

Cottonwood Mansion Preservation Foundation

Policies & Procedures Manual

November 2022

Cottonwood Mansion Museum’s History

Cottonwood Mansion Preservation Foundation is declared to exist on the basis of the Objects and Special provisions as Adopted February 1, 1989. Cottonwood Mansion is a non-profit Charitable Organization.

Registered Charity Number

Cottonwood Mansion Museum is a nationally recognized Registered Charity under the Canada Revenue Agency (CRA). Business Number 131961773 RR0001.

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Organization

1.1 Land Acknowledgment

Cottonwood Mansion Museum would like to acknowledge the long history of the First Nations and Metis People in the Province of Ontario, and pay respect to the Six Nations of the Grand River Territory and the Mississaugas of the Credit First Nation, the holder of the Treaty with the Crown for these lands. The land we steward is within the traditional territory of the Anishinaabe (Ah-nish-nah-bay), the Haudenosaunee (Ho-deh-no-show-nee) and the Attawandaron (At-ta-won-da-ron) nations and the Between-the-Lakes Purchase treaty. We strive to honour the Two Row Wampum Belt treaty as respectful neighbours on this land.

Land Acknowledgements are an act of reconciliation, an act of compassion, and an act of mindfulness. Recognizing the traditional territories, we stand on is a small but important step we can all take towards recognizing and honouring the Indigenous Peoples who have and continue to live on Turtle Island (North America).

1.2 Mission Statement

To preserve the site known as Cottonwood Mansion through collecting, preserving, and interpreting the building, its grounds, and artifacts as a living history museum which encourages the public to experience the Victorian and Edwardian eras so that the visiting public become lifetime learners, community supporters, and promoters of this local heritage.

1.3 Vision Statement:

Cottonwood Mansion Museum will be a resource for historians, educators, the community of Haldimand County, and future generations through its collections, interpretation, exhibits, and programs. Cottonwood Mansion Museum envisions a future where everyone has access to the history and culture of Haldimand County.

1.4 Objectives:

1. The Foundation is established to rehabilitate, preserve, and open to public access the Designated Heritage Property known as Cottonwood Mansion, located at 740 Haldimand Road 53, Selkirk, Ontario.
2. The Foundation will strive to create and enhance the public enjoyment of Cottonwood Mansion as a “historical house living museum”.
3. The Foundation will foster heritage and cultural awareness through educational programs and by using the property as the repository and research centre for regional history.

1.5 Strategy:

Providing all patrons with access to the history of Cottonwood Mansion through its collections, exhibits, events, and programs.
Please refer to the 10-year Strategic Plan for more details.

1.6 Positions Defined

President:

The President of the Cottonwood Mansion Preservation Foundation shall be elected by majority vote following each Annual General Meeting. Each President can serve a maximum of three consecutive two-year terms.

Trustee:

A Trustee on the Cottonwood Mansion Preservation Foundation that works in conjunction with other trustees and under the direction of the President to help promote, serve and maintain Cottonwood Mansion Museum and its mission and vision. Trustees shall serve as such without remuneration, are required to attend monthly board meetings, and shall miss no more than 9 meetings per year. Trustees are expected to volunteer and assist in running Cottonwood Mansion events, exhibits, and programs as required, and contribute expertise to the Board. No Trustee shall directly or indirectly receive any profit from their position; however, Trustees may be paid reasonable expenses incurred by them in the performance of their duties and as agreed by the President and board at large.

Museum Manager:

The Museum Manager, as hired by the board of Trustees, is to report to and receive support from the Cottonwood Mansion Preservation Foundation and specifically the President. The Museum Manager is responsible for maintaining the museum and creating revenue sources (see page 8 for list of responsibilities).

1.7 Organizational Structure

The Foundation shall be governed by a board of seven Trustees, whose office shall include a president, a vice-president, and a treasurer.

1.8 Foundation By-Laws, established in 1989

1. **The Cottonwood Mansion Preservation Foundation** is established to maintain, promote, and preserve the historical building known as Cottonwood Mansion as a Living Museum that encourages the public to experience the heritage of the Victorian era.
2. **Membership.** Conditions and privileges of membership shall be established by resolution of the Board. Members shall be invited to the Annual General Meeting; at which time the election of Trustees shall take place. In even-numbered years, three Trustees shall be elected and in odd-numbered

years, four Trustees shall be elected. Trustees shall be elected to two-year terms.

3. **Officers.** Following each AGM, Trustees shall choose from amongst themselves, by majority vote, a President, Vice President, Treasurer, and Secretary to serve as Officers of the Board of Trustees.

4. **Monthly Meetings.** The Board of Trustees will meet on the 30th of every month at a chosen time designated by the Board.

5. **Vacancies.** Trustee vacancies which occur between AGMs may be filled by appointment to the Board, by the Board. Trustees so appointed shall complete the term of the Trustee they replace.

6. **Proxies.**

A) Trustees unable to attend a Board meeting may give their written proxy to another Trustee.

B) Members unable to attend AGMs may give their written proxy to another member in good standing.

7. **Cottonwood Mansion Preservation Foundation Fund.** The Board of Trustees is authorized to retain an individual Financial Advisor or Accountant Firm to oversee the financial investment portfolio.

8. **Financial Review Engagement.** The Board of Trustees will engage a qualified Chartered Accountant to conduct a Review Engagement of the CMPF's financial records each fiscal year.

9. **Polling.** The President may poll Trustees orally or in writing as necessary where a meeting may not otherwise be justified.

10. **Special Meetings.**

A) The President or any two Trustees may call a special meeting of the general membership upon written notice stipulating the purpose of such a meeting. The notice is to be delivered two weeks prior to the date of the special meeting.

B) The Board shall call a special general meeting of members on written requisition of members carrying not less than 10% of voting rights. A certified check or bank draft of \$500.00 made out to Cottonwood Mansion Preservation Foundation must accompany the written requisition. Failure to submit the \$500.00 will nullify the request for a special general meeting. Notification in procedure 10. A) apply.

11. **Reimbursement.** Trustees may be reimbursed for authorized expenses incurred in the performance of their duties. Authorization by any two Trustees who have not incurred the expense is required.

12. **Management.** The Board may appoint a trained individual with museum studies training to manage the activities of the Foundation on a day-to-day basis.

13. **Disbursements.** Disbursement checks shall require the signature of two Trustees or other members as designated by the Board.

14. Strategic Plan & Policies Review. The Board of Trustees shall review, amend, and add to, if applicable, the Cottonwood Mansion Museum Strategic Plan and the Policies and Procedures at every AGM, and as necessary to keep these documents up to date.

1.9 (Original) Foundation Duties

- a. To accumulate from time to time part of the funds of the Foundation and income there from subject to any statutes or laws from time to time applicable;
- b. To invest funds of the Foundation in such a manner as the Trustees may determine, in those investments authorized by law for Trustees;
- c. To solicit and receive donations, bequests, legacies, and grants, and to enter into agreements, contracts, and undertakings incidental thereto;
- d. To acquire by purchase, contract, donation, legacy, gift, grant, bequest, or otherwise, any personal property and to enter into and carry out any agreements, contract or undertakings incidental thereto, and to sell, dispose of and convey the same, or any part thereof, as may be advisable;
- e. To acquire by purchase, lease, devise, gift, or otherwise, real property, and to hold such real property or interest therein necessary for the actual use and occupation of the Foundation or necessary for carrying on its charitable undertaking, and when no longer so necessary, to sell, dispose of, and convey the same or any part thereof;
- f. The Foundation shall employ and pay such assistants, clerks, agents, representatives, and employees, and to procure, equip, and maintain such offices and other facilities and to incur such reasonable expenses as may be necessary, provided that the Foundation shall not pay any remuneration to a Trustee in any capacity whatsoever;
- g. To cooperate, liaise, and contract with other charitable organizations, institutions, or agencies which carry on similar objectives to that of the Foundation;
- h. To draw, make, set, endorse, execute, and issue cheques and other negotiable or transferable instruments;
- i. To pay all costs and expenses of, or incidental to, the incorporation;
- j. To formulate Cottonwood Mansion's statement of purpose;
- k. To formulate written policy governing operations and defining programs;
- l. To ensure that the purposes of which Cottonwood exists are being fulfilled;
- m. To ensure that the collection is being cared for under proper condition.

1.10 Reporting Structure

The Foundation is responsible to set the mission, vision, policy, and budget of the museum. It is the responsibility of the Museum Manager to carry out the objectives set by the Trustees.

The Museum Manager is responsible to the Trustees to ensure that each area of the organization is performing according to the standards and objectives set out in this document. It is the duty of the Trustees to support the plans, initiatives, and expertise of the Museum Manager.

1.11 Ethics Policy

It is the policy of the Cottonwood Mansion Preservation Foundation that its employees and Trustees uphold the highest standards of ethical, professional behavior. To that end, employees, volunteers, and Board members shall dedicate themselves to carrying out the mission of this organization and shall:

1. Hold paramount the safety, health, and welfare of the public in the performance of professional duties.
2. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age, or national origin.
3. Engage in and support fellow workers in carrying out the Foundation's mission in a professional manner.
4. Build professional reputations on the merit of services and refrain from competing unfairly with others.
5. Recognize that the chief function of The Foundation at all times is to serve the best interests of the museum.
6. Respect the structure and responsibilities of the Trustees, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the Board of Trustees.
7. Keep the community informed about issues affecting the museum.
8. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
9. Exercise whatever discretionary authority they have under the law to carry out the mission of the organization.
10. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
11. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in such activities.
12. Avoid any interest or activity that is in conflict with the conduct of their official duties.
13. Respect and protect privileged information to which they have access in the course of their official duties.
14. Strive for personal and professional excellence and encourage the professional development of others.

Human Resources

2.1 Museum Manager Duties

The Museum Manager is responsible for the duties listed as follows:

1. Managing and maintaining the Cottonwood Mansion website.
2. Creation and setup of marketing and advertising for Cottonwood events and affairs.
3. Coordinate, manage, and set up and take down all events.
4. Ensuring proper care of the collection and all duties that fall under the term Curator.
5. To complete updates and monthly reports to the board.
6. Ensure annual updates of the alarm system and fire extinguishers are conducted.
7. Ensure the annual Haldimand County fire inspection is enacted.
8. Minor cleaning and light maintenance with major jobs being reported to the board.
9. Light garden work.
10. Recruiting and organizing volunteers and their duties.
11. Submitting grant applications and fundraising.
12. Maintaining proper income and expense records.
13. Maintaining proper Gift Shop records.
14. Conducting tours of the mansion.
15. Preparing the bi-monthly Cottonwood Crier newsletter.
16. Attending scheduled meetings on behalf of the museum.
17. Other duties as assigned.

2.2 Conditions of Employment

- a) Manager positions report to the President, the offer of employment is made by the President with the prior approval of the Board.
- b) Part time, assistant, and student employee positions are handled by the Manager, who will create the job title, description, job tasks and goals, and the board will approve recommended salary and details. The Manager and President will decide on candidates together unless otherwise necessary.
- c) The President position will be voted by the Trustees following the AGM.

At the time of the job offer, the employee will be required to sign an employee contract that will outline the pay rate, vacation entitlement, and other details.

2.3 Payment

Cottonwood Mansion will provide 26 pay periods per year. Pay shall be determined by the Board of Trustees and shall be reviewed at the end of each year.

2.4 Employee Performance Review

Employees shall undergo a performance review with the President and an appointed Trustee from the JHSC every 6 months.

2.5 Complaints/Grievance Process

1. Whenever possible, employees of Cottonwood Mansion Museum should seek to resolve grievances with one another directly. The nature of the grievance should be stated clearly and understood by both parties. Each party may want to take notes of the dates, times, and specifics of the incident.
2. Where the first step fails or is inappropriate (such as in the case of a grievance with an immediate manager), one or both parties should, without delay, seek the counsel of the President. The President will meet with both parties to try to resolve the grievance, and will note the dates, circumstances, and any agreements. The report will be included in both employees' personnel files.
3. Should the initial steps be unsuccessful, the aggrieved party may, through the President, request the intervention of the Board of Trustees. The Board shall then determine what course of action is appropriate.
4. If the initial complaint is against the President, the Board of Trustees will receive the complaint directly for resolution.

2.6 Disciplinary Procedure

Upon concluding that an instance of workplace wrongdoing has occurred, the Employee or Trustee will be subject to disciplinary action, which may result in suspension of duties, or outright termination of the position and possible legal action depending on the severity of the action. Disciplinary actions imposed by the Board will be determined on the basis of the facts of each case and the extent of harm to Cottonwood Mansion's interests and business goals.

Should the employee require the use of the disciplinary procedure the JHSC should follow the following steps:

1. Investigate and document allegation and gather information.
2. Invite employee to a disciplinary meeting and relay allegations.
3. Gather and document information from the employee's perspective of the situation.
4. President and Trustee from JHSC shall confer and decide on an action to take following recommended procedures from the JHSC.
5. Confirm the outcome in writing, and relay to employee and all involved in the situation.
6. The employee has a right to appeal decision with other Trustees and JHSC members if required.

2.7 Termination of Employment

Employment with Cottonwood Mansion Museum may be terminated voluntarily, at the initiative of the employee, or involuntarily, at the initiative of the organization. In recognition of the rights of the individual and to protect the legitimate interests of the organization, both voluntary and involuntary terminations are handled with care and consistency.

2.8 Voluntary Termination

- a) Employees wishing to sever their employment with the organization are required to give written notice to the President ten (10) working days in advance of the intended date of separation. Cottonwood Mansion may accept shorter periods of notice but is not obligated to do so. A copy of the letter of resignation is to be placed in the employee's Human Resources file.
- b) Full salary and benefits are maintained through the notice period. Generally, the employee continues to work up to the agreed separation date. If it is in the interest of Cottonwood Mansion to release the employee prior to the stated date of separation, salary and benefits will be paid through the notice period (maximum ten (10) working days).
- c) Any absence from the normal place of employment for more than five consecutive days, without notice, explanation or approval, may be interpreted as voluntary separation. The last day worked is considered the date of separation.
- d) Exit interviews may be conducted in confidence with the employee by the President or a representative of the Board prior to the employee's date of departure. Information from this interview will be shared with appropriate personnel with the purpose of making any necessary changes or improvements.

2.9 Vacation, Leave of Absence, Sick Days

- a) Paid vacation is granted to eligible employees in recognition of continuous service with the intent that the employee may enjoy a period of rest and relaxation. It is expected that vacation will be scheduled at a mutually convenient time.
- b) The vacation cycle follows the calendar year, beginning January 1 and ending December 31.
- c) To be eligible for vacation time, all permanent full-time and part-time employees must complete three (3) months of continuous service.
- d) Unless otherwise negotiated as part of the employment contract, the following vacation schedule applies to all employees once they have served 3 months of continuous service. Vacation may be taken anytime during the

calendar year in which the particular service level is completed. Length of continuous service and days of vacation earned as follows:

- i. 1 year 10 days
 - ii. 5 years 15 days
 - iii. 10 years 20 days
- e) Employees who take a leave of absence, including Maternity/Parental Leave, may take their vacation entitlement in accordance with Provincial regulations in effect at the time.
 - f) Vacation should be taken during the current calendar year. However, half of a staff member's vacation time can be carried into the next year (at the President's approval). This time should be used up in the first three months of the new calendar year. Otherwise, the vacation time will be forfeited.
 - g) Cottonwood Mansion accommodates the special needs of its employees through provision of leaves of absence for a variety of circumstances.
 - h) Up to five (5) working days may be permitted as **compassionate leave** in the event of the death of the spouse, child, parent, sibling, parent-in-law or other close family member.
 - i) Employees who take **maternity/parental leave of absence** will be reinstated in the same position, or a comparable position, at the same level upon return from the leave. Seniority and vacation entitlements continue to accrue during the leave.
 - j) When an employee terminates employment, vacation pay will be calculated based on actual time worked during the current calendar year, less any vacation time already taken.
 - k) Regular full-time employees accrue **paid sick leave** at the rate of 10 days per year. Employees must inform at the President or Manager as soon as possible. This number may increase at the President's discretion.
 - l) An employee may request a **leave of absence without pay**. Up to ten (10) days in any one calendar year may be granted at the discretion of the President. Longer periods of time require the approval of the Board.

2.10 Volunteers

A volunteer is an individual who freely chooses to work for the museum without financial remuneration. A volunteer is reflective of their community and is vital to the museum for their diverse points of view.

The museum relies on volunteers to complete many important duties. The museum seeks to involve volunteers with a wide range of skills, knowledge, and life experiences and offer a range of opportunities according to their needs and interests. The work is as varied as the museum itself and can include such functions as presenting education programs, exhibit design, research, clerical work, grounds maintenance, and

fundraising. **It is anticipated that the volunteer will report to the Manager unless on a specific project where they may be required to report directly to the Board.**

Every effort will be made to maximize the different strengths and interests of the museum's volunteers. The museum will work hard to match people to a task and makes every effort to clearly describe the job to be done, the skills required, the time commitment, etc. so that prospective volunteers are well informed before making a commitment. The museum will attempt to assign volunteers to particular roles within the museum, although these may change over time depending on skills, interests, and needs.

2.11 Health and Safety (JHSC)

The Joint Health & Safety Committee is responsible to stimulate or raise awareness of health and safety issues in the workplace, recognize and identify workplace risks and develop recommendations for the employer to address these risks. They are also responsible for handling any health & safety concerns and addressing workplace violence & harassment complaints.

2.12 Workplace Violence & Harassment Policy

The Cottonwood Mansion Preservation Foundation is committed to providing a safe, healthy and supportive work environment by treating our employees and clients with respect, fairness and sensitivity.

Violence and harassment in the workplace can have devastating effects on employees' quality of life and organizational productivity.

Definitions

Workplace violence is:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

Workplace harassment engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or workplace sexual harassment

Workplace Sexual Harassment

- a. Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome or

- b. Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Policy Statement

The management of Cottonwood Mansion Museum recognizes the potential for violence and harassment in the workplace. We will therefore make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them through our workplace violence and harassment prevention program. The Cottonwood Mansion Preservation Foundation will not tolerate any type of violence or harassment within the workplace or during work-related activities. The CWPF is committed to allotting whatever time, attention, authority, and resources necessary to ensure a safe and healthy working environment for all employees and clients to whom we provide care.

Cottonwood Mansion Museum will take every reasonable precaution to protect an employee from physical injury if we become aware, or believe, that domestic violence is a risk.

Roles and Responsibilities of Workplace Parties

1. Cottonwood Mansion Board:
 - Ensure that measures and procedures in the violence and harassment prevention program are carried out. Hold management accountable for responding to and resolving complaints of violence.
 - Ensure compliance by all who have a relationship with the organization, such as physicians, contractors, volunteers, etc.
 - Post a copy of this policy in the workplace.
 - In consultation with the JHSC, establish and deliver training and education for all employees.
 - Integrate safe behaviour into day-to-day operations.
 - Develop a reporting process for incidents of workplace violence and harassment.
 - Investigate all reports or threats of violence/harassment in a prompt, objective and sensitive way.
 - Report incidents of workplace violence to the JHSC within four days if an employee is disabled from performing their own work or receives medical attention as a result of an incident.
 - Take corrective action.
 - Provide response measures.
 - Facilitate medical attention and support for those involved directly or indirectly.
 - Ensure any deaths or critical injuries are reported to a Ministry of Labour (MOL) inspector, the police (as required), JHSC or H&S representative and trade union, as well as investigated with the JHSC. Send the report explaining the circumstances to all parties in writing within 48 hours of the occurrence. Include information and particulars prescribed by the *Occupational Health and Safety Act* and regulations.
 - Ensure a report goes to WSIB of all accidents where a worker loses time from work, requires healthcare, earns less than regular pay for regular work, requires modified

work at less than regular pay or performs modified work at regular pay for more than seven days.

2. Managers/supervisors:

- Enforce policy and procedures and monitor worker compliance.
- Identify and alert staff to violent persons and hazardous situations.
- Investigate all workplace violence using the organization's accident investigation procedure and form, and contact the police as required.
- Facilitate medical attention for employee(s) as required.
- Debrief those involved in the incident either directly or indirectly.
- Contact human resources to ensure the employee receives further counselling about her/his legal rights.
- Track and analyze incidents for trending and prevention initiatives.
- Immediately report a death or critical injury to an MOL inspector, the police (as required), JHSC, H&S representative and trade union, and investigate with JHSC Report the circumstance to all parties in writing within 48 hours. Include information and particulars prescribed by the regulations.
- Issue a report to the employer and WSIB on all lost-time accidents where a worker requires healthcare, earns less than regular pay for regular work, requires modified work at less than regular pay or performs modified work at regular pay for more than seven days. Copies of accident information where there is no critical injury must be provided to the JHSC and the trade union within four days of the occurrence, as prescribed by the *Occupational Health and Safety Act*.
- Ensure the workplace violence and harassment prevention program is reviewed at least once a year.

3. Employees:

- Participate in education and training programs so you can respond suitably to any incident of workplace violence or harassment.
- Understand and comply with the violence and harassment prevention policies and related procedures.
- Report all incidents or injuries of violence/harassment or threats of violence/harassment to your supervisor immediately. Complete the Workplace Violence Incident Report.
- Inform the JHSC or the worker member of the JHSC about your concerns regarding the potential for violence/harassment in the workplace.
- Contribute to risk assessments.
- Seek support when confronted with violence/harassment or threats of violence.
- Get medical attention.
- At least once a year, participate in a review of the workplace violence and harassment prevention program.

4. Joint Health and Safety Committee (JHSC):

- Ensure you are consulted about the development, establishment and implementation of violence prevention measures and procedures (the violence and harassment prevention program).

- Make recommendations to the employer for developing, establishing and providing training in violence prevention measures and procedures.
- At least once a year, take part in a review of the workplace violence and harassment prevention program.
- The worker-designate should investigate all critical violence-related injuries.
- Immediately review reports of critical injury or death. Outline in writing the circumstances and particulars within 48 hours of the occurrence.

Within four days, review written notices lesser injuries where any person is disabled from performing his or her usual work or requires medical attention.

Reporting and Investigation

- Workers are to report all violence-related incidents or hazards to their manager or supervisor. This report can be made confidentially at the employee's request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g., contents of a police report).
- The reporting worker may make the report confidentially without leaving a copy in the log, indicating the need for confidentiality to her/his direct manager or supervisor (or in that person's absence, to another manager or supervisor).
- The manager or supervisor receiving the report investigates it and ensures that measures are taken to safeguard employees and curtail the violence or harassment. No report of workplace violence/harassment or risks of violence may be the basis of reprisal against the reporting employee.
- The employer reports all injuries to the MOL and WSIB as required by the *Occupational Health and Safety Act* and *Workplace Safety and Insurance Act*.

Response Procedures

- Using the incident investigation form, the manager or supervisor documents all reports of workplace violence/harassment, hazards and measures taken to address them.
- If the resolution of the incident is beyond the authority of a manager or supervisor, she/he must make the CEO or equivalent aware of the report. The CEO or equivalent involves other managers or supervisors in the investigation as appropriate (e.g., when the incident involves clients or employees under another manager's or supervisor's area of responsibility).
- Management reviews all incident reports, monitors trends and makes recommendations to the CEO or equivalent for prevention and enhancements to the workplace violence and harassment prevention program.
- These findings are shared with the JHSC, which is consulted about any revision to the violence and harassment prevention and training program.
- The CEO or equivalent reviews reports of workplace violence/harassment and ensures that actions are taken.
- The managers or supervisors who investigate the reported incident warn all staff who might be affected about dangerous situations. They also tell the reporting employee about the outcome of the investigation to help minimize the chance of similar incidents.
- If a violent incident results in a critical injury to a worker, the JHSC representative or

worker-designate investigates the incident or injury (Section 9(31) OHSA) and reports to the MOL and JHSC.

Support for employees affected by workplace violence

Management will respond promptly, assess the situation and ensure that these interventions are followed:

- facilitation of medical attention;
- debriefing (by skilled professional);
- referrals to community agencies, treating practitioner and employee assistance program;
- referral to trade union;
- completion of incident reports, WSIB reports, reports to MOL (critical injury or fatality);
- reporting to police (as required); and
- team debriefing.

Risk assessment

Management (with worker involvement) assesses workplace violence hazards in all jobs, and in the workplace as a whole. It reviews risk assessments annually, as well as when new jobs are created, or job descriptions are changed substantially.

Education

New employees will receive both general and site-specific orientation to the workplace violence and harassment prevention program. In addition, all employees will receive an annual review of the program's general and site-specific components.

Any training developed, established and provided will be done in consultation with, and in consideration of, the recommendations of the JHSC.

Program Evaluation

The effectiveness of the workplace violence and harassment prevention program is evaluated annually by management and reviewed by the JHSC.

Workers, managers and supervisors are accountable for establishing and implementing the policy and procedures related to workplace violence and harassment. Responsibility for complying with the health and safety policy is part of a manager's, supervisor's and worker's job description. Included in the health and safety components of job descriptions are management responsibilities for enforcing policy and procedures, investigating and responding to workplace violence and harassment.

Accountability

All workplace parties are accountable for complying with the policy, program, measures and procedures related to workplace violence.

Records

All records of reports and investigations of workplace violence and harassment are kept for five years.

Policy Review

This workplace violence and harassment prevention policy and program will be reviewed annually.

2.13 Retirement

- a) Employees wishing to retire from their employment with the organization are required to give written notice to the President 10 working days in advance of the intended date of separation. Cottonwood Mansion may accept longer or shorter periods of notice but is not obligated to do so. A copy of the letter of retirement is to be placed on the Drive.
- b) Full salary and benefits are maintained throughout the notice period. Generally, the employee continues to work up to the agreed retirement date. If it is in the interest of Cottonwood Mansion to release the employee prior to the stated date of retirement, salary and benefits will be paid through the notice period (maximum 10 working days).
- c) The last day worked is considered the date of retirement.
- d) Exit interviews may be conducted in confidence with the employee by the President or a representative of the Board prior to the employee's date of departure. Information from this interview will be shared with appropriate personnel with the purpose of making any necessary changes or improvements.
- e) All retirements are to be handled in person in private by the President. The President may request the presence of a member of the Board. All retirements are to be confirmed in writing. In the case that a Board Member is not present, Board approval of the decision will be provided in writing.
- f) The President is responsible for handling the administrative detail related to the retirement and all official contact with the retired employee after notice has been served.

Administration

- 3.1 Goals and Objectives
- 3.2 Record Keeping
- 3.3 Financials
- 3.4 Website and Social Media Policies
- 3.5 Dissolution of CWPF

3.1 Goals and Objectives

Cottonwood Mansion will seek to be creative and innovative in all areas of its operation and strive for excellence in all facets of the museum.

Proper administrative procedures are essential to the effective, efficient management of the museum. Proper filing, record keeping, evaluation, and reporting are essential for budgeting and analysis and are indispensable in the case of a legal dispute. Proper administrative procedures will enhance Cottonwood Mansion's public relations and create a more efficient environment for staff to work in.

3.2 Record Keeping

Cottonwood Mansion Museum will maintain a comprehensive filing system for all pertinent records and documents. All records will be kept for a minimum of ten years.

These records include:

- i. Accounting data for expenses and revenue
- ii. Inventories
- iii. Tax records
- iv. Personnel files and contracts
- v. Equipment and warranties
- vi. Inspection records
- vii. Program plans
- viii. Other pertinent information

Annual records, sensitive data, and pertinent documents will be sorted and stored in the office and in the attic space and shall always be kept in secure areas. As much as possible, all documents should be digitized and backed up on the Drive.

3.3 Financials

In order to be good stewards of the financial resources entrusted to Cottonwood Mansion Preservation Foundation and Cottonwood Mansion Museum for maintaining their purposes and objectives, the following must be followed:

- a) Accounting practices will follow current CRA requirements and non-for
- b) The Accountant shall provide yearly financial reports for the Board to review.
- c) The Treasurer and/or Manager shall provide monthly financial reports to the Board to review.
- d) Board approval is required for any purchase of materials or services greater than \$500.00 of a non-operating nature.
- e) The onsite petty cash budget shall not exceed \$100.00 unless approved by the Board.
- f) Should a large gift, donation, legacy, or bequest be given to the CMPF, a Legacy Committee shall be formed to work together with the Manager and the Accountant to decide how those funds should be invested and/or allocated.
- g) The borrowing power of the Board pursuant to any Bylaw passed and confirmed in accordance with Section 59 of the Corporations Act shall be limited to borrowing money for current operating expenses provided that the borrowing

power of the Board not be so limited if it borrows on the security of real or personal property.

Fundraising Statement:

The Cottonwood Mansion Preservation Foundation will never use deceptive or questionable means to promote or raise funds. Staff, Trustees, or members engaged in fundraising will not receive bonuses or commissions related to the amount of funds raised.

The financial year shall end of the last day of the calendar year.

3.4 Website and Social Media Policies

As with print material, the image and brand of Cottonwood Mansion Museum must be consistent in its print and media communications. The design of Cottonwood Mansion branded materials, either print or digital, must be designed and approved by the Manager and the Design Committee. No volunteers or members may represent Cottonwood Mansion Museum through print or digital materials unless approved by the Manager and the Design Committee. Only the Manager and President will speak in an official capacity to any media outlet, including but not limited to newspaper, radio, television or online.

No staff except the Manager will comment on any legal matters in any capacity. Any comment will come from Cottonwood Mansion Museum’s legal counsel.

3.5 Dissolution of CWP

- i. If the Cottonwood Mansion Preservation Foundation total funds fall under \$12,000.00, the Board will begin a 3-month process of reviewing the Strategic Plan and taking emergency measures to avoid closing Cottonwood Mansion Museum.
- ii. This process will take place as follows: The Accountant, the Lawyers, the Manager and the Board shall call an emergency meeting and shall discuss emergency measures to avoid the closing of Cottonwood Mansion Museum.
- iii. Should closing Cottonwood Mansion Museum be the only option, a Special Meeting will be called, and all members will be given the information discussed by the above consultants.
- iv. A majority vote will determine the closing of Cottonwood Mansion Museum. The CWP shall then carry out the business of closing the museum.
- v. Once closed, the CWP shall be dissolved by unanimous vote.
- vi. Upon the dissolution of the CWP and after the repayment of all debts and liabilities, its remaining property shall be distributed or disposed of to charitable organizations which carry on their work solely in Ontario.

Collections Policy

4.1 Introduction

Cottonwood Mansion Museum's collection management policy sets forth the goals of Cottonwood Mansion with respect to managing its collections. The policy outlines responsibilities and sets standards for all collection related activities at Cottonwood Mansion.

It should be noted that in this context, the Manager is also referred to as the Curator.

4.2 Responsibility of Staff and Volunteers

The Curator is ultimately responsible for the collection and with the President ensures that collection management policies, guidelines, procedures and standards are developed and implemented. The Curator is responsible for ensuring that anyone who works with the collection is aware of policies and procedures. Staff and volunteers must follow these procedures and standards in a consistent manner. Staff and volunteers will strive to maintain artifacts and collection records in an environment conducive to preservation.

The Curator will ensure that the collection is inspected regularly for evidence of damage or deterioration. Any staff member or volunteer who discovers a preservation problem or damage to an artifact must document and report it immediately to the Curator.

All staff are responsible for maintaining the security of the collection. This includes loss or breaches in security. Staff and volunteers must document and report immediately any confirmed loss to the Curator who will report to the President. In some cases (e.g. firearms) legal considerations may require that the police are also notified.

The Curator will ensure that artifacts having the potential to be hazardous to the public, staff, volunteers, the environment or the collection, will be properly handled and stored. All safety regulations (WHMIS) must be followed.

The Curator will ensure that staff and volunteers who have physical access to the collection are trained in and use appropriate care and handling procedures.

4.3 Collection Development

1. The development of Cottonwood Mansion's collection follows the focus established by the mission statement.
2. Development of the collection will meet both the immediate and long-term objectives of Cottonwood Mansion Museum.

3. Development will build on strengths and address weaknesses of the collection as determined by curatorial staff and will take into account current and future projects and needs.
4. It is recognized the priorities will change over time and according to storage capabilities, future exhibitions and the recognition of deficiencies in the collection.
5. The responsibility for the development of the permanent collection resides with the Curator and President. Each assumes an active role in the community with regard to maintaining contacts with potential donors, an awareness of auction contents, the closure of businesses and institutions, etc.
6. The responsibility for the development of the education collection resides with the Manager/Curator.

4.4 Acquisition

Cottonwood Mansion collects objects, photographs, printed and audio-visual material pertaining to the history of the Holmes and Hoover family histories, as well as the local history of Selkirk, in accordance with its mission statement. The collection is for the purpose of documentation, preservation, research, exhibition and interpretation for all visitors. A budget line is provided in the annual operating budget for the acquisition of objects, their cataloguing, storage and care.

Methods of Acquisition

Objects are acquired through gift or bequest, purchase, and transfer; some are also found in the collection.

Gift or Bequest

A gift or bequest may be accepted from any source, including a staff member.

Purchase

Artifacts may be purchased by the Curator from any source. Purchases over \$100 must be approved by the Board.

Transfer

Cottonwood Mansion may acquire artifacts from other institutions. The transfer must be supported with documentation.

Found in the Collection

Un-accessioned objects that have been treated as artifacts over time but for which acquisition documentation cannot be found are designated “found in the collection.” These objects will be accessioned and numbered with an X if approved through the acquisition process.

Tax Receipts and Appraisals

Once a year income tax receipts for artifacts are issued to all donors. The receipt will reflect fair market value at the time of acquisition determined by appraisal.

Cottonwood Mansion will not issue a tax receipt before a Deed of Gift agreement is signed. The appraisal will not be undertaken before a Deed of Gift is signed.

4.5 Preservation

Cottonwood Mansion Museum has a responsibility to preserve its collection in perpetuity. This includes artifacts in storage, on exhibit, used for research, on loan and in transit. All staff and volunteers will be trained in proper and current methods of care and handling of the collection, as it pertains to their area of work. In all of these activities, staff of Cottonwood Mansion will comply with its Conservation Policy. The preservation of the collection is the direct responsibility of the Curator and other staff as appropriate. All staff and volunteers, however, must share the responsibility.

4.6 Conservation

While all staff members have the duty to ensure the long-term preservation of the collection, primary responsibility lies with the Museum and Collections Manager/Curator.

The Curator will determine which conservation measures are appropriate for a given object in the collection. Decision-making will consider that preventive conservation provides the most effective use of resources for preservation of the collection. Preventative conservation treatments will be the preferred approach to conservation of the collection. When preventative conservation treatments are not appropriate, conservation treatments will be the preferred approach. Restoration treatments will only be used when preventative conservation and conservation treatments cannot be used.

In the application of conservation measures, the permanent collection will take priority over the education collection. Cottonwood Mansion Museum maintains a working collection of artifacts for use in public and school programs. These may be operated or handled by staff, volunteers or the public. They may be copies, reproductions or duplicates.

Within the permanent collection, priority for conservation will be given to artifacts in the following categories, in the following order:

1. Those objects requiring emergency treatment of stabilization.
2. Those objects considered to be of particular historic or artistic significance.

3. Those objects required for exhibition.
4. Those objects required for education programming.
5. All other objects owned by Cottonwood Mansion Museum.
6. Objects not directly owned by Cottonwood Mansion Museum, such as loans.

Treatment

The Curator will establish the necessity for the conservation treatment to an object.

- All physical interventions, whether to an artifact or structure, will be based on sufficient research to identify and safeguard the historical values concerned.
- The history and evidence of past use of the item will be respected.
- Contributions from all periods of the item's existence will be taken into account when deciding the appropriate level of intervention.
- Any physical intervention will be fully documented, including the reason for it, what the intervention was, who performed it, and when it was carried out.
- The Curator will make recommendations about treatments that consider scheduling of work and extent of treatment. Conservation and restoration treatments will follow a course of minimal intervention in the fabric of the object.
- Museum staff shall only carry out conservation treatments that are within the limits of their professional competence and facilities. In cases where there is inadequate staff knowledge, training and/or equipment, outside professional assistance will be sought.
- Any treatments will only be carried out in a separate space which is ventilated according to health and safety standards.
- Whenever possible, reversible techniques and materials will be used in treatments or when any physical change is made to an object, including the attachment of accession or catalogue numbers, or mounting for display.
- Restorations will be historically accurate, while not being deceptive as to originality.
- Restorations will be easily detectable, although not necessarily conspicuous.

4.7 Use

Cottonwood Mansion Museum is committed to long-term preservation of artifacts. A balance must be struck however between the preservation of the collection and Cottonwood Mansion Museum acknowledges that access to and use of the collection by staff and public increases the risk to artifacts and requires appropriate controls.

Cottonwood Mansion also respects the provisions of the Ontario Heritage Act, the Occupational Health and Safety Act and the Wild Animals and Plant Protection Regulation of the International and Interprovincial Trade Act (WAPPRITA).

Access to and handling of firearms is restricted under federal legislation.

The collection must be organized and managed in such a way that it is readily accessible for all purposes consistent with the goals of the Strategic Plan for Cottonwood Mansion Museum.

Public Use of Collections

Intellectual access to the collection through records, images, and other information may be requested for publication, research, web sites, electronic media, display, promotional materials, personal use, media, films and advertising. Access to and use of the collection is at the discretion of the Curator and Assistant Curator and is generally provided to any person who can demonstrate a need. Determining factors include:

- Condition of the artifact
- Risk to the artifact
- Location
- Security
- Health and safety risks
- Copyright
- Intended use
- Expertise of the researcher
- Human and financial resources available

At this time, Cottonwood Mansion Museum maintains no fee structure for public access to its collections, however this is subject to change.

4.8 Loans

Cottonwood Mansion Museum occasionally borrows artifacts for exhibition, study or other purposes consistent with the vision of Cottonwood Mansion for a specified time period. Loans are made to Cottonwood Mansion by institutions and individuals. A loan agreement specifying intended use must be completed for such material and the transaction must be approved by the Curator.

Cottonwood Mansion occasionally lends artifacts to other institutions. Loans are not normally made to individuals. The purpose of the loan must be consistent with the interests of Cottonwood Mansion and not pose undue risk to the artifact. Loans are made for a specified time period. The Curator is responsible for ensuring that those who borrow or otherwise use material for any purpose are able to provide necessary care. Individuals within both the borrowing and lending institutions taking responsibility for the transaction must be authorized to do so. All loans from Cottonwood Mansion Museum must be approved by the Curator.

Outgoing loans must be fully documented. The documentation will include one copy of the signed loan form and information relating to value and condition. This record

becomes a permanent record. Cottonwood Mansion reserves the right not to lend artifacts or other materials.

4.9 Storage

Separate storage space(s) will be provided for the collection. Storage space(s) will be used for collection storage only and will be large enough to store artifacts without crowding. Storage space will accommodate anticipated growth of the collection, or additional storage space will be acquired before any significant additions are made to the collection.

All storage materials, shelving and mounting techniques will meet current standards for the environmental and physical safety of the cultural heritage property being stored. Artifacts will be stored according to material type, and storage areas will only be illuminated when in use by staff.

Storage areas will only be accessed by the Curator and designated staff. Others will only be permitted within storage areas under the supervision of the Curator or designated staff.

The Curator is responsible for establishing a regular schedule of cleaning by trained staff.

4.9 Insurance

Cottonwood Mansion Museum provides insurance for its collection and for loans to and from Cottonwood Mansion. The President is responsible for the insurance of the collection at fair market value and acquiring additional coverage when necessary. The Curator is responsible for providing valuations for insurance purposes.

4.10 Deaccessioning

Deaccessioning refers to the permanent removal of one or more artifacts from the permanent collection. In order to maintain a growing and relevant collection in accordance with the Mission Statement and current professional standards, occasionally it is necessary to deaccession an artifact. Deaccessioning must be undertaken in accordance with the highest professional standards and ethics. Reasons must be ethical, defensible and objective. Approval is required from the Board, and are researched, planned and executed by the Curator.

Conditions for Deaccessioning

When an artifact is deaccessioned, the Curator must ensure that:

- It has clear title to the object, or in the case of poorly or undocumented material, be able to demonstrate that it has made a serious, diligent and documented investigation to determine ownership;

- There are no legal restrictions that prohibit deaccessioning the artifact;
- The reasons for removal of the object from the collection must be thoroughly documented in accordance to professional standards and documentation;
- If an artifact is undocumented, the Curator must make serious and documented effort to learn more about it before considering deaccessioning.

Process of Deaccessioning

The process for deaccessioning must be initiated with a written proposal supported by appropriate documentation and recommend means of disposition. The proposal must be brought forward for review at a board meeting and the Curator can then begin the deaccession process.

Methods of Disposition

The following methods may be considered for disposition of an artifact:

- a) Gift to another museum or public institution
- b) Exchange with another museum or public institution
- c) Sale through a publicly advertised auction sale or by reputable and established dealers. Funds from these sales are deposited into the Moon-MacKeigan Artifact fund for future artifact acquisitions.
- d) Destruction
 - a. If the object is hazardous or poses a danger to staff, public or the collection
 - b. If the object has deteriorated or is damaged to a point where it does not serve a definable purpose
 - c. If all reasonable efforts have been made to dispose of the object through other methods

Two witnesses must be present to observe the destruction.

4.11 Repatriation

Cottonwood Mansion may repatriate artifacts in accordance with the principles and guidelines stated in the Canadian Museums Association Ethics Guidelines. All requests for repatriation must be approached with respect and sensitivity, and will be handled by the Curator. Cottonwood Mansion recognizes that requests for repatriation can only be resolved on a case-by-case basis.

4.12 Cooperation with Institutions

Cottonwood Mansion cooperates with other museums, galleries, cultural and educational institutions, organizations and agencies, in order to avoid duplication and achieve an integrated plan for documentation, preservation and interpretation of artifacts and local history.

4.13 Policy Review

The Collection Management Policy is reviewed on a regular basis, or any time that changes are deemed necessary. The President and the Curator will conduct the review, in conjunction with other staff or board members. The reviewed version will be submitted to the board for approval.

Property and Facilities

5.1 General Policies

All repairs, renovations, new construction and restoration to the premises or building will be undertaken through consultation with Heritage Haldimand and with the following in mind:

- i. Accuracy to the historical period of the house
- ii. Cost efficiency
- iii. Quality
- iv. Longevity

Cheapest is not always the most cost effective. The long-term success of the ministry is closely tied to wise asset management.

1. All renovations and new construction must be done to specifications of the local Building and Fire Codes. All local By-laws and zoning requirements will be observed.
2. Any major building projects or renovations, including architectural costs are to be approved, in principle, by the Board of Trustees prior to any fundraising or preliminary work.
3. Any revision of plans or major revisions of material used in new construction or major renovations are to be approved by the Board before changes are done.
4. Appropriate property maintenance is to be carried out at all times of the year.
5. It is the responsibility of each employee to report malfunctions and avoid abuse of any equipment.
6. The maintenance and upkeep of Cottonwood Mansion Museum properties is one of the principal responsibilities of Building Maintenance.
7. All expenditures related to any given project are to be authorized by the President before any commitments are made.
8. The President will maintain an up-to-date master plan of the property, showing the building and driveway and all water, sewage, hydro and gas lines.
9. Building Maintenance will maintain up-to-date manuals and the Manager will store warranty agreements for all equipment.

Kitchen

The Kitchen must be maintained as a safe space to prepare food and must be passed by the Haldimand Norfolk Health Unit. Because of this, it is off limits to

anyone who is not a volunteer, trustee, or staff member with exceptions made by the Manager or President. Any individual or group who has privately rented the kitchen for the purpose of food preparation is exempt from this rule.

Accessibility

Cottonwood Mansion Museum strives to be accessible to all visitors and commits to maintaining accessible washroom spaces and rooms on the first floor. Due to the age and nature of the house museum space, accessibility to the second floor cannot be guaranteed.

Cottonwood Mansion is committed to putting accessibility first when presented with opportunities to restore, repair, or expand and build onsite.

Assistive Devices

People with disabilities may use their own personal assistive devices, or those that may be provided by Cottonwood Mansion while obtaining any goods and services provided on our premises that are open to the public.

A person with a disability may enter any part of our premises that are open to the public with an assistive device, unless not allowed by law. If barriers to the use of an assistive device exist at our premises that are open to the public, these barriers, where reasonably possible, will be removed.

We will ensure that our staff are trained in and familiar with various assistive devices that may be used by customers with disabilities while accessing our goods and services.

Services Animals

We welcome people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public except where animals are not allowed by law or where animals may harm the collections. Where an animal is not allowed by law, alternate options will be explored to provide the service to the person with a disability.

Support Persons

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on the Cottonwood Mansion's premises. Fees will not be charged for support persons.

A "support person" means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services.

Cottonwood Mansion reserves the right to require a person with a disability to be accompanied by a support person when on the premises, if a support person is necessary to protect the health and safety of the person with a disability or the health or safety of others on the premises.

5.2 Care and Cleanliness of Premises

The Manager is responsible for the care and cleanliness of the workspace and of the Museum. Under the Manager's discretion, volunteers may be solicited to help with the care and cleaning of Cottonwood Mansion. Should it be necessary, the Manager may approach the President if paying for cleaning services for part of or the entirety of the museum, and the Board would be required to vote on the subject.

Employees are expected, as part of their responsibilities, to:

- i. Ensure that all garbage and scrap is deposited in the proper containers.
- ii. Discard material that is no longer useful.
- iii. File useful material promptly.
- vi. Keep personal effects tidy and/or out of sight.
- vii. Clear work areas or surfaces and remove unnecessary items at closing time.
- viii. Keep purses and other valuables out of sight and, if possible, locked away.

5.3 Keys and Security Codes

Only active trustees and staff are permitted to have keys or codes to Cottonwood Mansion Museum.

Trustees and employees having possession of building keys of any type are responsible for their safe keeping. Lost, theft, or misuse of any of these must be reported immediately. When a key is missing, the employee may be charged for changing the cylinders and issuance of new keys. No duplication is allowed for any reason.

Security codes are only to be used by the employee or trustee having possession of that code. Security codes are NOT to be given to another individual. Sharing security codes with others may result in theft that the employee or trustee could be held responsible for (entering and leaving the premises is tracked). Should such an unusual circumstance arise, it should be reported immediately so the code can be changed.

5.4 Museum Property

Cottonwood Mansion Museum house several types of property onsite:

- a) Supplies and Equipment
- b) Non-collections objects
- c) Collection objects

Non-Collection Objects

Cottonwood Mansion has many non-collection objects such as used furniture items, décor pieces, rental items, etc. All non-collection items must be handled with care, and it is the responsibility of the Manager to report any broken items to the President, and make arrangements to repair or replace such items.

Any non-collection objects that are not accessioned may be disposed of or removed from the site with the Manager's approval.

Collection Objects

The Museum will protect the collection through proper care and handling by:

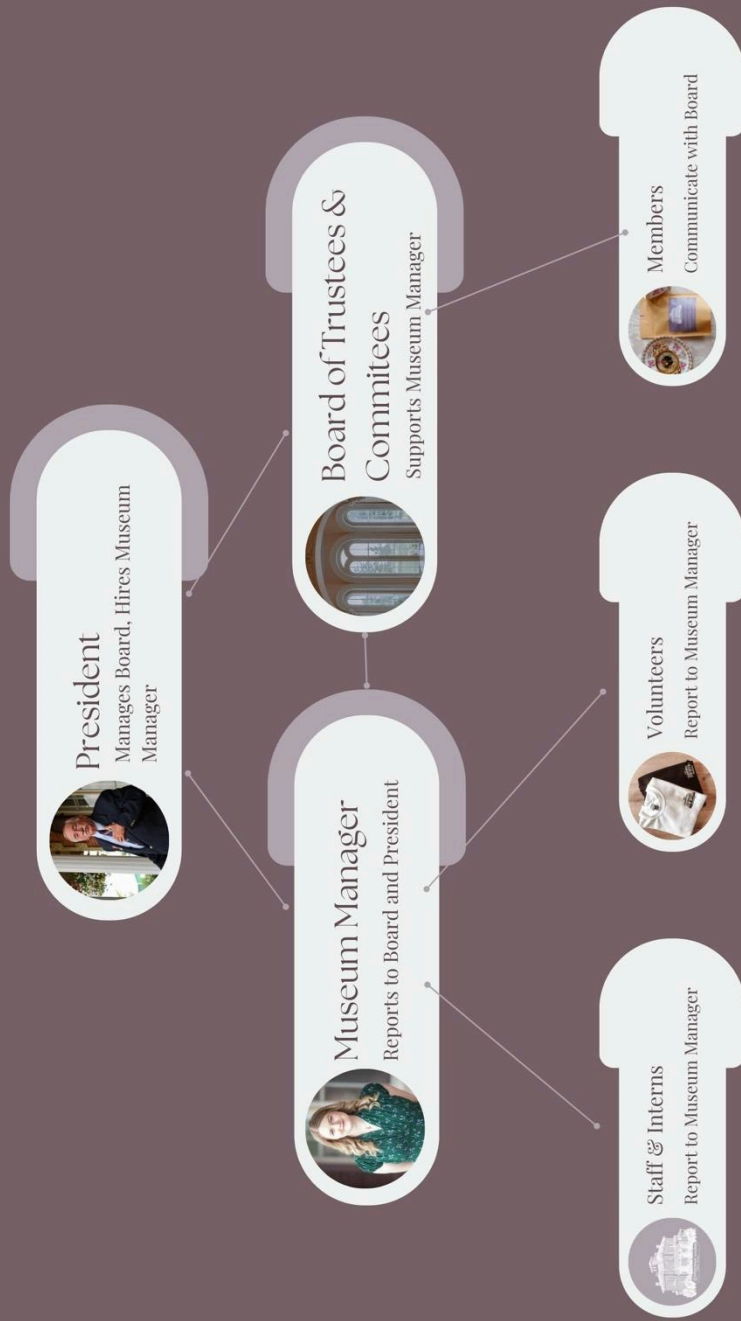
- Providing training for all staff in the care and handling of artifacts.
- Ensuring staff members who have physical access to the collection use appropriate care and handling techniques.
- Instructing all staff and volunteers with access to the collection in how to safely handle artifacts, and in procedures for safe packing, unpacking and transportation of objects.
- Limiting physical access to the collection. Non-staff members will not have physical access to the collection (i.e. storage areas or display cases) without being accompanied by a staff member with the appropriate training. Any staff member who provides physical access to the collection to a non-staff member is responsible for ensuring that the person understands and agrees to use appropriate care and handling techniques.
- Ensuring artifacts are durable enough for proposed use (display, interpretation, loan, hands-on activities).

Appendices

6.1 Organizational Chart

Cottonwood Mansion Preservation Foundation

Organizational Chart



6.2 Employment Contract

Separate Form

EMPLOYMENT CONTRACT

THIS EMPLOYMENT CONTRACT (the "Agreement") dated this _____ day of _____, _____.

BETWEEN:

Cottonwood Mansion Preservation Foundation of 740 Haldimand 53, Selkirk, ON N0A 1P0, Canada

(the "Employer")

OF THE FIRST PART

- AND -

_____ of _____

(the "Employee")

OF THE SECOND PART

BACKGROUND:

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

COMMENCEMENT DATE AND TERM

1. The Employee will commence permanent full-time employment with the Employer on the 9th day of November, 2022 (the "Commencement Date").
2. The Employee must successfully complete a probationary period of three months (the 'Probationary Period') beginning on the Commencement Date. At any time during the Probationary Period, as and where permitted by law, the Employer will have the right to terminate employment without any notice or compensation to the Employee other than wages

6.3 Website Policies Donation Policy

Physical donations for the museum collection will only be accepted if they comply with Cottonwood Mansion Museum's mandate. We are currently not accepting donations at this time however if you believe your artifact to be unique and fitting the Victorian or Edwardian period, please contact our curator at cottonwoodmasnsion@gmail.com.

Any donations made to the museum become the unconditional property of Cottonwood Mansion Museum who reserves the right to manage any donation in accordance with its collection policy.

Donors acknowledge and accept that donations to Cottonwood Mansion Museum will be displayed, loaned, retained or disposed of at the discretion of Cottonwood Mansion Museum. Tax receipts available upon request when donation is made.

Rental Policy

Reservations are confirmed upon receipt of the signed rental agreement and the rental Deposit. A non-refundable deposit is required upon booking. Cancellation of an event must be made a minimum of two (2) months in advance of the booked event. Full Payment must be made prior to the time of the event.

Privacy Policy

Cottonwood Mansion Museum is committed to protecting the privacy of any personal information you may provide when visiting the Cottonwood Mansion Museum website, and security of our visitors, patrons, staff and volunteers. This policy sets out our commitment to follow the principles and processes for the collection, use, disclosure and security of your personal information.

Our privacy policy complies with the provisions set out in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Cottonwood Mansion Museum will not sell, lend or rent, nor distribute or disclose your personal information to any outside company or organization. Cottonwood Mansion Museum does not reveal specific information about users or other personally identifiable data to unaffiliated third parties for their independent use, except if required to do so, or unless we have your consent. Cottonwood Mansion Museum will not share or collect your personal information unless we have your consent or lawfully required to do. This privacy statement is limited to the Cottonwood Mansion Museum web site.

Cottonwood Mansion Museum assumes no responsibility for the websites that are linked to, hosted by or otherwise electronically connected to the

Cottonwood Mansion Museum website or webserver. Cottonwood Mansion Museum may change this policy at any time at its sole discretion.

Collection of Information

Cottonwood Mansion Museum collects personal information only from:

- ticket buyers
- donors
- members
- volunteers
- others who have shown an interest in Cottonwood Mansion Museum

This information is collected by a variety of methods: phone, email, online or in person.

We collect and keep only what is necessary for the purpose for which it is collected.

Notice of Collection

When you visit the Cottonwood Mansion Museum website you do so anonymously and are not required to tell us who you are. Cottonwood Mansion Museum may request personal information from you to provide the requested services, but such information is handled as it would be on an in-person visit. When personal information is requested it is our commitment to provide notice outlining:

- The legal authority to collect your personal information
- The primary purpose for collecting the personal information
- How the information will be used
- Who to contact if you have any questions about this collection

Use of Information

Cottonwood Mansion Museum uses personal information to better serve our visitors and to expand our community of support. This primarily includes using the information:

- To provide information about tickets, events, membership and donations
- To thank supporters, fulfill member and donor benefits and issue tax receipts
- To invite supporters to special events
- To sell memberships, ticket sales, and for fundraising
- For service phone calls and emails
- For audit purposes

Cottonwood Mansion Museum is committed to using personal information in a respectful way.

Cottonwood Mansion Museum is also committed to making sure patrons do not receive more than a reasonable number of letters, emails or phone calls.

Disclosure of Information

If you agree to be contacted by Cottonwood Mansion Museum through regular mail and/or via email, Cottonwood Mansion Museum may contact you from time to time to:

Send information about the product(s) you purchased

Inform you of special promotional offers, special events or upcoming exhibitions

Inquire about your satisfaction and needs with regards to Cottonwood Mansion Museum's products, services, etc.

In all forms from which we collect your contact information, you will be asked if you would like to receive updates from Cottonwood Mansion Museum.

Cottonwood Mansion Museum will only use this information for the stated purpose.

We will not share it with anyone outside of Cottonwood Mansion Museum. We will not use your email address for any purpose other than responding to the message you have sent, unless we have your permission.

Storage of Information

Personal information is stored on a secure server, in hard copy files and remotely with password protected services such as Square Space, Stripe and Pay Pal. Only authorized Cottonwood Mansion Museum personnel have access to this information.

Accountability

Cottonwood Mansion Museum does its best to ensure all information is recorded accurately — if you notice any errors in our correspondence with you or if your personal information changes, please email cottonwoodmansion@gmail.com or call 905-776-2538 to update your file.

If you do not wish to be contacted by phone, mail or email, please contact us and we will ensure that your request is honoured.

If you have any questions about our Privacy Policy or concerns about the way your information is being used, please email or call.

Also consult the Cottonwood Mansion Museum Terms and Conditions.

Terms and Conditions

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- storage in any medium;
- extraction;
- and alteration in any respect.

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Limitation of Liability

In no event shall Cottonwood Mansion Museum, its staff, board of directors or its suppliers be liable for any damages (including, without limitation, damages for loss of data or profit, or due to business interruption) arising out of the use or inability to use the materials on this website.

Governing Law

Any claim relating to this website shall be governed by the laws of the province of Ontario, Canada, without regard to its conflict of law provisions.

Please also consult Cottonwood Mansion Museum Privacy Policy.

6.4 Volunteer Application

Separate Form

6.5 Performance Review Form

Separate Form