



Town of Fort Frances
**Museum Advisory Committee
Meeting**
September 23, 2020 @ 12:00 PM
Virtual

Page

1. **CALL TO ORDER**
2. **Disclosure of Conflict of Interest and the General Nature Thereof:**
3. **Approval of Previous Committee Minutes**
 - 3.1 Meeting Date: Error or Omissions - August 26, 2020 Draft Minutes 3 - 5
4. **Governance:**
 - 4.1 Advertisement for Museum Advisory Committee members will be posted by the end of September 2020.
5. **Finance:**
 - 5.1 Direction/ clarification required regarding admission fees when Museum reopens to public.
6. **Collections:**
 - 6.1 Accepted donation of artifacts found in Fort St. Pierre (Fort Lac La Pluie). Bev Cochrane to work with Kayleigh Speirs, Curator at Kay-Nah-Chi-Wah-Nung Historical Centre.
7. **Exhibitions:**
 - 7.1 Once Museum is open to public; "Perils of Plastics" will be open. (October to November)

Nindinawemaganag: All My Relations confirmed (December to February). Looking to book workshops sessions; likely via Zoom.
8. **Interpretation & Education:**
 - 8.1 Looking at partnerships with Kay-Nah-Chi-Wah-Nung Historical Centre regarding Education Kits
9. **Physical Plant:**
 - 9.2 OUTDOOR/ COURTYARD ISSUES
 - Items stolen: Canada Day flags, "Pride Lives Here" sign, hose and nozzle, extension cord. Camera footage reviewed; police notified.
 - Bedding, drug and alcohol paraphernalia consistently found in

alcove behind accessibility ramp and on back steps.

- Garden planted by "Friends of Museum" thriving

10. Community:

10.1 Friends of Museum Meeting to be held September 24, 2020 via Zoom.

10.2 Sunset Country Regional Museum Network Meeting held on Friday September 18, 2020; hosted virtually by FF Museum. Meeting chaired by Atikokan Museum.

10.3 Fort Frances Writer's Group resumed on September 9, 2020, via Zoom. The group will continue meeting virtually until we can meet again in Museum.

11. Human Resources / Professional Development:

11.1 Bev will be registering for Ontario Museum Association Annual meeting; to be held virtually this year.

11.2 Young Canada Works and Canada Summer Jobs funding still available. We are still working logistics out regarding this; schedules, etc.

12. Numbers:

12.1 August 2020: 34 (August 2019: 779)

13. Recommendations to be made to the Executive Committee of Community Services...

14. ADJOURN / NEXT MEETING DATE

14.1 Wednesday October 28, 2020 at 12:00 noon

TOWN OF FORT FRANCES

MINUTES

MUSEUM ADVISORY COMMITTEE

August 26, 2020

The meeting of Museum Advisory Committee of the Town of Fort Frances was held virtually on August 26, 2020 from 12:00 12:08p.m. to 1:22 p.m.

PRESENT: Debbie Ballard - Chair, Robert Schulz, Mary Hickling, Caren Fagerdahl, J. McTaggart, Councillor

ALSO PRESENT: Beverley Cochrane, Museum Curator, Aaron Bisson, Recreation & Culture Manager

1. CALL TO ORDER - 12:08

2. Disclosure of Conflict of Interest and the General Nature Thereof:

3. Approval of Previous Committee Minutes

3.1 February 26, 2020 - Approved as presented

- Aaron Bisson provided an update that the Rural Economic Development (RED Program) Grand Application submitted by Sherry George did not receive funding. This was an application for Owandem berth and Hallet upgrades. Funding opportunities will continue to be sought.

4. Governance:

4.1 Museum Advisory Committee Term ends November 2020. Lisa Slomke will post the notice in the Fort Frances Times.

5. Finance:

- 5.1 Community Museum Operating Grant/Pay Equity 2020-21 Completed.
- Letter dated July 10, 2020; Grant approved. Expedited process for 2020-2021 due to COVID-19. - \$21,519 EFT received on July 15, 2020.
- 5.2 COVID-19 Emergency Funding for Heritage Organizations
- Application submitted; funding requested totals \$28,858, based on 2019 expenditures. Deadline - September 1, 2020

6. Collections:

- 6.1 Acquisitions. The Museum Curator has accepted two donations during this pandemic;
- Lil Amik costume and a Mending Machine that was used in St. Marguerite's Residential School.
- 6.2 Veteran's of Treaty Three Exhibit still on loan to Kay-Nah-Chi-Wah-Nung Historical Centre; artifacts were due to be returned
- 6.3 OWANDEM Update: Owandem moved from M. Faragher's to the Town Public Works yard.

7. Exhibitions:

- 7.1 Canada: Day One Exhibit closed early due to COVID-19. Shipped back to Ottawa in April 2020

7.2 "CLIMATE CHANGE: Perils of Plastics" Exhibit curated by Sherry George. Planned for exhibition from April to June 2020. Museum closed since March 16, 2020,

7.3 Upcoming Exhibits:

- Veterans of Treaty #3 - October - November 2020
- Nindinawemaaganag: My Relations - December to February 2021
- Art by Tony Cepers - March - April 2021
- Nations and Voices - May - June 2021

8. Interpretation & Education:

8.1 Bev participated in a video in partnership with Kay-Nah-Chi-Wah-Nung Historical Centre as part of the Indigenous Workshop Series and their "Ozichigan Workshops" about harvesting birch bark.

9. Research:

9.1 Numerous research requests via telephone, email and Facebook have come in.

10. Physical Plant:

10.1 Plumbing - Recurring issues with pipes clogging; plumbers contracted to remove old pipe and install new bypass pipe.

10.2 Alarm Sensor - Alarm panel still requires repair. Faulty sensor in storage area since August 2019.

- Aaron Bisson to look for three quotes for replacement/ upgrades; however, this was not budgeted for this year.

10.3 COVID-19 Re-Opening Plan. Curator drafted Opening Plan but not ready for distribution. Main concerns are the aging infrastructure of Museum; air exchange quality and lack of natural lighting.

11. Community:

11.1 Friends of the Museum Initiatives

- SnOasis 8 - March 7, 2020. Approximately 325 attendees
- Garden Tour - July 4, 2020. Worked with NWHU/ OPP to ensure compliance with COVID-19 restrictions.
- Purchased and planted garden in front of Museum
- Annual Gala will likely be cancelled this year.
- Owandem project nominated for "Governor General's Award."
- Christmas Home Tour is also being planned
- Potential of an Online Auction fundraiser in lieu of Gala.

11.2 Rainy Lake Square

- Market Thursday has been using washroom in front foyer since May 7, 2020.

12. Human Resources / Professional Development:

12.1 Curator Sherry George retired on April 30, 2020. Beverley Cochrane fills position as Curator effective May 4, 2020.

12.2 Young Canada Works 2020 funding approved for \$4,076.00. No students hired. The Young Canada Works program allows projects to transition from full-time summer jobs or internships to part-time or full-time positions over the fall and winter. May be able to

stack funding from COVID-19 Emergency relief fund to cover our portion of position.

- 12.3 Canada Summer Jobs/ Summer Experience Program positions also approved. However, due to not being able to hire students, funding was reallocated.

13. Numbers:

- 13.1 February 2020: 267 (Feb. 2019: 234)
March 2020: 438 (March 2019: 501)
April 2020: 32 (April 2019: 331)
May 2020: 71 (May 2019: 439)
June 2020: 18 (June 2019: 732)
July 2020: 96 (July 2019: 904)

14. Strategic Plan:

- 14.1 The most recent plan ends 2020. Review and updates required.

15. Recommendations to be made to the Executive Committee of Community Services...

16. ADJOURN / NEXT MEETING DATE

- 16.1 September 23, 2020 12 Noon via Zoom

D. Ballard, Chair

B. Cochrane, Museum Curator

FORT FRANCES MUSEUM & CULTURAL CENTRE

REOPENING GUIDELINES & RESOURCES

Over the past several months due to COVID-19 the Fort Frances Museum & Cultural Centre has closed its doors to the public resulting in: postponing exhibitions to engaging the public online; there has not been a one-size-fits-all approach to dealing with the pandemic. Re-opening is no exception. The Fort Frances Museum has prepared the following guidelines to re-open the Museum to ensure the health and safety of everyone.

It is imperative that the Town of Fort Frances and its staff continue to heed the health and safety advice established by the Northwestern Health Unit, provincial, and national government health agencies and continue to monitor the situation as it continues to evolve.

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REOPENING GUIDELINES

When permitted to re-open the Museum doors, the following steps shall be implemented.

1. Orientation and prep for staff and volunteers

- a) Prepare staff and volunteers for public-facing roles, including:
 - a. responsibilities and protocols for handling nonconforming members of the public
 - b. screening of visitors
 - c. knowledge of and adherence to appropriate policies and procedures
- b) Establish regular orientations and information sharing
- c) Ensure protective coverings (PPE) and training in their use
- d) Establish initial deep-cleaning and subsequent enhanced-cleaning strategy:
 - a. analyze staff and visitor “touchpoints,” such as front desks, computers, phones, handrails, elevator buttons;
 - b. sanitize touchscreens and bathrooms (stall door latches, hand towel dispensers, etc.)

2. Define priorities and roles

- a) Review impact on staffing: e.g., increased monitoring of high-traffic areas, increased cleaning and; survey the impact of partial reopening on staff
- b) Ensure staff remind guests to maintain social-distance protocols
- c) Align with public-health guidance and labor policies.
 - a. ensure Town of Fort Frances policies are posted
 - b. NWHU information pamphlets are available
- d) Amend mandatory and voluntary training to include COVID-19 protocols and requirements
- e) Establish protocols in the event a visitor becomes sick on site, or if an infected visitor is confirmed to have been on site (cleaning; notification of potentially exposed staff and NWHU for contact tracing)
- f) Establish protocols for addressing and, as appropriate, de-escalating noncompliance incidents

3. Secure employee well-being

- a) Address employee concerns about privacy, vulnerability
- b) Limit and define areas where staff can congregate (break rooms, meeting rooms, etc.)
- c) Suspend use of shared appliances and, where that is impossible, develop appropriate cleaning protocols

Facilities Preparation Plan

1. Undertaking site and operational planning

- a) Audit facilities to evaluate implications of distancing
- b) Conduct risk assessment of visitor and workspaces
- c) Consider special access points for older and vulnerable visitors
- d) Revise hours of operation, including special access times for older and vulnerable visitors, and review designated members' hours
- e) Limit hours to ensure adequate time to clean
- f) Undertake planning to develop one-way flow through museum gallery
- g) Consider a phased reopening, expanding the open footprint over time
- h) Determine which galleries/spaces/elevators will be off-limits to the public
- i) Define a maximum number of visitors allowed into the museum and inform the public (it is recommended to set a maximum number of people per square metres to allow a safety distance of 2m between each visitor)

2. Installing protections and partitions

- a) Reconfigure workspaces to create more distance between employees/ volunteers
- b) Install plexiglass partitions at welcome desks, office stations, museum gift shop
- c) Mark floors to indicate safe distances, where useful
- d) Prohibit sharing of devices (e.g., audio guides) as needed
- e) Review scope for touchless ticketing and limitation of cash transactions

3. Increased hygiene and cleaning

- a) Implement updated cleaning strategy
- b) Specify Public Health-approved hospital-grade, and child-safe cleaning supplies that are also non-toxic to artworks
- c) Install hand sanitizers at entrance points, internal intersections, bathrooms, retail shops, and restaurants/cafes
- d) Audit and replace or regularly clean plastic and stainless-steel surfaces that may retain virus
- e) Ensure adequate supplies of equipment, e.g., wipes, sterilizers

4. Placing signage

- a) Clearly post entry-point rules, orientation signage, and signage on cleaning protocols
- b) Install floor markings for lines to ensure that the recommended distance of 2 m is maintained
- c) Place wall orientation signage and distancing reminders throughout public space
- d) Post external orientation signage at initial access points

5. Evaluating elevators and stairways

- a) Restrict elevator to staff use only; except where accessibility
- b) Indicate direction of foot traffic on stairways

Communicating and Coordinating for Safety

1. Legal and contractual preparations

- a) Establish level of indemnification from liability lawsuits, review and amend insurance policies (e.g., with micro-biological-agent coverage) if needed
- b) Establish coverage for force majeure under insurance
- c) Develop policies and script for engaging visitors on medical issues and taking medical information

3. Informing the public

- a) Publish and explain new procedures on all media channels to manage expectations—including data protection and storage protocols
- b) Establish targeted communications channels (social, newsletter, website) to pool pandemic-related information and provide updates
- c) Consider the museum's role more generally as a public-information point with regard to public health
- d) Clearly state policy regarding acceptable group size
- e) Issue alerts to notify the public of changes to pandemic-response status

Managing Arrival

1. Mitigating inflow

- a) Deny access to persons showing symptoms of the disease
- b) Implement appointment only (and time-limited) attendance via pre-registration, and discouragement or prevention of walk-up attendance
- c) Set and enforce maximum attendance (e.g., 1 visitor per 150 square feet), keeping in mind that current advice varies
- d) Implement a “soft opening” for Museum members or other groups to work out kinks in the inflow process
 - a. free soft opening to test management of bottlenecks

3. Ensuring protective coverings

- a) Ensure face-mask protocol is adhered to
- b) Develop a policy with respect to protective

4. Compiling and tracking visitor information

- a) Adopt contactless visitor-registration and contact-tracing measures at admission points, to permit contact tracing if necessary

Indoor Considerations

1. Enforcing physical distancing

- a) Institute a six-foot distance minimum between non-family members
- b) Use floor decals in areas where required
- c) Suspend group tours and activities until further notice, unless it is a family grouping

2. Establishing one-way routing

- a) Define and indicate one-way walking paths in corridors and galleries
- b) Define no-go zones where distancing is not practicable

3. Distancing in public areas

- a) Introduce guidelines enforce distancing in public circulation areas
- b) Set and enforce maximum number of visitors per gallery
- c) Position staff in major intersections to steer public to under-trafficked areas
- d) Interior doors will remain open. Otherwise, they must be disinfected each time they are used
- a) Ensure sufficient circulation distance between all artworks and displays
- b) Disable or cover all touch-activated exhibits/interactives
- c) Restricting access to rooms and facilities that cannot be fully cleaned or disinfected

4. Upgrading washroom sanitation

- a) Ensure public washroom is cleaned
- b) Install no-touch taps and towel dispensers

5. Museum gift shop

- a) Stock face masks for sale
- b) Adopt cashless payment