



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