



March 27, 2025

City Council Committee Report

To: Kyle Attanasio, CAO

**Fr: Andrew Smith, General Manager of Recreation and Culture
Braden Murray, Director of the Muse**

Re: Amendments to the Muse Comprehensive Policy Manual

Recommendation:

That Council hereby adopts Muse Policies #MUSE-01-01 Tangible Capital Asset Policy, #MUSE-01-02 Membership Policy, #MUSE-01-04 Rental Policy, #MUSE-01-05 Research Policy, #MUSE-01-06 Staff Training Policy; and further

That these amended policies form part of the City's Comprehensive Policy Manual for the MUSE recognizing that from time-to-time amendments will be required as policies are added, reviewed, removed and amended; and further

That three readings be given to five bylaws to adopt these policies.

Background:

In May 2020, Council approved a new bylaw regarding the governance and operation of the Muse. As part of that process, staff conducted a thorough review of all Muse operating policies and terms of reference for committees that had been previously established by the Muse Board. There were several policies adopted by Muse, including the Art Centre and Museum, and added to the City's comprehensive manual. These policies were to be reviewed and amended by the Muse Board on a regular basis. Several updated and amended policies are now required to be added. They are attached to this report for your consideration.

#MUSE-01-01 Tangible Capital Asset Policy - The goal of this policy is to provide direction for ensuring that The Muse's tangible capital assets are recorded appropriately and accurately, and to prescribe the accounting treatment for those assets. This policy does not apply to assets over which The Muse does not exercise control.

#MUSE-01-02 Membership Policy - This policy governs Muse membership and lays out the terms and conditions of various levels of Muse membership.

#MUSE-01-04 Rental Policy - This policy governs the terms and conditions related to rentals at both the Lake of the Woods Museum and the Douglas Family Art Centre.

#MUSE-01-05 Research Policy - This policy governs the Muse's research program in order that it be consistent with the Muse's statement of purpose, reflecting the needs of

the community, site, collections, and public programming. Specific areas of research are outlined, as well as conditions around researcher's access to the Muse collections.

#MUSE-01-06 Staff Training Policy - This policy lays out the objectives of staff training, including having fully trained staff that can implement sound museological practices at the Lake of the Woods Museum and sound gallery practices at the Douglas Family Art Centre. To maintain a level of professionalism by ensuring continuing education training is available and accessible to all staff and board members. To provide orientation for The Muse Board members, volunteers and all staff. To help staff keep abreast of new developments in the museum and art gallery fields and to provide an opportunity for the interchange of information with museum and art gallery colleagues through the attendance of conferences, seminars and meetings. **Budget:** N/A

Risk Analysis: There is a low to insignificant risk associated with this report. Its purpose is to approve policies that are unique to the operation of museum and art centre.

Communication Plan/Notice By-law Requirements: Bylaws

Strategic Plan or another Guiding Document: Administrative