



**April 3, 2026**

## **City Council Committee Report**

**To: Mayor and Council**

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

**Re: Amendments to the Muse Comprehensive Policy Manual**

### **Recommendation:**

That Council hereby authorizes the adoption of new Muse Policies:

DFAC-2026-04 - Security Policy;

DFAC-2026-05 - Care of Collections Policy; and further

That these amended policies form part of the City's Comprehensive Policy Manual for the Muse; and further

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

### **Background:**

The City of Kenora maintains a comprehensive policy manual for the operation of The Muse regarding the governance and operation. In keeping with evolving provincial and federal standards, new policies should be added, and old policies reviewed, and amended, by the Muse Board on a regular basis.

**DFAC-2026-04 Security Policy** - In order to make application as a category "A" gallery, the Muse needs a written security policy that is tailored to the Douglas Family Art Centre. This document is policy and procedures specifically related to galleries.

**DFAC-2026-05 - Care of Collections Policy** - This policy lays out the policies and procedures around the care of the collection at the Douglas Family Art Centre. This was formerly a section of the collections management policy that, because of its size, has been spun of into it its own document.

**Budget:** N/A

**Risk Analysis:** There is a risk associated with this report. Without a specific security and care of collections policies, the Douglas Family Art Centre application as category "A" gallery will be denied.

**Communication Plan/Notice By-law Requirements:** Bylaws

**Strategic Plan or other Guiding Document:** Administrative