

Niagara Historical Society

Constitution & By-Laws

Letters Patent December 12, 1978
and applicable amendments



Glossary

In the Constitution and By-Laws of the Niagara Historical Society:

Annual Meeting:	means the Annual Meeting of the membership
Board:	means the Board of Directors of the Society.
Committee of the Whole:	means the session of the Board that permits free discussion of a matter to make tentative decisions without the restrictions of formal debate.
“ex officio”:	applies to the right of a person to assume an office or some functions by virtue of his/her current appointment.
General Meeting:	means any meeting of the Board of Directors
Good Standing:	defines the status of members who have paid their membership fees to the society by the date and in the amounts prescribed in the By-Laws.
Museum:	means the Museum of the Niagara Historical Society.
Quorum:	a minimum number of persons or a proportion of the membership that must be present in order to transact business at a meeting.
Residual Authority:	means the authority which governs when the Constitution or the By-Laws of the Society or the relevant legislation do not provide for a specific situation.
Society:	means the Niagara Historical Society.
Symbol:	means any sign, other than the official seal, that is used by the Society to identify itself.
Two-Third Majority Vote:	means two-thirds of the valid votes cast, not counting blanks or abstentions.
Valid Votes:	when referring to written votes, excludes spoiled or blank ballots but includes negative ballots.

CONSTITUTION OF THE NIAGARA HISTORICAL SOCIETY

ARTICLE 1 – NAME

The name of the organization shall be “Niagara Historical Society”.
(ref. Letters Patent 381795 dated December 12, 1978)

ARTICLE 2 – ADDRESS OF THE SOCIETY

The registered address of the Society shall be 43 Castlereagh Street, Niagara-on-the Lake, Ontario, L0S 1J0.

ARTICLE 3 – MISSION

The Niagara Historical Society & Museum is a team of staff and volunteers which passionately collects, preserves, researches, educates and promotes the history of Niagara-on-the-lake and its communities. We inspire an appreciation of local history through engaging programs and exhibitions.

ARTICLE 4 – PURPOSE

Place: The Society has a continuing role in community education, connecting people to the past, present and future through programming of life-long learning opportunities with specific reference to the Niagara region.

Preservation: The Society shall encourage the preservation of Canadian historical records and artifacts with reference to the Niagara region and specific attention to the historical benchmarks in the Town of Niagara-on-the-Lake.

Participation: The Society shall encourage the recognition of the Museum as a centre for heritage based learning and develop volunteer opportunities with the many skills available within the community.

Management: The Society shall manage the Museum and its' holdings as a community place, communicating cultural experiences from one generation to the next.

Other: The Society shall manage the pursuit of any other activity relevant to its stated purposes. The Board of Directors, staff and volunteers will follow the Canadian Museum Association Code of Ethics, as well as following ethical behaviour when pursuing fundraising opportunities. The Board of Directors, the staff and volunteers are also committed to meeting all federal, provincial and municipal legal requirements.

ARTICLE 5 – AFFILIATIONS

- (a) The Society shall maintain affiliation with the **Ontario Historical Society**.
- (b) The Society may seek affiliation with other organizations that have purposes/interests similar to its own.

ARTICLE 6 – MEMBERSHIP

- (a) Membership is open, upon payment of the required fee, to any person who expresses an interest in pursuing the purposes of the Society.
- (b) The rights and privileges of members under this Constitution shall be as set out in the By-Laws.

- (c) Members are expected to promote and support the activities of the Society.
- (d) For the purposes of application and interpretation of the Constitution, the Membership shall retain all powers of the Society not delegated to the Board.

ARTICLE 7 – MEETINGS OF THE MEMBERSHIP

- (a) The will and the power of the Society are exercised at meetings of its members.
- (b) The Annual Meeting shall be held at Niagara-on-the-Lake, as near as possible to October 13, the anniversary of the Battle of Queenston Heights.
- (c) Special meetings may be called by the President or by the Board or at the request made to the Board by any ten (10) members of the Society.
- (d) At any meeting of the Society, a quorum shall be as prescribed by the Board according to the By-Laws.

ARTICLE 8 – THE BOARD OF DIRECTORS

8.1 Role of the Board

- (a) The Board is the governing body responsible and accountable to the Membership for the management of the affairs of the Society, the Museum and the Collection.
- (b) As guardian of the fundamental values of the Society, the Board shall be responsible for the formulation of the vision of its purposes and for the long term planning necessary to the accomplishment of those purposes.
- (c) The Board shall govern in accordance with the Constitution, the By-Laws and, as determined from time to time, the established policies and procedures.
- (d) At any meeting of the Board and its Committees, a quorum shall be prescribed by the Board according to the By-Laws.
- (e) The Board of Directors of the Niagara Historical Society is responsible for ensuring the financial resources, including fundraising for the purpose of operating the Society and Museum and will follow the Canadian Museum Association fundraising guidelines. The Society will diversify its fundraising sources.

8.2 Election and composition of the Board

- (a) The Board will consist of the following officers who will constitute the Executive Committee:
 - the President
 - the Vice-President- Museum
 - the Vice-President- Society
 - the Treasurer
 - the Recording Secretary,
 - And six (6) Directors and one (1) Representative of the Council of the Town of Niagara-on-the-Lake.
 - The Board of Directors may also include a Past-President.

8.3 Role of the Past Presidents

- (a) The Past President or a past Director shall be invited to chair the Nominating Committee.
- (b) Past Presidents may be invited to join one or more of the Board Portfolios, give advice and support on any matter of interest to the Society.
- (c) The Past-President may remain on the Board for one (1) additional year after completing a full-term if it follows his term as President.

8.4 Vacancies

Vacancies shall be filled in accordance with the By-Laws.

8.5 Responsibilities of the Board

The Board shall be responsible for:

- the development and implementation of policies relating to the purposes of the Society;
- the approval of all budgets;
- all employment contracts, salaries, employee benefits and related expenditures;
- custody and retention of the records of the Society;
- the management, acquisition and disposal of all properties of the Society;
- the raising of appropriate resources to sustain and develop the activities of the Society;
- the review of all significant financial and material donations to the Society.
- the Board shall follow the Society's Code of Ethics

8.6 The Strategic Plan

- (a) The Board shall be responsible for the formulation of strategic planning for the promotion and accomplishment of the purposes of the Society.
- (b) A newly elected Board shall be responsible for the continuing implementation and annual updating of all such plans.
- (c) Board approved strategic plans shall be presented to the Membership at the Annual Meeting.

ARTICLE 9 –BY- LAWS

The Board shall issue By-Laws for the general management and the conduct of the affairs of the Society and for its internal organization. By-Laws shall take effect on the date of any General Meeting at which they are approved or otherwise stated.

ARTICLE 10 – AMENDMENTS

- (a) The Constitution may be amended by a two-third majority of the valid votes cast by the members present at an Annual Meeting.
- (b) All members shall be notified in writing and on the Society web site of all proposed amendments to the Constitution.
- (c) Amendments to the Constitution shall take effect on the date of the Annual Meeting at which they are approved.

- (d) The Membership shall be informed of the proposed amendments to the Constitution in the “Newsletter” of the Society. Any amendments to the By-laws will be reported at the Annual Meeting.

ARTICLE 11 – FINANCIAL MATTERS

- (a) The Society shall be operated as a non-profit incorporated organization.
- (b) No officer, director or member of any committee shall receive any remuneration for duties performed on behalf of the Society.
- (c) Reasonable out of pocket expenses incurred while performing duties on behalf of the Society may be reimbursed to members as authorized by the Board.
- (d) The Society shall be entitled to receive, hold and use all monies and other assets subscribed to it or acquired in any way.
- (e) The Society shall not accept, unless approved by the Board, any financial or material donation bequest that would require the establishment of a trust or stipulate that the donation or bequest be used for a specific purpose.
- (f) Any surplus or accretion of the Society shall be used solely for the promotion of its purposes.
- (g) The Society may establish a Reserve Fund for the purpose of accumulating gifts, donations and surplus funds. The Reserve Fund shall be used to provide income for operations and capital acquisitions as necessary.
- (h) Financial data concerning the operations of the Society and Museum will be made available to all members of the Society and to its funders. Privacy of personal information will be respected.

ARTICLE 12 – REMOVAL

Officers or members whose conduct is considered to be unbecoming or contrary to the stated purposes of the Society may be asked to resign or may be removed in accordance with the procedures set out in the By-Laws.

ARTICLE 13 – AUDITORS

Once a year, the accounts of the Society shall be audited by one or more qualified persons.

ARTICLE 14 – DISSOLUTION

Should the Society have to restrict, suspend or terminate its activities for any reason, the appropriate decisions shall be made by the Membership in accordance with the By-Laws and the Letters Patent of December 12, 1978.

ARTICLE 15 – RULES OF ORDER

At all meetings of the Society, its Board and any of its committees, all procedural matters not already prescribed in this Constitution or in the By-Laws shall be governed by the Rules of Order recommended in the By-Laws.

Approved by motion passed at the Annual Meeting of	<u>13 10 1994</u> day month year	Sgn. Clifford James, President
Amended by motion passed at the Annual Meeting of	<u>13 10 1995</u> day month year	Sgn. Wilfrid M. Agnes, President
Amended by motion passed at the Annual Meeting of	<u>10 10 1996</u> day month year	Sgn. Lester Taylor, President
Amended by motion passed at the Annual Meeting of	<u>12 10 2000</u> day month year	Sgn. Lester Taylor, President
Amended by motion passed at the Annual Meeting of	<u>10 10 2002</u> day month year	Sgn. Sheila Tierney, President
Amended by motion passed at the Annual Meeting of	<u>16 10 2003</u> day month year	Sgn. Sheila Tierney, President
Amended by motion passed at the Annual Meeting of	<u>13 10 2005</u> day month year	Sgn. Kelly M. James, President
Amended by motion passed at the Annual Meeting of	<u>13 10 2007</u> day month year	Sgn. Kelly M. James, President
Amended by motion passed at the Board of Directors Meeting on	<u>25 11 2010</u> day month year	
Accepted by the Society Membership in December 2010		Sgn. Neil Rumble, President
Amended by motion passed at the Annual Meeting of	<u>15 10 2015</u> day month year	Sgn. Dennis Kam, President

BY-LAWS OF THE NIAGARA HISTORICAL SOCIETY

BY-LAW I – SEAL AND SYMBOL OF THE SOCIETY

The Seal and Symbol of the Society shall be in such forms as shall be prescribed by the Board, provided that the Seal shall bear the words “Niagara Historical Society”.

BY-LAW II – MEMBERSHIP

II.1 Classes of Membership

- (1) There shall be one class of membership in the Society.
- (2) Application for membership shall be made on the prescribed form and shall be submitted with the appropriate fee.

II.2 Membership Fees

- (a) All members shall pay to the Society membership fees which are due on January 1st and must be paid by April 30th of the current year.
- (b) The membership of an individual who is six (6) months in arrears shall lapse. It may be reinstated upon application in accordance with the By-Laws.
- (c) All membership fees shall be set by the Board and communicated to the Membership. They will come into effect January 1st of the next calendar year.
- (d) If no new or amended scale of fees is approved, the fees payable shall be those in effect in the immediately preceding year.
- (e) The scale of fees shall be published in the “Newsletter” of the Society, posted at the Museum for the information of the public and on the Society website.

II.3 Members’ Rights

Members have the right:

- to receive notices of all General Meetings;
- to attend all meetings, to participate in the proceedings and to vote;
- to receive information, briefing material and the Minutes of the Board;
- to stand for nomination and to be elected to office or appointed to membership in any committee;
- to request a General Meeting, or to introduce a motion on a substantive subject for the consideration of a General Meeting;
- to inspect the accounts of the Society at a reasonable time and place;
- to elect the directors of the Society.

II.4 Members’ Privileges

- (a) Privileges currently granted to members include:
 - free admission to the Museum;
 - free delivery of the “Newsletter” of the Society;
 - a ten (10) percent discount on all items sold through the Gift Shop of the Museum.
 - free admission to Society Lecture Series

- (b) Unless changes are approved at the Annual Meeting, the privileges of the members shall be those approved for the immediately preceding year.

II.5 All fees to be set by the Board

The fees for admission to the Museum, exhibits, special displays, or events of the Society shall be set by the Board at any time.

BY-LAW III – MEETINGS OF THE MEMBERSHIP

- (1) All meetings of the Membership shall be called by the President.
- (2) Notice of any meeting shall be given to the Membership at least ten (10) days prior to the date of the meeting and shall state the time and place of the meeting as well as any significant business to be brought to the Membership, preferably in the form of an agenda.
- (3) A request for a meeting of the Membership, in accordance with Article 7 (c) of the Constitution, shall be forwarded to the Recording Secretary of the Society at least twenty (20) days prior to the date of the meeting at which it is intended to be considered.
- (4) At all meetings of the Membership, a quorum shall consist of twenty-five (25) members in good standing, of whom at least five (5) shall be incumbent elected members of the Board.
- (5) The quorum may be amended at a Meeting of the Membership on proposal of the Board.

BY-LAW IV – VOTING MATTERS, NOMINATIONS AND ELECTIONS

IV.1 Voting Matters

- (a) Only members in good standing and present at the time of the vote may vote at a meeting of the Membership or at a meeting of the Board or of its committees.
- (b) At any meeting of the Membership, Board or committee, a member shall have only one (1) vote.
- (c) Except where otherwise prescribed in the By-Laws, a decision taken at the General Meeting or Special Meeting of the Society shall require a majority of the valid votes cast by members in good standing present at the meeting.
- (d) A written ballot may be used for elections, for amendments to the Constitution and to the By-Laws, for the dissolution of the Society, or for any legal, financial or other potentially contentious issue on which a precise recorded vote may be desirable. Any change in the prescribed voting methods may be approved by the Presiding officer only if there is, in each instance, unanimous consent of members present and voting.

IV.2 Nominations and Elections

- (a) Nominations for election to the Nominating Committee are proposed to the membership by the Board in office.
- (b) Nominations for election to positions on the Board are proposed by the Nominating Committee. Written nominations from Society Members will be accepted up to seven (7) days prior to the Annual Meeting. Nominations from the floor will not be accepted.

BY-LAW V – FUNCTIONS OF THE ANNUAL MEETING

In addition to specific functions assigned to it elsewhere in the Constitution and in the By-Laws, the Annual Meeting shall:

- (1) receive the reports of the President and other officers of the Society and the reports of the Standing Committees of the Board;
- (2) decide all financial policies and regulations affecting the fees, rights, privileges and obligations of the members;
- (3) decide on all matters brought before it by the Board in the notice of meeting;
- (4) consider all matters brought before it by the Board on behalf of members, and, at its discretion, refer such matters for consideration and possible action by the Board;
- (5) appoint qualified persons to audit the accounts of the Society for the next fiscal year;
- (6) elect the Executive Committee and the Directors to serve in accordance with the By-Laws;
- (7) elect the Nominating Committee to serve until the next Annual Meeting;
- (8) retain all residual powers of the Membership not otherwise delegated in the Constitution or in the By-Laws.

BY-LAW VI – THE BOARD OF DIRECTORS

VI.1 Meetings of the Board

- (a) The Board shall meet not less than six (6) times each year. A quorum shall consist of a simple majority of all elected members of the Board.
- (b) The Managing Director should attend Board meetings as a non-voting participant.

VI.2 Transfer of powers to a new Board

To ensure rapid and smooth transfer of powers to a newly elected Board, the first Board meeting, to be held after the last Annual Meeting, shall be a joint session with the retiring Executive members of the previous Board, at which time the state of affairs of the Society shall be reviewed in detail.

VI.3 Terms of office

With the exception of the Representative of the Town Council, the Board shall be elected from the Membership of the Society at each Annual Meeting provided that:

- (a) all directors shall serve for a term of three (3) years with an opportunity for re-election for an additional term of three (3) years (with a maximum of 6 years served). To provide for continuity of office, the election of Board directors shall be for staggered terms.
- (b) the terms of office for a director in an Executive position shall not exceed three (3) years. Directors can serve in another Executive position provided they do not exceed six (6) years on the Board.

- (c) The outgoing President may serve one additional year, immediately following their term as President, in the position of Past-President even if it exceeds the six (6) year maximum.
- (d) no directors of the Board, except the President position and the Past-President Position, shall serve for more than six (6) consecutive years.
- (e) all other elected members of the Board may seek re-election at any subsequent Annual Meeting, e.g. after a hiatus of not less than one (1) year.

VI.4 Vacancies

- (a) The position of any member of the Board who fails to attend three (3) consecutive Board meetings may be declared vacant.
- (b) A vacancy in any one of the elected positions of the Board shall be filled on proposal of at least one (1) suitable candidate by the Nominating Committee for election at the next Annual General Meeting.
- (c) A vacancy in any executive position of the Board shall be filled by a current Board Member or a past executive Board Member, selected by the Nominating Committee without reference to the membership, until a new Board Member is elected at the Annual Meeting or by a Special Meeting.
- (d) A vacancy on a committee involving a person who is not an elected director shall be filled by the Board.

BY-LAW VII – COMMITTEES

- (1) The Society has established *five* Board portfolios:
 - Finance and Administration
 - Membership and Development
 - Publications and Communications
 - Planning and Physical Plant
 - Governance

Each portfolio has a basic to do list that can be discussed and modified by their respective members. The agreed lists then become objectives for the portfolios and they will proceed to develop strategies to fulfill them. Each portfolio will also develop a resource needs list for funding, volunteers, etc... While the responsibility for the respective portfolios rests with Board members, they may add as many members to their committee as they wish to help develop ideas and meet the objectives they have set before themselves.

- (2) The Executive Committee is a Standing Committee of the Board.
- (3) The terms of reference and responsibilities of the officers of the Board and of the Chairs and members of the Standing Committees shall be as set out in a Manual of policies, responsibilities and procedures as approved by the Board.
- (4) Standing Committees shall serve for the term of the Board that appointed them.
- (5) The Nominating Committee is a Standing Committee of the Membership. It shall comprise of at least three (3) members in addition to the Past President who may chose to join the Committee in accordance with Article 8.4 of the Constitution. In any event, the Chairperson of the Nominating Committee shall be elected or confirmed at the Annual Meeting.

- (6) The terms of reference and responsibilities of the Nominating Committee approved by the Membership shall be included in a Manual of policies, responsibilities and procedures and their application and effectiveness shall be monitored by the Board.
- (7) The Reserve Fund Committee shall be composed of the Membership and Development Committee and 3-5 members of the Society who shall be appointed by the Board.

BY-LAW VIII – FINANCIAL MATTERS

- (1) The financial year of the Society shall be from January 1st to December 31st.
- (2) **A General Account** shall be operated with a recognized Canadian banking institution in the name of the Niagara Historical Society.
- (3) The Society may open and operate any special purpose account which may be required by legislation (e.g. lottery), or which may be deemed appropriate at the time by the Board.
- (4) The signing officers of the Society for all documents and bank accounts shall be:
 - the President or Vice Presidents, the Treasurer and the Managing Director.
- (5) An account shall be operated for the Museum at a recognized Canadian banking institution. The signing for that account shall be in any two (2) of the following:
the President, the Treasurer, the Vice Presidents and the Managing Director of the Museum.
- (6) Appropriate arrangements shall be made by the Board to accommodate members' requests to inspect the accounts of the Society.
- (7) The Board may authorize fund raising appeals to the public for any reason pertaining to the purposes of the Society.

VIII.2 Limits to Expenditures

- (a) The approved budgets(s) of the Society are sufficient authorities for the expenditure of funds by the responsible managers.
- (b) Non-budgeted items in excess of \$2,000.00 (two thousand dollars) must be presented to the Board with complete documentation for evaluation and approval.
- (c) In an emergency, where time is of the essence, three Board members, including at least one member of the Executive Committee may authorize an expenditure of up to \$2,000.00 (two thousand dollars).

VIII.3 Borrowing

- (a) The Board may borrow, on behalf of the Society, up to \$25,000 (twenty-five thousand dollars) for operational needs.
- (b) Borrowing for any other purpose must be approved in advance at a General Meeting, following a four (4) week notice of motion to the Membership.

BY-LAW IX – INSURANCE

IX.1 General Policy

An insurance policy shall be maintained in the name of the Society to provide against loss of the museum buildings and the collection by fire and other perils. This policy will be purchased from a reputable underwriter. This policy shall also provide coverage against theft and/or burglary and against third party liability. The amounts insured in each of these categories shall be reviewed and approved each year at the time of renewal of the Policy or as may be required during the Year by way of endorsements to the Policy.

IX.2 Directors' Insurance

An insurance policy shall be maintained to indemnify and save harmless any and all members of the Board against the cost of any and all legal actions brought against them for alleged failure to fulfill their responsibilities unless it is proven that such failure was due to gross negligence to act in the best interests of the Society and/or to a premeditated and calculated attempt to defraud it or as otherwise stipulated by the insuring company.

BY-LAW X – REMOVAL

- (1) Removal of a director or of any member of the Society shall be decided by a two-third majority of the valid votes cast by the members present at any General Meeting on formal recommendation of the Board, provided that:
 - the person involved shall be informed in writing, in time for that person to make a written response to the Board;
 - that response shall be attached to the usual notice of meeting sent to the Membership;
 - the person involved shall retain the right to speak in the debate and to vote on the issue.

BY-LAW XI – DISSOLUTION

- (1) Any action to restrict or suspend the activities of the Society or to dissolve it in accordance with the Constitution shall be decided by a two-third majority of the valid votes cast at a General or Special Meeting of the Membership called by the President.
- (2) Special notice of the meeting urging all members to attend shall be given twenty (20) days prior to the date set for the meeting.
- (3) The notice shall:
 - state the reasons for restriction, suspension or dissolution;
 - state the specific date for restriction, suspension or dissolution or leave it to be set at the meeting;
 - inform the Membership of the proposed steps to be taken to preserve property and artifacts or of the steps to be taken for the disposition and safekeeping of records; for the settlement of accounts and liabilities and in case of dissolution, for turning over to the Municipality of Niagara-on-the-Lake the residual assets of the Society after liquidation in accordance with paragraph (e) of the Letters Patent of December 12, 1978. If the Town of Niagara-on-the-Lake does not accept the Museum and its assets, the Museum will be offered to the Niagara Foundation and other heritage preservation groups operating in the Town of Niagara-on-the-Lake. If the collection cannot be transferred in its entirety, the Society will attempt to keep as much of the collection intact as possible and within the Town of Niagara-on-the-Lake. The collection will then be

offered to other like minded institutions in the Niagara Region, then the Province of Ontario, then to other Canadian institutions.

- (4) The Board shall be authorized by written ballot at the General or Special Meeting to implement the decisions taken by the Membership under paragraph (3) of this By-Law.

BY-LAW XII – RULES OF ORDER

(1) At all meetings of the Society, its Board and any of its Committees, “Procedures for Meetings and Organizations” (M.K. Kerr and H.W. King, 1984, second or later edition) shall govern in all procedural matters not already contained in the Constitution and these By-Laws.

(2) A new signature be appended as indicated.

By-Laws approved by motion passed at the Annual Meeting: 13 10 1994 Sgd. Clifford S. James
day month year President

Amendment to By-Law IX – Insurance passed at the General Meeting: 11 01 1995 Wilfrid M. Agnes
day month year President

Amended by motion passed at the Annual Meeting: 13 10 1995 Sgn. Wilfred M. Agnes
day month year President

Amended by motion passed at the Annual Meeting: 10 10 1996 Sgn. Wilfrid M. Agnes
day month year President

Amended by motion passed at the Annual Meeting: 12 10 2000 Sgn. Lester Taylor
day month year President

Amended by motion passed at the Annual Meeting: 10 10 2002 Sgn. Sheila Tierney
day month year President

Amended by motion passed at the Annual Meeting: 16 10 2003 Sgn. Sheila Tierney
day month year President

Amended by motion passed at the Annual Meeting: 13 10 2005 Sgn. Kelly James
day month year President

Amended by motion passed at the Annual Meeting: 12 10 2007 Sgn. Kelly James
day month year President

Amended by motion passed at the Annual Meeting: 11 10 2012 Sgn. Dennis Kam
day month year President

Amended by motion passed at the General Meeting: 27 11 2014 Sgn. Dennis Kam
day month year President

NIAGARA HISTORICAL SOCIETY
Terms of Reference and Responsibilities
Of the Executive Committee

1. Composition

- (a) The Executive Committee is a Standing Committee of the Board. It includes the Officers of the Board elected by the Membership at the Annual Meeting e.g. President, the Vice Presidents, the Treasurer and the Recording Secretary.
- (b) The Executive Committee may establish sub-committees of its members from time to time and/or invite Chairs of Standing or Special Committees to attend its meetings in order to conduct its business more effectively.
- (c) The Executive Committee may invite the Past Presidents for consultation as may be required on special issues.
- (d) A Quorum for all meetings of the Executive Committee shall be a simple majority of the eligible voting members of the Committee.

2. Calling and Notice of Meetings

- (a) Meetings of the Executive Committee are held at the call of the Chair of the Board, either on a regular schedule between meetings of the Board or on an ad hoc basis as frequently as the work load demands.
- (b) In emergencies, special meetings may be called on short notice or the Committee may conduct special meetings by telephone or fax.

3. Powers and Functions

- (a) The Executive Committee is responsible for the day to day business of the Society between regular meetings of the Board and it has the power to act in the name of the board within existing policies, guidelines and procedures from the Board or General Meeting of the Membership.
- (b) The decisions or recommendations of the Executive Committee must be reported to the Board at the next Board meeting. If the Board does not support the decisions or recommendations, they may be rejected, provided of course that the particular action taken can be revised or arrested.
- (c) The Executive Committee assists in the preparation of the budgets and has authority to approve expenditures in accordance with the provisions of approved budgets or other specific provisions made by the Board.
- (d) As any other Standing Committee, the Executive Committee may generate and propose options for the creation or revisions of policies. These options must then be submitted to the Board for review and approval.

- (e) The Executive Committee may also act as a “pre-Board” committee to investigate difficult issues, secure information in order to present recommendations or options for the consideration of the Board. The purpose of this procedure is to clarify issues or complicated items of business to lighten the task of the Board and contribute to its greater efficiency.

4. Limits to Authority

- (a) The Executive Committee may not impinge on the prerogatives of the Board or in any way usurp its powers or provoke a conflict of jurisdiction. In doubt, the Executive Committee should defer to the Board.

NIAGARA HISTORICAL SOCIETY
Terms of Reference and Responsibilities
Of the Nominating Committee

1. Composition

- (a) The Nominating Committee is a Standing Committee of the Membership of the Society. It is elected by the members at the Annual Meeting of the Society for a term of one year.
- (b) The Committee is composed of no fewer than three (3) members, in addition to Past Presidents who may choose to join the Committee as provided for in Article 8.4 of the Constitution.
- (c) The Committee should include persons who have taken part in the affairs of the Society and of its Museum. But, apart from the immediate Past President, no member of the Board in office or members of the Executive Committee of the outgoing Board should serve on the Committee.

2. Nomination and Election

- (a) Nominations for election to the Nominating Committee are proposed to the Membership by the Board in office. The list of nominees is forwarded by the Board with the Notice calling the Annual Meeting of the Membership.

3. Function of the Nomination Committee

The only function of the committee is to replenish the Board of Directors by proposing names for election to the Board of Officers and Directors:

- (a) at the Annual Meeting, for each vacant position to be filled on the outgoing Board.
- (b) during the term of the Board in office, to fill vacancies created by resignation or other causes.
- (c) The task of the Nominating Committee is important and sensitive. It must serve the general interest of the Membership to whom it is responsible and, at the same time, be responsive to the needs of the Board in Office, as they arise throughout the year.
- (d) Because of the nature and importance of its functions, the Nominating Committee is a part of the system of governance of the Society that must be seen to be independent from the interference and undue influence from the Board in office. No member of the Nominating Committee may stand for election to the Board of the Society.
- (e) The Nominating Committee is not a policy-making body. However, it is clear that its members should be knowledgeable about the Society and the general thrust of its current policies and undertakings. Thus, the Nominating Committee could contribute significantly to the stability and continuity that are much needed in the affairs of the Society.

4. General

- (a) The Nominating Committee should be active or be in a position to be activated at any time during the year, for two reasons:
 - (i) because the population of Niagara-on-the-Lake and more particularly people who may be valuable to the Society because of their experience, specialization and willingness to serve on the Board may or may not be in Niagara in winter or in summer when the Committee may wish to approach them,
 - (ii) because the Board in office may need to replace a Director or an officer of the Executive at any time during its Time of office.
- (b) The Nominating Committee should be probing possibilities on a continuing basis as opportunities arise and keep a list of persons who have expressed an interest in the Society or who would be good candidates for specific job positions.
- (c) The Membership of the Board of Directors should be drawn from the Community at large (on a geographical basis) and, although the Board is expected to act as one once a decision has been reached, its membership should include persons of varied interests, experience and education. There should be no discrimination or exclusion on the basis of gender, race, religion or political beliefs. Written nominations from the Society members will be accepted up to seven (7) days prior to the Annual Meeting by the Chair of the Nomination Committee. However, nominations from the floor will not be accepted.
- (d) Above all, nominees should be fully aware of the duties and responsibilities of officers and Directors of the Board and be willing to devote time, dedication and continuity to the tasks expected of them. It should be noted in this respect that the Nominating Committee will be seeking candidates willing to serve for three (3) years on the Board in whatever capacity.

5. Guidelines for Nominee Selection:

The guidelines below have been outlined to provide more clarity to the Nominating Committee on the nominee selection process once a vacant position on the Board has been identified.

- (a) Ensure that Board Nomination forms are sent to the membership with either the winter or Spring Newsletter.
- (b) Ensure candidates who have been identified as potential nominees submit a resume and/or biography for committee review.
- (c) The committee consults with the President and Managing Director to ascertain the priorities and needs of the Board, in terms of skills sets, relevant experience and interests.
- (d) The Nominating Committee creates a short list of nominees for interviews, seeking to achieve a best fit with the needs of the Board.
- (e) Provide nominee candidates selected for interview with a Board Nominee Package which could include
 - Terms of reference for the Board in general, and the specific Executive positions
 - Include Committee Terms of Reference
 - Include Section 8.5 of the constitution Responsibilities of the Board
 - Include BY-LAW VI – THE BOARD OF DIRECTORS which includes meetings, terms of office and vacancies

- Updated Strategic Plan
 - Current Board Member and staff list
 - Annual Report
 - Recent Program of Events so they are aware of our activities
- (f) Interview each candidate where relevant, these interviews can provide an overview of the Board position and duties. It is also an opportunity for the nominee to outline their expectations, interests in the organization and understanding of the Board's responsibilities.
- (g) Provide a congratulatory letter to the successful nominee (pending membership approval) and thank you letters to all those who applied.

6. Reporting the Nominations

The Committee shall send all nominations to the Board for inclusion in the Notice of the Annual Meeting for the information of the Membership with a copy of their report.

NIAGARA HISTORICAL SOCIETY
Terms of Reference for
Honorary Life Supporter

A. Background

In June 2002 the Board of the Society agreed to establish a category of Membership in the Society known as Honorary Life Supporter.

This is intended to honour extant individuals who have made a contribution significantly beyond the norm to the Society and/or Museum. It is intended to be limited in number – to be exclusive. It is not intended to be posthumous, nor to honour individuals who have made a significant financial contribution only; such individuals can be honoured as “Patrons” of the Society and Museum.

B. Policy and Procedure

1. The awarding of an Honorary Life Supporter is entirely at the discretion of the Board of Directors of the Society, after receiving a recommendation from the Executive Committee.
2. Nomination for Honorary Life Supporter can be made at any time by any member of the Society, in writing to the President.
3. The Membership and Development Committee of the Board will consider such a nomination. This committee will decide whether or not to recommend awarding an Honorary Life Supporter and report that to the Board.
4. In considering such a recommendation, the Board may review any matter that they choose, including but not limited to:
 - i. The types and extent of contributions made by the nominee, such as (among other things) time, effort resulting in a product of value to the Society, and the donation of artifacts.
 - ii. The period of time during which this contribution was made.
 - iii. The period during which the nominee has been a regular Member of the Society
 - iv. Any other matter the Board considers relevant.
5. At any given time, in keeping with the concept of exclusivity, there is to be no more than five Honorary Lifetime Supporters of the Society.
6. The announcement of the awarding of an Honorary Lifetime Supporter will be made at the Annual General Meeting of the Society, the actual presentation of the award will be made at a Society public function in connection with Janet Carnochan Day. These dates may be varied to such other dates as the Board decides is proper. The award itself will consist of a framed engraved plaque mounted with the crest of the Society. In addition, a similar plaque will be placed permanently in the Society’s Honour Role in the Museum.

NIAGARA HISTORICAL SOCIETY
Terms of Reference
Duties of the Directors of the Society

Elected Directors of the Society shall, individually and collectively:

- (a) ensure the welfare and success of the affairs of the Society for the development of the Museum as a strong community resource,
- (b) safeguard the trust placed in the Board by the Membership on behalf of the community at large,
- (c) appoint members of the Standing Committee for a term of one year and of Special Committees for specific terms as required,
- (d) must be on one or more Standing or Special Committee(s),
- (e) report in writing at each Board meeting on the activities of such Committee(s),
- (f) provide the President with a report on the activities of the Committee(s) they chair for the Annual Meeting,
- (g) participate in the preparation and discussion of draft budgets of the Society and of the Museum,
- (h) determine and approve policies, objectives, procedures and from time to time review and amend them as required,
- (i) exercise control over all funds and properties of the Society,
- (j) undertake such duties as may be required by the President of the Society,
- (k) discharge their duties in good faith and with the degree of diligence, care and skill which ordinarily prudent persons would exercise in similar circumstances in like positions,
- (l) be aware of the possibility of conflict if they have any personal interest in any matter under consideration by the Board and abstain from all discussion and voting concerned with such matters,
- (m) be aware that they have no authority to act as individual agents of the Society unless such authority is specifically delegated to them on each occasion,
- (n) maintain an awareness of happenings and occurrences in Niagara-on-the-Lake and Niagara region which may impact upon or fall within the Society' goals and mandate. These should be presented to the Executive Committee and/or the Board for action, with recommendations,

NIAGARA HISTORICAL SOCIETY
Terms of Reference for the
Duties of the President

As Chief Executive Officer, the President shall:

- (a) be responsible for the overall supervision and administration of the affairs of the Society,
- (b) preside at all meetings of the members of the Society,
- (c) Chair the meetings of the Board and of the Executive Committee,
- (d) In consultation with the Recording Secretary prepare agenda and notices for all meetings of the Society, the Board and the Executive Committee,
- (e) Be ex officio member of all committees of the Society except the Nominating Committee,
- (f) Possess and exercise such powers and fulfill such duties as the Board may from time to time assign to him/her by passage of specific motions,
- (g) Ensure that all policies and actions approved at the meetings of the Society or by the Board are properly implemented,
- (h) As guardian of the process, ensure that all actions of the Board on behalf of the Society are in accordance with the applicable legislation and with the Constitution and By-Laws of the Society,
- (i) Conduct annual performance reviews of permanent staff and in consultation with them, develop training plans and annual performance objectives.

NIAGARA HISTORICAL SOCIETY
Terms of Reference for the
Duties of the Vice President (Society Affairs)

The Vice President (Society Affairs) shall:

- (a) act for the President in his/her absence,
- (b) Chair the Membership and Development Committee of the Society,
- (c) may chair a Standing Committee of the Board.
- (d) Responsible for promoting and developing initiatives in consultation with the Membership & Development Committee.

NIAGARA HISTORICAL SOCIETY
Terms of Reference for the
Duties of the Vice-President (Museum Affairs)

The Vice President in charge of the Museum is responsible for:

- a) act for the President in his/her absence,
- b) ensuring that the policies established for Museum operations are implemented;
- c) providing the board with recommendations regarding changes in Museum policies and operating procedures in consultation with the Governance Committee;
- d) May chair a standing Committee of the Board and will Chair the Planning and Physical Plant Committee.
- e) Liaison with the Maintenance Committee on a regular basis

NIAGARA HISTORICAL SOCIETY
Terms of Reference of the
Duties of the Recording Secretary

The Recording Secretary shall;

- (a) have custody of the seal and of any other official symbol of the Society,
- (b) oversee the maintenance of files or documents for the Society's records, minutes of General Meetings, Board, Standing and Special Committees and obtain them from the appropriate persons,
- (c) issue notice of Annual and any other General or Special meeting of the membership as well as of meetings of the Board,
- (d) record the proceedings of all the Board and membership meetings,
- (e) distribute minutes of the Board meetings to Board members,
- (f) make records available to members of the Board at all reasonable times,
- (g) in November of each year, gather and send the complete records of the Society to be bound. This should include minutes of the Board meetings, Standing and Special Committees, reports, Newsletters, records of all meetings of the Membership and the Annual Report of the Society,
- (h) as custodian of the records of the Society, ensure that no document of any kind is removed from the Society's files. Copies may be issued on request. Originals may not be issued to anyone in any circumstances.
- (i) Participate on the Publications & Communications Committee

NIAGARA HISTORICAL SOCIETY
Terms of Reference for the
Duties of the Treasurer

The Treasurer of the Society shall:

- a) be responsible for monitoring and the recording, receipt, safe keeping and disbursement of all funds of the Society,
- b) assure records are kept on all assets and liabilities of the Society and publish balance sheets for the overall operations of the Society as well as for specific projects,
- c) oversee the maintenance of full and accurate books of the accounts and of all financial transactions of the Society,
- d) report in writing at each regular meeting of the Board of Directors on the financial accounts of the Society,
- e) make all arrangements necessary for the presentation to the Membership of the audited accounts of the previous year and the budget(s) for the new year,
- f) report to appropriate government agencies on all required financial matters,
- g) oversee the maintenance of the financial records of the Museum as required for the purposes of Section 877 of the Revised Regulations of Ontario 1990,
- h) oversee the preparation and filing of all returns relating to taxation matters,
- i) ensure that the insurance needs of the Society, the Museum and the Directors of the Society are covered at all times.
- j) ensure that all necessary banking and finance forms and arrangements are current,
- k) maintain control of and issues "Official Receipts for Income Tax" for donations. In his/her absence, the president may sign these receipts,
- l) recommend investment of surplus funds in special accounts,
- m) lead the presentation of a budget for the Society and Museum activities,
- n) ensure the preliminary Museum budget (as part of the Society's operations) is prepared for approval by the board before the Annual General Meeting,
- o) ensure that the accounting systems of the Society and Museum are adequate and meet the standards for checks and balances,
- p) review draft audit reports and consult as required with the external auditor
- q) upon the receipt of the final audited statements ensure these are presented to the membership at the next general meeting,

- r) advise the Membership at the Annual Meeting, of the status of the accounts to September 30th, alternatively, this could be done via the Society Newsletter announcing that meeting. This report should show budgeted, actual year to date (YTD) and projected revenues and expenses to fiscal year end.
- s) Ensure adequate costing of the strategic planning framework
- t) Will Chair the Finance and Administration Committee

NIAGARA HISTORICAL SOCIETY
Duties of the Committees

Publications and Communications Committee

Terms of Reference

This committee will be composed of at least two Board Members, the Managing Director and Society Administrator.

The responsibility of this committee will consist of:

1. Establishing regular communications with the community, community groups and Society members.
2. The development of new publications/journals
3. The development of the Society website and the possibility of web-based publications
4. Assessing the needs to republish early Society publications for purpose of resale

Finance and Administration Committee

Terms of Reference

This committee will be composed of the Treasurer, Secretary, one or more Board members, the Managing Director and the Society Administrator.

The responsibility of this committee will consist of:

- 1) Annual review of staff needs and resources with the President.
- 2) Develop annual budgets with staff and President.
- 3) Review of monthly expenditures.
- 4) Bi-monthly report of financials for Board.
- 5) Assist Staff with maximizing available grants.
- 6) Through Secretary maintain Minute Book of Society.
- 7) Reviews with Staff the retention of records and files.
- 8) Complete annual review of the Compliance Report
- 9) Assessment of the financial implication of recommendations coming from the standing committees.

Planning and Physical Plant Committee

Terms of Reference

This committee will be composed of the Vice-President of the Museum, one or more Board member and the Managing Director.

The responsibility of this committee will consist of:

- 1) Liaise with the Maintenance Committee to establish physical plant needs.
- 2) Develop a five year strategic plan. Oversee its implementation and provide regular updates to the Board.
- 3) Develop Capital Improvement plan and oversee its implementation

Membership and Development Committee

Terms of Reference

This committee will be composed of the Vice-President of the Society, two or more Board members, the Society Administrator and the Managing Director.

The responsibility of this committee will consist of:

- 1) Build fundraising relationships.
- 2) Maintain Membership relations.
- 3) Review fees, structures, member benefits.
- 4) Develop program to build membership.
- 5) Make Honourary Life Supporter recommendations.
- 6) Promote planned giving programs
- 7) Set out signature events for the Society

Governance Committee

Terms of Reference

This Committee will be composed of the President of the Society, two or more Board members, and the Managing Director.

The responsibility of this committee will consist of:

- 1) Ongoing review and compliance of the Constitution and By-Laws, drafting of By-Laws and Amended Articles to comply with Provincial Legislation if necessary.
- 2) Oversight of Management Policies.
- 3) Ensure that the Nominating Committee candidates are reviewed by the President and the Managing Director.
- 4) Evaluate effectiveness of Board Governance structures, processes and recommend changes where required.
- 5) On-going review of Committee structures and function.
- 6) Ensure that new Directors to the Board receive orientation training.

NIAGARA HISTORICAL SOCIETY
Terms of Reference
Duties of the Town Council Representative

The Town Council Representative shall:

- (a) serve as the primary interlocutor between the Historical Society, its Board and Membership and the Town Council;
- (b) contribute to the welfare and success of the affairs of the Society and to the development of the Museum as a strong community resource;
- (c) assist in safeguarding the trust placed in the Board by the Membership on behalf of the community at large;
- (d) report orally or in writing at each Board meeting on the pertinent priorities and activities of the Town Council
- (e) be familiar with Board minutes and reports and the Society/Museum's financial plans and results;
- (f) ensure all minutes and reports are made available to appropriate Town Departments/senior officials
- (g) inform/update Town Council periodically on the strategic plans, priorities, activities and financial statuses of the Society and Museum; and
- (h) represent the interests of the Society, as required, at discussions of Town Council on the relevance, role and funding of the Society and Museum and other non-profit Niagara-on-the-Lake organizations and institutions.

NIAGARA HISTORICAL SOCIETY
Management Policies and Procedures

MUSEUM POLICIES

- i. Museum Collections Management Policy
 - a. Photographic Reproduction Policy
- ii. Exhibition Policy
- iii. Research Policy
- iv. Museum Archival Policy
- v. Museum Staff Training Policy
- vi. Museum Conservation Policy
- vii. Human Resources Policy
 - a. Performance Review Example
 - b. Staff meetings
 - c. Job Description
 - Managing Director
 - Society Administrator
- viii. Gift Shop Policy
- ix. Newsletter Policy
- x. Education and Interpretation Policy
- xi. Community Policy
- xii. Customer Service Accessibility Policy
- xiii. Compliance and Monitoring list
- xiv. Contract Policy

NIAGARA HISTORICAL SOCIETY
COLLECTION MANAGEMENT POLICY

(To replace Collection Management Policy dated November 2002)

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GLOSSARY

Society: means the Niagara Historical Society
Board: means the Society Board of Directors
Museum: means the Museum of the Society
Director: means the Museum Managing Director
Collection: means the Museum collection
Committee: means the Collection Management Committee
Account: means the Collection Management Account

(A) PURPOSE OF THE MUSEUM

The following statements of policy are intended to embody the intent and objectives of the Niagara Historical Society as outlined in the Constitution. The Museum is not a mere repository of objects, and by carefully defining the scope of its collections the Museum will promote a sound growth policy, while guarding against the danger of random expansion. The collection is the property and responsibility of the Niagara Historical Society and is housed and displayed in the Museum.

The Society is concerned with the acquisition of objects as an integral facet of a program of historical research, conservation, preservation and display. We will collect objects associated with a historically important person, place or event or established business that relates to the communities of Niagara-on-the-lake, up until fifty years before the current date; or pertains to the foundation and operation of the society itself. However, contemporary archives and artefacts with significant historical value will be collected at the discretion of the committee. As a general rule, the Museum does not accept gifts that carry restrictions. Natural collections will

not be considered for acquisition. If a work is not appropriate for acquisition to the Collection, it may be acquired for a research or education collection.

All works proposed for acquisition to the Collection should be relevant to the Museum's stated mission and should be in, or capable of being returned to, an acceptable state of conservation, unless the physical condition is integral to the meaning of the work. The Museum must be able to house and care for the proposed acquisition according to generally accepted museum practices. Only items for which legal title can be firmly established should be considered for acquisition.

(B) LAW AND ETHICS

The Museum will be committed to meeting all Municipal, Provincial, and Federal legislative requirements that have an impact on collection development, management, and documentation. Also, the Museum will conform to the Canadian Museums Association "Ethical Guidelines" as they pertain to collection development and management.

(C) COLLECTION MANAGEMENT COMMITTEE

The Collection Management Committee will oversee the collection, and make recommendations to the Niagara Historical Society Board regarding artefact acquisition, conservation, deaccessioning and disposal. The Committee will also initiate Museum collection reviews, and will monitor loans to and from the Museum.

The Committee will be composed of volunteers with specific areas of expertise, and/or other interested members of the Society. The Museum Director will be a permanent member of the Committee, and the Society President and the Vice-President (Museum) will both be ex-officio members of the Committee.

(D) FUNDING

A Collection Management Account will be maintained for the express purpose of providing funds for the acquisition, protection, and conservation of the Museum collection. The Account may receive funds from the following sources:

1. Gifts or bequests
2. Grants from various levels of Government
3. Fundraising events
4. Interest earned within the Account
5. Specific transfers by the Board.

As a general rule, annual expenditures should not exceed the annual interest earned within the Account. This rule is intended to preserve the integrity of the Account, and to allow for capital growth from the other sources of funds.

Exceptions to the general rule will be allowed where the best interests of the Museum collection will be served by a larger expenditure of funds.

Procedures:

1. All requests for withdrawal of funds from the Account will be reviewed by the Committee, who will then submit their recommendations to the Board.
2. All funding recommendations from the Committee will be subject to the approval of the Board.

3. In situations where there is insufficient time to obtain the necessary approvals, the Chair of the Committee will have the discretionary authority to approve up to \$500 for artefact acquisition, protection, or conservation.

(E) ACQUISITIONS

Objects to be accepted into the Museum collection must be relevant to, and consistent with the purposes of the Museum as stated in Section (A). The Museum must be able to provide for the protection and preservation of the object in keeping with the standards of good museum conservation practices. In addition, the object must meet one of the following criteria:

- (a) The object is rare or unique, having significance in itself.
- (b) The object is associated with an historically important Niagara person or event.
- (c) The object has Niagara provenance.

Procedures:

1. All objects offered to the Museum will be officially received by the Director or his/her representative, who will accept them conditional on the approval of the Committee and the Board.
2. A "Donor Form" setting forth a complete description of the object and its provenance will accompany all donated objects. The form will also record the full name and address of the donor, and any special instruction from the donor. A copy of all donor forms will be kept on file at the Museum.
3. The Committee will judge the merits of each object based on the acquisition criteria listed previously, and will recommend acceptance or rejection for the Museum collection.
4. The Committee will send their recommendations to the Board, who have final approval in each case of acceptance or rejection.

(F) COLLECTION RECORDS

The Museum will use a combination of paper based and electronic based collection records. The Museum will follow appropriate procedures to ensure that the records are properly managed and remain current.

All items approved for the collection will be assigned a unique accession number, and the item will be catalogued. Appropriately trained volunteers or staff will be assigned the duties of registrar. An up-to-date electronic back-up of the Master Catalogue will be kept in an off-site location.

Procedures:

1. Donor Forms, Loan Forms, and the Accession Register will be paper based.
2. The Master Catalogue file will be maintained in an electronic database.
3. Donor Forms for approved items will be entered into the Accession Register, and the item will be assigned an accession number.

4. Accession numbers will be applied as follows: Year, Donation Number, Sequential Number within the donation. i.e. 2003.001.001 Artefacts will be labeled using National Park Service or Canadian Conservation Institute protocol.
5. Each item will be catalogued using the R.G.Chenhall system.
6. The information in the Accession Register will be entered into the Master Catalogue "Past Perfect" electronic database.
7. Two back-up copies of the database will be made on a weekly basis using Zip Drive technology. One copy will be retained at the Museum, and the other will be stored off-site by the Director.

(G) HANDS-ON EDUCATION

The Museum will not use original artifacts or documents for hands-on educational purposes, but reproductions and/or photocopies may be made available. The Museum does maintain extensive files containing non-original documents pertaining to Niagara persons, places, or artefacts, and these files can be made available for hands-on educational purposes.

Procedure:

1. All requests for hands-on education will be approved by the Director.

(H) COLLECTION REVIEW

Good collection management requires an on-going review of artefacts in the Museum collection. Collection reviews will be initiated by the Committee and monitored by the Director.

Procedures:

1. The reviewers will question if the artefact continues to be relevant to, and consistent with, the purposes of the Museum as stated in Section (A).
2. The reviewers will bring to the attention of the Committee, all artefacts that are damaged, to determine if conservation is justified.
3. In addition, the reviewers will bring to the attention of the Committee, all artefacts that do not meet at least one of the the following criteria.
 - (a) The object is rare or unique, having significance in itself.
 - (b) The object has an association with an historically important Niagara person or event.
 - (c) The object has Niagara provenance.
 - (d) The object is the best example of its type in the collection.
 - (e) The Museum has proper storage facilities for the object.

(I) CONSERVATION

The Museum will practice preventative and non-interventive conservation to prevent damage to and minimize deterioration of the collection. Interventive conservation will be done only as a last resort, and only on items

that are deemed to be rare and significant to local and national research. Interventive conservation will be done by qualified experts.

The Museum will use condition reporting when an item is accessioned, displayed, stored, or loaned. The condition report will form the basis for treatment decisions.

Procedures:

1. Artefacts considered for conservation will be brought to the attention of the Committee by the Director, through the Collection Review process, or by the submission of a Condition Report.
2. The Committee will review all conservation requirements, and will pass their recommendations to the Board, who have final approval in each case of conservation.

(J) HANDLING AND DISPLAY

The collection will only be handled by properly trained staff and volunteers. Training will cover such areas as cleaning, preventative conservation, inventory, packing, transportation, exhibition, and cleaning artefacts on display. The needs for training will be assessed on an annual basis, and all training will be done by a professional.

Artefacts will be displayed based on their own special needs. Artefacts sensitive to UV light will be displayed only under appropriate conditions, and will not be displayed for extended periods of time. Risk assessment of the collection should be done to assess the possibility of water damage, theft, and vandalism. Artefacts on display will be checked on a daily basis. The Museum will also maintain a Disaster Plan, and it will be reviewed every three years.

The Museum will provide an appropriate environment for its artefacts, monitor it daily and take appropriate actions when necessary. This includes the minimization of light levels, temperature and relative humidity fluctuations, dust, and pest infestation.

Procedures:

1. Training of staff and volunteers, and display of the artefacts will be the responsibility of the Director.
2. Risk assessment of the collection and the Disaster Plan will be evaluated by the Committee and the Director.

(K) STORAGE

The Museum will provide dedicated storage space on the second floor of the High School portion of the Museum for artefacts. The archives of the Museum will be stored on the main floor of the High School portion of the Museum.

These spaces will be climate controlled and kept dark when not in use. The spaces will be maintained in a neat and organized fashion with no overcrowding, and they will consist of shelving units that are appropriate for the artefacts. All building materials will be pH negative, will not off-gas, and will allow for the weight of the material stored on them. Special storage will be provided for archival, textile, and other materials that cannot be safely stored on shelving.

Procedures:

1. Storage areas will be monitored and cleaned when necessary by trained staff or volunteers.
2. Storage areas will be locked and only accessible to the Director or his/her designates.

(L) DE-ACCESSIONING

Artefacts to be considered for de-accessioning will be brought to the attention of the Committee by the Director, through the Collection Review process, or as a result of a Condition Report. All such artefacts will be scrutinized on a case-by-case basis by the Committee, using the procedures listed in Section (H) of this policy. The Committee will then determine if de-accession is a valid option, and if there are any restrictions placed on the artefact with regard to its disposal.

Procedure:

1. The Committee will forward their recommendations to the Board who have final approval in each case of de-accessioning.

(M) DISPOSAL

Artefacts approved for de-accessioning by the Board will be disposed of in a manner that is in the best interest of the Museum. Disposal will be monitored by the Committee who will recommend a specific method from the following list:

- (a) an exchange of artefacts with another museum.
- (b) transfer of the artefact to another museum.
- (c) Long term loan or transfer of the artefact to a responsible public or private institution.
- (d) An exchange of artefacts with dealers or collectors.
- (e) Public or private sale of the artefact.
- (f) Destruction of the artefact.

Procedures:

1. Adequate records outlining the conditions and circumstances under which the artefacts were de-accessioned and disposed of, will be kept by the Museum.
2. All funds received from the sale of any artefact from the Museum collection will be deposited into the Collection Management Account.

(N) INCOMING LOANS

Objects loaned to the Museum collection will be brought to the attention of the Committee, and are borrowed subject to the following conditions:

- (a) While the Museum will exercise due care of the property entrusted to it, the Museum is not responsible beyond the exercise of the standards of care used with its own property.
- (b) Where specified by the lender, items on loan will be insured by the Museum for amounts that are mutually acceptable to the Museum and the lender.
- (c) The Museum may request the lender to remove any objects by written registered notice to the address indicated by the lender on the Loans Incoming form. In case the owner shall fail to remove any object within six months after such notice, the Museum may dispose of such objects as it sees fit, and shall not be liable or accountable to the lender.
- (d) The Museum may photograph or otherwise depict objects for purposes of record, education, or publicity under the same practices that pertain to the objects in the Museum's own permanent collection.
- (e) Except for normal dusting, the Museum will not clean, conserve or otherwise alter any loaned object except by written permission from the lender.
- (f) Items will be returned only upon the surrender of the appropriate receipt, or upon the written order of the lender or a duly authorized agent or legal representative.
- (g) Pictures or reproductions of items on loan will not be sold without specific permission from the lender.

Procedure:

1. A Loans Incoming form will be completed for each item loaned to the Museum, and a copy will be kept on file at the Museum.

(M) OUTGOING LOANS

Requests for the loan of items from the Museum collection will require the approval of the Committee and the Board, and will be subject to the following conditions:

- (a) The borrower will provide standards of care acceptable to the Museum.
- (b) The borrower will provide insurance coverage acceptable to the Museum during the period of the loan and during transport.
- (c) The borrower will give appropriate credit if the item is photographed or otherwise pictured for any purpose.
- (d) Except for normal dusting, the borrower will not clean, conserve, or otherwise alter the item in any way.
- (e) All loans will have an expiry date upon which loaned items must be returned, or the loan period extended by formal approval of the Committee.
- (f) The Committee may apply other conditions that they deem appropriate for a particular loan situation.

Procedure:

1. A Loans Outgoing form will be completed for each item loaned from the Museum collection, and a copy will be kept on file at the Museum.

Revised September 2011

Neil Rumble,
Society President

NIAGARA HISTORICAL SOCIETY
RESEARCH AND PHOTOGRAPHIC REPRODUCTIONS POLICY

RESEARCH POLICY:

a. Access and Control

The Museum will allow members of the public to access its collections for research purposes. Because the care of the collection is a public trust, the type of access given to a researcher may vary. Access privileges will be determined by the Director/Curator.

Prior to being granted access to the collections:

- i. A researcher will demonstrate an understanding of the Museum's care and handling procedures. Staff may provide instruction as time permits.
- ii. A researcher will communicate to the Director the nature and purpose of his/her research by completing the information request form.

The Museum will not allow the removal by a private researcher of any artifact from its facility for research or documentation purposes. Loans of artifacts to other Museums or Education institutions will be considered in accordance with the Collections policy.

The Museum will provide copies of copyrighted materials for research or private study where the researcher can satisfy the Museum that he or she will not use the copy for a purpose other than research or private study.

b. Remote Access to the Collections

The Museum will respond to inquiries regarding its collection. The Museum staff will record the nature and source of remote inquiries and respond with a notice of receipt of the inquiry within five working days.

Where a fee will be applied to an information inquiry, the researcher will be informed of such and an estimate of the fee will be given. Where the estimate exceeds twenty-five dollars (\$25.00), then the Museum may ask for a deposit prior to fulfilling the request.

c. Expenses incurred by the Museum

The Museum will endeavour to ensure that the research services offered are on a cost-recovery basis. As such, the Museum may charge all disbursements to a researcher. The Museum may charge a researcher for services or labour provided by the Museum to fulfil the researcher's request.

The Director may waive research service fees for dissemination of the information requested if in his/her judgement such dissemination will benefit the public in general.

d. Publication

When publishing materials obtained from the Museum, researchers will acknowledge the Niagara Historical Society & Museum as the source. Acknowledgement will take the following form:

“Courtesy of the Niagara Historical Society & Museum”

Researchers will be informed that they are responsible for obtaining the publishing rights for any materials retrieved from the Museum collections. The Museum in no way assigns the right of publication when it distributes copies of items from its collections.

**Research and Photographic Reproduction Policy and Form
Niagara Historical Society & Museum**

Date: _____ Name: _____

Mailing Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Items Requested - Identification numbers, key words, catalogue #, accession # or specific questions for hourly research.

Research Costs

Research deposit	_____ @ \$25.00 _____
Research labour (In town)	_____ @\$12.00/hr _____
Research labour (Out of town)	_____ @\$15.00/hr _____
Photo copies	_____ @ \$0.25 _____
Digital Image	_____ @ \$5.00 _____
Photo reproductions (4X6)	_____ @ \$5.00 _____
Photo reproductions (5X7)	_____ @ \$10.00 _____
Photo reproductions (8X10)	_____ @ \$20.00 _____
Photo reproductions (11X14)	_____ @ \$40.00 _____
Postage	_____ @\$5.00/env _____

Total Costs: _____

Publication Fees

A publication fee will charge for commercial use at \$10/image. If the image is to be used for advertising, front cover, or in a major publication, an additional fee may be charged at the discretion of the Museum Board.

Publication fees will not charge for non-profit or educational use or use by local magazines, newspapers or television.

If the research/material is used in any form for publication or exhibition, the Society requests acknowledgement as follows:

“Courtesy of the Niagara Historical Society & Museum”

I, _____ agree to pay the above charges in return for research or material from the Niagara Historical Society.

43 Castlereagh Street, P.O. BOX 208, Niagara on the Lake, Ontario, L0S 1J0. Tel: (905) 468-3912, Fax: (905) 468-1728

Conditions for Photographic Reproductions

1. The Niagara Historical Society & Museum reserves the right to determine which photographs may be reproduced.
 2. Photographs are provided for one-time use only, unless otherwise stated.
 3. The purchaser agrees to reimburse the Museum for reproductions, according to the price scales established.
 4. The sale of photographs does not automatically include permission for their reproduction. Permission for reproductions must be obtained specifically and will be granted if the proposed use of the photograph meets with the approval of the Museum.
 5. Photographs may be ordered for research purposes and then released for publication by letter after payment of a publication fee.
 6. Permission to publish or further reproduce material is granted for specific purpose or occasion and does not convey or transfer copyright in the original material to the requestor.
 7. The researcher/purchaser assumes all responsibility under the terms of the Copyright Act for use made of images secured from the Niagara Historical Society & Museum.
 8. Photographs from the Niagara Historical Society & Museum must be credited to the Museum and should credit the photographer where known.
 9. The author/publisher of any publication containing an illustration from the Museum shall provide one gratis copy to the Museum.
 10. Researchers are not allowed to copy photographs using their own cameras or other equipment.
 11. Photographs shall not be copied or incorporated into the collections of any archives, library, or other repository without the written permission of the Niagara Historical Society & Museum.
 12. Photographs shall not be retouched or altered in anyway which would affect their historical or artistic integrity.
 13. Photographs cannot be supplied on approval or returned for credit
 14. Advance payment is required for photographic reproductions.
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NIAGARA HISTORICAL SOCIETY
EXHIBITION POLICY AND PROCEDURES

EXHIBITION POLICY:

1. The purpose of the Museum is to preserve and display a collection of artifacts which will be representative of Canadian heritage and history and with specific reference to Niagara-on-the-Lake. The exhibitions shall be designed to encourage an interest in local history and shall be educational and entertaining.
2. The museum will exhibit a selection of artifacts in the collection in any given year. Exhibitions will conform to prevailing curatorial and conservation standards.
3. The Museum shall feature:
 - a) Permanent Exhibitions which shall depict the history of Niagara-on-the-Lake;
 - b) Temporary Exhibitions, generally a minimum of two per year, which may include a feature exhibition to commemorate the anniversary of an event or person of significance. Exhibitions may include items borrowed from individuals or institutions that fit the theme;
 - c) Travelling Exhibitions – the Museum may chose travelling exhibitions from other institutions and conversely may prepare exhibitions for display at off-site locations;
 - d) Private Collections – collections owned by private citizens or firms may be exhibited provided the terms of agreement are appropriate.
4. A committee, to be known as the Exhibition Committee, may be formed by interested members of the Niagara Historical Society. This committee shall consist of a chairman and members who will function under the direction of the Curator (Managing Director). The Exhibition Committee will adhere to the exhibition procedures outlined below and will be responsible for implementing the objectives of the policy. All committee members will be trained in preparation, installation and artifact handling.
5. The Curator (Managing Director), under the direction of the Board of Directors, shall have final approval and responsibility for all exhibitions.
6. The Exhibitions budget will be approved annually by the Board of Directors as part of the overall budget process for the Museum and Society.

EXHIBITION PROCEDURES:

1. All Exhibitions must conform to the Museum Policies and Operational methods for:
 - a) Conservation,
 - b) Interpretation and Education, and
 - c) Exhibitions.
2. That portion of the Museum budget allocated to Exhibitions should be used for:
 - a) The design and preparation of necessary graphics and labels
 - b) Required materials and construction
 - c) Installation and evaluations and
 - d) Advertising and promotion of feature exhibitions
 - e) Or such other expenses deemed appropriate by the Curator

3. A proposed schedule of exhibitions for the following year shall be prepared by the Curator (Managing Director) and submitted for approval to the Board of Directors each year.
4. Every exhibition shall be thoroughly planned and researched, with full consideration of:
 - a) The purpose of the exhibition
 - b) The historical accuracy and objectivity of the research
 - c) Ethical behaviour in exhibition presentation
 - d) The availability and condition of artifacts to be displayed
 - e) Specifications and cost of materials and labour to be used
 - f) Conservation and security requirements
 - g) Text, graphics and labeling, and
 - h) The sketch and written plan to be prepared for all exhibitions.
 - i) Accessibility for all museum patrons to enjoy
5. Every exhibition shall be installed with:
 - a) Clear concise text and labels where necessary. Text shall be a readable font with a minimum size of 16 pt.
 - b) Italics may be used for quotations and credit must be given to the source of the quotation.
 - c) Adequate security provision.
 - d) Safety of staff and visitors in mind. All exhibitions will be adequately supported, secure and will provide barriers against heavy objects or moving parts that may cause injury. All hazards will be identified and will be remediated to ensure safety.
 - e) Meeting all municipal, provincial and federal legislative requirements
7. If an exhibition takes in excess of one day to complete, it must be clearly marked "Exhibition in Progress".
8. All artifacts selected for exhibition must be:
 - a) in stable condition
 - b) catalogued
 - c) installed according to current conservation and security standards.
 - d) marked as "On Exhibition" for its location on the Collections Database when an exhibition is being installed and dismantled.
9. Furthermore, any exhibitions which are loaned for display to other locations must be:
 - a) transported in a safe and secure manner
 - b) mounted and exhibited in comparable conditions to the original
 - c) handled to cover all conservation standards, and
 - d) labeled with credit for the source.
10. Where items are lent to the museum for display, loan forms and an acknowledgement letter must be completed. A "thank you" letter must be written to the lender at the completion of the exhibition and return of the item.
Loaned items must be identified as being "from a private collection" unless otherwise stated by the lender.
11. A visual record shall be kept of all exhibits
 - a) digitally recorded

b) plans and notes of the exhibit.

Amended by motion passed at the Board of Directors Meeting on

26/03/2015
Day/Month/Year

Dennis Kam, Society President

NIAGARA HISTORICAL SOCIETY
RESEARCH POLICY AND PROCEDURES

The Niagara Historical Society & Museum (NHSM) will undertake research related to the objectives of the Society as stated in the constitution:

“The promotion of Canadian culture by encouraging the study of Canadian history and literature with specific reference to the Niagara area.”

The subject areas on which the Society and Museum have focused and shall continue to attend to are as follows:

1. First Nations history of Niagara-on-the-Lake.
2. The military history of Niagara-on-the-Lake,
3. The domestic history of the settlement of Niagara-on-the-Lake.
4. The development of social and cultural activity in Niagara-on-the-Lake.
5. The personal history of individuals whose artifacts are prominent elements of the collection.

The time frame within which research shall be intensive will be 1750 to within 50 years of the current date.

RESEARCH RELATED TO MUSEUM FUNCTIONS:

1. Research shall be initiated with each new acquisition in the following areas:
 - a) identification of artifact
 - b) history of the genre
 - c) personal history of the item
 - d) brief biographical references for donor and/or owner
2. Research shall be ongoing to expand the identification of artifacts and archival material.
3. Research shall be ongoing to upgrade the catalogue system.
4. Research on the collection and archives should suggest yearly and seasonal themes for exhibit purposes.

EDUCATIONAL PROGRAMS:

1. Educational programs developed around specific themes shall be researched for accuracy before presentation.
2. The museum will liaise with schools to determine appropriate areas for research and programming.

DOCUMENTATION:

All research related to museum functions shall be documented as follows:

- a) Entered into research file system
- b) Entered into computer Collections Database under the appropriate artifact
- c) Entered into the Artifact Research file
- d) Entered onto the Artifact Catalogue file

RESEARCH PROCEDURES:

Research will be carried out by staff, members with special qualifications, contract employees under supervision and, at times, with the assistance of volunteers. All research conducted by the NHSM will ensure:

- A. Accuracy and objectivity in the results of research
- B. Ethical behavior is followed
- C. That all municipal, provincial and federal legislative requirements are met in conducting research and in the use of the results from research

The Museum will issue consent to research as per the NHSM Research Request Agreement. Staff will ensure that all external researchers have training in handling artifacts. For more information on external researchers please read the Research and Photographic Reproductions Policy located in the NHSM Collections Management Policy.

RESEARCH FACILITIES:

The Society has developed and will continue to maintain, a library of reference material related to its collection.

The Society has set aside a library area with appropriate equipment for research including audio-visual aids.

The Society maintains a holding bay for acquisitions while research is in process. A proportion of the budget is allotted to research activities and may vary from year to year. Time away from the premises for staff research activities will be granted as requested, when arrangements for substitute staff can be made.

Amended by motion passed at the Board of Directors Meeting on

26/03/2015

Day/Month/Year

Dennis Kam, Society President

NIAGARA HISTORICAL SOCIETY
ARCHIVAL POLICY AND PROCEDURES

POLICY:

The museum shall, as part of its collection, maintain and add to a repository of historical documents. This documentary material shall be the responsibility of the Curatorial Committee under the direction of the Museum Curator and shall be made available to researchers for such use as:

- a) exhibition,
- b) publication.

PROCEDURES:

1. Where the Niagara Historical Society is not the owner of the original documents,
 - a) all institutions must be given credit in the caption, and in the list of acknowledgements accompanying a publication or material prepared for a public program.
 - b) private sources may be acknowledged as "private sources" with a full credit given in the list of acknowledgements for the publication.
2. Where the Niagara Historical Society is the owner of the original document, it shall be given credit in the caption and in the list of acknowledgements accompanying a publication or material prepared for a public program in the following manner "Courtesy of the Niagara Historical Society Museum".

Note: The material referred to in this policy is the Collection of historical documents acquired by the Society. It is not those records and documents generated by or referring to the business of the Society.

Amended by motion passed at the Board of Directors Meeting on

26/03/2015

Day/Month/Year

_____ Dennis Kam, Society President

NIAGARA HISTORICAL SOCIETY
TRAINING POLICY AND PROCEDURES

GENERAL STATEMENT:

A museum requires skilled staff, paid and unpaid, to carry our day-to-day duties of administration, interpretation, exhibit, display and maintenance of the collection. The Board of Directors will implement these obligations in the following manner:

A. **Committee Responsibilities:**

The Board of Directors will:

1. Set aside a specific amount in each year's operating budget for staff training purposes.
2. Take an active role in seeking out training opportunities and ensuring that staff can participate in these activities.
3. Require staff to undertake further training in museological areas where staff is deemed deficient.

B. **Employee Responsibilities:**

1. All employees, paid and volunteer, shall participate in in-house training programs where applicable to their responsibilities.
2. Employees shall be accountable, in writing, with respect to benefits obtained from training programs and conferences.

TRAINING PARAMETERS:

Each year the Museum shall provide its staff with the opportunity for professional development, interchange with museum colleagues or upgrading of skills.

A. **General:**

Areas of museological and general training which are necessary for the operation of a professional museum include:

1. museum organization and administration including general administrative functions and procedures, staff and site management, promotion and public relations, financial planning, fund raising and grant acquisition, bookkeeping, records and accounting and museum security.
2. registration and collections management
3. care of collections
4. interpretation and public programmes, including exhibit design and preparation, education programs, interpretation and extension services, research.

B. Specific:

Training opportunities for museum staff which satisfactorily fulfill the above objectives include:

1. heritage organization annual conference and meetings
2. museum studies certificate or degree course
3. workshops, seminars or courses on museum responsibilities
4. regional meeting or workshops with museum colleagues
5. correspondence courses
6. internships, study tours, exchange programs

Amended by motion passed at the Board of Directors Meeting on

28/07/2011 _____
Day/Month/Year Neil Rumble,
Society President

NIAGARA HISTORICAL SOCIETY
CONSERVATION POLICY AND PROCEDURES

1. The Museum will establish procedures and provide support for protection of the collection from damage or loss through fire, flood, water damage, theft, vandalism, accident and damage from insect pests and vermin.
2. The Museum will establish procedures for care of artifacts in the event of physical emergencies such as fire, flood, accident, etc., pre-designate an emergency work area, and ensure that all staff are familiar with these procedures.
3. The Museum will provide storage areas and artifact workrooms sufficient to accommodate the size and material composition of the collection.
4. The Museum will provide storage space for the collection which will be orderly, clean and environmentally controlled, and will allow adequate physical access to the artifacts. Access will be restricted to the Curator or designate. The storage area will be used only for the storage of Museum artifacts.
5. The Museum will develop standards and procedures and will designate appropriate responsibility for handling, storage, exhibition, packing and transport of its artifacts in order to best preserve the collections.
6. The Museum will provide in-house training for all staff, both paid and unpaid, in the handling and preventative care of artifacts. Where further training is deemed necessary, the Museum will provide support (financial or other) for staff participation in outside training programs. Only staff with appropriate training will be permitted to handle artifacts.
7. The Museum will attempt to ensure that a sufficient size of staff is provided to implement preventive care of collections programs.
8. The Museum will ensure that all artifacts in the collection whether owned or borrowed, are correctly documented with respect to ownership, incoming and current condition and need for conservation treatment. This program shall be on-going and "current condition" shall be assessed as items are brought forward for display.
9. The Museum will ensure that cleaning, repair or restoration of any artifact in its collection is carried out only by qualified personnel and in such a manner as to maintain the historic artistic integrity of that artifact.
10. Funds required for conservation of any artifact shall be drawn from the Collection Management account on the recommendation of the Collection Management Committee.

Revised September 2011

Neil Rumble,
Society President

NIAGARA HISTORICAL SOCIETY
HUMAN RESOURCE POLICY

PREAMBLE

This policy is based on the understanding of responsibility, goodwill and trust between employer and employee. It is seen as a policy of mutual interest between both parties and is to be interpreted accordingly. The board of directors of the Niagara Historical Society is referred to as the "Society".

The Society and its employees and contractors and agents will not discriminate in their employment practices on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, age, marital status, family status, or disability.

1. Agreement of Employment and Conditions

Each employee of the Society will be provided with a letter of agreement containing a job description, an anniversary review date, performance review forms, annual salary, and a copy of this policy.

1. Statutory Regulations

Employment with the Society is subject to all the provisions of the Ontario Employment Standards Act, the Canada Pension Plan, and the Employment Insurance Act.

3. Recruitment

The Society will provide equal opportunity in employment and will recruit, promote, appoint, and assign on the basis of merit without discrimination as defined by the Province of Ontario's Human Rights Code.

When recruiting for the Managing Director or Society Administrator position, the following procedure should be used. The Board of Directors will form a Hiring Committee made up of at least two Executive Committee Members, of which one is the President.

The Committee will review the job description, make any necessary changes and establish the job posting requirements. Upon approval of this committee, the job posting will then be made available for a minimum of two weeks through appropriate means, while remaining as cost-effective as possible. This includes but is not limited to internet job sites and Museum field-related recruitment sites.

Upon the closure of the Job Posting, the committee will review applications, select a list of potential candidates and set up interviews. When all candidates have been interviewed, the committee will decide on the best person for the post. The successful candidate will then be informed as soon as possible, agreeing on a commencement date and starting salary. If a successful candidate has not been found this process will be repeated. All unsuccessful candidates will then be informed of the outcome of the interview process.

For contract positions, the Managing Director and Society Administrator will complete the above procedure on behalf of the Board of Directors. In special cases, members of the Board of Directors may be invited to join the procedure.

4. Salary

Employees are paid every other Friday, at a rate of one twenty-sixth of their annual salary less appropriate deductions. Individual salaries may be adjusted to take into account changes in the cost of living and merit increases.

5. Hours of Work

Employees are expected to bring a professional viewpoint to their job based on a five-day week. This may constitute working weekends for more than half the year and some evenings. Unless otherwise specified, employees will be based at 43 Castlereagh Street in Niagara-on-the-Lake, Ontario. Normal office hours are from 9:00 a.m. to 5:00 p.m. Employees are expected to work an average of 40 hours per week.

5. Breaks

Permanent employees are entitled to one hour paid lunch break and applicable breaks in accordance with the Employment Standards Act, 2000 for each full work day.

6. Vacation Time

Vacation time is specified in the position contract. Unused vacation can be carried forward to the next fiscal year, up to one week.

Selection of vacation time must be arranged with and approved by the Managing Director or the Board Chair having regard for the work priorities of the Society. Requests for vacation should be in writing.

7. Sick Leave

An employee accumulates sick leave credits at a rate of one (1) day per month for each full calendar month of continuous employment. Where an employee does not have sick leave credits equal to the period of absence by an illness, he or she may be granted special leave with pay. Special sick leave granted must be deducted from sick leave credits subsequently earned before any further accumulation of sick leave credits may take place. An employee who is granted special sick leave must, upon ceasing employment, compensate the Society for the unrecovered leave. The amount of compensation is to be calculated using the employee's rate of pay at termination. Accumulated days of sick leave at the termination of employment are not payable. Sick leave credits cannot be used in conjunction with vacation or leaves of absence. Sick leave is recorded in the Employee Payroll Book. Leave for sickness of one's spouse, life partner or child may be granted from the employee's sick leave.

Doctor's evidence of illness may be required after three (3) days absence due to illness at the discretion of the Managing Director or Board Chair.

8. Overtime

Overtime is defined as time worked by an employee in excess of normal daily or weekly hours of work, as requested or approved by the Managing Director or Board Chair. Compensation for overtime worked is not to be paid; employees are entitled to equal time off with pay in lieu of overtime worked. Lieu time must be taken in the year in which it is earned, and cannot be carried forward from year to year.

Scheduling of lieu time is arranged in advance with the Managing Director or Board Chair. Exceptions can be made to these provisions in special cases at the discretion of the President.

9. Statutory Holidays

Under normal conditions, employees will not be expected to work on the following holidays: New Year's Day, Good Friday, Easter Sunday, Thanksgiving, Christmas Eve, Christmas Day, Boxing Day and New Year's Eve. The Museum remains open for all other statutory holidays. If a holiday falls on a non-working day, or if it is necessary for employees to carry out their duties on any one of the holidays, they shall be entitled to another working day off with pay.

10. Attendance Register

Hours worked and leave taken must be recorded on the time sheets provided.

11. Professional Development Leave

The Society is willing to consider requests for professional development from employees. Requests will be considered on an individual basis and will be evaluated in terms of the employee's duties and the Society's financial ability. Where approved by the Managing Director or the Board Chair, the Society will grant leave with pay and will reimburse reasonable travel, accommodation, tuition and sundry expenses upon successful completion of the course. Where the program is deemed beneficial but funding is not available, attempts will be made to reach a solution (e.g. solicitation of special grants, partial funding, etc.). Where it is considered that a professional development request will be of immediate benefit to the employee and only indirectly beneficial to the Society, the Society will consider a contribution of 30% of the expenses involved upon successful completion of the course. All applications should be made to the Managing Director or Board Chair.

12. Leaves of Absence with Pay

a) *Compassionate Leave*: A leave of absence with pay for up to five (5) days may be granted in the case of a death in the employee's immediate family or household; up to two (2) days may be granted in the case of other relatives. Immediate family shall be identified as a spouse, life partner, mother, father, sister, brother or child. In-laws shall be considered other relatives.

b) *Special Leave*: A leave of absence for other special purposes will be considered on the merits of the individual case upon application in writing to the Managing Director or Board Chair. Such leaves will not affect an employee's vacation or sick leave credits.

c) *Court Leave*: Employees who are required to serve as jurors or witnesses in any court shall be granted a leave of absence with pay for this purpose. Any compensation received by an employee other than for actual expenses incurred will be considered the property of the Society, and shall be deposited to the Society's general revenue account.

13. Leave of Absence without Pay

An employee may make an application to the Managing Director or Board Chair for a leave of absence without pay at any time after one year of employment. Such application shall be considered on the merits of the individual case, and on the basis of the Society's work priorities.

14. Maternity and Parental Leave

An employee is entitled to unpaid maternity and/or parental leave in accordance with the Employment Standards Act. An employee whose spouse is pregnant is permitted to take up to four (4) days off with pay at the time of delivery. Absences for these days may be granted from one's accumulated sick leave or vacation credits.

15. Probation Period

All new employees are hired on a three (3) month probation period which may be extended at the discretion of the Managing Director or the President of the Society. During probation, an employee is entitled to accumulate but not receive vacation and sick leave credits. During the probation period, either party may terminate the employment agreement with one week's notice.

16. Performance Review

An employee's performance and conditions of employment will be reviewed annually (at a minimum) on or before the anniversary date of his or her employment. Reviews of the staff will be done by the Managing Director or Board Chair. Employees and the persons doing the performance review will agree on the form and methods to be used. Part of this review, including cost of living and merit changes to the salary, will be decided and recommended by the President of the Society to the Board.

17. Termination of Employment

Employees desiring to terminate their employment with the Society are required to inform the Managing Director or Board Chair in writing at least two (2) weeks in advance of their intended departure date. Should the Society wish to dispense with an employee's services, he or she is entitled to notice with pay or severance pay equal to one (1) week of his or her annual salary in the first year of employment, and one (1) week for each full year of service thereafter, unless otherwise agreed pursuant to the Employment Standards Act, 2000. (For example, after completing three (3) years of full service, an employee is entitled to three (3) weeks pay in their fourth (4th) year).

18. Travel Expenses

When requested to travel on behalf of the Society by the Managing Director or Board Chair, an expense allowance will be advanced to the employee, or he or she will be reimbursed in full after expenses have been incurred. Valid receipts will be required. It is understood that they will always utilize the most economical means of transportation and accommodation.

19. Staff Honoraria

Employees should be prepared to render professional services within the Society's sphere of interest. Fees or honoraria for such services, when received, will be the employee's. If the employee prepared these professional services during the course of a business day, and used the resources of the Society, then fees or honoraria, when received, should be deposited to the credit of the Society unless otherwise authorized. For services within its sphere of interest, the Society may be prepared to cover staff time with pay and to reimburse out-of-pocket expenses incurred.

20. Managing Director

Whenever decisions affecting the Managing Director are required, the chair of the Board is vested with the authority to make them. The president shall report his or her actions to the board and the executive committee within a reasonable time frame.

This policy was officially adopted by the board of directors of the Niagara Historical Society on 2005 (date), and supersedes all previous and related policies.

Revised January 2015

NIAGARA HISTORICAL SOCIETY
STAFF MEETINGS POLICY

Time: Tuesday mornings 10 a.m.

Ground Rules:

- Open, free communication
- Solution oriented
- Acknowledge each others' contributions
- Notes shall be made on the white board, highlighting key ideas from the meeting

Format:

- Review issues/problems
- Identify resource needs
- Suggest resolutions/solutions
- Create timelines

NIAGARA HISTORICAL SOCIETY AND MUSEUM
JOB DESCRIPTIONS

The Niagara Historical Society in Niagara-on-the-Lake encourages historical study of the Niagara region, collects and preserves historical records and artifacts specific to the Niagara area and encourages the preservation of the town's historical landmarks.

The Society operates a successful museum, which is made up of three connected buildings and houses a collection of over 40,000 artefacts and archives. It is recognized that the Museum and its contents is the major artefact of the Niagara Historical Society.

The Society & Museum operate on a combined budget of just over \$200,000 annually. They employ two full-time employees and hire contract personnel based on grants received for special projects. The Society has a membership of about 300 individuals or families, which includes about 70 active volunteers.

Job Title: Managing Director, Niagara Historical Society & Museum

Reporting Relationship: The Managing Director reports to the President and the Board of Directors of the Niagara Historical Society

Job Purpose: The Managing Director is the chief operating officer of the Niagara Historical Society, responsible for all day to day operations in collaboration with the Society Administrator; has primary responsibility for the implementation of Board directed strategies and policies for the activities, collections and holdings of the Niagara Historical Society.

Primary Responsibilities:

Management/Development/Communications:

- Assist the Board in the development of all strategic plans, marketing plans and financial plans for the Museum
- Prepare budgets in collaboration with the Society Administrator
- Plan, develop, direct and carry out all operational activities of the Museum
- Make recommendations to the Board on the need, focus and allocation of human resources required, including full time and part time employees as well as volunteers
- Train and supervise one full time staff person and together with the Society Administrator, direct the work of several contract staff and over 70 volunteers
- Serve in an advisory capacity to the Museum committees or sub-committees as requested
- Develop contacts/network and liaise on behalf of the Society with governments, museums and other heritage organizations as required
- Research and assist in identifying sources of funding
- Prepare funding applications and follow up on such funding
- Represent the Museum at museum, heritage and other cultural events as may be requested
- Track and report on the operations, maintenance and financial status of the Museum on monthly, quarterly and annual basis in collaboration with the Society Administrator
- Hold signing authority for Museum and Society expenses
- Oversee marketing and PR activities for the Museum, reviewing and approving all media releases, posters, brochures and public announcements for events and programs
- Prepare articles of historical interest for local newspapers

- Coordinate various special events for the Museum
- Develop content for and maintain website

Curatorial:

- Ensure the provincially promulgated Community Museum Operating Standards are met, at least to the minimum level
- Research, record, collect and otherwise assist in matters concerning the history of the Niagara region and other Heritage links
- Maintain the collection of the museum, including its acquisitions, care and preservation
- Monitor environmental conditions of collection and building
- Develop and implement a seasonal building maintenance schedule
- Continuously digitize the collection
- Maintain and update all collection records
- Arrange for the implementation of permanent and temporary exhibits on a continuing basis, which will be of interest to local and visiting communities alike
- Develop, research and provide educational programs for children, students and/or interested community groups
- Answer public inquiries related to artefacts, local history and material culture
- Serve as a guest speaker for special interest groups
- Conduct walking tours of the town as well as Museum tours when required

Physical Demands:

- May be required to perform small maintenance duties, set up tables and chairs for special events, move exhibit cases and other materials for displaying exhibitions, and move artefacts in and out of storage
- May be required to perform walking tours through the Old Town

Working Conditions and Environment:

- Required to work some evenings and weekends for special events and lectures
- Required to work with some chemicals used for maintenance purposes, cleaning of exhibition cases, mounting of exhibition text, preventative conservation, and accessioning artefacts

Knowledge and Skills Required:

- Knowledge of the History of Niagara is required
- Knowledge of Microsoft Word, Access, Publisher and Excel
- Experience working on database systems
- Good oral and written communication skills
- Excellent leadership skills
- Excellent analytical and problem solving skills in order to determine the goals of the Society
- Ability to do research
- Proven success in marketing, public relations and fundraising for heritage organizations is an asset
- Experience in Human Resource Management is an asset
- Knowledge of heritage and conservation standards for both artefacts and facilities
- Comprehensive knowledge of theory and practice of museum operations including research, collections management, artefact conservation, exhibit development and funding programs
- Knowledge of community needs
- University degree with graduate work in Museum Studies or related field
- Ability to cultivate and maintain contacts in the museum community, including related governmental organizations at the provincial and federal levels

Terms of Employment:

The Managing Director's job is a full time salaried position as stipulated in the Niagara Historical Society Human Resources Policy.

The position will be evaluated annually by the Niagara Historical Society Board as set out in the Performance Review Procedure. This will be done in conjunction with the goals and objectives established and agreed with the Board during the previous year.

Salary and vacation periods are specified in the contract with the Niagara Historical Society.

Revised September 2010

Job Title: Society Administrator

Reporting Duties: Reports to the Managing Director of the Society and liaises with all members of the Society's Board of Directors; may report directly to the President and to the Board on specific issues, events or items.

Job Purpose: The Society Administrator supports all functions of the Society through maintaining financial records and accounts, procurement, volunteer management and public relations.

Primary Responsibilities:

Financial Management

- Prepare annual budgets in collaboration with the Managing Director
- Prepare monthly and year-to-date revenue and expenses for the Treasurer of the Society and Board members, and identify and explain, as required, variances from the approved budget.
- Prepare weekly (or as required) bank deposits for the Society and Museum
- Maintain an accurate, computerized record of Sales and Expenses
- Maintain petty cash records
- Prepare and control Accounts Receivable and Accounts Payable
- Organize annual raffle and report to Town
- Maintain budgets and expense accounting for special programs and events
- Prepare GST and PST remittances and Employee Payroll
- Arrange for annual audit and assist auditors as required

Administration

- Prepare funding applications and do follow-up in consultation with Managing Director
- Produce and distribute Board of Director minutes, agendas, and financial reports
- Assist with strategic planning
- Serve in an advisory capacity to the Museum/Society committees or sub-committees as requested
- Procure merchandise for Gift Shop
- Prepare monthly reporting chart including volunteer hours, attendance figures, research visits, communication to members, etc.
- Assist in tracking bi-monthly progress of strategic plan
- Prepare and distribute charitable tax receipts
- Maintain official records of the Society
- Maintain office supplies
- Book tours with various outside groups

Membership

- Set up the quarterly newsletter with assistance from Managing Director and other volunteers
- Have quarterly newsletter printed
- Send membership mailings for the quarterly Newsletter, special events, etc
- Maintain membership figures, organize membership renewal, distribute membership letters of thank you and membership cards
- Plan and oversee annual membership event
- Send communication to members via email for events, important dates and other pieces of interest
- Track overdue memberships and send correspondence regarding renewal

Public Relations

- Ensure that B&B, hotel and other stakeholders are aware of upcoming events and exhibitions

- Promote Society events and exhibitions by producing in-house posters, rack cards and other promotional materials, as well as organizing the distribution of the material
- Design marketing materials and advertisements for tourism guides, newspapers and websites
- Arrange for the printing of materials that cannot be done in-house
- Produce press releases for special events, workshops, lectures and other programmes and distribute them through email
- Produce weekly (or monthly) Cultural Newsletter and distribute it to participating sites as well as to membership and marketing contacts
- Plan and execute special events, in collaboration with Board committees and with volunteer support

Volunteer Management

- Assist in the direction of volunteer work assignments
- Maintain volunteer records and administrative forms
- Assess the need for volunteers
- Ensure that records of volunteer hours are maintained and that volunteers record their hours
- Ensure that volunteers are properly supervised
- Plan and implement formal and informal volunteer recognition activities
- Ensure that volunteers work in a safe and healthy environment in accordance with all appropriate legislation and regulations
- Arrange volunteer schedule for special events
- Develop, administer, and review policies and procedures which guide the overall volunteer program
- Assist in training volunteers in procedures relevant to their job
- Develop and implement plans to recruit new volunteers when required

Staff Supervisory/Management Responsibilities:

- Communicate tasks to volunteers and supervise during special events
- Train new staff (part time and contract) in front desk procedures

Interaction with Patrons and Public

- Interact with Museum visitors
- Phone and face-to-face interaction with various businesses for inventory orders, office supply orders, maintenance of building and grounds, and accounts payable and receivable
- Interaction with media contacts for advertising or articles
- Maintain relationships with members and volunteers

Physical Demands:

- May be required to unpack inventory for gift shop and put it out for display
- May be required to move chairs and exhibition cases to set up for special events
- Travel by foot and by vehicle to various sites to distribute promotional materials

Working Conditions and Environment:

- Will be required to travel to bank to make deposits
- May be required to attend and assist with special events on evenings and weekends
- May be required to work with some chemicals used for cleaning purposes

Knowledge and Skills Required:

- Knowledge of Microsoft Word, Access, Excel and Publisher
- Experience with use of database systems
- Experience with Quickbooks Pro or other Bookkeeping software

- Experience with other Desktop Publishing software an asset
- Good interpersonal skills on the phone and face-to-face
- Strong writing and editing skills
- Strong oral communication skills
- Knowledge of current trends and resources in volunteerism
- Leadership skills
- Certification from the Canadian Administrator of Volunteer Resources (CAVR) or equivalent association is an asset
- Degree or diploma in Business Administration or related studies is an asset
- Post Secondary education in social sciences, human resources, public relations, community development, or adult education is an asset

Revised September 2010

NIAGARA HISTORICAL SOCIETY
GIFT SHOP POLICY AND PROCEDURES

POLICY:

The Niagara Historical Society shall operate a gift shop as a profit centre to the benefit of the Museum.

PROCEDURE:

1. In order to limit the liability of the Niagara Historical Society, no more than \$15,000.00 wholesale worth of goods shall be in the gift shop inventory at any one time.
2. Separate accounts may be kept for payments and revenues. Purchases are to be netted against revenues (i.e. sales) to show net income (i.e. profit). This net income will show as a separate item on Gift Shop Profit and Loss Statement in the Society accounts.
3. Merchandise should reflect heritage, history and the Museum Collection and exhibits including reproductions where feasible. History related books should be pre-eminent.
4. Selected aged inventory, except books, prints and posters should be substantially reduced by inventory sales at least once each year.

NIAGARA HISTORICAL SOCIETY
POLICIES AND PROCEDURES FOR THE NHS NEWSLETTER

1. The goal is to get the Newsletters to the majority of people by or on the first of March, June, September and December
2. The Newsletter will strive to include historical content
3. As space permits in the Society Events Calendar, advertise local events – especially history-related ones
4. Society Administrator enters all data and formats the Newsletter
5. Editor(s) communicate any changes to Society Administrator
6. Society Administrator makes camera-ready copy of Newsletter for printer and delivers it
7. While the Newsletters are being printed, labels/envelopes are prepared by staff and volunteers and divided into categories (local, out-of-town, USA, etc.). Any inserts are prepared
8. An electronic version of the Newsletter is posted on the Museum website and distributed by email to members and other contacts
9. As a matter of policy, we will gradually migrate to an exclusively digital version.

Amended by motion passed at the Board of Directors Meeting on

23/07/2015

Day/Month/Year

_____ Dennis Kam, Society President

NIAGARA HISTORICAL SOCIETY
EDUCATION AND INTERPRETATION POLICY

GENERAL STATEMENT:

Since its inception in 1895, the Niagara Historical Society and Museum has offered public programs, exhibitions and student/youth programs.

EDUCATIONAL STATEMENT OF PURPOSE:

The Niagara Historical Society & Museum will conduct educational programmes and life-long learning opportunities for the people of Niagara-on-the-Lake, visitors and members of the Society. These programmes will support our mandate to encourage and educate individuals of the heritage of Canada and the Niagara Region.

POLICY:

By itself, or in partnership with other organizations, the Niagara Historical Society will offer interpretation and education programs in five distinct areas.

PUBLIC PROGRAMMING:

Lecture Series

The Society/Museum will offer a minimum of six lectures each year on topics of historical or general interest for its members and the public at large.

Publication

The Society/Museum will continue to publish books, booklets, and pamphlets, in electronic or print form, on historical topics.

Walking Tours

The Society/Museum will offer Interpretive Walking Tours of the Town of Niagara-on-the-Lake.

Special Events

The Society/Museum will:

- Provide opportunities for local collectors to display items from their collections.
- Seek out and present traveling exhibitions compatible with the Museum's mandate.
- Host historically relevant musical or theatrical events at the Museum or at other appropriate venues.

Youth/Student

The Society/Museum may offer a series of Youth/Student programs.

These programs will draw on the Museum's collection to focus on elements of the current Ontario Public School Curriculum.

The Society/Museum will offer a museum visit combined with a walking tour of the Town as part of the school program.

PROCEDURES:

1. The Board of Directors will ensure that a portion of the annual Museum operating budget will be dedicated to interpretation and education programs.
2. The Managing Director or designate will ensure that the volunteers involved in all programs have the appropriate qualifications for the necessary tasks.
3. No original artifacts will be used for hands-on activities. Original artifacts may be used in demonstrations under the control of the Managing Director or designated staff. If original artifacts are used for public programming, the museum staff will ensure they follow our conservation policy. In addition, all artifacts selected for exhibit must be:
 - a. in stable condition
 - b. catalogued and
 - c. used according to current conservation and security standards.
4. The Niagara Historical Museum will ensure that all programmes conducted by the Museum will be in a safe and secure environment for staff, visitors and volunteers.
5. All programmes shall be thoroughly planned and researched, taking into consideration:
 - a. the purpose of the program
 - b. the historical accuracy and objectivity of the research
 - c. the availability of staff
 - d. specifications and cost of materials and labour to be used
 - e. conservation and security requirements
 - f. age of the participants or the Ontario Secondary School Curriculum designated for school groups

Adopted February 2000
Modified October 2004

Amended by motion passed at the Board of Directors Meeting on

23/07/2015
Day/Month/Year

Dennis Kam, Society President

NIAGARA HISTORICAL SOCIETY
COMMUNITY POLICY

The Niagara Historical Society strives to be a steward of Niagara's history and its collection for the residents of the Town of Niagara-on-the-Lake, the Niagara Region and Ontario.

The NHS will provide access, both physically and digitally, to its cultural and educational resources, services and programs to visitors, the Membership and the residents of Niagara-on-the-Lake, whenever possible. Potential visitors to the Museum's public areas include but are not limited to the general public, school groups, special-interest groups, community groups, the academic community and interested individuals. In making its collections and information resources accessible, the NHS will minimize economic, social, geographic, physical, and cultural barriers and reach out to a broad range of interest levels, to the greatest extent possible.

The NHS will exhibit objects from its own collection, from other institutions, or from private sources with the intent of satisfying the needs and interests of its membership and the public. These exhibitions will be used to provide access to the collection and will educate visitors and the public about our unique local history. The NHS will also provide special access to the collections for scholars, graduate students, and other interested parties, as appropriate. Access to parts of the NHS collections is also provided through educational programs/lectures for the general public, school groups, special-interest groups, community groups, the academic community and interested individuals.

The NHS will promote activities at the museum through whatever means possible within the budget approved by the Board of the Society. The Museum will advertise activities in newspapers, on posters and maintain a website.

The Museum will operate year round and will not restrict access to the public programming or activities of the museum by means that would be considered discriminatory.

The NHS 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 Society membership, committees, public surveys, public open houses and through partnerships with community groups, organizations, businesses and citizens.

The Museum will attempt to work with partners in the community for the delivery of programming activities including education, research and exhibitions. This will include; cultural groups, museums and other like minded institutions. The Museum will also advocate co-operation and participation among cultural institutions by sharing collections, curatorial, and museological information and lending objects for exhibition and research.

Revised November 2010.

**NIAGARA HISTORICAL SOCIETY
CUSTOMER SERVICE ACCESSIBILITY POLICY**

1. Mission

The Niagara Historical Society & Museum is a team of staff and volunteers which passionately collects, preserves, researches, educates and promotes the history of Niagara-on-the-lake and its communities. We inspire an appreciation of local history through engaging programs and exhibitions.

2. Our Commitment

In fulfilling our mission, the NHSM strives at all times to provide its goods and services in a way that respects the dignity and independence of people with disabilities and allows them the same opportunity of access, allowing them to benefit from these same services, in the same place and in a similar way as other visitors.

3. Providing goods and services to people with disabilities

The NHSM is committed to excellence in serving all visitors including people with disabilities and will carry out our services and responsibilities in the following areas:

3.1 Communication

We will communicate with people with disabilities in ways that take into account their disability. We will train staff who communicate with visitors on how to interact and communicate with people with various types of disabilities.

3.2 Telephone Services

We are committed to providing fully accessible telephone service to our visitors. We will train staff to communicate with visitors over the telephone in clear and plain language and to speak clearly and slowly. We will offer to communicate with visitors by correspondence; either digital or by hard copy, if telephone communication is not suitable to their communication needs or is not available.

3.3 Assistive Devices

We are committed to serving people with disabilities who use assistive devices to obtain, use or benefit from our goods and services. We will ensure that our staff are trained and familiar with various assistive devices that may be used by visitors with disabilities while accessing our goods or services.

3.4 Billing

We are committed to providing accessible invoices to all of our visitors. For this reason, invoices will be provided in the following formats upon request: Hard copy, large print, email. We will answer any questions visitors may have about the content of the Invoice in person, by telephone, email or hard copy.

3.5 Exhibition, Interpretation and Educational Programs

We are committed to providing exhibition and interpretation services to all of our visitors. The permanent exhibition "Our Story" will be accessible for all through an interpretation guide available in various formats including Braille. If necessary, the Museum will provide a tour through the galleries explaining the exhibition and the artifacts within the displays. Since the Memorial Hall Upper Gallery is not currently accessible, the Museum will provide a guide with photographs that will explain the artifacts on display and their significance.

When creating an exhibition, the Museum will ensure that all text will be a minimum size of 16 and will have an easy to read font. All exhibition displays and additional text will be kept at a height that is amenable for all visitors.

All visitors will be able to experience an engaging and meaningful educational program conducted by the NHSM. Therefore, all programs will be developed with the customer service needs of those with disabilities in mind.

4. Use of service animals and support persons

We are committed to welcoming people with disabilities who are accompanied by a service animal on the parts of our premises that are open to the public and other third parties. We will also ensure that all staff, volunteers and others dealing with the public are properly trained in how to interact with people with disabilities who are accompanied by a service animal.

We are committed to welcoming people with disabilities who are accompanied by a support person. Any person with a disability who is accompanied by a support person will be allowed to enter the NHSM's premises with his or her support person. At no time will a person with a disability who is accompanied by a support person be prevented from having access to his or her support person while on our premises.

Regular admission will not be charged to the support person when entering the exhibition space. Visitors will be informed of this by a notice that will be posted along with the admission fees at the front desk, on the museum website and communicated over the telephone.

5. Notice of temporary disruption

The NHSM will provide visitors with notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available. The notice will be placed at the public entrance and at the site of the disruption.

6. Training for staff

The NHSM will provide training to all employees, volunteers and others who deal with the public or other third parties on their behalf, and all those who are involved in the development and approvals of customer service policies, practices and procedures. The training will be provided within two weeks of the staff or volunteer commencing their duties.

Training will include the following:

- The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard.
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- How to find and use the exhibition guides to assist all visitors with understanding and enjoying the Museum exhibition
- What to do if a person with a disability is having difficulty in accessing the NHSM's goods and services
- The NHSM's policies, practices and procedures relating to the customer service standard.

Where applicable staff will be trained on policies, practices and procedures that affect the way goods and services are provided to people with disabilities. Staff will also be trained on an ongoing basis when changes are made to these policies, practices and procedures.

7. Feedback Process

The goal of the NHSM is to meet and surpass customer expectations while serving visitors with disabilities. Comments on our services regarding how well those expectations are being met are welcome and appreciated.

Feedback regarding the way the NHSM provides goods and services to people with disabilities can be made by email, verbally, or by filling out a Customer Service Feedback Form. These forms will be available upon request at the Front Desk. All feedback will be directed to the Managing Director. Visitors can expect to hear back within 5 business days.

8. Amendments

We are committed to developing customer service policies that respect and promote the dignity and independence of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities.

Any policy of the NHSM that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

NIAGARA HISTORICAL SOCIETY COMPLIANCE AND MONITORING LIST

Governmental Employment & Charitable Regulations

Task	Completed by	Frequency	Date	Done
Charitable Tax Return	Bridgman & Durksen	Yearly	March/Apr	
Ontario Corporation of Notice of Change	Amy or Sarah	Yearly	January	
WSIB	Amy	Quarterly	April, July, October, January	
Source Deductions: CPP, EI, Taxes	Amy	Monthly	Due the 15 th of each month	
T4's	Amy	Yearly	February	

Human Resources

Task	Completed by	Frequency	Date	Done
Performance Reviews	Society President	Yearly	Sept/Oct	
Salary Adjustments	Society President	Yearly	Sept/Oct	
Training and Professional Development	Staff			
Recruitment and hiring	Staff or Board	Yearly and as needed	April for summer staff	
Vacation leave and sick leave	Staff	Yearly		

Operations

Task	Completed by	Frequency	Date	Done
Directors Insurance	Sarah	Yearly	January	
Property Insurance	Sarah	Yearly	January	
Content Insurance	Sarah	Yearly	January	
Community Museum Operating Grant	Amy	Yearly	June	
Heritage Organization Operating Grant	Amy	Yearly	June	
NOTL Town Grant	Sarah	Every 4 years	November	
Young Canada Works	Amy	Yearly	February	
Business License to Buy and Sell Firearms	Sarah		Good until 2016	
Payroll	Amy	Biweekly	Fridays	
Audit	Bridgman & Durksen	Yearly	February	
Fire Drill	Staff	Yearly		
Fire Extinguisher & Alarm inspection	Birmingham	Yearly	May	
Strategic Plan	Planning Committee	Yearly	September	
Appointment of Auditors	Members	Yearly	October	
Election of Executive Committee and Board of Directors	Members	Yearly	October	

Appointment of Nominating Committee	Members	Yearly	October	
Update Fire Safety Plan and send to Fire Department	Sarah	Yearly	October	
Update Disaster Plan	Sarah	Yearly	October	

Banking

Task	Completed by	Frequency	Date	Done
Bank reconciliation	Amy	Monthly	Jan-Dec	
Review bank reconciliation	Treasurer	Quarterly		
HST/GST Rebate	Amy	Biannual	January & July	

NIAGARA HISTORICAL SOCIETY
CONTRACT POLICY

All anticipated purchases of goods and services in excess of \$5,000 from a single supplier should begin with a Request for Proposal (RFP) which spells out the following:

Nature of the service sought

Deadline for submission of a proposal

Details of the deliverable:

- Objectives of the project
- Length of the product (time frames, running time, number of pages, or other measurable)
- Names of the individual(s) providing the service or product
- Start date of the project
- Milestones and target dates
- Progress payments
- Deadline for completion and delivery of the product
- Confirmation of compliance with copyright regulations
- Confirmation as to ownership of the finished product by the Museum

Three bidders must be sought for all contracts in excess of \$5,000. This requirement may be waived by two members of the Executive in writing, electronically or otherwise.

The contract to be drawn up shall reflect these requirements and must be signed by two members of the Executive. This includes contracts awarded on a sole source basis.

Where practical, best efforts should also be made to incorporate the above requirements in all contracts below the dollar threshold set out above.

November 26, 2015