

Status Update Template

September 6, 2022 – 3:30pm

Chapter 17, Western Development Museum, 2020 Report -Volume 2

Recommendation and Status at Time of Audit (Indicate whether new or outstanding)	Page	Current Status (implemented, partially implemented, not implemented)	Actions Taken to Implement Since PA Report	Planned Actions for Implementation	Timeline for Implementation
<p>New:</p> <ul style="list-style-type: none"> We recommended the Western Development Museum consistently document the approval of purchase orders before it purchases the related goods or services. 	<p>Pg 103</p>	<p>Implemented</p>	<p>Management updated the purchase order policy for clarity and reiterated to its managers the process to approve purchase orders. Management at head office reviewed each purchase order and invoice during the year to verify that the purchase order was approved before making a purchase.</p> <p>During our testing of purchases, we did not identify any purchases in our sample where an employee made a purchase before obtaining an approved purchase order. For all these purchases, management appropriately approved the purchase order before or on the same day staff ordered the goods or services.</p>		

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Chapter 45, Western Development Museum, 2020 Report -Volume 2

Recommendation and Status at Time of Audit (Indicate whether new or outstanding)	Page	Current Status (Implemented, partially implemented, not implemented)	Actions Taken to Implement Since PA Report	Planned Actions for Implementation	Timeline for Implementation
<p>Outstanding:</p> <ul style="list-style-type: none"> We recommended the Western Development Museum systematically review its collections to identify potential artifacts for removal. <p>Status - Partially Implemented</p>	<p>Pg 311</p>	<p>Implemented</p>	<p>The WDM has implemented this recommendation since approving the new Collections Development Plan in November 2020 which provides a management framework for care of the collection, including planned deaccession investigations informed by systematic reviews to identify areas of overrepresentation.</p>		

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Chapter 48, Western Development Museum, 2018 Report -Volume 2

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<p>Outstanding:</p> <ul style="list-style-type: none"> • We recommended that the Western Development Museum provide its staff with written guidance on: <ul style="list-style-type: none"> ○ Systematically identifying artifacts for removal from its collections ○ Reporting aggregate artifact deaccessioning and disposal activities to the Board ○ When to obtain independent appraisals of artifacts <p>Status - Partially Implemented</p>	<p>Pg 315</p>	<p>Implemented</p>	<p>Written guidance around the deaccessioning process is documented in the WDM's Deaccession policy (pages 21-24 of the attached Collections Management Policies document).</p> <p>Aggregate reports on deaccessioning and disposal activities are being reported to the Board annually in September as part of the WDM's annual budget submission to the Ministry of Parks, Culture and Sport.</p> <p>Guidance for when to obtain appraisals have been included as part of the WDM's Acquisition policy. These guidelines are found on page 14 and page 26 of the Collections Management policies.</p> <p>Requirements for the public notification of the disposal of artifacts has been incorporated in the WDM's</p>		

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			Disposal policy as part of the requirements for Public Auction (page 26 of the Collections Management policies).		

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<p>Outstanding:</p> <ul style="list-style-type: none"> We recommended that the Western Development Museum Collections Management Policy clarify its expectations of staff to actively assist in identifying artifacts for removal. <p>Status: Not Implemented</p>	Pg 315	Implemented	All of the WDM's Collection Management policies have been revised and were approved on February 26, 2019. The expectations of staff are outlined on page 22 of the Collection Management policies.		
<p>Outstanding:</p> <ul style="list-style-type: none"> We recommended that the Western Development Museum systematically review its collections to identify potential artifacts for removal. <p>Status: Partially Implemented</p>	Pg. 317	Implemented	<p>The WDM's Deaccession policy (pages 22 to 24) provides guidance on the processes used for identifying objects for deaccession including a process for strategic deaccessioning and deaccessioning projects. The systematic review of WDM collections is ongoing.</p> <p>When determining if a new object will be accepted into the WDM's collection a review is conducted to determine if similar objects exist, the quality of the information about objects in</p>		

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			<p>the collection in comparison to the one being offered, and the condition of the objects. This process avoids the possibility of creating additional duplication in the collection. The WDM has also identified 52 categories of objects that will no longer be collected (i.e. 1920's vehicles, portable engines, pianos, typewriters, etc.).</p>		
<p>Outstanding:</p> <ul style="list-style-type: none"> We recommended that the Western Development Museum dispose of deaccessioned artifacts within an established timeframe. <p>Status - Partially Implemented</p>	Pg. 317	Implemented	The WDM has established a Disposal policy (pages 25-26) as part of the revised Collections Management Policies. The policy includes a time frame for disposals depending on the nature of the artifact and/or materials.		