

## **COMMITTEE OF THE WHOLE- APRIL 18, 2006**

### **VAUGHAN CULTURAL INTERPRETIVE CENTRE**

#### **Recommendation**

The Commissioner of Community Services, in consultation with the Director of Recreation & Culture recommends:

1. That Council approve the "Vaughan Cultural Interpretive Centre Collection & Operational Policy"; and,
2. That Council approve the "Terms of Reference" and the development of the Vaughan Cultural Interpretive Centre Steering Committee; and,
3. That staff be directed to commence the recruitment process for the Vaughan Cultural Interpretive Centre Steering Committee.

#### **Economic Impact**

There will be yearly operating costs required to sustain the Vaughan Cultural Interpretive Centre. A total sum of \$32,000 has been allocated in the 2006 operating budget to hire a part-time curator/technician, along with materials and supplies to support the Vaughan Cultural Interpretive Centre.

#### **Purpose**

The purpose of this report is to seek Council approval of the Vaughan Cultural Interpretive Centre Collection & Operational Guidelines; the approval of the establishment of a Vaughan Cultural Interpretive Centre Steering Committee; and to direct staff to initiate the recruitment process for the membership of the said Steering Committee.

#### **Background - Analysis and Options**

Council at its meeting of December 16, 2002 approved the establishment of a Vaughan Cultural Interpretive Centre at the City-owned Vellore Town Hall and further directed staff to develop operational policies for the Centre for review and approval by Council. The Vaughan Cultural Interpretive Centre was officially opened on October 30, 2003 and has been used for meetings and tours to local stakeholders and groups.

The Vellore Town Hall built in 1845 is an appropriate heritage site to house the Centre as it was the location of Vaughan's first municipal government office. The site has undergone extensive improvements over the years with a full restoration of the structure in 1991 and landscape revitalization in 2000. Interpretive history panels and displays were produced for the main hall of the building in 2003 and remain in the Hall for public viewing.

Staff have prepared a draft document as found in Attachment #1 that outlines the policies established for collection development, programs, research, volunteers and community outreach.

### Guiding Principles/Statement of Purpose of the Vaughan Cultural Interpretive Centre

The purpose for the Vaughan Cultural Interpretive Centre is found in the principle/concept that citizens should have access to and be able to experience their community's cultural heritage. The purpose of the Centre will be to collect, exhibit, interpret and preserve objects related to Vaughan's history from Prehistory times (First Nation's occupation) to its present contemporary cultural life. The acquisition of objects related to the community's culture and heritage will be a primary pursuit for the Centre. It will celebrate and reflect the history and culture of the Vaughan community, emphasizing its unique characteristics and diversity.

A second key role for the Centre and integral to its success, will be the participation of the community in its programs. A strong community development approach will be undertaken to involve the community in the programs and services of the Centre.

### Operation of the Centre- Phase I & Phase II

The Vaughan Cultural Interpretive Centre will provide an excellent opportunity to enhance community life by preserving and making accessible Vaughan's cultural heritage to its residents. In its initial stage (Phase I), a part-time staff person will be hired to develop a "permanent" and "teaching" collection for the Centre. In its second phase of operation (Phase II), staff with the assistance of volunteers, will open the Centre for approximately 15-20 hours per week (2 half days during the week and a half day during the weekend). Staff, with the assistance of volunteers, will develop programs for the Centre that will be suitable to local school children and youth in accordance with the current Ontario School Curriculum. Interactive programs will be developed that interpret themes such as the civic history, communication methods over time, transportation, costume/dress, the World Wars and domestic life. Other activities such as tours and events will be offered for adults and families during the weekend operation. Additionally, future plans include the development of a heritage camp program for children and could serve an estimated 200 campers during the summer in its second phase of operation.

A total of \$32,000 has been allocated for the Centre in the 2006 Operating Budget. A part-time curator/staff person will be hired to initiate the first phase of development for the Centre and work with the community towards the delivery of programs for the Centre in the second phase. The implementation of many of the components proposed for the Centre program are planned over a two-phase process. It should be highlighted that the Centre will only embark on specific projects as funds and resources are available and if projects and initiatives are within the mandate of the Centre.

### Collection & Operational Policy

The Ontario and Canadian Museum Associations along with the Ontario Ministry of Culture have established operating standards and guidelines for museums/interpretive Centres. A primary initiative for any interpretive Centre or museum is the development of a Collection & Operational Policy.

The Collection & Operational Policy for the Centre identifies what the interpretive Centre will collect, how it will be collected, how it will document, research and care for the collection, who will collect the objects and how will they be exhibited. Additionally, environmental control guidelines are defined to ensure the building is environmentally sound and maintenance programs are established and executed.

### Program, Volunteer and Outreach Development

The program, volunteer and outreach policies for the Centre are regarded as key components to ensure not only the purpose for the Centre is being met, but that the Centre has engaged the local community in participating in the Centre's activities and events. It is integral to the Centre that it reaches a wide an audience as possible.

### The Establishment of the Vaughan Cultural Interpretive Centre Steering Committee

Staff have reviewed various approaches to encourage community involvement and ownership for the Vaughan Cultural Interpretive Centre. Engaging the community is one of the best approaches to foster civic pride and support for the future growth of the Centre. In order to facilitate this approach, staff recommends the creation of the Vaughan Cultural Interpretive Centre Steering Committee. The mandate of the Steering Committee will be to provide input to staff and Council, on matters relating to the governance, development, sustainability and promotion of the Vaughan Cultural Interpretive Centre. The Steering Committee will also assist in the development of a collection and public programs for the Centre.

If approved, staff will initiate the recruitment process for community members to sit on the Steering Committee by approaching various historical societies, and other stakeholders to be represented on the Steering Committee as outlined in the "Terms of Reference" for Committee in Attachment #2.

### Relationship to Vaughan Vision 2007

Section 4.6 of the Vaughan Vision encourages the preservation and enhancement of the natural and built heritage environment and encourages the preservation of significant historical structures and communities.

This report is consistent with the priorities previously set by Council and the necessary resources have been located.

### Conclusion

The purpose of the Vaughan Cultural Interpretive Centre will be to preserve, make accessible and exhibit the cultural heritage of the Vaughan community from the time of First Nations' settlement to the present day. It will communicate the story of the City of Vaughan and its predecessors (Township, Town, Village of Woodbridge, Police Village of Maple, Thornhill) through exhibits, displays and programs offered at the Centre. The establishment of the Collection and Operational Policy identifies the standards and guidelines for the Interpretive Centre. The establishment of the Centre Steering Committee will be beneficial to assist in the development of the Interpretive Centre at Vellore Town Hall and provide public input on the Centre's collection, program and services. Overall, as the City is rapidly changing and new residents are relocating to the community, the Centre will be integral in communicating and preserving the story of Vaughan past and present to future generations.

### Attachment

1. Collection & Operational Policy
2. Terms of Reference for the Vaughan Cultural Interpretive Centre Steering Committee.

**Report Prepared By**

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Respectfully submitted,

Marlon Kallideen  
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# ATTACHMENT 1

## VAUGHAN CULTURAL INTERPRETIVE CENTRE

### COLLECTION & OPERATIONAL POLICY

#### ***Introduction***

Council approved the establishment of the Vaughan Cultural Interpretive Centre in December 2002 (hereafter referred to as Centre). The Centre will provide visitors with an opportunity to experience and learn about the cultural heritage of the City of Vaughan. While the definition of an “interpretive Centre” or “museum” is not interchangeable or the same, they both may interpret history and relate a story through the use of objects. A museum, in the general sense, has a large artifact or object collection that relates to its Collection & Operational Policy. An interpretive Centre, however, may not have the same focus on its collection, but rather is focused on the interpretation of a story or experience and may use a variety of tools to interpret that story.

In Canada, there are established standards for museums by both Federal and Provincial government agencies. Those “standards” have been developed to ensure the appropriate management of historical and cultural objects in Canada. The fundamental elements of those “Standards” were used to develop the following Collection & Operational Policy of the Centre. While the implementation of many of the components of this document will take time and resources to develop, they provide a framework for City Staff to develop immediate and long-term goals for the Centre.

#### ***Phase I & II of the Centre's Development***

In Phase I of the development of the Centre, a part-time staff person will be hired to help develop the collection for the Centre and its programs. Furthermore, a Vaughan Culture Interpretive Centre Steering Committee (hereafter referred to as Steering Committee) will be established that has a mandate to assist in the development of the Centre's collection and programs. The Centre will not be open to the public until it is determined by the Curator/Manager that the collection and programs are ready to deliver to the public. The projected time for completion of Phase I is estimated to be approximately 12 months from the time a part-time staff person is hired.

In Phase II of the development of the Centre, staff and volunteers will open the Centre for approximately 15-20 hours per week (2 half days during the week and a half day during the weekend). Staff and volunteers will develop programs for the Centre that will be suitable to local school children and youth in accordance with the current Ontario School Curriculum. Interactive programs will be developed that interpret themes such as the civic history, communication methods over time, transportation, costume/dress, the World Wars and domestic life. Other activities such as tours and events will be offered for children, adults and families during the weekend half-day of operation. Additionally, a summer heritage camp program for children could serve an estimated 200 campers during the summer in its second phase of operation.

#### ***Guiding Principles of the Vaughan Cultural Interpretive Centre***

1. Citizens should have access to and be able to experience their community's cultural heritage.

2. Cultural heritage contributes to a sense of identity, pride of place, values and quality of life.
3. Cultural resource management needs to be considered in the context of the cultural landscape and history of the community.
4. Cultural resource management and sustainability are most effectively achieved when the public sector, private sector and the community collaborate in the process.
5. Cultural resource development contributes to the personal social, educational, environmental, and economic benefits of the community.
6. The Vaughan community in general, local stakeholders and special interest groups will be encouraged to become involved in the Centre.
7. The historic Vellore Hall will house the Centre and will be respected as an object in its own right and its preservation will be a priority in the management of the Centre.

### ***Statement of Purpose***

1. The Centre will serve the community as an integral part of the cultural life of the City of Vaughan.
2. The Centre will collect, exhibit, interpret and preserve objects related to Vaughan's history from Prehistory times (First Nation's occupation), to its present contemporary cultural life. Objects, as it relates to the Centre may be objects associated with the people, places, or events of Vaughan.
3. The Centre will communicate the story of the City of Vaughan and its predecessors (Township, Town, Village of Woodbridge, Police Village of Maple, Thornhill) through exhibits, displays and programs offered at the Centre.
4. The Centre will celebrate and reflect the cultural community of the City of Vaughan emphasizing its unique characteristics and diversity.

### ***Operational Overview***

1. The Centre will be located at the historic Vellore Town Hall built in 1845 and owned by the City of Vaughan.
2. The Centre will be managed under the office of the Director of the Recreation and Culture Department.
3. The Director of Recreation & Culture will appoint the duties of the Curator/Manager of the Centre (as outlined in this document) to a designated individual.
4. The City of Vaughan will assign the Centre a yearly operating budget managed under the direction of the Manager of Cultural Services. The City may also review for approval any capital projects required for the maintenance of the Centre.
5. A Steering Committee made up of community stakeholders will provide input as it relates to the Centre's collection and programs, long-term governance and sustainability.
6. The Centre will only embark on specific projects as funds and resources are available to do so and if projects and initiatives are within the mandate/purpose of the Centre.

7. The Centre is dedicated to preserving, interpreting and communicating the City of Vaughan's cultural heritage through its collection of relevant cultural objects.
8. The Centre will collect both a "permanent" and a "teaching" collection. While both will be preserved and used for exhibits, the Centre's "teaching collection" may also be used for "hands-on" educational programs at the Centre.
9. The Collection and Operational Policy outlines responsibilities and sets standards for all collection related activities (both "permanent" and "teaching" unless otherwise noted). It includes collection procedures governing the areas of acquisition, deaccessioning, disposal, loans and conservation of objects.

## **1.0 Acquisitions**

- 1.1 The Centre will acquire objects for its collection through purchase, gift, loan and bequest.
- 1.2 The Centre will collect objects related to one or more of the following criteria:
  - a. Objects produced or related to the people, places, and events, which are specific to the geographic area now known as the City of Vaughan and its preceding entities such as the Township, Town and the villages and hamlets located in this area.
  - b. Objects that are typical or unique, sold, owned or used past or present, in Vaughan and its community.
  - c. Objects related to the social, political and educational experience of Vaughan residents, historic or contemporary.
  - d. Objects, crafts or works of art related to a City of Vaughan resident that relates to the cultural history of the community and its members.
- 1.3 Objects in good to excellent condition are preferred. Objects in poor condition will be assessed on an individual basis or be considered for the Centre's teaching collection.
- 1.4 The Curator/Manager will determine the acceptability of an object for the Centre's collection.
- 1.5 The decision to purchase an object for the Centre's collections will be determined by the Curator/Manager in consultation with the Director of Recreation & Culture.
- 1.6 Objects being donated or purchased should be documented with information related to original owner or manufacturer, original use, history of object, size, condition, and photograph.
- 1.7 In cases where donors of objects to the VCIC require a tax receipt, objects will be required to be appraised at the owner's expense.
- 1.8 Donations of objects will only be accepted as unconditional gifts. No acquisition will be made by which the conditions of acquisition restrict the use of or disposition of the object(s) by the Centre. This will be explained in detail to the donor at the time the object is accepted as a gift to the Centre. This stipulation shall be included in writing in any correspondence and on the formal gift receipt

to the donor. Copies of these receipts and all relevant correspondence and information on the object shall be kept on file at the Centre.

- 1.9 All acquisitions involving transfer of ownership and/or responsibility must be accompanied by a signed gift agreement or other proof of legal title to the object, such as a transfer of title form or a Bill of Sale.
- 1.10 The Centre shall not collect duplicate objects in its collection. Exceptions will be evaluated on an individual basis as required and where appropriate. For instance a duplicate object may be used for “teaching” purposes and become part of the Centre’s “teaching” collection.
- 1.11 The Centre will not acquire or collect objects for which it cannot ensure or afford adequate care and installation.
- 1.12 The Centre will not collect objects or items which have been collected, sold or otherwise transferred in contravention of any Provincial or National statute or regulation.
- 1.13 The Centre will not collect objects or items that have questionable, undetermined or unethical history or ownership.
- 1.14 The Centre will not collect objects or items that have been collected, sold or otherwise transferred in contravention of the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (or any similar statutes) as ratified by Canada on June 28, 1978.
- 1.15 If for whatever reason objects that are important to the history of the City of Vaughan cannot be collected (for reasons such as size, condition of item, etc.), the Centre will endeavour to make a complete documentary record of the object. This record will be included and used as part of the Centre’s “teaching” collection.

## **2.0 Collection Care**

- 2.1 The City of Vaughan will assign the Centre an annual budget to provide for the continued care and preservation of objects in the collection.
- 2.2 The Centre Curator/Manager will ensure that the collection is adequately protected against fire, flood, pests, theft, vandalism, and natural disaster.
- 2.3 The Centre will establish and maintain a comprehensive system of records that will include the following information:
  - a. Documentation pertaining to the provenance and legal title of an object.
  - b. All correspondence, documents, and other materials relating to an accessioned object.
  - c. Accessioning and cataloguing data of an object.
  - d. Photographic documentation of the object.
  - e. Condition and conservation history of the object.

- f. Identification of current location of object.
  - g. Deaccessioning information of the object.
  - h. Identification of type of record (i.e. relating to the collection (permanent or teaching); archival based (relating to history of object); library based (resource material for Centre)).
- 2.4 Hard copies of all the records will be filed and stored in the Centre's administrative office.
- 2.5 The Centre reserves the right to deaccession or remove any object in its collection for one or more of the following reasons:
- a. An object is no longer relevant within the collection, exhibition, or research programs of the Centre.
  - b. An object was acquired at some point in time in a manner that was illegal or unethical and this was unknown to the Curator/Manager at the time of acquisition.
  - c. An object has failed to retain its physical integrity or authenticity and cannot be properly preserved, stored and used.
  - d. The Centre cannot provide adequate conditions necessary for the minimum curatorial care required for the object.
- 2.6 The Centre staff will create and maintain all documentation of the deaccessioning process. This documentation may include, but is not limited to the following:
- a. The written justification for deaccessioning.
  - b. Research of title and notes of any restrictions on disposal.
  - c. Notification to the donor of the deaccessioning process.
  - d. Notification to Revenue Canada of the deaccessioning process when necessary and as required.
  - e. Photographs of the deaccessioned object.

### **3.0 Disposal**

- 3.1 Disposal of deaccessioned objects will be made using one of the following means:
- 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 without listing of the Centre name or accession number.

- e. Use of the object for educational and hands-on demonstrations.
  - f. Repatriation of objects to original owner.
- 3.2 Insofar as possible, a deaccessioned object is to be disposed of in a manner that keeps it in the public domain. A deaccessioned object may however, be destroyed if it is not salvageable or no longer of interest to any party.
- 3.3 No member of the Centre's Steering Committee, City of Vaughan employee or volunteer, or their representative or immediate families may be given, sold, or otherwise knowingly obtain deaccessioned objects.
- 3.4 All monies realized from the sale of any object or collection will be used by the Centre to upgrade or improve its collection. Funds may also be used towards the general operation of the Centre. The decision on how to use the funds will be made by the Curator/Manager in consultation with the Director or Recreation & Culture.

#### **4.0 Loans**

- 4.1 The Centre may borrow objects from other museums, galleries, and private sources for the purposes of exhibition, research or public programming and education. Loans will only be accepted from other institutions subject to the Centre facility being equipped with proper environmental conditions and security for the loaned object. The Centre may also lend objects from its collections to appropriate institutions for the purposes of exhibition, research, or public programming and education.
- 4.2 All loans are subject to an agreement between the lender and the borrower, and approved by the City of Vaughan, which ensures appropriate coverage of all insurance obligations. The borrower must agree to in writing all restrictions and conditions imposed on borrowed objects by the Centre.
- 4.3 The Manager of Cultural Services in consultation with the Centre's Curator/Manager is assigned authority to review and seek appropriate approval of all loan agreements and other Centre agreements.
- 4.4 All loan agreements entered into by the City of Vaughan will specify the purpose and time period of the loan, will address copyright and reproduction rights, and will define all terms and conditions to be complied with by all involved parties.

#### **5.0 Care of Collection**

- 5.1 The Centre is responsible for the conservation and preservation of the objects in its collection. The Centre will strive to provide the best possible physical environment, preventative maintenance and conservation to meet this responsibility.
- 5.2 The Centre shall consult with qualified experts in the field of conservation before taking any course of action that has the potential to affect the physical state of the objects in an adverse way.
- 5.3 The Centre shall strive to achieve optimum environmental standards for the preservation of the collection in all physical areas where objects may be located.

- 5.4 The Centre shall establish environmental control standards for temperature, relative humidity, lighting, and air cleanliness will be established in consultation with qualified experts. The Centre will ensure the Vellore Town Hall facility, both in the basement storage area and main floor exhibition area, meet these standards.
- 5.5 The Centre will make every effort to ensure protection of the collection from damage or loss through fire, flood, water damage, theft vandalism accident and damage from insects and vermin.
- 5.6 The Centre will establish procedures for the care of objects in the event of physical emergencies such as fire, flood, and accident and ensure that staff and volunteers are thoroughly familiar with these procedures.
- 5.7 The Centre shall dedicate storage areas sufficient to accommodate the size and material composition of the collection.
- 5.8 The Centre will provide storage space for the collection that will be clean, orderly and environmentally controlled and will allow adequate physical access to objects.
- 5.9 The Centre will provide in-house training for all staff and or volunteers, paid and unpaid, in the handling and preventative care of objects. Where additional training is necessary, the Centre will provide such additional training and support (financial and other).
- 5.10 The Centre will strive to provide trained staff and/or volunteers to implement preventative care of the collection.
- 5.11 The Centre will ensure that all incoming objects, owned or borrowed, are correctly documented, with respect to ownership, incoming and current condition, and need for conservation treatment.
- 5.12 The Centre will ensure that all objects loaned to other institutions will be protected from damage both in transit and in the borrowing institution.
- 5.13 The Centre staff will be responsible for determining conservation priorities and nature and extent of conservation treatments required. Conservation work will be carried out on objects in the following order or priority:
  - a. Those objects requiring emergency treatment or stabilization to prevent any further deterioration.
  - b. Those objects as determined by the Curator/Manager to be of particular historic or artistic significance under the care of the Centre.
  - c. Those objects required for display purposes (i.e. permanent collection).
  - d. Those objects required for programming purposes (i.e. teaching collection).
- 5.14 All treatments and conservation work will be carefully documented.
- 5.15 Where a conservation problem or treatment falls outside the range of expertise of the Centre staff, a qualified conservator will be consulted and, if necessary, carry out the treatment or remedy.

- 5.16 The Centre will ensure that cleaning, repair or restoration of any object is carried out by qualified personnel, and in such a manner as to maintain the historical and artistic integrity of that object.

## **6.0 Exhibitions**

- 6.1 An exhibit is an interpretive display that includes (but not confined to) an object or archival material (such as reproduced photographs) that compliments, illustrates, and explores the history and present time (or even future) of the City of Vaughan and its community.
- 6.2 Exhibits at the Centre shall strive to involve visitors in the process of discovery, to speak to their curiosity, to inform, to provoke thought, to stimulate imagination and to heighten appreciation and understanding.
- 6.3 The Curator/Manager, in consultation with the Steering Committee, shall choose exhibits that reflect the interests of the City of Vaughan community and emphasize its cultural nature.
- 6.4 The objects for displays/exhibits will be drawn from the following:
- a. From the Centre's 'permanent' and 'teaching' collection, providing that the objects have been deemed fit for exhibition.
  - b. From other cultural institution providing that the exhibition terms can be readily adhered to by Centre.
  - c. From private and corporate citizens, agencies and foundations providing mutually agreeable loan conditions.
- 6.5 The Centre may exhibit privately owned objects and collections in accordance with the terms outlined in the museum's loan agreement forms.
- 6.6 Workspace will be provided either on site or off site for the preparation of exhibitions and storage.
- 6.7 The Centre will develop a yearly exhibition plan and appropriate approved budget.
- 6.8 The Centre will not guarantee to include all the objects for exhibit acquired in any given year.
- 6.9 All objects and materials will be clearly identified by descriptive labels.
- 6.10 The Centre will only exhibit objects that are fully accessioned and catalogued.
- 6.11 The Centre will ensure adequate condition for protection and security of objects such as lighting, security system, locked display cases, humidity control, and insect and vermin protection.
- 6.12 The Centre will have at least one exhibit very year. The objects for this exhibit will be drawn from either the Centre collection or borrowed from other museums.
- 6.13 The Curator/Manager will determine the themes of the exhibit.

- 6.14 The Centre will strive to ensure that sufficient workspace and tools are provided in order for exhibit work to be carried efficiently and safely.

## **7.0 Research**

- 7.1 The research of objects will be fundamental in the process of understanding and interpreting the Centre collection. The quality of research will be reflected in the exhibitions/displays and programs at the Centre.

- 7.2 The Centre's research activities shall generally be divided into three distinct categories:

7.2.1 Research to Support Functions

- collection based
- for exhibit
- for interpretive and educational programming
- for publication

7.2.2 Research in response to Public Need

- visiting researcher, or other in person requests
- information received by mail, fax, e-mail, telephone.

7.2.3 Museological Research to assess quality of information in all facets, areas of need, etc.

- evaluation of programs
- evaluation of exhibits
- to keep abreast of museological knowledge and advances in areas of operation and as it relates to staff training

7.3 Research to Support Functions

All volunteers and/or staff, whether paid or unpaid, are required to have some knowledge of the history, growth and development of the communities of the City of Vaughan and the people that once played a role in the development or history of the community. This information on local history shall be supplied during the training of staff and volunteers.

*Collection Based*

Research of objects within the collection to increase knowledge of those objects shall be conducted by staff. A vital aspect of this is the existence and maintenance of the Centre's records.

Collection based research includes object identification, historical and cultural context, donor and donor family history. Research in primary and secondary sources as well as in oral accounts will also assist with accuracy and objectivity. Centre staff will obtain release agreements for any oral history interviews and will maintain confidentiality of pertinent records.

*For Exhibit*

In the preparation of exhibits, research of thematic possibilities and subsequent validity of themes, should be evaluated against the Centre's acquisition policy. Proper research shall be undertaken to ensure that exhibits are appropriate to subject and are an accurate reflection of history and cultural themes.

Expenses for travel to libraries, archives or similar institutions in pursuit of necessary information will be permitted, but are subject to the approval to the Curator/Manager. Resulting information from such research will be incorporated into labels and titles within the exhibit, and shall be relayed to all paid or unpaid interpreters for incorporation into their tour/program.

#### *For Interpretive and Educational Programming*

It is the Curator/Manager's responsibility to direct and approve research and educational programs. Programs designed specifically for school use should be developed to conform to Ontario School Curriculum. Staff will when necessary consult with school teaching professionals to verify appropriateness of exhibits and programs.

#### *Publication in a Newsletter*

The publication of material is an effective means of fulfilling the Centre's stated intent to "educate." Research for the purpose of publication is a recognized activity and shall be fulfilled by publishing a newsletter for the Centre. This shall be done in Phase II of the Centre's operation.

### 7.4 Research in Response to Public Need

#### *Direct Inquiry*

A person requesting direct access to Centre's material for personal research purposes will be required to make an appointment with Centre staff.

#### *Indirect*

A request for information received by mail or telephone, e-mail, fax is considered an indirect research request.

Staff receiving the request shall keep a record of the request and subsequent response.

### 7.5 Museological Research

Museological research shall be conducted at the Centre, specifically as it relates to the operation of the Centre and its operating standards to ensure that the Centre is maintaining and/or striving to attain standards of a "museum" operation as it is set forth by the museum community in general, and by the Museums section of provincial Ministry of Culture.

Should Centre staff require expertise on a matter with regard to museum standards, the Centre shall seek the assistance and advice from "experts" in the Museum field. The Centre considers "experts" the following institutions: Museum advisors of the Ministry of Culture organizations like the Canadian Conservation Institute; other museum/archives, YDAMA, professional colleagues and affiliations.

## **8.0 Programs**

- 8.1 The Vaughan Cultural Interpretive Centre will develop programs to communicate, and promote the cultural heritage of the community as stated in the Centre's acquisition policy.

- 8.2 The Centre will strive as a long-term goal to create educational programs that reflect and appeal to the current community of the City of Vaughan and be accessible to all individuals notwithstanding age, race or physical disabilities.
- 8.3 Interpretation and education shall be provided within three generally recognized categories:
- a. Public Programming: those attending during regular hours of operation of the Centre without prior notice.
  - b. Special Events and Exhibits: Those events and exhibits which may or may not be during regular hours of operation and may take place in the Vellore Town Hall or on the Vellore Heritage Park grounds, and relates to both the public and to special interest groups and schools.
  - c. School/Special Interest Groups: Those groups that arrange a visit in advance, and consult with Centre staff as to specific needs, skills, and abilities.
- 8.4 Public hours of operation will be printed and promoted through use of brochures, posters and signage in the Centre property and throughout the community.
- 8.5 Volunteers or staff must supervise those groups making arrangement in advance or for special openings made outside of the Centre hours.
- 8.6 Public Programs
- a. Careful consideration must be given to all aspects of public programming to ensure best possible quality of programs and presentation.
  - b. It is recognized that personal contact between visitor and staff is optimum for the enjoyment and education of the public.
  - c. All volunteers or staff shall be provided with necessary reading material and other resources as well as the required time to become familiar with local history and those objects on exhibit at any one time.
  - d. All volunteers or staff as part of their training and orientation will be prepared for the most common questions asked by visitors to the Centre. Every visitor entering the Centre shall be encouraged to ask questions.
- 8.7 Guided Tours
- a. These will be provided both for groups, and for casual visitors, upon request and as per available volunteers or staff.
  - b. Volunteers or staff performing guided tours, whether paid or unpaid, must demonstrate a thorough knowledge of their subject through appropriate training from the Centre's staff and through judicious reading.
  - c. Staff performing tours will be trained to identify and recognize the level of knowledge required by the participants of the tour and present information in a manner appropriate to that level.

## 8.8 School Programs

- a. Local school classes will be encouraged to visit the Centre as per available staff and resources. In order to provide the best possible learning experience, the Centre shall strive to provide programs that meet the needs and abilities of different ages and/or levels of learning abilities within the school groups.

Programs will generally be categorized in the following:

- Preschool/Primary (6 years of age or under)
  - Junior/Intermediate (7 to 13 years of age)
  - Senior/Advanced (14 to 18 years of age)
- b. Within each of these broad categories there will be further opportunities for flexibility in meeting the needs of specific groups. Final details will be established in direct consultation with the teacher making the visit request.
  - c. School program may also be offered in subject areas other than those identified as key within the objectives of this policy, providing that:
    - they meet with the statement of intent of the Centre
    - they relate to the field of study of some segment of teaching community
    - they are curriculum related
    - they are practical in terms of budget, staff time for research, implementation, as well as material.

## 9.0 **Volunteer Program**

- 9.1 Volunteers are individuals or members of groups who provide services directly to or on behalf of the Centre without monetary compensation.

- 9.2 A volunteer program is the organization and operational structure of volunteers. The Statement of Purpose for the Centre clearly states as a mandate that the community will be encouraged to be involved in the programs and services of the Centre. A volunteer program can assist in fulfilling this goal. It is therefore, recognized that a volunteer program at the Centre will be beneficial to its operation. In an effort to develop a volunteer program, the Centre will embark on the following:

- a. The Centre will establish a volunteer program to provide support services for the daily operation of the Centre, and the operation of public program.
- b. The Centre will promote and encourage through a volunteer recruitment program volunteer participation of individuals, special interest and community groups.
- c. Volunteers at the Centre program shall foster and promote increased public awareness of the role and value of the Centre.
- d. All volunteers will be required to take a training program. Additional training will be given to those volunteers involved in program delivery.
- e. Centre will encourage its volunteers to attend conferences and seminars where training needs will be met. The Centre will pay for such training should the Curator/Manager deem it economically feasible and appropriate.

## **10.0 Outreach Program**

- 10.1 A general goal as it relates to outreach at the Centre is to promote understanding and appreciation of the City of Vaughan's cultural heritage.
- 10.2 The Centre will strive to develop large, diverse and loyal constituencies.
- 10.3 The Centre will disseminate information about the City of Vaughan's history to the Vaughan's community.
- 10.4 In an effort to achieve the above-referenced goals, the Centre will pursue the following objectives:
  - a. The Centre will identify potential user and donor groups within and to a lesser extent outside of the community.
  - b. The Centre will liaise with groups interested in preserving Vaughan's culture heritage and involving them in the Centre project.
  - c. The Centre will promote itself to the community as friendly and welcoming place to experience and enjoy local history and culture.
  - d. The Centre will create and promote educational and outreach opportunities that fulfill residents' needs.
  - e. The Centre will ensure adequate level of service at the Centre, which includes friendly welcoming, knowledgeable staff and volunteers.
  - f. The Centre will establish a relationship with other collecting groups in the area through mutual programs such as lectures, videos, and presentations.
  - g. The Centre will establish relationships with other museums/interpretive Centres in an effort to create an exhibit exchange program.
  - h. The Centre will disseminate information about the Centre through press releases and mailings to the targeted audience.
  - i. The Centre will publish quarterly newsletter to promote the Centre and its programs to local residents.
  - j. The Centre will create a presence on the City of Vaughan website. Create interactive components for the website and include links to other local and provincial heritage organizations.
  - k. The Centre will assess the needs of the public through surveys.
  - l. The Centre will develop an internship program.

## **11.0 Definitions of Terms**

**Accession\***: the formal process or procedure of recording an addition to the collections; the status assigned to the object.

**Acquisition\***: the act of gaining legal title of an object or a collection of objects.

**Collections\*:** refers to objects including objects, works of art, sound and video recordings, and any other movable cultural property that has been formally accepted and accessioned by the Centre.

**Conservation:** any action, whether direct or indirect, on an object, performed in order to safeguard its material integrity and to guarantee respect for its cultural, historical, aesthetic or artistic significance.

**Culture:** the whole complex of distinctive spiritual, material, intellectual and emotional features that characterize a society or social group. It includes not only the arts and letters, but also modes of life, fundamental human rights, value systems, traditions and beliefs (UNESCO 1982.)

**Deaccession\*:** the formal process or procedure that records the permanent removal of an accessioned object or group of objects from the collections.

**Disposal\*:** permanent physical removal from the collections of any catalogued object usually by exchange, donation, sale, or destruction.

**Heritage:** is a complex term, broadly understood as the natural and cultural inheritance of a community that defines its identity. Heritage can be subdivided to: Cultural Heritage (the products of humankind), Natural Heritage (the products of the environment or humankind's relationship with the environment), Tangible Heritage (physical objects including structures, arts, and everyday objects) and Intangible Heritage (including oral histories, beliefs, languages, and attitudes). The Centre is concerned with preservation of Cultural, Tangible and to some extent Intangible Heritage of the City of Vaughan.

**Loan\*:** an object that is lent or borrowed; the act of furnishing an object or a collection to another party for temporary use, for an agreed specific purpose, with specific conditions regarding the handling and care of the objects, and on the condition that the object is returned by a specified date.

**Objects:** include but are not limited to artifacts, works of art (including paintings, drawings, and sculptures), photographs and sound and video recordings.

**Preventative Conservation:** actions that minimize the risk factors that leads to damage, devaluation and premature aging of objects.

\* Based on the Royal Ontario Museum's Collections Policy.

**VAUGHAN CULTURAL INTERPRETIVE CENTRE STEERING COMMITTEE**

**TERMS OF REFERENCE**

***Purpose***

The purpose of the Vaughan Cultural Interpretive Centre Steering Committee (hereafter referred to Steering Committee) is to facilitate and include the Vaughan community and local stakeholders in the development of the Vaughan Cultural Interpretive Centre, (hereafter referred to as Centre).

***Mandate***

The mandate of the Steering Committee is to provide input on matters relating to the governance, development, promotion, and sustainability of the Vaughan Cultural Interpretive Centre. The Steering Committee will also assist in the development of a collection and programs at the Centre.

***Objectives***

1. To make recommendations on the long-term governance, development, and sustainability of the Centre.
2. To make recommendations on the goals, objectives and initiatives relating to Centre's collection, programs, and sponsorship initiatives.
3. To liaise with stakeholders such as local schools and community members.
4. To conduct active and enthusiastic advocacy for the benefit of the Centre.

***Term***

The Steering Committee will function in the capacity of an advisory body to staff and City of Vaughan Council and report back to Council within 2 years of its appointment on recommendations relating to the Centre's governance model, development and sustainability.

***Committee Membership***

Membership shall be solicited from the following stakeholders (number of members cited from each organization represents maximum numbers to be appointed):

1. City of Vaughan Council representative(s) (2)
2. The Vaughan Township Historical Society (2)
3. S.P.O.H.T. (Society for the Preservation of Historic Thornhill) (2)
4. The Wallace House Committee (2)
5. Heritage Vaughan Committee (2)
6. City of Vaughan School Representatives (Catholic, Public or Private) (4)

***Administrative Support***

Cultural Services staff shall provide technical/administrative support to the Steering Committee.

***Staff Representatives***

1. Director of Recreation & Culture, City of Vaughan
2. Manager of Cultural Services, City of Vaughan

***Meetings***

Meetings shall take place every month or at the discretion of the Chair of the Steering Committee. Meeting times and dates shall be at the discretion and availability of the majority of committee members.