



Museum Committee Agenda

July 2, 2020

Electronic (Remote) Meeting

- 1. Call to Order**
- 2. Roll Call**
- 3. Declaration of Pecuniary Interest**
- 4. Action Items**
 - a. Children's Programming Policy

- 5. Information Items**
 - a. Archives Report - July 2020
 - b. Communications Report
 - c. Revenue Development Report
 - d. Programming Report

- 6. Act on Recommendations**

That in accordance with the Procedure By-law, staff be authorized and directed to give effect to the actions of the Museum Committee in respect of all resolutions passed during the July 2, 2020 meeting.

- 7. Next Meeting**

August 6, 2020

- 8. Adjournment**



Committee Report

To: Warden Mitch Twolan
Members of the Museum Committee

From: Cathy McGirr
Director, Museum & Cultural Services

Date: July 2, 2020

Re: Children's Programming Policy

Staff Recommendation:

That the revised Children's Programming Policy for the Bruce County Museum & Cultural Centre be approved.

Background:

The Museum is governed by standards outlined by the Ministry of Heritage, Sport, Tourism and Culture Industries. The 10 standards for community museums represent the minimum requirements for the operation of a good community museum and are necessary to qualify for the CMOG (Canadian Museum Operating Grant). This specific policy is not one of the 10 standards required however, is a necessary policy to administer Museum programming. Revisions and additions are outlined in the table below. There are several associated documents for the policy attached for reference - Museum Manners, Behaviour Agreement, Children's Registration Form, Individualized Plan and Incident Report.

Children's Programming Policy Revisions

Section	Change
Policy Statement	Addition - Expanded to include volunteers
Registration & Fees	Addition - Detailed explanation of what collected data is used for. Expanded detail regarding refunds and any additional charges
Age Requirements	This is a new section, outlining the age requirements for the programs
Drop-off & Pick-up	Addition - Emergency contact information
Late Fees	This is a new section added to the policy
Behaviour Management	Addition - section regarding re-enrollment
Food & Allergies	Addition - revised section to incorporate procedures from the new Corporate Anaphylaxis Policy
Photographs	Addition - section regarding ownership of photos

Financial/Staffing/Legal/IT Considerations:

There are no financial, staffing, legal or IT considerations associated with this report.

Interdepartmental Consultation:

There was interdepartmental consultation with the Office of the CAO, Library and Human Services in regard to the development of Anaphylaxis Policy.

Link to Strategic Goals and Elements:

Goal #1 - Develop and implement tactics for improved communications

Element E - Clear and consistent messages across the organization

Goal #4 - Find creative new ways to involve all staff in our future

Element C - Invest in expanding the knowledge and skills of our staff

Museum Strategic Plan Alignment:

No specific alignment to our pillars however, policy review is standard Museum operating practice.

Approved by:A handwritten signature in black ink, appearing to read "Sandra Datars Bere". The signature is fluid and cursive, with the first name "Sandra" being the most prominent.

Sandra Datars Bere
Chief Administrative Officer



Museum Manners

Before any program with children participating, we introduce our Museum Manners. These manners are guides for acceptable behaviour and help ensure that Museum programs are safe, welcoming, and enjoyable for everyone. Sometimes children are asked to suggest manners so that they can be an active part of determining what acceptable behaviour looks like and take ownership of the process.

Museum manners include (but are not limited to):

Mouth - Use indoor voices, kind words

Ears - Listening to the speaker

Hands - Used for helping, not hurting (keep them to yourself)

- To help children understand why we don't touch artefacts in the Museum, have them rub their fingers together and ask if they can feel that their fingers get a bit slippery. This is due to the oil that our skin needs to be healthy, but these oils will hurt our artefacts over time. Even if we've just washed our hands, our skin will still make oil!
- We remind children that if it looks like they shouldn't be trying to touch something (it is behind glass/a rope/a fence, or placed out of reach), then they probably shouldn't be trying to touch it, but they can always ask an adult if they are not sure.

Feet - Walking when inside the Museum, staying on the sidewalk when going to the park. Keep them to yourself.

Heart - Be kind to oneself, each other, staff, visitors. Have fun!

Eyes - Focused on the speaker. Stay where you can see the group and leader - always stay together, especially outside.

If a child needs to use the washroom, they must ask the staff member leading the program or a teacher first.



Behaviour Agreement

Parent and child must read and initial each of the statements below in acknowledgement of their agreement to abide by Museum rules.

While at a Museum program I will:

- ____ ____ Respect myself, other children and staff.
- ____ ____ Be responsible for my own behaviour.
- ____ ____ Use only appropriate language.
- ____ ____ Listen to Museum/camp staff and follow our Museum Manners.
- ____ ____ Be honest.
- ____ ____ Respect the Museum's property and others' belongings.
- ____ ____ Do my best to have fun and make it fun for others.

While at a Museum program I will not:

- ____ ____ Hurt others' bodies or feelings with my body or my words (example: fighting or bullying).
- ____ ____ Take things that don't belong to me.
- ____ ____ Leave the group except if I have permission from Museum/camp staff (i.e. to use the washroom).

I have read this behaviour agreement and agree to follow Museum rules. I understand that if I break the promises I have made above, I will be sent home and will not be able to return.

Camper signature: _____

I have read the above rules to (with) my child. I understand that while my child is at a Museum Program, he/she is to abide by these rules. If he/she does not, I will be required to make arrangements for him/her to be picked up, and he/she will not be allowed to return.

Parent/Guardian Signature: _____ Date: _____



Children's Programs - Registration Form

Please Print. NOTE all snacks and lunches must be NUT-FREE. Thank you!

1. Name: _____ Birth Date: _____ DD/MM/YY
2. Name: _____ Birth Date: _____ DD/MM/YY
3. Name: _____ Birth Date: _____ DD/MM/YY

Parent/Guardian: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Parent/Guardian: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Address: _____ City: _____ Postal: _____

Email: _____ Who may we contact during work hours? _____

*Children must be with the designated age range on the first day of the program. We reserve the right to ask for appropriate documentation and/or remove a child from the program if he/she is not within the specified age range.

Health Card Number(s): _____

Child No. 1

Child No. 2

Child No. 3

Family Doctor: _____ Phone: _____

Emergency Contact: _____ Phone: _____

Special Concerns - In order to create a positive experience for your child, please list any BEHAVIOURAL PROBLEMS, SPECIAL PHYSICAL or MEDICAL NEEDS, including allergies

If a child has a physical, learning, or behavior special need, please let us know at registration. Extra assistance may be required in certain cases, in the form of a parent or guardian attending to chaperone their child.

WAIVER AND ASSUMPTION OF RISK:

As part of registering my child(ren) for a program at the Bruce County Museum & Cultural Centre, I hereby agree as follows:

1. That I acknowledge that I am aware of the risks associated with this activity and the possibilities of accident or injury, which are inherent in this type of activities and I hereby accept to take that risk on behalf of myself and my child(ren). I declare that my child(ren) is fully covered by medical, dental and hospital insurance, including emergency treatment, and that I am fully protected in case of an accident to my child(ren).
2. That I affirm that my child(ren) is in good health, capable of participating in the program and activities of the Children's Programs, and I accept personal risk on behalf of myself and my child(ren) for the consequences of such participation.
3. That I affirm that I have listed any behavioural programs, special physical, emotional or psychological or medical needs on this form, OR I have discussed them with the camp supervisor.
4. That in the event of an accident or medical problem suffered by my child(ren), I consent to the Children's Program leaders to seek out and/or administer the appropriate medical care.
5. To save harmless and keep indemnified the Children's Program and the Bruce County Museum & Cultural Centre and their respected agents, officials, servants and representatives from and against all claims and actions, costs, and expenses and demands, in respect of injury, loss or damage or death to myself or my child(ren)'s person.
6. That my child(ren) will follow the rules and guidelines of the Children's Program. If my child(ren) is not following the rules and guidelines, I will come and pick up my child from the program and forfeit any program fees paid.
7. That the entire program fee is non-refundable unless I provide notice of cancellation at least one business day (Monday - Saturday) prior to the start of the program.
8. That my child(ren) may participate in offsite activities during the course of the program.
9. That I declare this Waiver and Assumption of Risk is binding on me, my child(ren), my heirs, executors, administrators and assigns.

I have read this Waiver and Assumption of Risk and I fully understand all aspects of it.

Signature of Parent/Guardian

Date

In the event that photographs are taken of myself or my child(ren) while participating in Children's Programs, I understand that these photographs will become the property of the BCM&CC and I do give permission for these photos to be displayed or publicized in print or in an online format at a later date.

Signature of Parent/Guardian

Date

☐ If you would like to subscribe to the Bruce County Museum & Cultural Centre's electronic communications please check this box. These communications may include exhibit openings, newsletters, updates, announcements, special events or other information of interest to you ("Electronic Communications"). As of July 1, 2014, Canada's anti-spam legislation requires that we obtain your consent to send you electronic communications. You can unsubscribe at any time by clicking the unsubscribe button at the bottom of the emails.

STAFF MEMBER ACCEPTING FORM: _____



INJURY REPORT FORM

Incident Information

Date: _____ Time: _____ AM/PM

Location: _____

Description of Incident (facts only): _____

Injured Party Information

Name: _____ Contact Number: _____

Nature of Injury: _____

Activity Engaged in at time of Incident: _____

Was immediate first aid rendered: YES ____ NO ____

Ambulance Called? YES ____ NO ____

Time Requested: _____ Time Arrived: _____

Police Called? YES ____ NO ____

Time Requested: _____ Time Arrived: _____

Witnesses

Name: _____ Contact Number: _____

Name: _____ Contact Number: _____

Would you classify this injury as: ____ Minor ____ Minor requiring attention ____ Major

Corrective/ Recommendations: _____

Additional details: _____

Person completing the report: _____



Policy: Children's Programming

Department: Museum

Effective Date: 2009

Revision Date: June 4, 2020

Review Date: June 2023

1. Coverage

This policy applies to all staff at the Bruce County Museum & Cultural Centre (BCM&CC) who are involved in children's programs during which parents/guardians leave their children in the care of the Museum.

2. Policy Statement

The BCM&CC recognizes the importance of providing programming that creates a safe and pleasant environment and an "Unforgettable" experience for the children attending programs at the Museum. All staff, as well as volunteers who will be assisting with children's programming, will be familiar with the provisions of this policy and ensure they are followed.

3. Policy

Registration & Fees

For paid programming, children must be pre-registered and their spot must be pre-paid for. Positions are filled on a 'first come, first served' basis and the BCM&CC may offer alternative dates if a program is at capacity.

To ensure that we have accurate up-to-date records, contact, and medical information, every registered child must have a Children's Health Form completed prior to the child attending a program. Parents/guardians will be asked to fill out a new form if their current form has expired. Forms can be

downloaded from our website (brucemuseum.ca), or can be filled out in person at the museum. Information collected from parents/guardians upon registration is disseminated within the organization on a need-to-know basis to equip staff to better serve our campers. This information will not be shared outside the organization.

Prior to the child attending the program, forms and payments should be sent to:

Bruce County Museum & Cultural Centre
33 Victoria St. N
Southampton, ON
N0H 2L0

Registration is not complete until forms and payment have been processed. Charges for NSF cheques will be invoiced back to the guardian along with any other outstanding balances. NSF charges and outstanding balances may result in future programming registrations being declined. The NSF fee will be charged at the current bank rate.

For all children's programs, 1 business days' notice (Monday - Saturday) is required for a full refund if a child cannot attend a program for which they are registered. Refunds will not be issued if less notice is given.

Age Requirements

Every participant of a children's program must meet the minimum age requirement and not exceed the maximum age limit the day they attend the program. We reserve the right to ask for appropriate documentation and/or remove a child from the program if they are not within the specified age range.

Drop-off & Pick-up

For safety reasons, all children must be signed in and out by a parent/guardian. The person who will be picking up the child must be indicated on the sign in sheet prior to pick up. If we have reason to believe that a parent/guardian or another authorized person is under the influence of drugs or alcohol, or impaired in any other way that may affect their care for the child, we will not release the child into that person's custody and the alternative emergency contact will be phoned. A hand-written, signed note is required if your child is authorized to leave on his/her own at the end of the day.

Drop-off and pick-up times will be specific to each program. Early drop-off and late pick-up may be available for an additional fee, per child per occurrence as outlined in the BCM&CC fee schedule. This must be pre-arranged and pre-paid.

During all children's programming a parent/guardian or emergency contact must be reachable by phone and able to pick up the child in case of emergency at all times.

Late Fees

Parents/guardians must pick up their child(ren) by the end time stated for the program. Late pick-up fees which are outlined in the Museum Fee Schedule will apply.

Special Assistance

If a child has an educational assistant (E.A.) or other support worker at school that assists them, they are required to have someone assist them at Museum programs. Parents/guardians must make these arrangements for their children and communicate these arrangements to Museum staff. While the BCM&CC cannot provide special assistance for a child during a program, we can work with the parent/guardian to accommodate any assistants that will attend a program with a child. So we can best serve the children in our care, full disclosure on the child's health form is required at time of registration. Failure to do so may result in interruption to the child's attendance in a program.

Behaviour Management

It is our goal to provide a safe, positive environment for all children. Children who attend our programs are expected to follow behaviour guidelines ("Museum Manners") and interact appropriately. These guidelines are set in place to ensure that all who participate in children's programs will have a fun and enjoyable experience.

It is the responsibility of Museum staff to redirect children's behaviour and respond to inappropriate choices on an individual basis. There is also a responsibility for children to respect each other, respect the property of others and to respect and follow Museum staff.

If a situation arises where a participant threatens the safety of another person or shows disregard for our Museum Manners, Museum staff will inform and work

with parents/guardians to correct the child's behaviour in order to provide a positive experience for everyone.

Should disruptive behaviour continue, and a suitable alternative is not available, the participant may be dismissed from a program/camp at the discretion of the Education & Outreach Coordinator. The BCM&CC will not be held responsible for any costs associated with a participant's dismissal, including camp fees. Refunds will not be granted if a child is asked to leave our programs due to inappropriate behaviour. Re-enrollment in programming will be conditioned upon the resolution of a follow-up meeting between the Education & Outreach Coordinator, parent/guardian, and the camper, and once a behaviour agreement is completed by both the parent/guardian and child. This will occur at the discretion of the Education & Outreach Coordinator. In some cases, the child may be denied readmission if it is determined that the Museum can no longer serve their needs.

Medication

To ensure the safety of every child, known medical, physical and behavioural conditions must be documented on the child's health form.

All medication a child is taking while at camp should be:

- prescribed by a doctor
- in the original package with instructions for dosage
- given to the Museum staff who is in charge of the program at the beginning of the day for safe storage (with the exception of a prescribed inhaler or EpiPen which may be kept on the child's person)
- able to be **self-administered** by the child. Museum staff will dispense and monitor administration of medication

Please advise Museum staff of medication changes so we can monitor and/or expect any changes.

Injury or Illness

If a child becomes ill or injured while at the museum, staff will contact the parent/guardian to pick up the child. Any Museum staff intervening in an injury (major or minor) will follow Museum Health and Safety procedures. Incident reports will be filed by the Museum staff any time an injury occurs.

If the injury or illness is an emergency and/or warrants a trip to the hospital, EMS/9-1-1 will be called and the child will be transported in an ambulance. Museum staff will contact the parent/guardian (or emergency contact if parent/guardian is unreachable) as soon as possible so the parent/guardian can meet the child at the hospital. The staff member(s) will submit an incident report within 24 hours.

Food & Allergies

Children's programming will follow the procedures outlined in the County's Anaphylaxis Policy. Sometimes a small snack may be provided during a program. However, lunches, snacks and drinks must be sent with the child to the program. Any food or snacks containing nuts will be removed from the programming environment and replaced with a suitable snack.

All parents/guardians with children who are known to be at risk of Anaphylaxis are required to notify the County of their child's condition and fill-out and provide an Individualized Plan (Anaphylaxis Policy) which will include all relevant information to properly accommodate their child's needs to the extent reasonably possible. This information should include: the identified allergens, the severity of the allergy, any past incidents of Anaphylactic Reactions, current medications, changes to diagnoses/medication and any other relevant health considerations. If the child has been prescribed an Epi-Pen the child shall self-carry at all times.

All parents/guardians with children not known to be a risk of Anaphylaxis should also ensure that they are complying with this Policy and encouraging their children to respect children with Anaphylaxis. Where applicable, parents/guardians should ensure that their children are only bringing safe food products (i.e. no nut products or products that list nuts in the ingredient list) into the Facilities.

While the County shall take all reasonable efforts to accommodate children with Anaphylaxis, there is no legal responsibility to reduce the risk of exposure to zero. Despite best efforts, the County cannot guarantee a 100 percent Nut-free environment.

Photographs

If a parent/guardian has signed the photo release portion of the Children's Health Form, any photographs taken of his/her child while at a program will become the property of the BCM&CC and may be displayed or publicized in print or in an online format at a later date.

Items from Home

Children are encouraged to bring water bottles, food, sunscreen and clothing items as appropriate for the program they are participating in. We also encourage parents/guardians to put their child's name on all belongings to reduce mix-ups and lost items.

Children are not permitted to bring weapons of any kind to the Museum, and the use of electronic devices is not permitted while a program is taking place. During programs, we discourage bringing toys or other non-essential personal belongings, as these items may be lost during their visit.

The BCM&CC is not responsible for children's personal belongings if lost, stolen, or damaged. The Museum maintains a "Lost and Found Bin" which is accessible to parents/guardians. Items left in this bin for more than one month may be donated to charity.

Inclement Weather

Extreme weather, (e.g. storms, extreme heat etc.) may result in adapted programming, or in some cases cancellation of our programming, including field trips.

Emergencies

In the case of an emergency, Museum staff will be notified and the appropriate action will be taken in accordance with the Bruce County Emergency Code procedures. These emergencies include but are not limited to: Fire, Medical Emergency, Building Evacuation, Missing Person, Violent Situation, and Severe Weather.

All Museum staff are notified when a children's program is happening and must be aware that emergency situations may occur where their assistance is

required and expected. Museum staff will make themselves available to assist where needed, even to the point of taking charge if the scope of the incident requires it.

Field Trips

Bussing

Field trip departure times may vary depending on the location of the field trip. To avoid delays, parents/guardians are encouraged to have their children signed in at least 20 minutes prior to the departure time. No stops or deviations from field trip routes can be made to accommodate late drop-offs. On the bus, children are expected to stay seated and act appropriately, adhering to all instructions by the bus operator as well as any Museum staff or volunteers to ensure everyone's safety.

T-Shirts

During field trips, each child will be issued one t-shirt to be returned at the end of the day. This shirt must be worn for the entirety of the trip to help staff identify children. T-shirts are washed after every use.

Child Protection

In accordance with section 72 of the Child and Family Services Act, 1990 (CFSA), any person who suspects that a child might require protection from abuse, neglect or other forms of maltreatment, has a responsibility to report those concerns immediately and directly to a child welfare agency. In Grey and Bruce Counties, Bruce Grey Child & Family Services must be contacted (519.371.4453 or 1.855.322.4453.) Their telephone lines are open 24 hours a day, 7 days a week.

The CFSA is Ontario legislation that is enforced by the Ministry of Children and Youth Services. The primary purpose of the CFSA is to promote the best interests, protection and well-being of children.

Policy Review

The Children's Programming Policy will be reviewed every three years by Management or when deemed necessary for amendments. This Policy may not be changed without the approval of Bruce County Council, the governing authority of the Corporation of the County of Bruce.



Children's Programs - Registration Form

Please Print. NOTE all snacks and lunches must be NUT-FREE. Thank you!

1. Name: _____ Birth Date: _____ DD/MM/YY

2. Name: _____ Birth Date: _____ DD/MM/YY

3. Name: _____ Birth Date: _____ DD/MM/YY

Parent/Guardian: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Parent/Guardian: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Address: _____ City: _____ Postal: _____

Email: _____ Who may we contact during work hours? _____

*Children must be with the designated age range on the first day of the program. We reserve the right to ask for appropriate documentation and/or remove a child from the program if he/she is not within the specified age range.

Health Card Number(s): _____

Child No. 1

Child No. 2

Child No. 3

Family Doctor: _____ Phone: _____

Emergency Contact: _____ Phone: _____

Special Concerns - In order to create a positive experience for your child, please list any BEHAVIOURAL PROBLEMS, SPECIAL PHYSICAL or MEDICAL NEEDS, including allergies

If a child has a physical, learning, or behavior special need, please let us know at registration. Extra assistance may be required in certain cases, in the form of a parent or guardian attending to chaperone their child.

WAIVER AND ASSUMPTION OF RISK:

As part of registering my child(ren) for a program at the Bruce County Museum & Cultural Centre, I hereby agree as follows:

1. That I acknowledge that I am aware of the risks associated with this activity and the possibilities of accident or injury, which are inherent in this type of activities and I hereby accept to take that risk on behalf of myself and my child(ren). I declare that my child(ren) is fully covered by medical, dental and hospital insurance, including emergency treatment, and that I am fully protected in case of an accident to my child(ren).
2. That I affirm that my child(ren) is in good health, capable of participating in the program and activities of the Children's Programs, and I accept personal risk on behalf of myself and my child(ren) for the consequences of such participation.
3. That I affirm that I have listed any behavioural programs, special physical, emotional or psychological or medical needs on this form, OR I have discussed them with the camp supervisor.
4. That in the event of an accident or medical problem suffered by my child(ren), I consent to the Children's Program leaders to seek out and/or administer the appropriate medical care.
5. To save harmless and keep indemnified the Children's Program and the Bruce County Museum & Cultural Centre and their respected agents, officials, servants and representatives from and against all claims and actions, costs, and expenses and demands, in respect of injury, loss or damage or death to myself or my child(ren)'s person.
6. That my child(ren) will follow the rules and guidelines of the Children's Program. If my child(ren) is not following the rules and guidelines, I will come and pick up my child from the program and forfeit any program fees paid.
7. That the entire program fee is non-refundable unless I provide notice of cancellation at least one business day (Monday - Saturday) prior to the start of the program.
8. That my child(ren) may participate in offsite activities during the course of the program.
9. That I declare this Waiver and Assumption of Risk is binding on me, my child(ren), my heirs, executors, administrators and assigns.

I have read this Waiver and Assumption of Risk and I fully understand all aspects of it.

Signature of Parent/Guardian

Date

In the event that photographs are taken of myself or my child(ren) while participating in Children's Programs, I understand that these photographs will become the property of the BCM&CC and I do give permission for these photos to be displayed or publicized in print or in an online format at a later date.

Signature of Parent/Guardian

Date

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STAFF MEMBER ACCEPTING FORM: _____



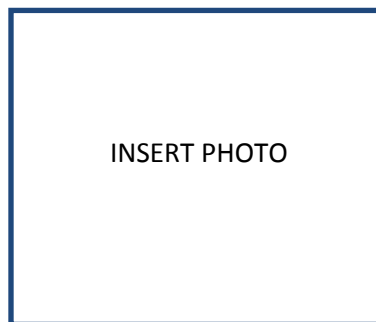
COUNTY OF BRUCE INDIVIDUAL ANAPHYLAXIS PLAN

I acknowledge that it is my responsibility to advise the County of any allergies or other medical conditions which may affect me or my child's participation in the program and have listed them below.

Child's Name: _____

Date of Birth: _____

Allergy/Medical Condition:



Food: The key to preventing an anaphylactic emergency is avoidance of the allergen. Children with food allergies should not share food or eat unmarked, bulk food or products with a "may contain" warning.

Prescribed Epinephrine Auto-Injector: ☐ Yes ☐ No

Child Self Carries Auto-Injector: ☐ Yes ☐ No

Other Information Relevant to Allergy/Condition: _____

A child having an anaphylactic reaction might have ANY of these signs and symptoms:

- Skin - hives, swelling (face, lips, tongue), itching, warmth, redness;
- Respiratory (breathing) - coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing;
- Gastrointestinal (stomach) - nausea, pain or cramps, vomiting, diarrhea;
- Cardiovascular (heart) - paler than normal skin colour/blue colour, weak pulse, passing out, dizziness or light-headedness, shock;
- Other: anxiety, sense of doom (the feeling that something bad is about to happen), headache, uterine cramps, metallic taste.

Act quickly. The first signs of a reaction can be mild, but symptoms worsen very quickly.

1. **Monitor** child who is self-administering own Epinephrine Auto-Injector.
2. **Call 911** tell them that the child is having a life-threatening allergic reaction.
3. **Get the child to the nearest hospital** (ensure the child is accompanied) even if the symptoms are mild or have stopped.
4. **The Auto-Injector should accompany the child to hospital and be provided to the medical personnel or child's parent/guardian/emergency contact.**
5. **Call parents/guardians/emergency contacts.**

Monitoring and Avoidance Strategies:

☐ I have attached additional information.

Parental Consent Form and Release of Liability

To the County of Bruce and all employees, representatives, officers, agents, affiliated community associations and volunteers associated therewith (collectively referred to as the County).

Program:_____ **Dates of Program:** _____

In consideration for me and/or my child participating in this program, I recognize that there are inherent risks associated with the Program. I hereby agree to release the County from all claims, liabilities, obligations and costs which I may have against the County arising out of injury, loss or damage while I or my child participate in the Program.

In the event that my child requires medical attention, I consent to my child being transported to the nearest emergency centre, including by ambulance if necessary, and accept that I am responsible for any costs of such ambulance service.

I have assisted with the development of this individualized plan for myself/my child and I understand and accept the terms set out herein.

Emergency Contact Information

Parent/Guardian Name

Alternative Contact/Name

Telephone

Telephone

Dr. Name

Dr. Telephone

Health Card Number

Expiry Date

Parent Signature

Date



Committee Report

To: Warden Mitch Twolan
Members of the Museum Committee

From: Cathy McGirr
Director, Museum & Cultural Services

Date: July 2, 2020

Re: Archives Report - July 2020

Staff Recommendation:

The Archives Report - July 2020 is for information.

Background:

Share Your Story: Chronicling Community Experiences, COVID-19

On April 30, 2020, the Bruce County Museum & Cultural Centre (BCM&CC) launched the [Chronicling Community Experiences project](#) to encourage individuals, families, businesses and organizations with a connection to Bruce County to collect and record their experiences and observations during this time, and when ready, donate them to the Museum, in whatever form is comfortable for them, such as: written stories, memories, journals, photographs, video and audio recordings.

BCM&CC has received a good response, considering that the community is continuing to adapt to evolving circumstances. Submissions include the perspectives of grade 8, grade 10 and university students, an international traveller, an entertainer, a person sharing tips for handling hair care, and people reflecting on some of the home projects they have taken on while responding to COVID-19 restrictions. BCM&CC continues to promote the project, with the hope that many more submissions will be received.

Promotional efforts designed to encourage submissions have included a variety of communication channels beginning with a media release that resulted in five articles in local print publications and radio interviews on CBC's Ontario Morning and 98 the Beach's Morning show. Newspaper print ads were run in local newspapers along with banner ads on three online news outlets. Additional efforts included the Museum's email channel and a series of social media posts focusing on what contributions could include. Bruce County Chambers and BIAs were also sent information to encourage participation by local businesses. Internal updates included an email to County employees and postings to Compass. Upcoming efforts will include the sharing of excerpts from interesting submissions received to date and a flyer to be included in Bruce County Public Library curbside pick-up packages.

As part of the project, Mayors have been invited to participate in recorded Skype interviews to discuss their experiences as municipal leaders and Bruce County Council members in responding to the challenges presented by COVID-19 throughout the County. Museum staff

will also reach out to additional members of the community, over time, to ensure that the pandemic's effect on all facets of life in the community are documented.

The Archivist has continued to develop a chronological document highlighting the major announcements made by federal, provincial, county, and municipal governments and the Grey Bruce Health Unit as they respond to the pandemic to date.

As the situation evolves, the BCM&CC will continue to explore other ways in which to document and collect information and artefacts chronicling our experiences during this time.



Reflections of our COVID-19 experiences

COVID19 Impacts

Due to the closure of the Museum, no progress has been made in relation to the ongoing Archives arranging and describing projects, nor has staff been able to add records to Online Collections. BCM&CC has been unable to accept non-digital donations during this time.

Paid research services were also halted during the closure. By the first week of July, Archives staff will again be in a position to provide paid research services, as described near the bottom of brucemuseum.ca's [Research Information](#) page. Digital images may also be purchased using the online [Photo Request Form](#).

Q2 Archives

Bruce Remembers

Work throughout this quarter has included a focus on bruceremembers.org. Staff have added or edited the records of almost 250 soldiers, including the addition of 140 digital news clippings provided by community member Jim Kelly (who has provided hundreds of cropped clippings for the site over the past few years.) Members of the community and military historians continue to send soldier information to archives staff for addition to the site. Descriptions on many of the [Town Pages](#) have been updated. [New Battalion Pages](#) are currently being created, for battalions in which at least ten Bruce County soldiers were serving. Battalion pages contain a list of Bruce County soldiers serving in each battalion. Lists of soldiers serving in the Royal Canadian Air Force and Canadian Army Medical Corps, for example, are also included.

Phone / Email Inquiries

The Archivist continued to respond to phone calls and email inquiries, engaging in 15 phone calls and answering 192 emails.

Photograph Orders

The Archives provided five digital images to the public during the second quarter.

Archival Donations

In addition to the Chronicling Community Experiences submissions mentioned above, the Archives received two other digital donations during Q2: a Lucknow Pipe Band image and a PDF family history article.

Financial/Staffing/Legal/IT Considerations:

There are no financial, staffing, legal or IT considerations associated with this report.

Interdepartmental Consultation:

Consultation with the Information Technology Services Department occurred in relation to enhancements to the Bruce Remembers website and support for the development of the Archives Team libraries on Sharepoint.

Link to Strategic Goals and Elements:

Goal #3 -Find creative new ways to engage our public

Element C -Make the County fully accessible to the people through access to information.

Museum Strategic Plan Alignments:

Strategic Pillar #4 - Create County-Wide Awareness

Written by: Deb Sturdevant, Archivist

Approved by:

A handwritten signature in black ink, appearing to read "Sandra Datars Bere". The signature is fluid and cursive, with the first name "Sandra" being the most prominent.

Sandra Datars Bere
Chief Administrative Officer



Committee Report

To: Warden Mitch Twolan
Members of the Museum Committee

From: Cathy McGirr
Director, Museum & Cultural Services

Date: July 2, 2020

Re: Communications Report

Staff Recommendation:

The Communications Report is for information.

Background:

The Bruce County Museum & Cultural Centre received a congratulatory greeting and certificate (attached) in recognition for the Lieutenant Governor's Ontario Heritage Award of Excellence in Conservation for the Anishnaabwe Endaat "Where We Live" Exhibition, on behalf of Member of Provincial Parliament for Bruce-Grey-Owen Sound, Bill Walker and the Province of Ontario.

Financial/Staffing/Legal/IT Considerations:

There are no financial, staffing, legal or IT considerations associated with this report.

Interdepartmental Consultation:

There was no interdepartmental consultation.

Link to Strategic Goals and Elements:

Not applicable.

Approved by:

Sandra Datars Bere
Chief Administrative Officer



BILL WALKER, MPP

Bruce-Grey-Owen Sound

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2020

Bruce County Museum
c/o Ms. Cathy McGirr, Director
33 Victoria St North
Southampton, ON N0H 2L0

Cathy
Dear Ms. McGirr and Team:

I would like to take this opportunity to offer my personal congratulations to everyone involved on receiving the Lieutenant Governor's Ontario Heritage Award of Excellence in Conservation for the Anishnaabwe Endaat "Where We Live" Exhibit.

Please accept this greeting on behalf of myself and the Province of Ontario with my best wishes.

Sincerely,

Bill

Bill Walker, MPP
Bruce - Grey - Owen Sound

*This is a wonderful
acknowledgement of our
First Nation history,
and your talent to
share and foster
our proud history and
culture.
Well done !!
😊*



Ontario

2020

Anishnaabwe Endaat “Where We Live” Exhibition

*Recipient of Lieutenant Governor's Ontario
Heritage Award for Excellence in Conservation*

As the Member of Provincial Parliament for Bruce–Grey–Owen Sound, I would like to extend my congratulations to everyone involved on receiving the Lieutenant Governor's Ontario Heritage Award for Excellence in Conservation.

I commend everyone for their dedication to the development of this exhibition at the Bruce County Museum & Cultural Centre. Your efforts serve as a fine example to all.

Congratulations on this very special honour!

Yours sincerely,

A blue ink signature of Bill Walker.

Bill Walker, MPP
Bruce-Grey-Owen Sound





Committee Report

To: Warden Mitch Twolan
Members of the Museum Committee

From: Cathy McGirr
Director, Museum & Cultural Services

Date: July 2, 2020

Re: Revenue Development Report

Staff Recommendation:

The Revenue Development Report is for information.

Background:

COVID Impacts to Revenue

The estimated admission fees loss for the closure period to the end of June is \$7,461 for general admissions and \$9,237 for educational program fees (estimate based on 2019 actuals for the same period). This period would have included revenue from fees for planned programs for the period which were not held. The Bruce County Museum and Cultural Centre (BCM&CC) will continue to track any revenue losses as it reviews opportunities to revise and reschedule these programs.

Sponsorship Update

The BCM&CC has had great support from sponsors and partners and prior to the closure was tracking at 83% of sponsor revenue for planned programs and exhibits with 22 sponsors including: corporate partners, clubs, organizations, and foundations. Sponsors have shown flexibility and understanding during the closure. The museum will continue to work with these partners as it adjusts all plans and schedules.

With the cancellation of the KidZone Summer Day Camp, \$1,119 was returned to Bruce Power.

The following applications for funding or sponsorship have been approved.

Canada 

Young Canada Works - \$8,526

The following applications for funding or sponsorship are pending.



Community Museum Operating Grant (CMOG) - \$71,830

Fundraising

Father's Day Seat Sale

Nine seats were sold as part of an online Father's Day Seat Sale for a total of \$1,350. The seat sale campaign is an ongoing fundraising campaign that allows people to receive an inscribed plaque on their theatre seat of choice to memorialize someone special, recognize an occasion, event or group for a \$150 donation. Only 10 seats remain out of 104 seats.

Membership

On June 1, **The Maintain Your Membership Campaign** was launched to encourage members to show their support for the Museum during the closure. As an incentive, a six-month extension was added to the promotion.

- 1) As of June 22, 31 members had taken part in the campaign and renewed their memberships.
- 2) A second campaign, **The Welcome Back Membership Campaign**, will be launched once the Museum has a reopen date. This campaign will encourage members who let their memberships expire during the closure to renew and reengage. The audience is existing members.

Pre-closure, on March 1, 2020, the Museum at 626 members. On June 1 that number had dropped to 503 members, due to non-renewals and no new member sign up.

With the Maintain Your Membership Campaign, memberships are back to 531 members with the goal of recapturing all lapsed members.

Foundation and Grant Applications

As reported in June, the Museum continues to wait for a response to several outstanding grant and foundation applications requesting general operating funds.

Financial/Staffing/Legal/IT Considerations:

There is no staffing, legal or ITS considerations associated with this report. There are financial considerations for revenue development 2020 budget targets given the COVID-19 pandemic closure of the Museum.

Interdepartmental Consultation:

There was consultation with Corporate Services (Finance) and Workplace Engagement Services for grant applications for summer students and CMOG.

Link to Strategic Goals and Elements:

Goal #3 -Find creative new ways to engage our public

Museum Strategic Plan Alignments:

Strategic Pillar #1 - Forge Partnerships & Relationships

Strategic Pillar #4 - Create County-Wide Awareness

Written by Janice Mewhinney, Business Services Manager and Maria Canton, Development Officer

Approved by:

A handwritten signature in black ink, appearing to read "Sandra Datars Bere". The signature is fluid and cursive, with the first name "Sandra" being the most prominent part.

Sandra Datars Bere
Chief Administrative Officer

Committee Report

To: Warden Mitch Twolan
Members of the Museum Committee

From: Cathy McGirr
Director, Museum & Cultural Services

Date: July 2, 2020

Re: Programming Report

Staff Recommendation:

The Programming Report is for information.

Background:

As part of the Library's Summer Reading Program through Beanstack, the Museum has contributed two activity badge challenges for children, teens, and families to earn and unlock. The badges are awarded once a story or photograph has been submitted to the Museum's Chronicling Covid Project, or by completing five of nine weekly activity pages celebrating the Museum's 65th Anniversary, between July 1 and August 25. For each badge unlocked an extra ballot is awarded for the Library's monthly draw, encouraging all ages to track their summer reading and participate in community-based challenges and activities.



Screenshot from the Library website of the Celebrate 65 Museum Badge

The social media series, *What's That?* and *Throwback Thursday's* have continued to remain popular among the community, with an increase in average post reach of 50%, while also increasing the average engagement per post from 9% to 10%. Throughout the summer the Museum will continue to develop new interactive series on social media by exploring features such as poll trackers.

Financial/Staffing/Legal/IT Considerations:

There are no financial, staffing, legal or IT considerations associated with this report.

Interdepartmental Consultation:

There were interdepartmental consultations with Library to create Beanstack Museum Badges as part of the Summer Reading Program.

Link to Strategic Goals and Elements:

Goal #3 - Find creative new ways to engage our public


Museum Strategic Plan Alignments:

Strategic Pillar #1 - Forge Partnerships and Relationships

Strategic Pillar #2 - Provide Relevant, Compelling Programming

Strategic Pillar #3 - Create County-Wide Awareness

Written by: Emily Laur, Program Coordinator

Approved by:A handwritten signature in black ink, appearing to read "Sandra Datars Bere". The signature is fluid and cursive, with the first name "Sandra" being the most prominent part.

Sandra Datars Bere
Chief Administrative Officer