

Transcona Museum

**141 Regent Avenue West
Winnipeg, Manitoba
R2C 1R1
204-222-0423**



Policies and Procedures Manual

Last Revised and Board Approved:

March 21, 2019



Table of Contents

1.0	Statement of Purpose	3
2.0	Code of Ethics Policy	4
3.0	Acquisitions Policy	5
4.0	Collections Management Policy	8
5.0	Outgoing Loans Policy	9
6.0	Incoming Loans Policy	11
7.0	Deaccession Policy	13
8.0	Archives Policy	17
9.0	Conservation Policy	22
10.0	Education Policy	24
11.0	Code of Conduct Board of Directors	26
12.0	Conflict of Interest	28



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

STATEMENT OF PURPOSE	Policy Number: 1.0	Approved Date: May 19, 2016
	Policy Version 1.3	Revision Date: May 9, 2016

The Transcona Historical Museum was established in 1967 to collect, preserve, research, exhibit, and interpret a collection of historic object(s) and archival material pertaining to the community of Transcona and Springfield area, and its residents. The Museum endeavours to promote suitable commemoration of persons, sites, and events significant in the history of the community.

An archival collection was established separately in 1981 to preserve and record - by taped, photographed, printed, or written documentation - the history and prehistory of the Transcona community and surrounding area, and to provide reasonable access to researchers and the community. In 1997, the Archives established as a separate department of the Museum. It is the responsibility of the Archives to retain the records of the Transcona Historical Museum by an approved records retention schedule.

The Board of Directors oversees the activities of the Museum and promotes special events in order to serve the needs of the community insofar as encouraging an awareness of community heritage.

This Statement of Purpose and all other policies inclusive of this document shall be reviewed on an annual basis and alterations thereto made only with the approval of the Transcona Historical Museum Board of Directors.

Revised Approved: Moved by H. Lamb, seconded by M. Poole; carried, May 19, 2016

Approved: ~~Moved by H. Marsh, seconded by D. Blaikie; carried, September 11, 2012~~



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141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

THM CODE OF ETHICS	Policy Number: 2.0 Policy Version: 2.3	Approved Date: May 19, 2016 Revision Date: May 9, 2016
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1.0 Purpose

In 1996, The Transcona Historical Museum adopted the following three codes of ethics by which it is expected to operate:

1.1 Collection

The Transcona Historical Museum must strive to achieve the highest attainable standards of collections care. It shall follow policies which are accepted within the profession, respecting acquisition and deaccessioning pertaining to the Museum, as well as avoid misuse and illegal activity. Personal collecting by board members, employees, volunteers, and immediate families shall not be in competition with the collecting activities of the Museum and Archives. Such persons may not use their connection to promote their personal collecting and they must notify the Museum of the content of their collection in order to avoid a conflict of interest.

1.2 Volunteers and/or Employees:

The Museum owes its volunteers and/or paid staff respect for their knowledge and sufficient support to carry out their assigned responsibilities, as well as support each individual's right to upgrade their skills. At no time should either a volunteer or employee be required to perform tasks which would place the individual in a position of compromise, embarrassment or likewise jeopardize the credibility of the Museum.

1.3 Public

The Museum owes the public reasonable access and service according to its policies and accepted practices. In the presentation of exhibition material the Museum will be honest and objective.

Revised Approved: *Moved by H. Lamb, seconded by M. Poole; carried, May 19, 2016*

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Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

<p>ACQUISITIONS POLICY</p>	<p>Policy Number: 3.0 Policy Version 3.3</p>	<p>Approved Date: May 19, 2016 Revision Date: May 9, 2016</p>
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1.0 Purpose

The Transcona Historical Museum strives to collect, preserve, research, exhibit, and interpret object(s) and archival material that best serve to illustrate the founding, settlement and development of the Transcona area. The Museum may make acquisitions in order to:

- 1.1 Improve the historical record of Transcona including undiscovered fields of information and the future growth of the community.
- 1.2 Generate public attention, creating new audiences and aspiring to both entertain and inform them of the historical nature of Transcona.
- 1.3 Create community relations by illustrating the ways material culture has impacted both past and present.

2.0 Principles

- 2.1 The Curator will determine the acceptability of an object(s) or archival material for acquisition into the Transcona Historical Museum’s collection.
- 2.2 The Transcona Historical Museum will not acquire object(s) or archival materials that have no legal title or that do not comply with the museum’s Ethics Policy. If the Curator is in doubt that the object(s) or archival material have been illegally obtained then they will not accept the acquisition. A Gift Agreement Form will be filled out at the time of the acquisition to transfer full title and ownership to the Museum.
- 2.3 The Transcona Historical Museum does not purchase object(s) or archival material for the collection unless money has been made available prior to the acquisition of the object(s) or archival material.
- 2.4 All acquired object(s) and archival material must be in reasonable condition and require as little alteration as possible so that the Museum may fulfil its goal of preservation. Object(s) and archival material that are in poor condition and require additional



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

conservation treatment are not generally acquired.

- 2.5 The Transcona Historical Museum shall not acquire object(s) or archival material with unreasonable conditions or restrictions, such as placing object(s) or archival material on permanent display, and will also not acquire object(s) or archival material for the permanent collection through the means of permanent loan.
- 2.6 Object(s) or archival material will be acquired through donation, bequest or purchase by the Transcona Historical Museum and must be significant and representative of the popular culture or culture(s) of Transcona. Priority will be given to object(s) and archival material associated with important events, periods, episodes, and personalities of the Transcona area.
- 2.7 Personal collecting by the Transcona Historical Museum Board, staff, and volunteers (and their immediate families) will not be in competition with the Transcona Historical Museum. No one is permitted to use Museum connections to promote their personal collection.

3.0 Procedures

- 3.1 The Curator will determine whether a potential acquisition will be made based on the following screening questions:
 - Does the object(s) or archival material fit the mission, vision or collections policy of the THM?
 - Does it illustrate the growth and development of the community of Transcona?
 - Is it in good condition or does it require extensive conservation or care?
 - Has the donor insisted on putting restrictions on use?
 - **Note: current donations must NOT have any restrictions of use**
 - Does the Museum already have the same object in the collection?
 - Are there factors that would make it difficult to care for it?
 - Could it be dangerous to staff or to other object(s) in the museum?
 - Does the donor have the legal right to own and donate the object(s) or archival material?
- 3.2 If the Curator does not choose to acquire the object(s) or archival material for the Museum's collection they will thank the donor and provide reasoning as to why the museum is not interested at this point in the donation.
- 3.3 If the Curator does choose to acquire the object a Gift Agreement Form will be filled out in



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

order to formally and legally transfer ownership. The following are mandatory fields to be filled out:

- Donor name and full address
- All the object(s) or archival materials must be clearly listed on the form. If there is not enough space you can use the back of the form
- Note: For archival material, list the material in the same order that it was brought in
- Get as much information about the object(s) or archival material as possible and use additional paper if necessary
 - Where did they come from?
 - Who owned them?
 - How were they were used?
 - When were they were used?
 - What is the history about the donor and original owners?
 - Are there any other stories about the object(s) or archival material?
- Make note that there are NO restrictions associated with the transfer of ownership
- Have the donor sign and date the form as well as have the Curator sign and date the form
- Remember to record the accession number for the acquisition afterwards (Refer to Section 2.2.4 Post Acquisition Stage – Accessioning, in the Collections Management Procedures Manual)
- A copy of the Gift Agreement Form will be given to the donor and the original form will be kept on file at the Museum with the donor file records.

3.4 A three part number system is assigned to the object(s) and archival material once it has legally transferred ownership to the Museum.

3.5 The Curator, Assistant Curator or summer staffs is responsible for using a standardized method for cataloguing and classifying the object(s) or archival materials into the database, as outlined in the Collections Management Guidelines and Procedures Manual. This will include descriptions, condition report, history, provenance, object name, storage location, donor and method of construction.

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~~Approved: Moved by H. Marsh, seconded by D. Blaikie; carried, September 11, 2012~~



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

COLLECTIONS MANAGEMENT POLICY	Policy Number: 4.0	Approved Date: May 19, 2016
	Policy Version: 4.3	Revision Date: May 9, 2016

1.0 Purpose

The purpose of the Transcona Historical Museum’s Collection’s Management Policy is to maintain a records management system that provides researchers and staff with access to the collection via a database and the information held within that database as well as the ability to physically locate the object(s) or archival material within the institution.

2.0 Principles

- 2.1 The Transcona Historical Museum will maintain a proper storage space for the collection.
- 2.2 The Transcona Historical Museum will ensure that resources are available to maintain collections management records system including both computerized and written forms. This will also include upgrading necessary database software when needed.
- 2.3 An adequate space will be provided for processing new acquisitions.
- 2.4 The Curator and Assistant Curator will be responsible for the overall Museum collection including proper care and handling, accession processing and maintaining exceptional records management keeping of the object(s) and archival material in the collection.
- 2.5 The Curator will carefully document all object(s) and archival material acquired at the time of the donation. Object(s) and archival material will then be accessioned into the Accession Register; individually catalogued in the computer system; examined and critiqued in a condition report; stored in a safe environment with accurate location information; and centrally controlled using a donor file system, following steps outlined in the Collections Management Guidelines and Procedures Manual by the Curator, Assistant Curator or summer staff.
- 2.6 The Transcona Historical Museum will maintain a complete and current inventory of all object(s) and archival material in its collection including items on loan.

3.0 Procedure

- 3.1 Refer to the Collections Management Guidelines and Procedures Manual for detailed steps on how to use the Transcona Historical Museum’s records management system.

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Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

Outgoing Loans Policy	Policy Number: 5.0	Approved Date: May 19, 2016
	Policy Version: 5.3	Revision Date: May 9, 2016

1.0 Purpose

Loans for the purpose of exhibition, research, or education by other public institutions will be considered upon request by the Curator in charge. Object(s) or archival material on loan from the Transcona Historical Museum should lead to further education and enjoyment by the general public.

2.0 Principles

- 2.1 The borrower must provide a standard of care, handling and security that is consistent with the Museum's objectives to ensure the preservation of the collection as stated in the Transcona Historical Museum Conservation Policy.
- 2.2 Loaned items must be maintained in the same condition as when they were first received by the borrower. If these standards are not met then the borrower is responsible for any conservation needs to bring the object back to its original loaned condition. A condition report will be noted on the Outgoing Loan Form prior to the loaned object(s) or archival material leaving the Transcona Historical Museum and by the borrower institution prior to the return of the object.
- 2.3 The Transcona Historical Museum may request an outgoing loan back, at any time, if it is determined that the loaned object(s) or archival material is not receiving the standard of care outlined in the loan agreement.
- 2.4 The Transcona Historical Museum will maintain a written record of the Outgoing Loan form that must be signed by the borrower and the Curator, indicating all terms of the loan on the form including:
 - Duration of the loan
 - Purpose
 - Description of object(s) loaned
 - Condition of the object(s)
 - Handling concerns
 - Restrictions for further use
 - Return date



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

- 2.5 Insurance coverage will be the responsibility of the borrowing institution. All terms must be arranged prior to the loan of any object(s) and all conditions must be agreed to by the Transcona Historical Museum and borrower.
- 2.6 All transportation, packaging and outgoing loan related costs will be the responsibility of the borrower.
- 2.7 All Canadian laws governing copyright must be observed for the purposes of reproducing an object(s) or archival material on loan. An object may be reproduced for catalogue, publicity, personal or education purposes with the permission of the Curator.

3.0 Procedures

- 3.1 An Outgoing Loan Form will be completed by the Curator or Assistant Curator once it is deemed acceptable that a borrower be given permission to loan object(s) or archival material from the Museum's collection. The object name, accession number, condition, duration of loan and signature by both parties must be filled out on the form.
- 3.2 The Outgoing Loan Form will be stored in the Outgoing Loan Form – Current file folder, which is located in the donor records filing cabinet
- 3.3 Upon return of the loaned object(s) or archival material the Curator or Assistant Curator will examine the condition to ensure that the loaned items are returned in the same state as when they left the institution. If deemed acceptable the Curator or Assistant Curator will sign the Outgoing Loan Form and the form will be permanently filed in the Outgoing Loan Form – Returned file folder located in the donor record filing cabinet.

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141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

<h2>Incoming Loans Policy</h2>	Policy Number: 6.0 Policy Version: 6.3	Approved Date: May 19, 2016 Revision Date: May 9, 2016
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1.0 Purpose

The Transcona Historical Museum may accept or borrow object(s) and archival material from other institutions or individuals for the objective of exhibition, research, or education and for an indicated period of time.

2.0 Principles: Temporary Loans

All incoming loans used for any purpose noted in Section 1.0 of the Incoming Loans Policy will be defined as a “temporary loan” and will be accepted for a designated time period of no longer than one year, upon which they will be immediately returned to the original lender.

2.1 The conditions and terms of the temporary loan must be stipulated on an Incoming Loan Agreement Form. Issues including special handling procedures, restrictions for further use, copyright restrictions, insurance coverage, arrangements for packing and transport, and a return date must be fully outlined. The Loan Agreement Form must be signed by both the lender and the Curator or Assistant Curator.

2.2 The Transcona Historical Museum will establish suitable conditions for the storage and display of the object in regards to:

- Proper care and handling procedures
- Security
- Exhibition standards
- Insurance

3.0 Permanent Loans

Loans that are taken in by the Transcona Historical Museum are NOT to be added to the collection on a permanent basis. Permanent loans require the expenditure of limited human and financial resources, archival materials, storage supplies, records management labor, insurance coverage, and storage space. The Transcona Historical Museum will not care for items which it does not own nor have further use, but for which it is liable.



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

4.0 Procedures

- 4.1 An Incoming Loan Form will be completed by the Curator or Assistant Curator once it has been determined that the Museum has been given permission to acquire loaned object(s) or archival material from an individual or other institution. The object name, accession number, condition, duration of loan and signature by both parties must be filled out on the form.
- 4.2 A photographic record may be taken by the Curator or Assistant Curator as a visual record of the condition of the loaned material in addition to the completion of the Incoming Loan Form.
- 4.3 The Incoming Loan Form will be stored in the Incoming Loan Form – Current file folder, which is located in the donor records filing cabinet.
- 4.4 When the designated time period for the loan has expired, the lender will be contacted by the Transcona Historical Museum to return the loaned object(s) or archival material. Upon receipt of the loaned material the lender will sign the Incoming Loan Form to acknowledge the loaned items are being returned in sound condition and that the Museum is no longer responsible for their safety or well-being. The completed Incoming Loan Form will then be permanently filed in the Incoming Loan Form – Returned file folder located in the donor record filing cabinet.

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Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

DE-ACCESSIONS POLICY	Policy Number: 7.0	Approved Date: May 19, 2016
	Policy Version: 7.3	Revision Date: May 9, 2016

1.0 Purpose and Responsibility

The Transcona Historical Museum will only deaccession object(s) and archival material based on recommendations from the Curator and Assistant Curator followed by a formal motion approved by a Deaccession Committee. The purpose of the Deaccession Policy is to maintain a strong and relevant collection that supports the mission and vision statement of the Museum and to remove those object(s) or archival material from the collection that take up valuable resources and do not support the mission or vision.

2.0 Criteria

The criteria for deaccession or disposal shall include:

- 2.1 Accidental loss, destruction, or damage beyond repair.
- 2.2 Theft (and a waiting period has expired).
- 2.3 An object posing a preservation threat or health hazard to other elements of the collection, staff and Museum.
- 2.4 Lack of relevance to the Transcona Historical Museum’s collection mission and vision statement.
- 2.5 Duplication of materials found to be redundant to the Museum’s purpose.
- 2.6 Repatriation of items to other bodies or governments that have ownership rights and can provide assurances that the collections will be preserved in accordance with the highest ethical standards.
- 2.7 Return of a temporary or permanent loan to the donor.

3.0 Disposal of Deaccession Objects

The following are options for disposal of deaccessioned material in no sequential order:



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

- 3.1 An object may be transferred or offered to another non-profit, tax-exempt, museum or archives whose collecting mandate is better suited to the object in question.
- 3.2 Offered to the Transcona Historical Museum's Extension Collection for school programming and educational purposes.
- 3.3 Object(s) or archival material may be sold at an appropriate public auction or other public sale.
- 3.4 Object(s) or archival material deaccessioned for the purpose of repatriation will be repatriated to the bodies or government only if they have demonstrated a legal and ethical right to the material, and have made assurances that the collections will be preserved in accordance with the highest standards of the museum profession.
- 3.5 Donated material may be returned to the donor if such an act is (a) desirable and (b) possible or (c), as indicated in the donor restrictions.

Note: In the event that a tax receipt was issued to the donor at the time of donation, the donor is given the option to buy back the artifact for fair market value.

- 3.6 An object(s) or archival material may be intentionally destroyed if it is damaged beyond repair (in very poor condition), is a health hazard staff or cannot be disposed based on its condition or if cannot be disposed of in accordance with other methods of disposal listed in Section 3.1-3.5.

Note: If the Deaccession Committee chooses intentional destruction as the method of disposal, the Transcona Historical Museum must remove all accession numbers and destroy the object beyond recognition in the safest means necessary. Two people must be present.

4.0 Undocumented Object(s) and Archival Material

Object(s) or archival material must be proven clear of ownership prior to being deaccessioned; however if ownership cannot be determined, a serious, diligent and documented effort will be made in attempts to ascertain title prior to recommending the material for deaccession by reviewing all possible internal records. If title cannot be determined, object(s) and archival material with unknown origin, no documentation and unknown provenance chosen to be deaccessioned from the Museum's collection will be publicly broadcasted in local and city wide newspapers, a press release and on the Transcona Historical Museum's website.

A period of 60 days will be given for a potential donor to come forward and claim any



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

undocumented object(s) or archival material, given that they are able to demonstrate proof of ownership and possess legal title. After the 60 day grace period, title will be lost to the original owner and the Transcona Historical Museum will claim ownership of all unclaimed undocumented object(s) or archival material. The Museum will then proceed with complying with Sections 3.1 – 3.6 of the Deaccession Policy and Section 8.0 of the Deaccession Procedures.

For items received on loan, for which an extended period of time has passed and the Museum wishes to deaccession the loaned items in question, all reasonable attempts will be made to contact the donor. If the donor is deceased, the heir's must then be contacted with reasonable effort. In accordance with the terms of reference listed on the back of the Loan Agreement Form, a date of termination of the loan agreement will be given. When neither the original donor nor heir can be contacted an application to the Public Trustee of the province can be made, in order for the Museum to acquire title. The Public Trustee would have jurisdiction over the property of the deceased donor where heirs cannot be traced and if the Museum is awarded title, it may then proceed with deaccessioning the material without cause.

5.0 Proceeds from Sale

All money collected from the sale of any object listed in Section 3.3 will be used to benefit the future preservation of the current collection or will go towards the enhancement of the collection such as purchasing new acquisitions.

6.0 Conflict of Interest

The Curator, Assistant Curator, temporary staff, Board members, and volunteers may not acquire, through any means, specimens, objects, and archival materials deemed to be deaccessioned from the collection. The Museum will do its best to ensure that deaccessioned items remain in the public trust.

7.0 Records Management

The Transcona Historical Museum will maintain records on all objects deaccessioned from the collection and will fully document the procedure using the Deaccession Form, a high-quality photograph, copy of donor record and meeting minutes stating the motion for deaccession and the method of disposal chosen by the Deaccession Committee. These records will be kept on permanent file for the purpose of internal records management. If the object(s) or archival material has been transferred to another museum or archives as the chosen method of disposal, any records sent from the receiving institution will also be kept on file.

8.0 Procedures



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

8.1 Objects identified to be deaccessioned will be determined by the Curator or Assistant Curator. These will be identified based on physical inspection, examination of relevant accession records, through inventory processes and other related documentation.

8.2 A deaccession form will be filled out once the object(s) or archival material recommended for deaccession has been selected with the following information recorded on the form:

- Accession number
- Object Name
- Donor
- Acquisition Method, Date of Acquisition and Conditions Related to Acquisition – based on information on donor file
- Description of the Object
- Inserted image
- Does the THM have the legal right to dispose of the object and how was this determined? Yes/No
- Reason for Deaccession
- Procedure Checklist:
 - Has a photograph been taken?
 - Has the database been updated (if necessary?)
 - Have all identifying labels and tags been removed?
- Recommended Method of Disposal
- Decision to Approve or Reject Deaccession
- Chosen Method of Disposal
- Date of Committee Meeting
- Date of Disposal
- Additional Information

8.3 Object(s) or archival material recommended for deaccession and the preferred method of disposal chosen from Section 3.1-3.6 will be presented to a Deaccession Committee in the form of a written report. Each deaccession request is to be assessed on its merits and on a case-by-case basis.

This document was reviewed by James A. Ripley, lawyer, Thompson Dorfman Sweatman LLP on September 20, 2012.

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Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

ARCHIVES POLICY	Policy Number: 8.0	Approved Date: April 5, 2018
	Policy Version: 8.5	Revision Date: April 5, 2018

1.0 Historical Background

The Transcona Historical Museum Archives was established under the auspices of the Transcona Historical Museum in 1981. On November 1996 a motion was made to establish the Archives as a separate entity. The Archives was deemed to become separate from the Museum upon the recognition that archival materials are managed and cared for in a manner distinct from the object(s) of the Museum.

2.0 Scope of the Archival Collection

The Transcona Historical Museum’s Archival collection includes: textual records; graphic materials (picture, photographs, illustrations, prints and the products of other pictorial processes); cartographic materials; architectural records; moving images; sound recordings; and electronic records. Specifically of interest, the Archives will acquire records of the Grand Trunk Pacific/Canadian National Railways, Board of Trade, Town of Transcona, and Transcona-Springfield schools, which are relevant and representative of their involvement in the growth and development of Transcona. The Archives also acquires records relevant to the early founding settlers’ involvement in the development of the area. This includes Messrs. H. Kelly, J. Monroe, G. Monroe, S. J. Jackson and D. L. Clink, who were registered property owners of land obtained through homestead or military bounty grants (as surveyed by Donald Sinclair, September 1871, with approval by the surveyor-general, January 1, 1873).

At the discretion of the Curator, relevant archival materials from designated historical time spans and geographical areas have been accepted into the holdings of the Archives. Some of these include:

1870-1888 - During the early period development, historic Transcona was situated within the Municipality of Springfield, Township 11, Range 4, East of the Principal Meridian, within the northern portions of Sections 4 and 5. The surrounding area which butted up against historic Transcona (specifically the north eastern boundary of Section 5, T.11, R.4, E.), encompassed the outer two miles in whole or part, of river lots 39-46 in the Parish of Kildonan, as well as the outer two miles in whole or part, of river lots 114-120 in the Parish of St. Paul. The town of St. Boniface on the easterly boundary and Roman Catholic Church Property at the southerly boundary of Sections 4 and 5 also formed part of the surrounding historic geographical area. In 1888, Transcona and the surrounding areas were within a 20-mile radius of the City of Winnipeg.



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

By 1912 Transcona boundaries were inside of what was known as King Street (now Plessis Road), at the furthest easterly direction with Oxford and Redonda Street midway between the boundary of Sections 3 and 4, of T.11, R.4, E. These streets were running perpendicular to Kildare at the most northerly tip of Sections 5, 4, and 3 and perpendicular to Pandora Avenue at the most southerly part of Sections 5, 4, and 3. The Transcona area took in Nairn Road, which was situated in the Parish of St. Boniface because of the proximity of the Transcona Shops.

3.0 Purpose

The collection of archival materials in the Museum is important for the informational, evidential and research value and it's documentation of the history of Transcona and surrounding area. The Archive's mandate is to acquire records which document the growth and development of Transcona through the activities of the railways, local governing bodies, schools, churches, businesses, professions, clubs, and organizations, including those of relevance to the Transcona community, and designated surrounding historic area. Therefore the Archives exist for the following reasons:

- 3.1 To acquire records that have administrative, legal, financial or historical content, which serve to illustrate the growth and development of Transcona and its community, prior to incorporation and after incorporation into the City of Winnipeg.
- 3.2 To acquire records which pertain in whole, or part, to activities generated by the community and its members within the historical geographic boundaries of Transcona and surrounding area.
- 3.3 To collect and preserve textual, photographic and audio-visual material from individuals, groups and organizations, for the purpose of educating members of the Transcona community and general public.
- 3.4 To arrange and describe archival material(s) in accordance with established archival principles of provenance and original order.
- 3.5 To provide reference services and access to individuals, organizations, the City of Winnipeg, or other groups interested in the activities and holdings of the Archives.
- 3.6 To preserve the archival material(s) for future generations by providing adequate and appropriate conditions for the storage, cataloging and review of archival material.

4.0 Financial Authority



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

In conjunction with the Museum, the Archives receives operational and collections management funds from the City of Winnipeg, sufficient to protect, preserve, and make accessible recorded information relating to the history of Transcona and the surrounding Springfield area.

5.0 Governing Authority

The Curator is responsible for the day-to-day management of the Archives and has authority to delegate responsibility to staff and volunteers as deemed appropriate. It is a requirement that the Curator have or obtain recognized archival training through the resources available.

5.0 Archival Acquisitions

The acquisition of new archival material(s) for the Archive's will be in accordance with the Transcona Historical Museum's Acquisition Policy which can be found at the beginning of this document.

6.0 Procedures for Archival Access

The purpose of the Archival Procedures is to state that the Curator has definite guidelines for the administration and supervision of access to and use of the Archives for which they are responsible.

- 6.1 In order to gain access to the archival holdings within the Transcona Historical Museum, the interested party must make an appointment with either the Curator or Assistant Curator, who is responsible for the Archives.
- 6.2 A "Request for Information" Form must be filled out by a staff person on the researcher's behalf to register the use of records in the archival holdings. A summary of records consulted will be recorded on the form. Archival materials are available for research under conditions that ensure their preservation and which comply with requirement to respect confidentiality, privacy, and legal agreements with depositors.
- 6.3 The Curator will administer access to the Archives and its holdings in accordance with sound archival principles, available resources, legal and ethical obligations, and the physical integrity of the materials. The Curator will restrict access to holdings when required to do so by law, regulation, or donor agreement. The Curator may also restrict access to materials which invade the privacy of living persons, contain libellous or defamatory statements or allegations, are unprocessed, or are in fragile or poor condition.
- 6.4 All archival materials will be reviewed under the supervision of the staff in the Meeting



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

Room. The right of access to the Archives includes the right to inspect finding aids and to obtain copies of a reasonable amount of material. Unauthorized users will not be admitted into the archival holdings storage area.

- 6.5 Authorized users of the Archives must comply with restrictions and conditions of use. Reference services will be provided by the Archives without favour or prejudice. Privileged or excluded use of material will not be granted unless required to do so by law, donation, or purchase conditions.
- 6.6 If a researcher requests a copy of any information in the archival holdings the researcher must obtain prior permission from the Curator or Assistant Curator and from the owners of copyright in any archival material that he/she wishes to publish or make additional copies for distribution or sale. Materials in copyright for which permission to publish has not been obtained cannot be copied for researchers. The Transcona Historical Museum Archives will grant permission to publish or further reproduce material for a specific purpose or occasion although this does not convey nor transfer copyright in the original material to the requester.
- 6.7 Requests for photographic copies of materials shall be limited at the discretion of the Curator in order to prevent deterioration of the object, or so as not to undermine the integrity and provenance of the collections. Costs of reproduction shall be the responsibility of the researcher. Price list for research and reproduction services can be found below. Items and research services must be paid for before the items or research finding are released. No camera's, photographing, or scanning equipment may be brought in by researchers. Proceeds from such sales shall be retained in the budget, and used in order to strengthen the Archives.
- 6.8 It is the researcher's responsibility, not the Archives, to obtain copyright clearance to publish or distribute material.
- 6.9 The Archives fees for research and reproduction costs are as follows:

Service	Cost
Research conducted by staff less than 30 minutes	Free
Research conducted by staff greater than 30 minutes	\$20.00 per hour
Photocopies and print outs	\$0.50 per item
Digital Image-scanned and emailed (150dpi,)	\$5.00 per item
Digital Image-scanned and emailed (300,	\$10.00 per item



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

600 dpi, select one)	
Digital Image on CD (150dpi,)	\$5.00 per item
Digital Image on CD (300, 600 dpi, select one)	\$10.00 per item
Image for publication	\$ 20.00 per image
Postage	\$5.00/envelope
<p>A publication fee <u>will</u> be charged for commercial use. If the image is to be used for advertising purposes, front cover or in a major publication and additional fee may be charged at the discretion of the Museum Board. Publication fees <u>will not</u> be charges for non-profit or educational use or use by local newspapers or television. Only original donor can receive digital copies of photographs at a 50% discount.</p>	
<p>If the research/material is used in any form of publication or exhibition, the Transcona Museum requests acknowledgement as follows:</p> <p style="text-align: center;">“Courtesy of the Transcona Museum and Archives”</p>	
<p style="text-align: center;">TM Membership holders will receive at 10% discount to research and reproduction services</p>	

Revised Approved: Moved by D. Robert, seconded by S. Lipischak; carried, April 5, 2018

Revised Approved: Moved by M. Rougeau, seconded by D. Robert; carried, February 16, 2017

Revised Approved: Moved by H. Lamb, seconded by M. Poole; carried, May 19, 2016

Revised Approved: Moved by L. Tyson, seconded by R. Archambault; carried, September 11, 2014

Approved: Moved by H. Marsh, seconded by D. Blaikie; carried, September 11, 2012



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

Conservation Policy	Policy Number: 9.0	Approved Date: May 19, 2016
	Policy Version: 9.3	Revision Date: May 9, 2016

1.0 Purpose

The Transcona Historical Museum is committed to ensuring the preservation of its collection through the practices of preventative conservation. This policy defines the goals of the institution to achieve optimum conditions for the preservation of the collection and to educate staff on the process of maintaining these conditions.

2.0 Principles

In order for the Transcona Historical Museum to successfully meet the purpose outlined in Section 1.0 of the Conservation Policy, several principles have been established including:

- 2.1 Designating a qualified person who will be responsible for co-ordinating all conservation related activities. This qualified person will possess the background knowledge and specific training in the practice of conservation. This person will also follow all ethical responsibilities as outlined in the Canadian Association for the Conservation of Cultural Property Code of Ethics.
- 2.2 Maintaining optimum conditions for the preservation of the object(s) and archival materials. This includes controlling environmental factors of the Museum such as temperature, humidity and light and establishing acceptable boundaries in consultation with a qualified expert.
- 2.3 Regularly monitoring the environment using internal environmental monitoring devices and maintain the environmental records.
- 2.4 Protect the collections from damage arising from fire, flood, vandalism, theft, pests, vermin, improper handling, and improper display conditions.
- 2.5 Provide storage space for the collection which will be clean, orderly and safe.
- 2.6 Prevent damage to the collection arising from staff negligence involving improper handling, packing, and labelling techniques, the use of reactive materials in storage and display, inappropriate mounting techniques and poor housekeeping.
- 2.7 Ensure that cleaning, repair, and conservation treatment of object(s) and archival material is carried out by qualified person, who has the training and expertise in the field of conservation



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

(Note: Qualified person may be part of current staff if previous conservation education has been taken or personnel from the Manitoba Heritage Conservation Service or the Canadian Conservation Institute). Conservation treatment will respect the historic and artistic integrity of the object(s) and archival material and complete records of conservation treatments will be maintained.

2.8 In-house training will be provided for all staff on the handling and preventative care of objects.

Revised Approved: *Moved by H. Lamb, seconded by M. Poole; carried, May 19, 2016*

Approved: ~~*Moved by H. Marsh, seconded by D. Blaikie; carried, September 11, 2012*~~



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

<h2>Education Policy</h2>	Policy Number: 10.0 Policy Version 10.4	Approved Date: March 21, 2019 Revision Date: March 14, 2019
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1.0 Purpose and Responsibility

The purpose of the Educational Policy is ensure that the role of education and interpretation at the Transcona Museum supports the Museum’s mission *“To preserve and promote the community spirit of Transcona, through sharing our history and stories for the benefit of all”* The purpose is also to assist the staff and Board of Directors to define the Transcona Museum’s audience and educational needs.

2.0 Objectives

- 2.1 To accurately educate and interpret the object(s) and archival material that best represents the cultural history of the Transcona and Springfield areas.
- 2.2 To encourage visitation to the museum by tourists, community members, families, school and programming groups.
- 2.3 To maintain a safe environment as well as demonstrate a commitment to ethical behavior towards the many cultures represented through our collections.
- 2.4 To ensure physical and intellectual access of the Transcona Historical Museum is accessible to the a diversified audience.

3.0 Education Programs

The Transcona Museum will provide a number different education for schools, colleges, universities with the following principles.

- 3.1 Curriculum Connected - All school programs will demonstrate clear connections to the Manitoba curriculum.
- 3.2 Exhibit Connected – All programs will be grounded in the context of the museum.
- 3.3 Free Choice - Participants will be able to exert a level of creative control over what is created, read about or interpreted.
- 3.4 Pedagogy - Incorporate relevant pedagogical practices, knowledge, attitudes and skills.



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

- 3.5 Layers of Engagement - Be a creative process that allows the participant multiple roads of access to the final product
- 3.6 Resources - Offers both in-house and off-site educational programs.
- 3.7 Encourage Repeat Visitation – Inspire individuals to return to the Museum.
- 3.8 Accessibility – Ensure that programs are an inclusive activity with adjustments to allow different ages, abilities, languages barrier, special needs to participate

4.0 Fees and Requirements

- 4.1 Participants will be charge \$2.50 per student for delivery of our programs, if additional components are requested (such as walking tour) we will charge an additional \$1.00 per student
- 4.2 A program requires a minimum of 15 students, smaller groups under 15 will be charged a flat rate fee of \$35
- 4.3 Programs require a minimum of two weeks in advance booking, as well as confirmation of said booking within 2 business days
- 4.4 Cancellations are required 48 hours in advanced, if not received in advance or if a group does not show up for a program they will be charged the full amount of the program.
- 4.5 The recommended ratios of Adult to Student must be followed, with additional adults (after 5), being charged \$2.00 per adult.
- 4.6 Groups that walk to the museum are encouraged to book a “Rainy Day Backup”, if they need to utilize the backup date; they need to provide 2 hours’ notice. Failure to do so will result in an additional 25% charge.
- 4.7 Schools will not be charged for cancelling a booking at any time due to severe weather or if buses are cancelled as a result of weather conditions.
- 4.8 Offsite programs 10KM or more away will be charged an additional \$10.00

Revised Approved: *Moved by D. Robert, seconded by P. Martin, carried, March 21, 2019*

Revised Approved: ~~*Moved by H. Lamb, seconded by M. Poole, carried, May 19, 2016*~~

Approved: ~~*Moved by H. Marsh, seconded by P. Havens; carried, November 13, 2012*~~



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

<p>Code of Conduct Board of Directors</p>	<p>Policy Number: 11.0 Policy Version 11.1</p>	<p>Approved Date: October 19, 2017 Revision Date: ---</p>
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The Board expects of itself ethical, business-like and lawful conduct, proper use of authority, and decorum in group and individual behaviour. Board Members will deal with outside entities or individuals, with members and staff, and with each other in a manner reflecting respect, integrity, openness, and accountability through straightforward communication.

Further, without limiting, Board Members shall be bound by the following:

1. A Board Member holds a position of trust and must act honestly, in good faith, and in the best interests of the Transcona Museum. The Member has an obligation of loyalty and a duty to uphold the integrity of the Transcona Museum. Fiduciary duty is to the Transcona Museum and not to any group or organization that has appointed or elected the Member.

2. A Board Member must exercise that degree of skill and diligence that can reasonably be expected from someone of his or her knowledge and experience. This is a subjective test. In addition, conduct may be measured by reference to a more objective test of what a reasonable and prudent person would do in managing his / her own affairs.

3. A Board Member has a duty to be informed about the state of the business and affairs of the Museum. A Board Member has a responsibility to make sure that the Transcona Museum is properly managed, and that its property and assets are cared for suitably.

4. Board Members shall be familiar with the incorporating documents, bylaws, regulations, and policies of the organization as well as the rules of procedure and proper conduct of a meeting so that any decision of the Board may be made in an efficient, knowledgeable, and expeditious fashion.

5. Board Members will be properly prepared for Board deliberation.

6. Board Members shall attend meetings on a regular and punctual basis. If a Member is absent from two regular meetings, the Board shall discuss the matter and the President will confer with the individual and expulsion from the Board may result.

7. Board Members shall not encourage direct communication with employees who attempt to bypass administration but shall encourage employees to utilize reporting lines within the administration to bring their concerns to the Board.



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

8. Board Members are not permitted, either during or after their term of office, to communicate or use for their purpose any confidential information received in their capacity as Board Members.

9. A Board Member who is in any way, directly or indirectly, interested in a contract or arrangement with the Transcona Museum, must declare this interest at a meeting of the Board. Board Members must not vote in respect of any contract or arrangement with the Transcona Museum in which they have an interest.

10. When the Board is in deliberation or deciding upon an issue about which a Board Member has any perceived conflict of interest, that Board Member shall declare and absent themselves without detailed comment from the deliberation. Any declaration must be recorded in the minutes.

11. A Board Member who is alleged to have violated the Code of Conduct shall be informed in writing and shall be allowed to present their views of such alleged breach at the next Board meeting. The complaining party must be identified. If the complaining party is a Board Member, the individual and the respondent Board Member shall absent themselves from any vote upon resolution of censure or other action that may be brought by the Board of Directors. Board Members who are found to have violated the Code of Conduct may be subject to censure.

Approved: Moved by D. Robert, seconded by J. Toet; carried, October 19, 2017



Transcona Museum

141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

CONFLICT OF INTEREST	Policy Number: 12.0	Approved Date: October 19, 2017
	Policy Version 12.1	Revision Date: ---

As a non-profit society and charity, the Transcona Museum’s reputation is the basis for inspiring the trust of its membership, the various levels of government, business, and the public at large. In order to conduct its affairs successfully, the Museum must trust Board Members, employees, and volunteers to act consistently in the Association’s best interest.

All actions or decisions by the Transcona Museum’s Board Members must be based on an impartial and objective assessment of the Museum’s interest in the situation, without regard to any gifts or favours from outside interests that could adversely affect, or be seen by others as possibly affecting, their judgment. Further, without limiting:

1. Use or disclose for personal gain information on decisions, findings, plans, bids, or other matters concerning the Museum, which has not otherwise become public knowledge.
2. Significant financial interest in or service as an employee, officer, director, or consultant of an organization having or planning to conduct business with the Museum where there exists, or may appear to exist, an opportunity for special consideration for either the individual or the other organization.
 - 2.1. Significant financial interest exists where the benefits obtainable by the Board Member, Board employee, or Board volunteer would reasonably be considered to be or could potentially be of material importance to them.
3. Acceptance of payments, loans, services, benefits, or gifts of other than nominal value from any organization doing or seeking to do business with the Museum. Meals or entertainment of modest cost, limited duration, and of a normal business nature appropriate to the Board Member’s, Board employee’s or volunteer’s position are acceptable, when they are offered as a means of obtaining additional meeting time during which business can continue to be conducted.
 - 3.1. A definition of nominal value might be that the item or favour in question would not affect the judgment of the Board Member, Board employee, or Board volunteer, is not normally saleable, is designed primarily for advertising, represents cordial relations only, or will become the property of the Museum.
4. Make more than minor or insignificant personal use of Museum assets, for example, time, materials, or facilities without the knowledge and / or permission of the Curator.

Approved: *Moved by D. Robert, seconded by J. Toet; carried, October 19, 2017*