be vested with the powers and shall perform all the duties of the Chair in the absence or inability or refusal of the Chair to act.
- b. The Vice-Chair shall sign such contracts, documents or instruments in writing as require his/her signature and shall have such other powers and duties as may from time to time be assigned to him/her by the Board.

## **6.6 Role of the Secretary**

- a. The Secretary shall, when present, act as Secretary of all meetings of Directors and Members, shall have charge of the minute books of QEMA and the documents and registers referred to in the Corporations Act, R.S.O. 990, cC38.
- b. The Secretary in consultation with the Chair shall prepare the agenda for all meetings of Directors and Members.
- c. The Secretary shall sign such contracts, documents or instruments in writing as require his/her signature.
- d. The Secretary shall have such other powers and duties as may from time to time be assigned to him/her by the Board or are as incidental to the office.

## **6.7 Role of the Treasurer**

- a. Subject to the provisions of any resolution by the Board, the Treasurer shall have care and custody of all funds and securities of the Museum and shall deposit the same in the name of QEMA in such bank or banks or with such depository or depositories as the Board may direct.
- b. The Treasurer shall keep or cause to be kept full and accurate books of accounting which shall be recorded all receipts and disbursements of the Museum.
- c. The Treasurer shall sign such contracts, documents or instruments in writing as require his/her signature and shall have such powers and duties as from time to time be assigned to him/her by the Board or as are incident to the office.
- d. The Treasurer shall render to the Board an account of all his/her transactions and of the financial position of the Museum when required.
- e. The Treasurer shall recommend at the AGM the appointment of an auditor and present a financial report to the Members.

## **6.9 Emergency Powers**

Situations may arise where decisions are needed within a time frame which necessitates action by the Chair or Executive Committee without reference to the entire Board of Directors.

The Chair or Executive committee is authorized to act when the situation requiring action is either: covered by existing policy or covered by a prior delegation of authority by the Board

Emergency powers are established to cover circumstances outside the above framework. In such circumstances the Chair and/or the Executive Committee are authorized to protect the integrity and viability of the organization, taking action consistent with Board policies.

- a. Where a decision is necessary within three working days, such Emergency Powers are assigned to the Chair.
- b. Where a decision is necessary within three weeks, and where no meeting of the Board is planned within that time period, such Emergency Powers are assigned to the Executive Committee.

Whenever Emergency Powers are exercised by either the Chair or the Executive Committee, the decision-makers are accountable to the Board. A written report substantiating any action taken under Section 6.9 must be submitted to the Board of Directors at the next meeting.

**SECTION 7: EXHIBITIONS****7.1 Purpose of Exhibits**

Exhibits are the main attraction for most visitors to QEMA. The purpose of exhibits is to involve visitors in the process of discovery, to spark curiosity, to inform, to provoke thought, to stimulate imagination, and to heighten appreciation and understanding.

**7.2 Development**

- a. Stage exhibits consistent with its mandate, vision, mission, strategic imperatives, and principal objectives as approved by the Board of Trustees.
- b. Implement a thought-provoking and diverse exhibit program that reflects both the natural history of Prince Edward County, Ontario, and Canada.
- c. Consider the care and safekeeping of both QEMA and loaned objects when mounting an exhibit. Present an annual program of changing exhibits supported by operating resources.
- d. Develop and maintain an exhibits program based on Board-approved thematic categories and directions.
- e. Include the exhibits program as part of the business plan and budget presented to the Board.

**7.3 Accessibility**

- a. Make accessible to the public the collections and collections-based research by featuring ideas, objects, and specimens for their social, aesthetic, or historical interest, and by implementing innovative interpretation strategies to reach more diverse audiences.
- b. Undertake an exhibit program that includes both exhibits with broad audience appeal and some with more targeted appeal.

## SECTION 8: COLLECTIONS and CONSERVATION

### 8.1 Purpose

The Quinte Educational Museum and Archives (QEMA) exists to collect and preserve archival materials, which illustrate the growth and development of education in the County of Prince Edward, and related material from the Province of Ontario, with a focus from the earliest days to the transition from the one room school to the central schools.

The purpose of the collections policy is to establish QEMA's guidelines for:

- a. The methods of acquiring for accession objects including artifacts, works of art, documents, photographs, books, and any other materials (hereafter collectively referred to as objects) or the collections.
- b. The care of collections.
- c. The establishment and maintenance of a comprehensive, accessible system of record-keeping for all objects places in the custody of QEMA.
- d. The deaccessioning of objects.
- e. The lending of objects to or borrowing of objects from other museums, institutions, and private sources.

Although, QEMA may accept loans or donations of non-accessioned objects for purposes of research, teaching, and public programming and every effort will be made to maintain the same level of safeguards as for accessioned objects; the following policy applies only to objects that have been accessioned.

### 8.2 Policy

QEMA will actively establish, maintain, and expand the accessioned collections according to three tiers of priority: Core areas, Intermediate areas, and Peripheral areas. These tiers are meant to be fluid in that collections may move from one tier to another as new opportunities for significant acquisitions or curatorial research arises. Collection development and setting of priorities will be guided by the specialized knowledge and research expertise of qualified professional staff.

### **8.3 Core Areas of Collection**

QEMA's core collections are those of local or provincial significance supported by locally or provincially recognized programs of curatorial research. These core areas are central to QEMA's mandate and QEMA is committed to them on a long-term basis. The following collections are currently considered core areas:

- a. Art composed by (in order of priority) local, provincial, national or international artists, with an international priority on the United Kingdom and the United States.
- b. Books or documents that are related to education or the history of education
- c. Books or documents that were used by students, teachers, administration and/or government relating to education and the history of education in Ontario and Prince Edward County.
- d. Artifacts and documents relating to prohibition in Ontario
- e. Artifacts and documents relating to the World Wars and how this affected life and education in Ontario
- f. Any historical artifacts or material culture that would have been used or part of the school system in Ontario or Prince Edward County.

### **8.4 Intermediate**

Collections of local or provincial importance for which QEMA has some Areas relevant curatorial expertise are considered "intermediate". These collections have the potential to become core areas through significant acquisitions of objects and development of curatorial research.

### **8.5 Peripheral**

Some areas of interest are not represented in QEMA collections.

Other Areas areas have only small collections, with limited potential at present for and public programming, and with few or no opportunities for growth. Such areas are considered "peripheral".

#### **8.5.1 Conditions**

Objects will be accessioned into QEMA's collections only under the of Acquisition following conditions:

- a. The objects must be consistent with and relevant to QEMA's mission.
- b. QEMA must be able to provide proper care and storage for the objects. No object should be considered for acquisition if its physical condition exceeds QEMA's financial ability for its proper care and preservation.
- c. The objects must be accompanied by warranties of good legal title.
- d. The objects must be accompanied by a good record of provenance and must be authenticated. Exceptions will be reviews on a case-by-case basis.
- e. The objects should be accompanied by valuations, where appropriate.
- f. Objects can be accessioned into a collection only by a curator who has expertise in the area.
- g. Donations must be free and clear of conditions and restrictions imposed by the donors regarding QEMA's use of the objects.
- h. All donations to QEMA's collections are irrevocable upon the formal transfer of title to QEMA.
- i. QEMA will acquire all economic rights necessary to permit anticipated exhibition and reproduction uses. QEMA will respect the creator's right to the integrity of the work. Where reasonable, QEMA will respect the creator's right to be associated with the work as its named creator.
- j. QEMA is satisfied that any object to be acquired whether by donation, exchange, or purchase, is not stolen or otherwise illegally acquired or collected. The acquisition of cultural property, which has been in foreign countries, will comply with the Cultural Property Export and Import Act, which incorporates the principles and provisions of the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (1970) into Canadian law.

## **8.6 Care of Collections**

- a. QEMA will allocate an annual budget for funding the continuing care Collections and preservation of objects in its collections. Proper storage and exhibition facilities along with adequate environmental-control systems must be top priorities for QEMA at all times.

- b. QEMA will ensure that the collections are adequately protected against fire, flood, pests, theft, vandalism, and natural disaster. These issues are addressed further in the Emergency & Disaster Planning Policy.
- c. QEMA will establish and maintain a comprehensive system of records that will include the following information:
  - i. Documentation pertaining to the provenance and legal title of an object.
  - ii. All correspondence, documents, and other materials pertaining to an accessioned object.
  - iii. Accessioning and cataloguing data.
  - iv. Condition and conservation history.
  - v. Insurance records.
  - vi. Current location and loan records.
  - vii. Deaccessioning information.
- d. Duplicate copies of all essential records pertaining to QEMA's collections will be made and stored off Museum premises in a secure and appropriate location.

### **8.7 Deaccessioning**

QEMA reserves the right to deaccession any object under any of the following criteria:

- a. An object is no longer relevant within the collection, exhibition, research programs of QEMA.
- b. An object was acquired illegally or unethically.
- c. An object has failed to retain its physical integrity or authenticity and cannot be properly preserved, stored, and used.
- d. For the purpose of upgrading QEMA's collections and their care.

The public relations impact must be carefully assessed prior to the approval of any deaccession.

Registration will continue to maintain all records pertaining to deaccessioned objects.

### **8.7 Disposals**

Disposal of deaccessioned objects will be made by one of the following means (listed in order of preference):

- a. Exchange with another museum or charitable institution.
- b. Donation to another museum or charitable institution.
- c. Sale to another museum or charitable institution.
- d. Sale at public auction outside QEMA's immediate location without listing of QEMA's name or accession number.
- e. Insofar as possible, deaccessioned objects should be disposed of in a manner that keeps them in the public domain.
- f. A deaccessioned object may be destroyed if it is not salvageable or no longer of interest to any party.

No member of the Board of Trustees, employee or volunteer, or their representative or immediate families may be given, sold or otherwise knowingly obtain deaccessioned objects. Deaccessioned objects may not be directly sold to private individuals and corporations. All monies realized from the sale of any object or collection will be used by QEMA only to upgrade QEMA's collections and their care, preferably in the curatorial department from which the sold objects were deaccessioned.

## **8.8 Loans**

QEMA may borrow objects from other museums, galleries, and private sources for the purposes of exhibition, research, or public programming and education. QEMA may also lend objects from its collections to responsible institutions for the purposes of exhibition, research, or public programming and education.

- a. All loans are subject to a formal written agreement between the lender and the borrower, which ensures appropriate coverage of all insurance obligations. The borrower will comply with all restrictions and conditions imposed on borrowed objects.
- b. Loan agreements will specify the purpose and time period of the loan.
- c. Loan agreements will address copyright and reproduction rights

**SECTION 9: INTERPRETATION AND EDUCATION****9:1 General Philosophy**

QEMA is committed to the development and delivery of exhibitions, public programs, and other educational activities, in realizing its mandate to promote education and teaching for the world's natural and cultural history. At the heart of this commitment is a belief in the role of museums as centres for life-long learning.

**9.2 Aims and Objectives**

QEMA's educational activities are intended to:

- a. Encourage understanding of the natural and cultural heritage of Prince Edward County, Ontario, and Canada.
- b. Increase public commitment and support by making QEMA an invaluable educational resource for the community.
- c. Make QEMA accessible to a wide and diverse audience.
- d. Enrich visitor experience and foster collections-based learning.
- e. Enhance the reputation of QEMA and further its Mission.
- f. Promote an understanding of museums and their role in society.

**9.3 Types of Programs**

QEMA is committed to meeting the needs of its diverse audiences. Accordingly, it Educational will provide a broad range of educational activities designed to reflect multiple activities, learning styles and levels of interest. These activities include, but are not limited to, school-visits program; children's programs; external teaching activities; community tours or travel; cultural, artistic, and/or community based events; and interactive exhibits.

**9.4 Guiding Principles**

QEMA's activities will:

- a. Use QEMA's collections and resources in a stimulating and imaginative manner.
- b. Be accurate and current, at the point of delivery.
- c. Incorporate relevant pedagogical practices, knowledge, attitudes, and skills.
- d. Reflect external curricular mandates, when appropriate.

- e. Be planned in a collaborative manner involving appropriate representatives from the external community, in addition to relevant QEMA associates.
- f. Be developed and delivered by curatorial, teaching, or appropriately qualified employees and volunteers.
- g. Employ a combination of instructive/didactic and open-ended inquiry learning.
- h. Excellence in content and the quality of educational activities will reflect QEMA's reputation and status.
- i. Provide a broader perspective of heritage.
- j. Encourage repeat visitations.
- k. Reach a broader audience.
- l. Remain a vital part of the cultural community of Prince Edward County.
- m. Partner with other groups/institutions/organizations.

### **9.5 Delivery**

Accordingly, QEMA is committed to:

- a. Assessing its educational programs qualitatively and/or quantitatively.
- b. Supporting and improving teacher performance.
- c. Provide a broader perspective of heritage.
- d. Encourage repeat visitation.
- e. Reach a broader audience.
- f. Remain a vital part of the cultural community of Prince Edward County.
- g. Partner with other groups/institutions/organizations.

**SECTION 10: RESEARCH****10.1 Philosophy**

Research at Quinte Educational Museum and Archives (QEMA) is essential to the authentication, interpretation, communication and understanding of our collections, as well as to the advancement of knowledge within associated disciplines.

**10.2 Collections**

Research at QEMA will:

- a. Be directed towards developing a better understanding of
  - i. QEMA's collections
  - ii. the cultures and processes represented by QEMA's collections
  - iii. the academic disciplines and subjects represented by QEMA's collections.

**10.3 Dissemination**

- a. Be incorporated, where feasible, in QEMA galleries, exhibits, lectures, and other educational and public programs.
- b. Be published and/or otherwise disseminated.

**10.4 Ethics**

- a. Be carried out within the ethical framework of the curator's academic discipline, of QEMA, of the Canadian Museums Association's Ethics Guidelines (1999), and in accordance with law.
- b. Be carried out in a manner consistent with QEMA's obligation to remain accountable to the people of Ontario and Canada for the wise use of the resources made available to it in its annual operating budget.
- c. Be carried out in a manner that does not obligate QEMA to an expenditure of funds except as provided in its annual operating budget.
- d. Be one of the basic performance elements of all curatorial staff.
- e. Be directed by individual curatorial staff and, except as noted above, will be without constraint or limitation.

## SECTION 11: PHYSICAL PLANT

### 11.1 Philosophy

The preparation of an effective maintenance schedule, as well as a response strategy to the requirements of the Victoria Schoolhouse, the archives, and emergencies and/or disasters is a critical component of the QEMA plan for the long-term care of its collections and its physical and human resources.

The physical safety of QEMA's employees, volunteers, and visitors is of paramount importance in any emergency and/or disaster planning and response activities. Beyond this priority, every reasonable effort will be made to protect and, in the event of a disaster, to salvage the collections.

QEMA will:

- Establish, maintain, and regularly review and revise as appropriate safeguards against fire, theft, flood, and other hazards.
- Develop a series of management practices and procedures for implementation in the event of an emergency and/or disaster.
- Ensure that employees and volunteers are regularly informed of the emergency and disaster plan practices and procedures.

### 11.2 Aims & Objectives

It is intended that QEMA's buildings and grounds provide a safe and functional environment for visitors, staff, the collection and associated activities. The achievement of this objective will be balanced with the need to preserve the integrity of a heritage building as an artifact itself, albeit in compliance with federal, provincial and municipal legislative requirements governing buildings and public use.

### 11.3 Physical Plant History and General Information

QEMA meets its obligations to federal, provincial and municipal requirements that apply to the physical safety of its staff, visitors, and property.

QEMA strives to meet environmental standards set by the Ontario Ministry of Culture.

### 11.4 Identifying Potential Threats

QEMA has created a disaster plan to address the security issues for staff and the collection in regards to the following:

#### 11.4.1 Types of Disasters and Occurrences

- Natural disasters and occurrences including floods, storms, earthquakes, tornadoes, fires, etc.
- Industrial and technological disasters and occurrences including: spills of hazardous materials, blackouts, equipment failure, etc.
- Human disaster and occurrences including: poor maintenance, vandalism, theft, accidents, human error.

#### 11.4.2 Major Disasters

- Flood/Water Damage
- Wind Damage
- Fire
- Pest/Insect Damage
- Utilities Malfunction
- Theft/Vandalism
- Mould

#### 11.4.3 Areas at Risk

- Storage
- Construction
- Security
- Environmental Conditions and Controls
- Lighting
- Historic objects that may contain unstable chemicals
- Chemicals that are stored at that site
- Exits
- Maintenance

### **11.5 Procedures in Response to Threat, Emergencies and Disasters**

A disaster plan will be developed to implement procedures in response to threat, emergencies and disaster. More specifically the plan lays out procedures in response to:

- Fire

- Medical Emergencies
- Mould
- Pest infestation
- Power failure
- Storms: severe wind and rain, snow and ice, thunder and lightning
- Theft/vandalism
- Water: flood, flood advisory, flood warning, leaks, broken pipes, sewer backup, etc.

#### 11.5.1 Outline of Disaster Plan

QEMA's emergency and disaster plan will:

- Identify risks.
- Generate procedures for the reduction of risks and losses, and as appropriate for emergency response actions, including the evacuation of the buildings.
- Identify the roles and responsibilities of key employees and management groups in planning and in responding to emergencies and/or disasters.
- Address the recovery and salvage of QEMA's collections and other physical assets in the event of a disaster.
- Provide for the protection of QEMA's reputation in the event of a disaster.

#### **11.6 Training**

The Curator/Project Manager shall review procedures periodically to ensure an adequate proficiency of handling emergency procedures by staff and volunteers.

#### **11.7 Maintenance**

The Victoria Schoolhouse is a heritage building and realizes its historical significance to the area. All repairs and modifications to the exterior or interior of the building meet municipal, provincial and federal regulations and there is an attempt at all times to ensure historical integrity. QEMA also makes certain that part of its budget is allocated to capital upgrades and repairs to the building and property.

## SECTION 12: HUMAN RESOURCES

### 12.1 Aims & Objectives

Quinte Educational Museum and Archives (QEMA) values its employees and volunteers as key assets. QEMA aims to provide a working environment that recognizes individual integrity, commitment, reliability, initiative, and co-operation. As a principle objective, QEMA strives for the highest ethical standards in all aspects of Museum operations, including human-resource management, and for those standards to be understandable, meaningful, and consistently and fairly applied.

### 12.2 Human Resources

QEMA will ensure that all staff and volunteers responsible for administering the Victoria Schoolhouse, the archives and its collection have the appropriate training and are effectively able to train seasonal staff in all museum activities.

#### 12.2.1 General

- a. All employees will perform their duties and exercise their functions to the best of their abilities and will at all times devote their time and efforts to advance the interests of QEMA.
- b. All employees will act under the direction and supervision of the Chair, the Curator/Project Manager, and Board of Directors. Employees will consult with the Curator/Project Manager on all matters touching on harmonious operation of the Museum. If employees feel that they cannot speak with the Director/Curator on a matter, they are advised to speak with the Chairperson or Vice-Chairperson of the Board. Names and contact information of the Chairperson and Vice-Chairperson Board will be posted for this purpose.
- c. Comply with the Province of Ontario's Employment Standards Act, Labour Relations Act, Human Rights Code, Occupational Health and Safety Act, Workplace Safety and Insurance Act, Pay Equity Act, other relevant legislation concerning human resources, and the collective agreements covering specific employee groups of QEMA.
- d. Provide equal opportunity in employment and to recruit, promote, appoint, and assign on the basis of merit without discrimination as defined by the Province of Ontario's Human Rights Code.

- e. Develop and communicate appropriate job descriptions that outline duties and responsibilities of each position consistent with the goals and objectives of QEMA and where required, in accordance with the applicable collective agreement.
- f. Develop and implement fair, equitable, and competitive compensation and benefits practices that are designed to attract, motivate, and retain employees with the education, skill, and experience necessary for QEMA to achieve its goals and objectives.
- g. Provide appropriate training and support for professional, career, and leadership development for employees, and to facilitate the on-going integration of knowledge and skills with QEMA's strategic goals and objectives.
- h. Establish employee performance standards and evaluation procedures that enhance the quality of job performance; provide opportunities for professional growth based on open and honest reporting relationships; and promote the development, implementation, and measurement of individual and organizational goals.
- i. Provide a safe and healthy work environment.
- j. Provide an environment in which individuals are treated with respect and dignity, free from abuse, harassment, and discriminatory practices.
- k. Communicate effectively and regularly and encourage dialogue with employees on financial, strategic, and policy issues relating to Board and operational decisions.
- l. Foster and support cooperation in complementary activities conducted at QEMA by employees and volunteers.

### 12.2.2 Volunteers

With regard to volunteers, it is the policy of QEMA to:

- a. Foster and support a strong volunteer base and develop active partnerships in all activities that support the objectives of QEMA.
- b. Recruit, appoint, and assign on the basis of merit, without discrimination, as defined by the Province of Ontario's Human Rights Code.
- c. Facilitate the on-going integration of volunteer knowledge and skills with QEMA's strategic goals and objectives.
- d. Provide a safe and healthy work environment.

- e. Provide an environment in which individuals are treated with respect and dignity, free from abuse, harassment, and discriminatory practices.
- f. Respect and value the contributions and input of all volunteers.
- g. Communicate effectively and regularly and encourage dialogue with volunteers on financial, strategic, and policy issues relating to Board and operational decisions.
- h. Foster and support cooperation in complementary activities conducted at QEMA by employees and volunteers.

#### 12.2.3 Application for Employment

- a. Potential candidates are identified, interviews will be arranged with the Chair and applicants may be asked to appear before the full Board as part of the interview process. References shall be requested at the discretion of the Chair and verified.
- b. At the discretion of the Curator/Project Manager and/or Board, staff, contractor and volunteer applicants may be required to undergo an official criminal records check as part of the hiring and/or volunteer process. The Curator/Project Manager and/or Board reserve the right to request criminal history information based on the expectations of the employment and/or volunteer duties and scope. The outcome of this check will be taken into account when making a hiring and/or volunteer recruitment decision.
- c. Applicants for administrative, educational, seasonal or contract positions are required to submit a resume to the Curator/Project Manager or Chair. As potential candidates are identified, interviews shall be arranged with the Curator/Project Manager. References shall be requested at the discretion of the Curator/Project Manager and verified.
- d. All staff members must be hired using a fair process.

#### 12.2.4 Probationary Periods

- a. A probationary period of three months shall apply to all full-time permanent staff and occasional contractors. Seasonal and temporary staff will be given a probationary period of three weeks. During these periods, should the performance of any staff member or contractor be unsatisfactory, employment may be terminated by the Director/Curator.
- b. Following the probationary period, termination of employment for staff requires just cause. The services of occasional contractors may be

terminated at any time at the discretion of the Director/Curator and/or Board.

#### 12.2.5 Performance Review

- a. Full-time temporary and permanent staff shall have job evaluations performed by the Curator/Project Manager or Chair after initial hiring at three months, six months and then annually until employment termination, resignation or retirement. The performance of the Curator/Project Manager shall be subject to an annual review by the Board.

#### 12.2.6 Hours Worked

- a. Personnel records, including holidays, sick days and compensatory time off, etc., shall be maintained by the Treasurer.
- b. The number of hours of work per week for employees shall be defined in each employee job description and/or employment contract and approved by the Board. These hours may be arranged flexibly by day or week, providing service level is maintained at the Museum.

#### 12.2.7 Remuneration and Holidays

- a. Each year QEMA and its employees will discuss remuneration/benefits for upcoming periods. Increases to staff salaries shall be on a merit basis depending on performance each year and as budget allows.
- b. Staff will be paid bi-weekly through QEMA's Treasurer by cheque or direct deposit. All necessary deductions and contributions shall be made as required by law.
- c. All vacations are an earned benefit. The number of weeks of paid vacation time for employees shall be defined in each employee job description and/or employment contract and approved by the Board. Vacation pay will not be issued unless arranged through special permission of the Board. All arrangements for vacation time are at the discretion of the Chair and the Curator/Project Manager.

#### 12.2.8 Professional Development for Staff and Board Members

Professional development will be considered as: all activities undertaken by individual associated with the QEMA which will further their specific knowledge,

expertise, professional awareness and skills (whether mechanical, technical or interpersonal), to increase their existing abilities, competency or knowledge, and to assist them in fulfilling their responsibilities undertaken on behalf of QEMA. QEMA will encourage the professional development of the members of the Board of Directors, its paid and unpaid staff, those individuals who participate in the functioning of QEMA (i.e., summer interns, interns etc.).

QEMA will encourage its workers to participate in those training methods or sessions available within the interest or needs of the museum and/or within the limits of its budget. These may include the following:

- a. Recognized post-secondary education: courses, diplomas or degrees offered in the appropriate subject areas by recognized educational institutions.
- b. Internships: the placement of an individual in another Museum or appropriate agency as a full-time staff member in order to gain on-the-job experience.
- c. Workshops: hands-on training sessions offered by organizations other than the museum, such as the Ontario Museum Association, the Ontario Historical Society, and the Canadian Museums Association.
- d. Seminars: information sessions involving discussions on topics timely or useful to QEMA.
- e. Conferences: annual conferences of Museum professionals involving information exchange in areas of interest to museums.
- f. Visits and Consultations: visits or tours of other institutions or related facilities which may provide useful information or training of benefit to the museum.
- g. Regional Museum Group: participation in a Regional Museum Association made up of members from other organizations in the area which share interests, needs and expectations.
- h. Guest Speakers: invitation of knowledgeable individuals into the museum to address the museum employees on topics timely or of benefit to QEMA.
- i. In-House Training: a formal or informal training session wherein one individual associated with the Museum shares his or her expertise on a specific subject with other individuals associated with QEMA.
- j. Orientation Programs: in-house training or introductory sessions offered to new museum workers, Board members, summer students or volunteers on basic, essential information required to meet the museum's needs.

- k. Reference Materials: development of an in-house collection of books, periodicals, other publications, and other sources of information useful or required for the effective management of all aspects of the museum.

#### 12.2.9 Areas of Training

QEMA will encourage all workers to acquire a basic understanding of museum theory and the different areas of responsibility, and will support advanced training in areas of specific job responsibilities.

- a. Administration and Management: including staff and site management, public relations, budgets, fundraising, security, volunteers, publicity and record-keeping.
- b. Registration and Collections Management: including accessioning, cataloguing, numbering techniques, research and identification, safe packaging, safe storage, safe transportation and the creation and use of all artifact records.
- c. Conservation and Preservation: including safe handling, environmental concerns, preventative conservation, and basic conservation treatments.
- d. Interpretation, Exhibition and Programming: including design, safe display techniques, exhibit preparation, environmental concerns, audience research, extension and education services.

#### 12.2.10 Budget

Training Expenses: the museum will provide funds to meet all or some of costs incurred during professional development.

#### 12.2.11 Considerations

Including fees charged for registration, tuition or sessions, and costs of transportation, materials, and accommodation, when the museum will benefit directly from the training. Money will be budgeted annually for staff training. Any training sessions which were not discussed and included in the budget will require separate approval from the Board of Trustees.

#### 12.2.12 Time Off

The museum will allow time off from work for a paid employee to receive professional development if the Board has given approval for the worker to attend.

#### 12.2.13 Reference Materials

The museum will budget funds each year to develop its in-house collection of reference materials to assist museum workers in the performance of their jobs and to provide necessary instruction or information in the administration of the museum.

#### 12.2.14 Professional Association

The museum will budget funds each year to maintain membership for either the museum as an institution of individuals associated with the museum as members in one or more professional associations such as the Ontario Museum Association and the Canadian Museums Association.

#### 12.2.15 Mileage, Expense Claims, Invoices

- a. If an employee uses his/her car on QEMA related business, he/she shall be compensated in the amount of fifty-five (55) cents for the first 5,000 kilometers and forty-nine (49) cents per kilometer afterward, plus any related parking or toll expenses. A mileage claim form and cheque requisition shall be submitted to the Treasurer for compensation.
- b. If a contractor uses his/her car on QEMA related business, he/she shall not be compensated unless specifically agreed to in writing before the commencement of such business. In any agreement of compensation for mileage with regard to contractors, a flat fee shall apply.
- c. Expenses accrued by an employee on Museum business or expenses accrued through purchasing supplies, equipment or training for QEMA purposes, shall be reimbursed to the employee within one month from the date the employee submits his/her receipts and cheque requisition for the amount owing. Receipts must be submitted for repayment. All large purchase requests must be cleared in advance with the Board.
- d. Contractors will be paid within 30 days from the receipt of invoice for services.

#### 12.2.9 Sick Days and Leave

- a. Full time (35 hours per week or more) employees are entitled to one sick day per month. Extended sick leave, (four days or more), must be supported by a doctor's certificate.

- b. The Board may grant an employee a leave of absence from work for certain justifiable reasons other than sick leave or vacations. The term 'leave of absence' indicates an approved absence from work for a period of time in excess of three working days. The following circumstances apply:

### **12.3 Curator/Project Manager Duties**

- a. The Curator/Project Manager shall oversee and supervise all staff, contractors and volunteers (See Section 3: Role of the Director/Curator and Section 4: Executive Limitations).
- b. The Curators/Project Manager shall ensure that each staff member, contractor and volunteer has a written job description.

### **12.4 Health & Safety**

The Museum will comply with all applicable measures and procedures prescribed by the Province of Ontario's Occupational Health and Safety Act and its regulations, and other relevant legislation concerning health and safety. Compliance includes:

- Establishing and maintaining programs to identify and appropriately control workplace hazards.
- Providing tools and equipment that are in good condition and are appropriate for the task.
- Providing suitable training and supervision of employees with respect to workplace health and safety.
- Reviewing the Museum's Health & Safety policy on an annual basis.

### **12.5 Personal Harassment**

This policy represents the Orillia Museum of Art & History's practice regarding harassment of a personal nature. The Ontario Human Rights Code provides the right to freedom from harassment for all employees in the workplace. The Code provides in part:

"Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, sexual orientation, citizenship, creed, age, record of offenses, marital status, family status or handicap".

AND

"Every person who is an employee has a right to freedom from harassment in the workplace because of sex by his or her employer or agent of the employer or by another employee".

#### 12.5.1 Governing Body and Director/Curator Responsibilities

- a. The Board and Director/Curator are responsible to ensure that employees for whom they are responsible are familiar with the relevant requirements of the Human Rights Code.
- b. The Board and Director/Curator are responsible to exercise their authority to prevent and/or discourage harassment.
- c. All instances of harassment will be thoroughly investigated by the Director/Curator and/or Board without delay.
- d. Complaints against the Director/Curator should be directed to and investigated by the Board as a whole.
- e. Where a report of harassment is received, confidentiality will be maintained at all times.
- f. Where harassment is known to have occurred, the offender will be subject to discipline by the Director/Curator and/or the Museum Board as necessary and/or appropriate.

#### 12.5.2 Employee and Volunteer Responsibilities

- a) Every employee and volunteer has the responsibility to make it known immediately and in a clear manner to the offender that such behaviour [harassment] is unwelcome.
- b) Employees and volunteers at all levels are encouraged to report instances of harassment to the Director/Curator and/or Board.
- c) Where harassment is suspected or known to have occurred, the Director/Curator and/or Board will be directly notified as soon as possible by any employee or volunteer who has such knowledge.

#### 12.5.3 Harassment – Explanatory Notes

Any comment or conduct by any employee, volunteer or officer of the organization towards any other employee, volunteer or officer of the organization which is intimidating, annoying, or malicious and relates to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status, handicap, sexual orientation or sex such as:

Unwelcome remarks, jokes, or insults about a person's background, colour, place of birth, ancestry or citizenship;

The displaying of racist, derogatory or otherwise offensive pictures or materials;

Insulting gestures or practical jokes based on racial or ethnic grounds which cause embarrassment;

Refusal to work or converse with an employee, volunteer or officer of the organization for any of the reasons outlined above, or any reason whatsoever.

#### 12.5.4 Sexual Harassment – Explanatory Notes

Any vexatious comment(s) or conduct that is known, or ought reasonably to be known, to be unwelcome toward any other employee, volunteer or officer of the organization.

Sexual advance or solicitation by a person who is in a position to grant or deny a benefit to another where the advance is known, or ought reasonably to be known, to be unwelcome.

Reprisal or threat or reprisal by a person in a position to grant or deny a benefit to a person who has rejected his or her sexual proposition.

Unnecessary or unwanted physical contact, ranging from touching, patting or pinching to physical assault.

Leering or other suggestive gestures. Unwelcome remarks, jokes, suggestions or insults about a person's physical appearance, attire or sex. Displaying pornographic pictures or otherwise offensive sexually explicit materials. Practical jokes of a sexual nature, which cause awkwardness or embarrassment. Compromising invitations.

#### 12.5.5 Procedure for Supervisory Staff

- a. Make sure the employees, volunteers and officers of the organization take the issue of harassment seriously.
- b. Distribute and post copies of this practice regarding harassment to all employees, volunteers and officers of the organization.
- c. Ensure that harassment is dealt with in orientation sessions for all new employees, volunteers and officers of the organization.
- d. Ensure that the workplace is free from obvious signs of harassment.
- e. Follow up on complaints by employees, volunteers or officers of the organization about any negative performance appraisals (often it is

- advisable to question sudden changes in appraisals. Such changes may indicate harassment problems).
- f. Conduct exit interviews with employees, volunteers and officers of the organization who are resigning in order to determine their reasons for leaving.
  - g. When in receipt of a complaint, interview all parties involved with the investigation in strict confidence.
  - h. Document all meetings regarding an investigation of a complaint thoroughly and submit copies of the investigation and actions taken to the Board and or appropriate legal authorities.

## SECTION 13: COMMUNITY

### 13.1 Aims and Objectives

The Quinte Educational Museum and Archives strives to be a steward of history for Prince Edward County and Ontario. Meeting the Needs QEMA will provide services and programs consistent with its of the Community statement of purpose that meet the needs and interests of the community. QEMA will strive to meet all the intellectual needs of Prince Edward County and any other visitors to the museum. QEMA will exhibit objects from its own collection, from other public institutions, or from private sources, in order to satisfy the museums statement of purpose and to satisfy the needs and interests of the public. QEMA will also develop themes or storylines and research each object on display, in order to interpret for the visitor the history or unique character of the object. The themes, content and formats will be consistent with the museums statement of purpose and meet the needs and interests of the community.

### 13.2 Public Participation

QEMA will allow all sectors of the community to participate in decisions, goals and directions that may affect them or reflect them. This goal is achieved through committees, focus groups, public surveys, public open houses, and through partnerships with community groups, organizations, businesses and citizens at large.

### 13.3 Community Inclusion

QEMA is committed to including members of the community in all activities. QEMA as a non-profit, educational establishment operates for the community's betterment and is open to the public. As a museum QEMA makes its reserve collection and archives accessible to the public, and through QEMA's exhibits the museum is helping create a strong and proud community by celebrating Prince Edward County's heritage.

As the Exhibition Policy states:

Make accessible to the public the collections and collections-based research by featuring ideas, objects, and specimens for their social, aesthetic, or historical interest, and by implementing innovative interpretation strategies to reach more diverse audiences.

As the Interpretation Policy states:

- Encourage understanding of the natural and cultural heritage of Prince Edward County, Ontario, and Canada.
- Increase public commitment and support by making QEMA an invaluable educational resource for the community.
- Make QEMA accessible to a wide and diverse audience.
- Enrich visitor experience and foster collections-based learning.

### **13.4 Community Partnerships**

QEMA will pursue appropriate community partnerships. The Board of Directors will represent the interest of the people it serves, through public education and public policy advocacy. The Board will encourage its members, staff and volunteers to participate in the public affairs of the community.

### **13.5 Adequate Promotion**

The Board will provide equality of access to information about the museum's collections, services and programs through adequate promotion. QEMA will allow sufficient time to effectively promote its exhibits and programs. The museum will budget money for publicity as required. The museum will strive to keep the public informed of its programs and exhibits. QEMA will also work with the school board to inform them of any exhibits or programs that are of interest and meet the needs of the school boards.

### **13.6 Equal Access**

The Board of Directors is committed to providing equal access to all members of the community, both physically and intellectually, to the museum's collections information, services and programs.

**SECTION 15: CHILD ABUSE****15.1 Aims & Objectives**

The aim of this policy is to ensure that the Quinte Educational Museum and Archives has a written child abuse policy which addresses the safety, security, and well-being of minors while on the property of QEMA and/or under supervision of museum staff and/or volunteers by outlining appropriate and inappropriate conduct and contact toward minors. Appropriate and inappropriate conduct and physical contact with children must be made clear in order to protect both the child and the staff member or volunteer.

**15.2 Definition of Child Abuse**

Child abuse occurs when a child is deliberately harmed by a parent or other adult caregiver, or when a parent or caregiver fails to protect a child in their care. For the purposes of this policy, a caregiver includes Museum staff and volunteers when a child is in the care of the Museum.

There are four different kinds of abuse. They are: physical, sexual, emotional and neglect.

**Physical Abuse**

Physical abuse is any deliberate physical force or action by a parent or caregiver that results, or could result, in injury to a child. It can include bruising, cuts, punching, slapping, beating, shaking, burning, biting or throwing a child. Using belts, sticks or other objects to punish a child can cause serious harm and is also considered abuse. Milder punishments can lead to abuse when adults lose control and hurt children.

**Sexual Abuse**

Sexual abuse occurs when a child is used for the sexual gratification of an adult or an older child. The child may cooperate because he or she wants to please the adult or out of fear.

Sexual abuse of children can take many forms. This includes sexual intercourse, exposing a child's private areas, indecent phone calls, fondling for sexual purposes, watching a child undress for sexual pleasure, allowing a child to look at, or perform in pornographic pictures or videos, or engage in prostitution.

According to the Child and Family Services Act (2006), the law that gives Children's Aid Societies their legal authority, sexual abuse is any sexual exploitation of a child by someone having charge of the child - parent or caregiver. Sexual abuse is also sexual exploitation by another person where the person with responsibility (parent or caregiver) should be aware of the possibility of abuse and fails to protect the child.

### **Emotional Abuse**

Emotional abuse is a pattern of behaviour that attacks a child's emotional development and sense of self worth. It includes excessive, aggressive or unreasonable demands that place expectations on a child beyond his or her capacity. Emotional abuse includes constantly criticizing, teasing, belittling, insulting, rejecting, ignoring, or isolating the child. It also includes failure by a parent or caregiver to provide their children with love, emotional support, and guidance. Emotional abuse can be the most difficult to identify and prove.

### **Neglect**

Most parents and caregivers do not intend to neglect their children. Instead, neglect is usually the result of ignorance about parenting or an inability to plan ahead. Neglect occurs when a caregiver fails to provide basic needs such as adequate food, sleep, safety, education, clothing or medical treatment. Neglect usually results from the lack of knowledge about appropriate care for children, lack of knowledge about child development or an inability to appropriately meet a child's needs. It also includes leaving a child alone or failing to provide adequate supervision.

### **15.3 Appropriate Conduct and Physical Contact with Children**

While minors are on the property of the Quinte Educational Museum and Archives and/or taking part in any QEMA programs either on or off-site, they shall be treated with physical respect by QEMA staff and volunteers in order that his/her physical well-being is preserved. QEMA agents shall use appropriate professional boundaries while under the auspices of their work or volunteer time with the museum.

While it is delightful that staff or volunteers establish a connection with a child during a program or conversation so strongly that he/she may wish to hug you or hold your hand, it is inappropriate to encourage or respond to the action except in the following circumstances:

- If a child hugs a staff member or volunteer, the hug may be briefly returned, preferably in a side-by-side manner (i.e. not facing the child).
- If a child is upset and is in need of comfort, physical contact should be limited to patting on the hand, rather than hugging.
- In all aspects during programs, day camps and tours, staff and volunteers should ensure that he/she is not left alone with two or fewer children.
- If a child needs assistance in a bathroom, in applying first aid, or assistance in any other way that requires that you touch him/her, the staff/volunteer **MUST** find another adult to be present.
- Employees and volunteers shall leave the doors of any teaching room open at all times while conducting programs or workshops with minors.
- Staff and volunteers shall not conduct education programs or workshops with minors in the Museum unless there is another staff or volunteer present in the Museum.
- A child may be restrained and physically removed from others only in extreme circumstances when there exists a dangerous situation or he/she poses an immediate danger to him/herself or others.

#### **15.4 Inappropriate Conduct and Physical Contact with Children**

- Physical contact must never be initiated by staff or volunteers except as outlined in Article 16.3.
- Staff or volunteer-initiated physical contact including but not limited to: grabbing, pinching, slapping, punching, pushing, tripping, holding hands, hugging, kissing, petting or touching any part of the body normally clothed or unclothed, except in the instances listed in Section 16.3 is inappropriate, and is considered justification for disciplinary action and/or dismissal by QEMA and legal action by the appropriate authorities.

#### **15.5 Inappropriate Emotional Conduct**

Inappropriate emotional conduct jeopardizing emotional wellbeing of a child consists of the following and will not be tolerated by QEMA. Use of any of the following is grounds for disciplinary action and/or dismissal:

- Demeaning a child for any reason.
- Bullying a child through the use of threats to the child or anyone he/she knows.
- Screaming or yelling at a child.

- Using bartering, bribing, threats, or any other persuasion methods in order to convince a child to take part in any action that is morally repugnant or illegal under current Canadian law.

### **15.6 Reporting Inappropriate Staff or Volunteer Conduct and Investigation of Conduct**

Those working with children in a professional capacity have a special legal obligation to report abuse or suspected abuse as follows:

Professional persons and officials have the same duty as the public to report to a CAS. The Child and Family Services Act recognizes that persons working closely with children have a special awareness of the signs of child abuse and neglect, and a particular responsibility to report their suspicions and makes it an offence to fail to report.

Any professional or official who fails to report a suspicion that a child is or may be in need of protection, where the information on which that suspicion is based was obtained in the course of his or her professional or official duties, is liable, on conviction, to a fine of up to \$1,000.

QEMA will react immediately to complaints or suspicions in a compassionate and understanding manner.

Any staff member or volunteer who witness abuse by a staff member, volunteer or other adult, or suspects a child is being abused or neglected is required to report immediately it to the Curator/Project Manager and their local Children's Aid Society as set out in the Child and Family Services Act.

Immediately write down and date the witnesses act(s) or suspicions.

If a child tells you her or she has been abused by any adult, on or off the museum property, listen to the child, write down the facts after the conversation and report it to the authorities and Curator/Project Manager immediately.

### **15.7 Protection from Liability**

If a civil action is brought against a person who made a report, The Children's Aid of Prince Edward County (Highland Shores) states that that person will be

protected unless he or she acted maliciously or without reasonable grounds for his or her suspicion.

### **15.8 Working with Authorities**

QEMA's staff and volunteers will work with authorities, comply with reporting requirements and cooperate in investigations of child abuse occurring either from parental or museum staff or volunteer abuse.

### **15.9 Ensuring Confidentiality**

QEMA will strive to maintain and protect the confidentiality of its staff, volunteers, children in its care and their parents, wherever possible, in the case that an investigation into child abuse occurs.

### **15.10 Limiting Liability**

QEMA will require all staff and volunteers to provide up-to-date criminal record checks.

QEMA will undertake full screening of all persons interested in working with children, including a criminal record check and reference check, application form and depth personal interviews.

No offer of employment or agreement to allow a person to volunteer will be given if anything is discovered in the screening process that would lead QEMA to think a child may be endangered.

QEMA will require all staff and volunteers to read its Child Abuse Policy and sign an Acknowledgement that they agreed to be bound by its terms. These acknowledgements will be kept in a safe and secure area in the Chair or Curator/Project Manager's office.

This policy will be strictly enforced and will be reviewed and updated regularly to reflect changes in existing law.