

## POLICY

<b>Title: ARCHIVES, ART GALLERY AND MUSEUM MANDATE POLICY</b>		<b>Number: 0158</b>
<b>Reference:</b> <i>Administrative Committee – March 18, 2015</i>	<b>Adopted by City Council:</b> <i>April 6, 2015</i>	<b>Supersedes:</b>
<b>Prepared by:</b> COMMUNITY DEVELOPMENT DEPARTMENT		

## STATEMENT

THE CITY OF MEDICINE HAT (THE CITY) IS THE CUSTODIAN OF ARCHIVAL, ART AND MATERIAL CULTURE COLLECTIONS, HOLDING THESE VALUABLE ASSETS IN TRUST FOR THE PEOPLE OF MEDICINE HAT.

## PRINCIPLES

1. The Esplanade Arts & Heritage Centre is the City of Medicine Hat's main site for research, preservation, storage and exhibition of archival, art and material culture collections, operated by the Cultural Development program area of the Community Development Department.
2. The City recognizes the mandate of the City's Archives, Art Gallery and Museum to protect the Public Trust of the archival, art and material culture collections for the people of Medicine Hat.
3. The City recognizes the requirement of the City's Archives, Art Gallery and Museum to maintain impartiality and objectivity in the creation and maintenance of collections, exhibits, research, programs and services, according to their respective international, national, and provincial public standards and codes of ethics.
4. The City recognizes the City's Archivist, Art Gallery Director/Curator and Museum Curator as qualified to appraise gifts / donations in kind to the collections of the City's Archives, Art Gallery, and Museum (within their respective areas of responsibility) provided always that the fair market value of the prospective gift / donation in kind is equal to or less than the maximum fair market value recommended by Canada Revenue Agency as appropriate for submission to an in-house appraisal. If the fair market value of the item(s) being gifted / donated exceeds the maximum fair market value recommended by Canada Revenue Agency as appropriate for submission to an in-house appraisal, then the City's Archivist, Art Gallery Director/Curator, and Museum Curator, as the case may be, must engage a qualified appraiser operating at arm's length from the donor and from the City to appraise the fair market value of such gift / donation in kind.

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## ROLE OF COUNCIL

To receive, review and adopt this policy and any recommended amendments thereto.

### 1. DEFINITIONS

- 1.01 **Public Trust:** This definition pertains to museums, archives and public art galleries with collections (also known as art museums). According to the current Ethics Guidelines of the Canadian Museums Association (2006): “Museums have two fundamental public trust responsibilities: stewardship and public service”. The trust of stewardship requires museums to acquire documents and preserve collections in accordance with institutional policies, to be accountable for them and to pass them on to future generations of the public in good condition. The trust of public service requires museums to create and advance not only knowledge but more importantly *understanding*, by making the collections and accurate information about them physically and intellectually available to all the communities served by the museum. To this end museums seek to be public focal points for learning, discussion and development, and to ensure equality of opportunity for access.
- 1.02 **Professional Associations and Funding Bodies:** include but are not limited to: Archives Society of Alberta, Alberta Museums Association, Canadian Museums Association, Canadian Art Museum Directors Organization, Canadian Council of Archives, International Council of Archives, The Canada Council for the Arts, The Alberta Foundation for the Arts and The International Council of Museums.
- 1.03 **De-Accessioning:** the process of permanently removing, relocating to another jurisdiction, or destroying a piece from an archives, art gallery or museum collection.

### 2. RESPONSIBILITIES

- 2.01 The Manager of Cultural Development shall ensure that the City’s Archives, Art Gallery and Museum are administered and managed by staff professionally trained within their respective fields. The Manager of Cultural Development thus shall ensure that:
- (a) the City’s Archives, Art Gallery and Museum each meets its mandate to enrich the cultural experience, historical awareness and visual art appreciation in Medicine Hat through the acquisition, stewardship, interpretation, exhibition and promotion of collections of archival material, artifacts and art; and
  - (b) the City’s Archives, Art Gallery and Museum each follow the professional procedures, including de-accessioning processes, outlined by the relevant Professional Associations and Funding Bodies.

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**2.02 The City's Archivist, Art Gallery Director/Curator and Museum Curator**

- (a) shall maintain accreditation with the relevant Professional Associations and Funding Bodies, for eligibility for grants and for access to information, resources and advocacy services from the Professional Associations and Funding Bodies;
- (b) shall fulfill the Public Trust requirements in the creation and maintenance of collections, exhibits, research, programs and services;
- (c) shall within their respective areas of responsibility, assess and determine all acquisitions and de-accessions to the archival, art and material culture collections of the City of Medicine Hat, as administered by the Cultural Development program area of the Community Development Department;
- (d) subject to section 2.03, may, within their respective areas of responsibility and in consultation with the City Solicitor Department, prepare and approve (but not execute) standard form contracts, including contracts that are signed only by the counterparty, for the following transactions:
  - (1) a gift/donation being made to the collection(s) of the City's Archives, Art Gallery and Museum;
  - (2) temporary receipt agreements, wherein the City acknowledges that it has taken temporary possession of one or more pieces or collections for the purposes of exhibition and/or research and/or for assessment suitability for addition to any of the City's Archives, Art Gallery and Museum collections;
  - (3) reproduction agreements, wherein the owner or copyright holder agrees to allow the City's Archives, Art Gallery and Museum to reproduce the pieces or collections for specified purposes including but not limited to exhibition, research and publications;
  - (4) exhibition contracts regarding the exhibition of one or more incoming pieces or collections of artwork from an artist;
  - (5) exhibition contracts regarding the exhibition of one or more incoming pieces or collections of materials from an institution;
  - (6) exhibition contracts regarding one or more outgoing pieces or collections from the City's Archives, Art Gallery and Museum to a third party for exhibition;
  - (7) loan agreements regarding the loan of one or more pieces or collections to the City's Archives, Art Gallery and Museum by a third party for the purposes of exhibition and/or research;
  - (8) loan agreements regarding the loan of one or more pieces or collections from the City's Archives, Art Gallery and Museum to a third party for the purposes of exhibition and/or research; or
  - (9) any similar agreement.

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2.03 If the fair market value of the items that are the subject of a contract enumerated under subsection 2.02(d):

- (a) exceeds the maximum fair market value recommended by Canada Revenue Agency as appropriate for submission to an in-house appraisal; or
- (b) the City's revenue or expenditure exceeds the Archivist's, Art Gallery Director/Curator's or Museum Curator's, as the case may be, signing authority under Signing Authority Policy No. 0126,

then the contract in respect of such items must be approved by the Manager of Cultural Development, the General Manager of Community Development, the Public Services Commissioner, or the Chief Administrative Officer – Municipal Services (CAO), provided the fair market value of the subject items, and the City's revenue or expenditure, fall within that person's signing authority under Signing Authority Policy No. 0126. In all cases where the fair market value of the subject items, or the City's revenue or expenditure, exceeds the CAO's signing authority under Signing Authority Policy No. 0126, then the contract in respect of such items must be approved by Council.

### **3. PROCEDURES**

3.01 The procedures for this Policy are contained within the procedure manual of the Cultural Development program area of the Community Development Department. The procedures will be updated as required in conjunction with any policy, operational or legislative requirements.

### **4. ATTACHMENTS**

4.01 None