



LGEN E.C. ASHTON ARMOURY MUSEUM



POLICY AND PROCEDURES MANUAL

07/09/19

PREAMBLE

The purpose of the manual is to establish policies and modes of implementation for the successful maintenance of collections held and managed by the LGen E.C. Ashton Armoury Museum. The collections include artifacts, documents/archival materials, photographs, historic vehicles, and other items maintained by the Museum for study, exhibition, and other educational purposes intended to further the mission of the organization. Collections management may be loosely defined as the preservation, documentation, development, care, and use of said items. The Policy & Procedures Manual, therefore, is a resource to guide for the management of the collections by Museum staff.

Approved January 1, 2019

Maj (Rtd) Barton (Bart) Dennis, CD
Director

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PART 1 – THE MUSEUM

INTRODUCTION

Authority

The LGen E.C. Ashton Armoury Museum, more commonly referred to as the “Ashton Armoury Museum”, is an accredited Canadian Armed Forces Museum and operates under the authority of the Commanding Officer, 39 Service Battalion in accordance with policy and orders governing such activities promulgated by the Chief of the Defence Staff (CDS) under Section 38 of the National Defence Act (NDA).

References

The following references guide museum operations:

- [Canadian Forces Museums – Operations and Administration](#)
- [Museum Reference Guide Non-Public Property \(NPP\) Standard Operating Procedures](#)
- [Policy and Procedures for Non-Public Fund Accounting \(AFN 105\)](#)

Mission Statement

The LGen E.C. Ashton Armoury Museum strives for excellence in the acquisition, preservation, interpretation, and presentation of historical artifacts associated with the resident Ashton Armoury units as part of the military heritage of Canada.

Ethics

The LGen E.C. Ashton Armoury Museum recognizes and accepts its fiduciary responsibility to provide proper management, preservation, and use of the collections and associated information it holds in trust for the benefit of past and present members of the Canadian Armed Forces and the public.

History

The Ashton Armoury Museum, located in the LGen E.C. Ashton Armoury, 724 Vanalman Ave, Victoria, was established in 1994 to maintain honour and promote the histories of our resident Communications (Signals), Logistics, Maintenance, Medical and Military Police units, their Canadian Forces Branches and predecessor Army Corps.

The Museum portrays the history of these units and their respective branches and corps that have provided the support necessary to sustain combat forces on the field of battle and during peace time operations.

The Museum also serves to connect serving soldiers with their predecessor's accomplishments. For civilians who have not seen military service, the exhibits show the reality of war and how much is owed to those who endured it. It is a reminder that the freedoms we take for granted came at a heavy price.

Facility

Located in a working armoury, the Museum is a secure, well-managed repository for military and related memorabilia preserved and displayed for current and future generations. The Museum's displays are spread throughout the armoury, with some of the vehicles parked outside in a secure compound

Collections

The Museum has a wide range of artifacts that reflect the history and heritage of the Armoury's resident units, including their contribution during the First and Second World Wars, Korean War, numerous United Nations' peacekeeping operations, the Balkans and the recent Afghanistan conflict. These artifacts are organized in three collections and an archive

- **Vehicles and Communications-Electronics.** More than 20 vintage military vehicles, many of which can be seen in action around town during parades and other outdoor events.
- **Weapons.** Firearms, swords and blunt instruments used in conflicts spanning more than 150 years.
- **Uniforms, Accessories and Militaria.** Uniforms and accessories representing Canada's WWI and WWII combat support and combat service support corps and their successor post-war branches. There is also a wide range of general militaria, including trench art and war souvenirs.

- **Archives:** Documents, maps, photographs and other artwork that reflect the history and heritage of the armoury resident units and their predecessors.

The Museum has taken care to ensure that artifacts are pertinent to the collections so that the Museum does not become overburdened by artifacts unrelated to its mission statement.

Outreach Program

When invited or the opportunity presents the Museum will design event specific displays based on the availability of appropriate artifacts, uniforms, etc. selected by the staff. Displays, when possible, will be designed to be interactive providing visitors with both a visual and physical experience.

A hands-on educational toolkit often accompanies the vintage vehicles to events around greater Victoria. It contains both real and replica uniforms, equipment, and other artifacts related to Canadian military history. These artifacts can be picked up and handled which allows the public to get a hands-on approach to history.

Kit Shop

The [Friends of the Ashton Armoury Museum](#) operate a small Kit Shop, during visiting hours, selling both new and gently used items, including artifacts declared surplus to the museums requirements.

ORGANIZATION AND ADMINISTRATION

Management Structure

The Museum is operated by a small management team and staff of volunteers drawn from the Friends the Ashton Armoury Museum, with a wide range of duties, all of whom act under the direction and supervision of the Director

The Management Team is comprised of a Director, three collection Curators and an Archivist. An organization chart is provided at [Appendix 1](#), with Terms of Reference for each position at [Appendix 2](#). The Team guides and directs the museum's policies and long-range goals and plans, and generally oversees the operation of their museum

Museum Advisory Committee

A Museum Advisory Committee comprised of representatives of the units, and their predecessor corps, resident in the Ashton Armoury will be established. The Committee advises the Museum Director and Leadership Team on matters pertaining to the history and heritage of their respective units.

Supporting Association

The Museum is assisted in carrying out its mission by the Friends of the Ashton Armoury Museum Society – “The Friends”, a non-profit Society registered as a charitable society with Canada Revenue Agency. The Society is a separate legal entity and does not exercise command or control over the museum.

The Friends may issue tax receipts for gifts to the Society which are then lent to, not donated to, the Museum.

While Individuals may serve both on a Museum Committee and with the Society care must be taken to avoid conflicts of interest.

Armoury and Museum Security

The Museum will adhere to the LGen E.C. Ashton Armoury Standing Orders for building security.

Access to the Armoury is controlled and protected by internal and perimeter alarm systems. In addition, the main Museum, which includes a weapon display, is protected

with an independent alarm system. All museum staff and visitors must complete the Armoury Access Register.

Museum Layout

Exhibits and displays are spread throughout the armoury, including the second-floor corridors. A map showing the location of museum collections and key armoury features is provided at [Appendix 3](#).

Hours of Operation

The museum is open from 0900 – 1200 hrs Tuesday, Thursday and Saturday throughout the year. Visitors are welcome and may even get the opportunity to watch the staff at work. In addition, during the period May to September the museum will be open every second Saturday from 0900 – 1500 hrs. Special visitation may be arranged on request to the Museum Director.

Smoking

The LGen E.C. Ashton Armoury is a NON-SMOKING facility. Smoking is not permitted in or within 10 m of building entrances or opening windows.

Food Consumption

The consumption of a food and beverages is not permitted in the Museum's main display area or around vehicles.

Visitors

Admission to the museum during hours of operation is by donation. The donations we receive help the museum improve its archives and holdings and the care of its collection and add new and informative exhibits and displays.

Access to other than designated Museum areas ([Appendix 3](#)) is restricted and not accessible to the public.

Visitors are requested to adhere to the Museum Visitor's Code of Conduct ([Appendix 7](#))

Photography

Still and video photography is permitted for private, non-commercial use. Photographs cannot be published, sold, reproduced, transferred, distributed, or otherwise commercially produced without the permission of the Museum Director.

The museum reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph on its premises or to reproduce photographs of objects in its collection.

Social Media

In the interest of public education and keeping both the public and staff informed of museum events and activities a [website](#) and [Facebook](#) page are maintained.

Event Requests

All requests for the Museum to participate in events outside the Ashton Armoury shall be submitted to the Museum Director for consideration and approval. As a general rule event requests should be received a minimum of 30 days prior to the event.

Events will be considered on their individual merit and the capacity of the Museum to support, including volunteer availability.

Association Membership

The Museum is a member of the:

- Organization of Military Museums of Canada (OMMC); and
- Canadian Museums Association

COLLECTIONS MANAGEMENT

Definitions

Acquisition: The act of obtaining, either by purchase, trade or donation an artifact or group of artifacts.

Accessioning: The process of recording an artifact or group of artifacts and adding them to the Museum's existing collections.

Acquisition Principles

The acquisition of artifacts is fundamental to the mission of the Museum. If the artifact is not of interest to the Ashton Armoury Museum, the Museum reserves the right to decline the gift, but may suggest an alternate or more appropriate recipient.

The Museum acquires artifacts by a variety of methods, including: gift, bequest, purchase and exchange. The Museum requires a responsible, disciplined acquisition procedure adhering to the following principles:

- a clear delegation of collecting authority.
- the use of formalized acquisition evaluation criteria.
- a strict adherence to professional ethics and all applicable laws and regulations relating to collections acquisition.
- collections may be acquired only in accordance with established authority and only when consistent with applicable law and professional ethics. All applicable federal, provincial, local, and international laws, treaties, regulations, and conventions shall be observed, and compliance documented (where appropriate).
- the Museum observes the highest legal and ethical standards in the acquisition of collections. The Museum shall exercise due diligence in the acquisition of collections, including making reasonable inquiries into the provenance of collection items under consideration for acquisition, to determine that the Museum can acquire a valid legal title to the collection item and that the acquisition will conform to all legal and ethical standards.
- as a rule, collection items are acquired and accessioned only when there is a good faith intention to retain them in the collections for an indefinite period of time. Exceptions to this rule may be approved in accordance with established procedures.
- as a rule, the Museum only acquires unrestricted collections. Exceptions to this rule may be approved in accordance with established procedures.

- consultation with the appropriate authority is required before acquisition of any collection that would require substantial resources which would tax the Museum's allocated collecting budget for the management, and/or preservation of the collection.

Acquisition Prerequisites

Artifacts will be accepted or otherwise acquired for the Museum's collections according to the following prerequisites:

- artifacts must be relevant to and consistent with the purposes and activities of the Museum. The purpose of the accessioned collection is to collect and preserve the history of the units resident in the Ashton Armoury or the education and cultural enrichment of visitors to the Museum.
- condition of the artifact must be considered when acquiring artifacts. If the artifact is of historic interest but is in such fragile condition that the Ashton Armoury Museum cannot provide adequate care, the donor will be directed to a suitable institution.

Provenance & Legal Title

Proof of legal ownership is of primary importance. All donors will be required to sign a Donor Form stating that they are the rightful owners of the artifact(s) and can and will convey good, clear legal title, enabling the Ashton Armoury Museum to assume legal and valid title to, or custody of the artifact(s).

The Museum will obtain reasonable assurance that an artifact has not been exported from its country of origin in violation of that country's law, the ethical guidelines defined by the United Nations (UNESCO) Treaty of 1972, or in violation of federal or state antiquity laws.

Title to all artifacts acquired for the collections should be obtained free and clear, without restrictions or limitations. However, conditions (where accepted by the responsible Museum staff member) should be stated clearly on the Donation Form, made part of the accession records for the item(s), and strictly observed by the Museum in all activities involving the accessioned collections item(s).

A Donation Form, setting forth an adequate description of the artifact(s) and precise conditions of transfer, should accompany all gifts and purchases and should be kept on file at the Museum.

Authority

Authority to evaluate and approve an acquisition(s) is vested in the Director, and/or the designated collection curator (as appropriate).

Acceptance

Donations to the AAM will be accepted as either Gifts to Her Majesty the Queen (weapons or other artifacts at the request of the donor) or Gift to the Friends of the Ashton Armoury Museum (all other items, including vehicles, less weapons).

Weapons

The Criminal Code of Canada strictly controls private ownership of weapons classified as “restricted” or “prohibited”. Therefore, weapons must be taken on charge as public property, as opposed to being held as Non-Public Property (NPP).

A message must be sent through the supporting base supply section to NDHQ/DDSAL, requesting that an Artifact NATO Stock Number (NSN) be assigned, and that the Museum be authorized to hold donated or purchased firearms on the public property DA. DDSAL will assign the artifact NSN and authorize the supporting base supply section to add the artifact to the Museum’s DA (this procedure may also be used for other artifacts donated to Her Majesty, if desired).

Weapons which are classified as artifacts or memorabilia are accountable items in the CF inventory. Therefore, they shall be stored and handled in accordance with the requirements contained in the Security Orders for the Department of National Defence and the Canadian Forces.

Intake Procedure

The following general procedure shall be followed when an artifact is received by/presented to the Museum. A graphic flow chart (algorithm) is provided at [Appendix 4](#).

1. Ascertain from donor why the artifacts are being offered to the Museum and that the offer is without prejudice.

NOTE: Do not commit to accepting a donation without consulting with the applicable curator.

2. Curator makes an initial determination of the relevance item(s) to the Ashton Armoury Museum.

- a. If it/they are not relevant, return to the individual and suggest an alternate course of action.
 - b. If it/they are, complete Part 1 of the applicable Donation Intake Form (Appendix 6 Tab A or B) and advise the individual that the items will be examined further to confirm final acceptability. Provide donor copy of Intake Form.
2. Complete detailed examination and appraisal of item(s) and advise donor by telephone/email: which items are acceptable and confirm if a tax receipt is requested. Items deemed not acceptable will be returned and be so noted on original Intake Form and have donor initial acknowledging artifacts returned.
 3. Complete Part 2 of applicable Donation Intake Form (Appendix 6 Tab A or B) and Donation Intake Register (Appendix 6 Tab C)
 4. Issue the appropriate [Tax Receipt](#), if requested, based on appraised value of item(s)
 5. Accession item in the museum artifact inventory
 6. Place item(s) on display or in storage.
 7. Complete Donation Disposition Form (Appendix 6 Tab H)

Artifact Appraisal

Appraisals are normally completed observing the following guidelines:

1. Under \$1,000.00 by the Curator accepting the donation;
2. Over \$1000.00 and less than \$5000.00 by the Curator accepting the donation and one additional appraiser; and
3. Over \$5000.00 by the Curator accepting the donation and two additional appraisers.

Normally, if there is a cost associated with having additional appraisals done, this cost is borne by the artifact donor, who benefits from the tax deduction involved in expensive articles.

Tax Considerations

Donations may be considered for a tax receipt as follows:

1. Gifts to Her Majesty

- a. Weapons and other ordnance donations, or other artifacts at the request of the donor, are deemed as Gifts to Her Majesty for which the Museum may issue an [Official Tax Receipt](#) for the fair-market value of the collection upon request by the donor.
- b. Any funds received as Gifts to Her Majesty may qualify for a tax receipt. The tax receipt will only be issued by the local NPP accounting staff.

2. **Gifts to the Friends of the Ashton Armoury Museum.** All other donations are deemed as gifts to the Friends of the Ashton Armoury Museum and will, if requested, be acknowledged with a Charitable Tax Receipt for the value of the property as determined by an appraisal, receipt, or other valid documentation.

Ownership Categories

All Museum artifacts fall into one of three basic ownership categories:

- a. Public Property – Donated or purchased weapons/ordnance and materiel issued by the CF Supply System;
- b. Non-Public Property (NPP) – Materiel or artifacts, other than weapons/ordnance, obtained other than by issue, e.g., by donation (gifts to the Crown) or private purchase; and
- c. Loans – Materiel on loan to the Museum from an outside agency, such as the Friends of the Ashton Armoury Museum or another museum.

The acquisition, cataloguing and disposal record system must separately identify and account for artifacts held in each of these categories.

Note that artifacts, such as weapons/ordnance, which are donated directly to the Museum, become the property of the Museum. Therefore, these artifacts are property of the Crown in right of Canada, with ownership vested in the local commander. See CFAO 27-10.

Accounting for Collections

The Museum's collections are held and maintained for the purposes of public exhibition, education, and research in furtherance of public service, rather than individual or collective financial gain. Collections are protected, kept unencumbered, cared for, and preserved.

All artifacts which are donated to, or received by, the museum become the property of the Crown, either as public property or Non-Public-Property (NPP). Artifacts which are issued through the CAF Supply System are classified as public property. The museum will maintain two Distribution Accounts (DA) for its artifacts; a public property DA, through base supply, and an NPP DA, through the base comptroller.

Exceptions

Prudent exceptions to the Museum's established policies may be permitted in appropriate cases, where said exceptions are in the best interests of the Museum. In all cases, exceptions must be approved by the Friends of the Ashton Armoury Museum Society Executive in consultation with the Museum Director.

Compliance

The Curators shall report annually, to the Director, on the Museum's ability to comply with the dictates of the Policy & Procedures Manual. They shall also be responsible for ensuring that the highest Museum standards are being met, and that these policies are being observed and implemented by the staff and those associated with the Museum.

Artifact Documentation

Artifact documentation procedures are crucial to the safe and proper maintenance of the collection. Artifact records must include detailed information about the artifact itself (provenance, history, description, use, material, dimensions, etc.), as well as information about the donor and cost of the artifact, if purchased.

As an accredited Museum, all artifacts are recorded in provided CF owned software CFAMS (Canadian Forces Artifact Management System). These measures ensure comprehensive records which preserve information, while fostering information exchange within the military museum community.

Insurance Coverage

The CAF Non-Public Property (NPP) Comprehensive Insurance Program (CIP) provides the following coverage in accordance with AFN 105 Chapter 11:

1. Property - All artifacts held by the museum, whether non-public property or on loan; and
2. Comprehensive General Liability – museum operations are covered for legal liability for death/injuries or damage/loss to property of third parties.

Artifact Storage

Artifacts not displayed because of lack of space or because it is duplicate material should be provided with safe storage accommodation. These artifacts will be appropriately stored in one of three designated storage areas ([Appendix 5](#)), that meet the same environmental standards as the display area.

Storage areas shall be organized in a systematic manner, so that artifacts can be readily located.

Artifact Restoration

All restoration and ongoing maintenance initiatives must focus on ensuring accuracy in returning the artifact to "original" condition.

Artifact Conservation

While the Museum makes no specific warranties to transferors of the future care and preservation of artifacts donated, it will endeavor to provide the highest precepts of due care, specifically: preventative conservation, storage, handling, and display under conditions that will ensure the artifact's availability for future generations, in keeping with professional Museum standards.

Every possible effort must be made to ensure that exhibits and displays are authentic and if not an explanation of the discrepancy is clearly identified. This practice is particularly critical with respect to vehicle marking and uniform accoutrements

To ensure preservation, each artifact must receive a specific form of storage which meets the requirements of the individual artifact, taking into account such factors as texture and material, dimensions (size, depth, etc.), age and comparative rarity. Without proper conditions uniform displayed even for a few months may see damage to the fragile textile, and fade the brilliant colors found on most military uniforms.

Artifacts are susceptible to damage by handling, even if they appear to be reasonably sturdy. The Museum maintains a supply of plain cotton gloves, available through a Museum supply store, and trains all staff members to use gloves when handling artifacts. Even freshly washed hands retain sufficient oils to cause damage to an artifact.

Even exhibiting a uniform for a few months using natural or fluorescent lighting (light that emits UV rays) will damage fragile textile, and fade the brilliant colours found on most military uniforms.

Artifact Loans

All artifact loans, whether to the Museum or borrowed from the Museum, must be documented. This documentation must state who owns the artifact, who has borrowed it, the condition of the artifact, and the terms of the loan, including its length. This documented information protects the Museum and the depositor / borrower in the event of loss or damage and provides information for insurance purposes. The standard loan agreement form to be used is at [Appendix 6](#) Tab J.

Disposal of Surplus Assets

The Director/Curator (s) will periodically conduct a review of assets to determine which are deemed surplus, no longer used, which have become obsolete, worn out or scrap. Such assets will be disposed as follows:

1. Public Property - Materiel issued by the CF Supply System on a public property distribution account in accordance with DAOD 3013-1, Disposal of Surplus Materiel; and
2. Non-Public Property (NPP) - Materiel or artifacts obtained other than by issue, e.g., by donation to the Crown in the right of Canada or purchase with Non-Public Funds (NPF), in accordance with [A-FN-105-001/AG-001, Policy and Procedures for NPF Accounting Chapter 28 Disposal of Property](#); and
3. Loan - articles on loan to the museum will be returned to the Owner for redistribution or disposal

The disposition assets, whether public, non-public or on loan will be recorded in the Outgoing Artifacts and Memorabilia Register (Appendix 6 Tab I)

Disaster Recovery

To be developed

HUMAN RESOURCES

Staff Volunteers

Volunteers are a key component of the day to day operations of the Museum and will be recruited without regard to gender, handicap, age, race, sexual orientation, or other conditions providing the individual meets the requirements of the volunteer position description.

Any person interested in volunteering at the Museum must fill out an Ashton Armoury Museum [Volunteer Registration Form](#) for the Museum records. This form will state the interests of the volunteer and it shall be used to match their interests with the needs of the Museum.

Museum volunteers are encouraged to become members of the Friends of the Ashton Armoury Museum Society to enjoy the social and insurance benefits of the Society. Applications are available in the museum office.

Staff Time Sheet

All staff must enter their hours of work on a Staff Time Sheet. Hours of work should be recorded by the categories indicated. Information is required for statistical support of grant requests.

Insurance

The Friends of the Ashton Armoury Museum Society maintain General Liability Insurance coverage for society members while serving in a volunteer capacity as Museum staff.

Staff Training

The Director will ensure that all staff responsible for administering the Museum and its collections have the appropriate training and are able to effectively train staff in all Museum activities.

The Director or a designated curator is responsible for initially scheduling “buddy” system training sessions for all inexperienced staff. The member will then train under the direction of their curator.

The Director or designated curator is responsible for monitoring the training sessions with both the new volunteer and their respective curator. Once the volunteer has completed their “buddy” system training to the satisfaction of both the volunteer and curator, he/she will then be regularly scheduled.

Dress

All regular volunteer staff will be provided with a crested black ball cap and polo shirt for wear while engaged in museum activities.

When engaged in outreach activities dress will be as follows:

- Static Militaria Displays: Black ball cap, polo shirt, dark trousers and footwear; and
- Parade/Static Vehicle Displays: 1962 pattern combat shirt/jacket and trousers, combat boots and tan beret. Veterans and former members may wear: berets, e.g. UN and former corps; wedge caps, e.g. RCAF with appropriate badges; and medals on appropriate occasions¹.

Period uniforms, either authentic or replica, may be privately purchased and worn at discretion of the Museum Director. When worn, period uniforms will be accurate in detail and be worn with respect.

Staff Recognition

Volunteer staff members are valued asset of the Museum and as such shall be recognized both publicly and privately. Words of support and gratitude are encouraged as well as acknowledgements in newspapers, newsletters and special events.

¹ When order of dress for military members and/or reviewing officer includes wearing of medals.

PART 2 – THE FRIENDS

The Friends of the Ashton Armoury Museum (The Friends) is a non-profit British Columbia Society registered as a charitable society with the Canada Revenue Agency.

Mission Statement

The mission of the Friends is to promote, stimulate interest in and support the LGen E.C. Ashton Armoury Museum in the task of acquiring and maintaining Museum collections through:

- Fund-raising for specific purposes and initiatives which may be agreed to by the Society and the Museum from time to time.
- Recruiting Society member interested in working as museum volunteer staff performing tasks required to operate, maintain and manage the Museum, its displays, artifacts and equipment; and
- Encouraging and supporting research into and study of Canadian Military History

The Museum Director will keep the Executive Committee informed of any immediate needs, important acquisitions, and/or donations and long-range plans.

Charity Registration

The Friends of the Ashton Armoury Museum Society is a not for profit Society registered with the Canadian Customs and Revenue Agency. Charity Registration # 84077 8658, January 1, 2010.

Membership

Membership is open to anyone having special talents or an interest in assisting the museum. A Membership Application is provided at [Appendix 6](#) Tab J.

Membership fee are:

- Associate Membership is \$10/five years
- Active Membership is \$25/five years and provides insurance coverage while working as a volunteer with the museum. Fee will be wave in exchange for 40 hrs/year volunteer work in the museum.

Assets

Ownership of displays, artifacts or equipment donated to or purchased by the Society will remain with the Society. Disposition or disposal will be at the discretion of the Executive Committee.

All assets owned by the Friends will be loaned to the LGen E.C. Ashton Armoury Museum in perpetuity².

The Society may purchase, sell or trade material or artifacts owned by the Society to maintain displays or artifacts consistent with the purposes of the Society and the Museum.

Cash Donations

Donation boxes are located in the Museum and portable boxes may be taken local events.

Insurance

The Friends maintain the following insurance coverage:

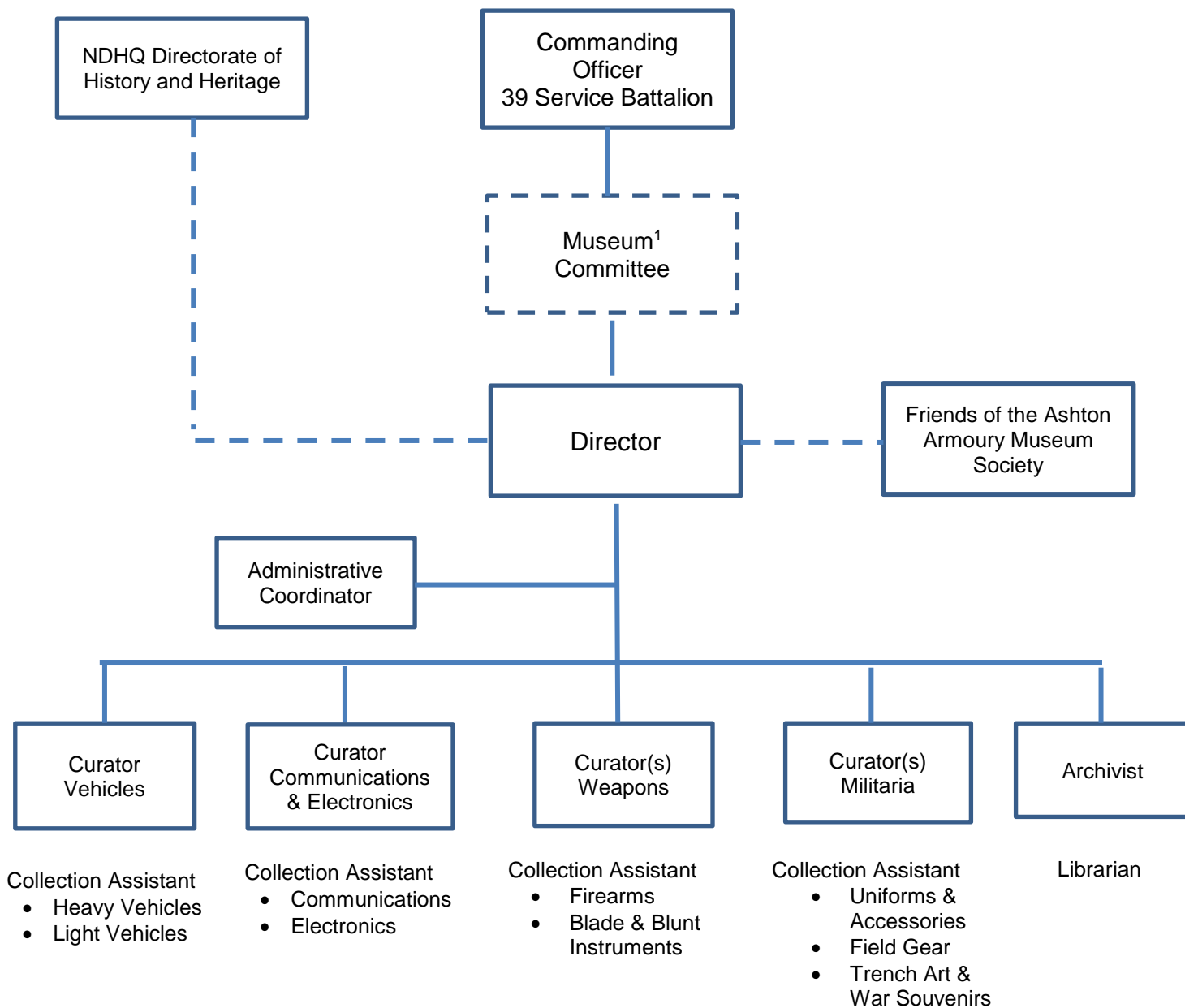
- **[Commercial General](#) and [24 Hour Accident](#).** Coverage includes, but not limited to: bodily injury and property damage liability; personal injury liability; medical payment; tenant's liability; non-owned automobile liability. The policy covers Society volunteers while acting within the scope of their duties and visitors to the museum.
- **Vehicle.** All running vehicles are licensed and insured through the Insurance Bureau of British Columbia AutoPlan when operated away from the museum. In addition, supplementary insurance coverage is carried with a commercial carrier.

NOTE: Policy located at back of binder.

² No fixed maturity date.

Attachments

Appendix 1: Organization Chart



¹Comprised of representatives of Ashton Armoury resident units if/when established.

Appendix 2: Terms of Reference

Director

Responsible to: Commanding Officer, 39 Service Battalion

Responsible for: Day-to-day operation of the Museum, including:

1. ensuring the operations and administration of the museum are in compliance with applicable DND and CAF orders and directives.
2. planning, coordinating and directing the operation of the museum, which includes carrying out the policies and programs as determined by the Museum Committee;
3. overseeing museum operations including the collection, exhibits, maintenance and educational outreach;
4. overseeing the museums budget including planning, preparing, monitoring and administering;
5. managing the work flow of museum personnel.
6. prioritizing what needs to be done for the benefit of the improvements of the museum.
7. representing the museum meetings;
8. planning the activities or programs happening in the museum;
9. making policies and executing tactics to keep peace and order in the museum
10. cultivating relationships with major stakeholders for the purposes of fundraising, for special projects, operations and development of the Museum collection;
11. utilizes traditional, print, social, and other forms of new media to bring visitors to the museum and foster museum growth;
12. developing relationships with Ashton Armoury unit and staff to communicate the museum's vision;
13. performing a variety of public relations activities; coordinates communication both internal and external concerning all aspects of the museum; and
14. demonstrating effective staff development, including empowering volunteer staff to think, act and plan in a collaborative manner.

Administrative Coordinator

Responsible to: Director

Responsible for: Providing administrative and financial support to the Director, including, but not limited to, the following:

1. developing and maintaining museum policy and procedures;
2. managing museum non-public funds account;

3. liaison with armoury OIC and resident units on day-to-day issues;
4. processing incoming and outgoing mail and filing all correspondence
5. inputting and retrieving data into/from the CF Artifact Management System (CFAMS)
6. compiling and maintaining an up to date contact list
7. maintains office supplies
8. updating bulletin board(s) by posting and removal of outdated materials
9. responding to enquiries about events, including assisting with media requests
10. coordinating request for Museum participation in local community events
11. booking and coordinating group visits:
12. ensuring the Administrative Office is kept clean and organized

Functional Area Curators (4) – Vehicles, Communications-Electronics, Weapons and Militaria³

Responsible to: Director

Responsible for: Day-to-day management of assigned functional area, including:

1. planning, developing and presenting appropriate exhibitions and displays;
2. researching and recommending acquisition of items that would add value to the collection
3. ensuring that collections and/or artifacts are properly preserved, including restoration and conservation;
4. developing and organising new collections maintaining records and cataloguing acquisitions;
5. coordinating relevant outreach programs and event participation; and
6. training staff.

Archivist

Responsible to: Director

Responsible for: The maintenance of appropriate records and historical materials in a place of safe keeping of the Museum by ensuring that:

1. documents and records are securely stored in a proper archival facility;

³ Militaria includes, but limited to, uniforms and accessories, trench and battlefield art, personal field kit, foreign military souvenirs

2. the contents of the archives are stored in an orderly fashion;
3. the nature of the documents and artifacts stored in the archives do not contain information of a personal nature;
4. access to the archives by acting as the point of contact for individuals wishing to review the contents of certain documents; and
5. regular deposit of documents and records, to maintain the development of the historical information of the Museum

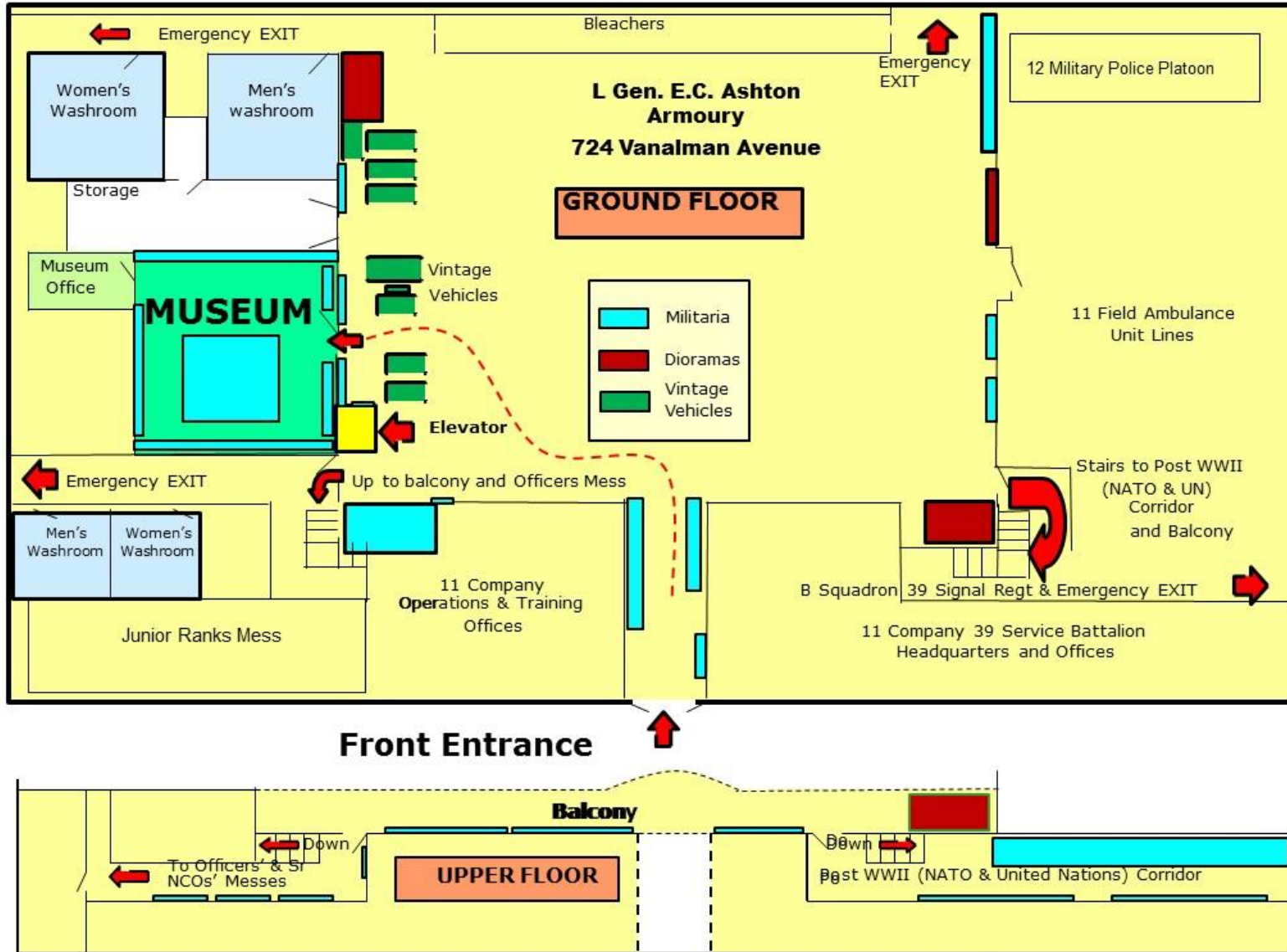
Collection Assistants

Responsible to: Designated Collection Curator

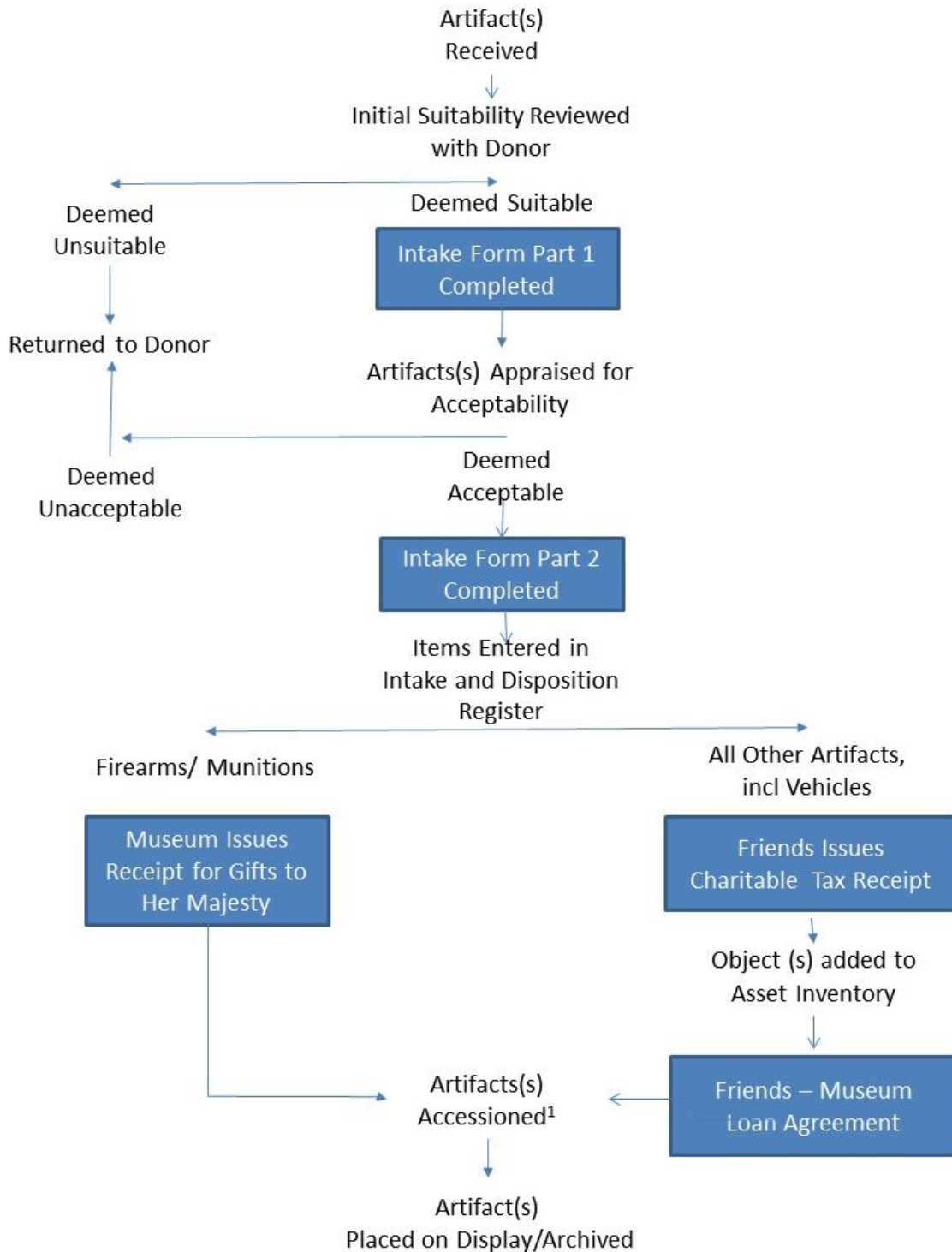
Responsible for: Providing assistance in the management of a specific collection or sub-collection including:

1. developing and presenting displays and exhibits;
2. ensuring artifacts are accurate in detail and appropriately displayed;
3. conducting artifacts preservation, including restoration and conservation/maintenance;
4. researching background information on collection artifacts; and
5. developing appropriate artifact interpretation material.

Appendix 3: Museum Exhibit Layout



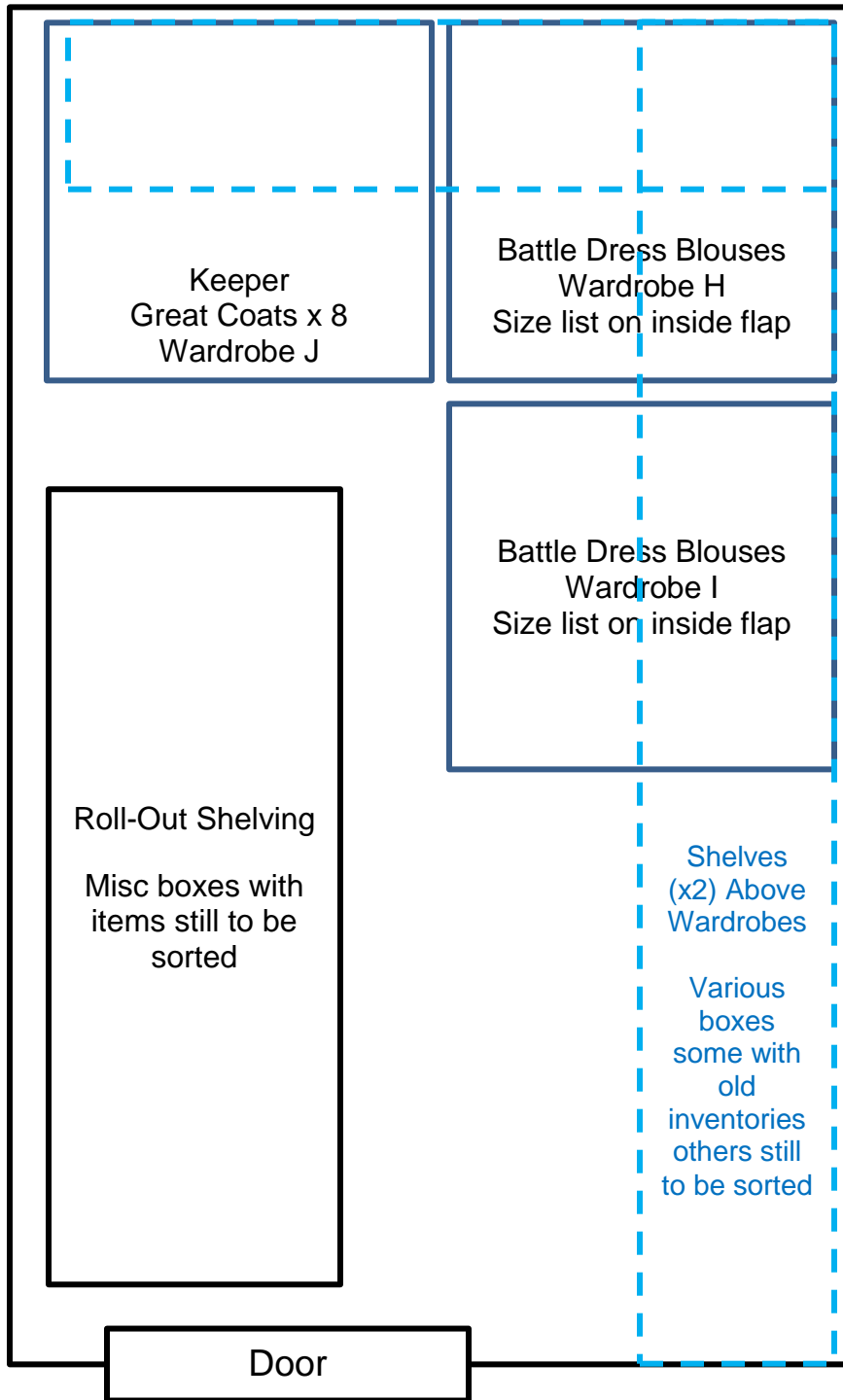
Appendix 4: Artifact Acquisition Flow Chart



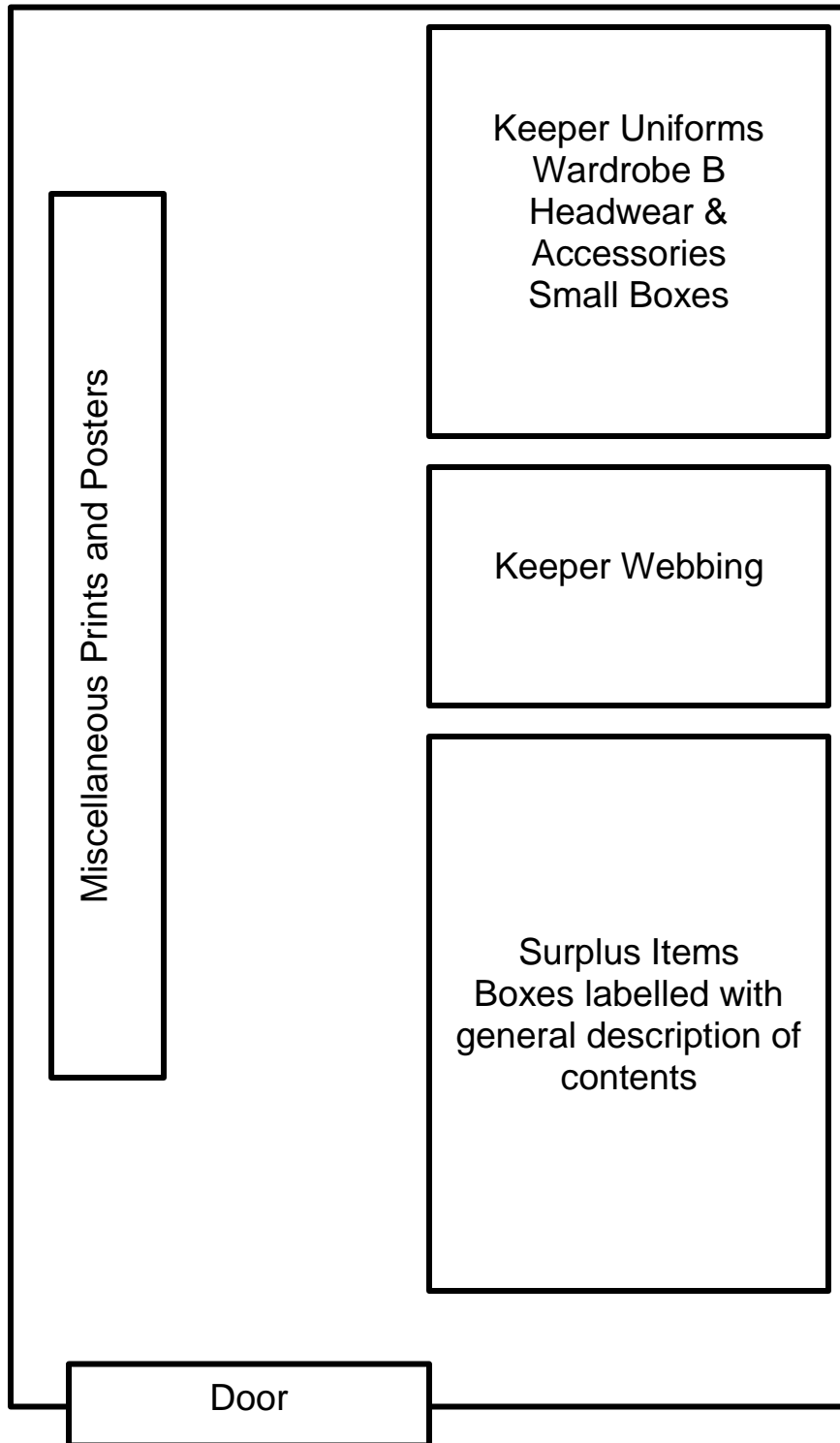
1. Entered in Museum Inventory/Artifact Management System

Appendix 5: Museum Storage

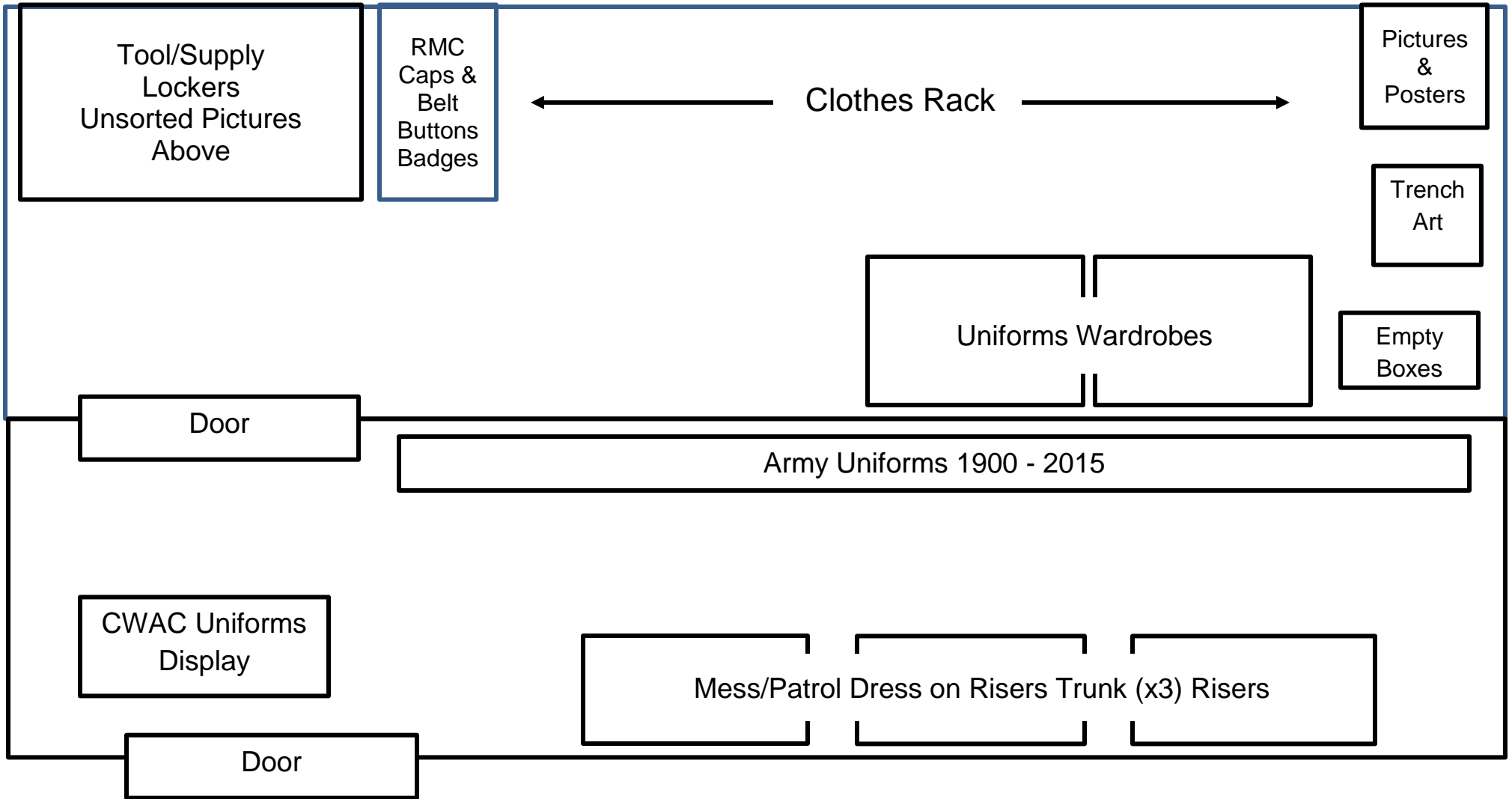
Area 5



Area 16



Area 7



Appendix 6: Sample Forms

The following are samples of the forms used by the Ashton Armoury Museum and the Friends of the Ashton Armoury Museum Society:

- Tab A - Donation Intake Form (Friends)
- Tab B - Donation Intake Form (Crown)
- Tab C - Intake Register
- Tab D - Official Tax Receipt Gifts to Her Majesty
- Tab E - Friends Charitable Receipt (Cash)
- Tab F - Friends Charitable Receipt (Non-Cash)
- Tab G - Loan Agreement
- Tab H - Ashton Armoury Museum Volunteer Registration Form
- Tab J - Friends Membership Application

**GIFTS TO
THE FRIENDS OF THE ASHTON ARMOURY MUSEUM SOCIETY
DONATION INTAKE FORM**

Part 1

Donor(s) Name: _____

Contact Information:

Address _____

City & Postal Code _____

Telephone _____

Email _____

I state that:

- I hereby offer the items listed below to the Friends of the Ashton Armoury Museum Society for consideration of acceptance as a donation.
- I am the rightful owner of the listed item(s) and have full power and authority to dispose of the item(s); and
- I will unconditionally transfer complete ownership and possession of accepted items by gift to the Friends of the Ashton Armoury Museum Society and that title is free and clear of all claims.

Item(s)	Description ¹	Accepted ²	Returned ³

1 Indicate if the item has provenance origin/(history) and use separate sheet to record

2 Accepting curator to initial

3 Donor to initial acknowledging returns if any.

Donor's Signature: _____

Date

Receiving Person's
Signature _____

Date

Part 2

The Ashton Armoury Museum herewith accepts those items indicated above which shall become the exclusive and absolute property of the Friends of the Ashton Armoury Museum Society and be displayed, handled, exhibited, and dealt with in any way that the Society deems appropriate.

Appraised Value of Items Accepted _____ Amount _____

Tax Receipt Issued (Circle) YES NO

Accepting Curator's
Signature _____

Date⁴:

Accepting Curator's
Name (Please Print) _____

Copy 1: Donor - Copy 2: The Friends - Copy 3: Intake Register

⁴ Herein after the acquisition date

Appendix 6 Tab B: Crown Intake Form

**GIFTS TO
HER MAJESTY THE QUEEN
DONATION INTAKE FORM**

Part 1

Donor(s) Name: _____

Contact Information:

Address _____

City & Postal Code _____

Telephone _____

Email _____

I state that:

- I hereby offer the items listed below to the LGen E.C. Ashton Armoury Museum for consideration of acceptance as a donation to Her Majesty the Queen
- I am the rightful owner of the listed item(s), which are free and clear of all claims, and have full power and authority to dispose of the item(s); and
- I will unconditionally transfer complete ownership and possession of accepted items by gift to the Her Majesty the Queen and the LGen E.C. Ashton Armoury Museum and Queen; and
- I hereby agree to indemnify and save harmless the LGen E.C. Ashton Armoury Museum and/or Her Majesty the Queen with respect to this gift.

Item(s)	Description¹	Accepted²	Returned³

¹Indicate if the item has provenance origin/(history) and use separate sheet to record

²Accepting curator to initial

³Donor to initial acknowledging returns if any

Donor's Signature: _____

Date

Receiving Person's Signature _____

Date

Part 2

The LGen E.C. Ashton Armoury Museum herewith accepts those items indicated above which shall become the exclusive and absolute property of Her Majesty the Queen and be displayed, handled, exhibited, and dealt with in any way that the Museum deems appropriate.

Appraised Value of Items Accepted _____ **Amount** _____

Tax Receipt Issued (Circle) **YES** **NO**

Accepting Curator's Signature _____

Date⁴:

Accepting Curator's Name (Please Print) _____

Copy 1: Donor - Copy 2: AAM Director - Copy 3: Intake Register

⁴Herein after the acquisition date

Appendix 6 Tab D: Official Receipt Gifts to Her Majesty

**OFFICIAL TAX RECEIPT
GIFTS TO HER MAJESTY**

In accordance with Section 118.1 of the *Income Tax Act*, this document is an official receipt for income tax purposes and certifies that the article(s)/amount(s) listed below have been donated to an accredited Museum of the Canadian Forces and are therefore gifts to Her Majesty for taxation purposes.

NAME AND ADDRESS OF ISSUING MUSEUM:

DESCRIPTION OF DONATION:

DATE OF DONATION: _____

NAME AND ADDRESS OF DONOR:

NAME AND ADDRESS OF APPRAISER:

FAIR MARKET VALUE OF _____ **DOLLARS**

DONATION OR AMOUNT: \$ _____

RECEIPT NUMBER

AUTHORIZED SIGNATURE

DATE

Copy 1: Donor - Copy 2: Museum

Appendix 6 Tab E: Charitable Tax Receipt Cash Donation to Friends



**OFFICIAL TAX RECEIPT
GIFTS TO THE FRIENDS OF THE ASHTON ARMOURY MUSEUM
SOCIETY**

Receipt # _____

Charity BN/Registration # 84077 8658

Date donation received: _____

Donated by: _____

(First name, initial, last name)

Address: _____

Eligible amount of gift for tax purposes: \$ _____

Date receipt issued: _____

Location issued: _____

Authorized signature: _____

For information on all registered charities in Canada under the Income Tax Act please visit:

Canada Revenue Agency www.cra.gc.ca/charities

Friends of the Ashton Armoury Museum
724 Vanalman Ave, Victoria, BC V8Z 3B5 Canada
Telephone: (250) 363-8346 Email: ashtonarmourymuseum@shaw.ca

Copy 1: Donor - Copy 2: Museum

Appendix 6 Tab F: Charitable Tax Receipt Non Cash Donation to Friends



**OFFICIAL TAX RECEIPT
GIFTS TO THE FRIENDS OF THE ASHTON ARMOURY MUSEUM SOCIETY**

Receipt # _____

Charity Registration # 84077 8658

Date donation received: _____

Donated by: _____

(First name, initial, last name)

Address: _____

Eligible amount of gift for tax purposes: \$ _____

(fair market value of property)

Description of property received:

Appraised by: _____

Address of appraiser: _____

Date receipt issued: _____

Location issued: _____

Authorized signature: _____

For information on all registered charities in Canada under the Income Tax Act please visit:

Canada Revenue Agency www.cra.gc.ca/charities

Friends of the Ashton Armoury Museum
724 Vanalman Ave, Victoria, BC V8Z 3B5 Canada
Telephone: (250) 363-8346 Email: ashtonarmourymuseum@shaw.ca

Copy 1: Donor - Copy 2: Museum

Appendix 6 Tab G: Donation Disposition Form

**ARTIFACTS AND MEMORABALIA
DONATION DISPOSITION FORM**

Donor:

Disposition:

Item	Qty	Disposition

Appendix 6 Tab J: Loan Agreement



**ASHTON ARMOURY MUSEUM
LOAN AGREEMENT**

Loan agreement number:

THIS AGREEMENT made this day of, 20..... , between.....

the Owner) and(hereafter called the Borrower).

The Owner, by mutual agreement with the Borrower, places in the custody of the borrower the property itemized at Appendix A under the following terms and conditions:

- a. that the property remains vested in the Owner, and that the Borrower will not attempt to remove or permit the removal of any part of the property from the Borrower's premise without the written consent of the owner;
- b. the Borrower shall undertake measures necessary to maintain constant and adequate protection of the property borrowed against light, temperature variations, extreme variations in relative humidity, insects, dirt, fire, theft and handling by unauthorized or inexperienced personnel or the public;
- c. the Borrower shall ensure that the property is insured for the full value as outlined at Appendix A and provide the Owner with evidence of such coverage;
- d. the Borrower shall cause an inventory of the property to be taken at least once annually and shall advise the Owner of any deficiencies in the property as soon as they become known. The Borrower shall notify the Owner immediately of loss or theft or damage to the property while in the custody of the borrower and, shall, within 48 hours of the discovery, submit a full written report to the owner outlining the incident and what steps have been taken to mitigate loss and to prevent the reoccurrence of similar incidents;
- e. the Borrower shall credit the owner (Museum) in exhibitions, related publications or press releases;
- f. in the event that there is any change in the circumstances of the borrower which would bear on the continued custody of the property or on the terms and conditions of such custody contained herein the borrower shall immediately notify the owner;
- g. the loan shall be in effect until
- h. unless otherwise agreed in writing, the loan agreement terminates on the date specified at subparagraph g. unless an extension in writing is sent to the owner 60 days prior to the termination of the agreement.

THIS AGREEMENT shall ensure to the benefit of and be enforceable by the parties herein and their executors, administrators, successors, and assignees, respectively.

Signature and Title of Owner

Signature and Title of Borrower

Signature of 1st Witness

Signature of 1st Witness

Copy 1: Borrower - Copy 2: Owner

Appendix 6 Tab K: Ashton Armoury Museum Volunteer Registration Form

**LGEN E.C. ASHTON ARMOURY MUSEUM
VOLUNTEER REGISTRATION FORM**

Date:

Full name:

Address:

Phone:

Email:

Emergency contact:

Contact phone:

Do you have any medical/other conditions which might limit your performance as a volunteer? If so, please provide details, or indicate if you would like to discuss in person.

Please indicate your availability and the times you would like to work.

Tuesday:

Thursday:

Saturday:

Please indicate what areas you are interested in as well as any relevant experience.

Museum guide:

Display preparation:

Outreach events:

Library/Archives:

Cataloguing/database:

Vehicle Rehabilitation:

Collection conservation:

Other (please specify):

Do you have any unique skills you could use at the Museum e.g. languages? Please specify.

Do you have any experience in museums? If yes, please describe.

What are your reasons for wanting to volunteer at Ashton Armoury Museum?

Declaration

I understand that while the AAM endeavors to provide a safe and secure workplace for all volunteers the BC Workers Compensation Act (RSBC 1996) does not cover illnesses or injuries incurred while performing duties as a museum volunteer.

I understand that the Friends Ashton Armoury Museum Society maintains General Liability Insurance coverage for society members while acting within the scope of their duties as a museum volunteer. Coverage includes but is not limited to: bodily injury and property damage liability; personal injury liability; medical payment; tenant's liability; non-owned automobile liability. The policy covers capacity.

I agree to carry out the tasks specified in the duty statement for that job to the best of my ability and to abide by the requirements in the Ashton Armoury Museum Policy & Procedures Manual.

Personal information on this form is collected and used strictly in accordance with the Personal Information and Electronic Documents Act, effective January 1st, 2004, and will be used to determine suitable volunteer placement with the LGen E.C. Ashton Armoury Museum.

Questions about the collection of this data should be directed to the Director.

Signature:

Date:

Appendix 6 Tab L: Friends Membership Application



Friends of the Ashton Armoury Museum Society
724 Vanalman Avenue, Victoria, BC, V8Z 3B5,
(250) 363-8346 Email: thefriends@shaw.ca

The Lieutenant General E.C. Ashton Armoury Museum is an accredited military museum with a mission to preserve and publicize the experiences of the men and women of the Canadian Armed Forces who were engaged in the role of combat support and combat service support.

The Friends of the Ashton Armoury Museum is a registered non-profit society with a mandate to raise funds in support of the museum operating activities. Funds are raised by donations that are tax deductible and various grants, including the BC Provincial Gaming Program.

Membership is open to anyone having special talents or an interest in assisting the museum. Please fill in the form below and return it to the address shown above. Please make any cheques payable to "The Friends of the Ashton Armoury Museum"

Please Print

Date _____

FULL First Name _____ First name you go by (if different) _____

Last Name _____ Phone # _____ Cell or alternate phone (if have) _____

Street number and Name (mailing address if different)

City _____ Province _____

Postal Code _____ E-Mail _____

Enclosed is my five-year (circle one) associate membership for (\$10.00) / or my active membership for (25.00).
(Active membership gives you insurance coverage while working as a volunteer with the museum)

Enclosed is my tax-deductible donation to the society in the amount of _____

I am interested in working as a volunteer in the Museum - Yes _____ No _____

I have items to donate to the Museum – Yes _____ No _____

We display pictures on Facebook, the museum website and other Media. Do you consent to have your picture posted on these sites? Yes _____ No _____

Thank you

Chris Preston
President

Appendix 7: Museum Visitor's Code of Conduct



Ashton Armoury Museum Visitor's Code of Conduct

Visitors are requested to adhere to the following guidelines while visiting the Museum:

- produce photo ID at armoury entrance and sign Armoury Visitors Register located in the front entrance of the building
- remain in designated Museum areas as some areas are restricted and not accessible to the public. A staff member must accompany visitors to upper level displays including the second floor "Post WWII (NATO and United Nations) displays
- refrain from shouting, running and disruptive behaviour. Individuals exhibiting any offensive, abusive or threatening language or behavior, or individuals suspected of being intoxicated or under the influence of drugs will be asked to leave the Museum.
- refrain from touching any of the exhibits or displays without the permission of a Museum staff member
- photography is permitted for non-commercial use, but as you do so, please be respectful of other visitors. Signs will be posted where photography restrictions apply.
- Mobility devices, such as motorized scooters and wheelchairs, and strollers are permitted, however care must be taken when navigating displays.
- all children under the age of 12 must be accompanied and supervised by a parent or designated responsible adult.
- pets are not permitted in the Museum. Service animals are permitted upon presentation of Certification at the Information desk upon arrival.
- eating or drinking is not permitted in main museum room or around vehicles.
- the armoury is a smoke free building (this includes e-cigarettes).