



Preserving our past.  
Enriching our future.

GLENGARRY PIONEER MUSEUM

SUBJECT: Physical Plant Policy

APPROVED: 10 March 2011

UPDATED: 08 October 2015

X REFERENCE TO OTHER POLICY DOCUMENTS: Governance, Risk Management

## **THE GLENGARRY PIONEER MUSEUM (2013)**

### **PHYSICAL PLANT POLICY**

**VISION:** The Glengarry Pioneer Museum (2013), hereafter referred to as the Museum, is a steward of the history and heritage of Glengarry County and is committed to communicating the unique stories of this area in an inclusive, engaging and professional manner.

**PURPOSE:** The purpose of this policy is to provide the Museum's Board of Directors and staff with direction in order to carry out their responsibilities for the provision of a safe and functional physical environment for visitors, staff, volunteers, the collection and associated activities.

**SCOPE:** This policy covers all Museum staff (permanent, part time and/or seasonal).

#### **1. Management Responsibilities**

The Executive Committee of the Board of Directors has overall responsibility for the provision of a safe and functional physical environment on the Museum's property. It will ensure the following.

- a) The design and layout of the Museum's buildings and grounds will:
  - accommodate the physical and functional needs of its users, staff, volunteers, collections and activities; and
  - be appropriate to the Museum's statement of purpose and to its community role and image.
- b) The Museum will meet its obligations to federal, provincial and municipal requirements that apply to the physical safety of staff, visitors and property.
- c) The Museum will meet environmental norms for each of its buildings, appropriate to its function.
- d) The Museum will ensure the security of its users, staff, volunteers, collection and information by:
  - developing, implementing and periodically reviewing a comprehensive risk management program;
  - developing, implementing and periodically reviewing written procedures to respond to threats, emergencies and disasters;
  - training staff and volunteers in the implementation of emergency procedures; and

- ensuring that any installed emergency or security systems are assessed for their potential impact on the collection and on the Museum's character and functions.
- e) The Museum will have a written maintenance manual that details:
- the regular inspection and maintenance of buildings and grounds;
  - the schedule and priority of ongoing repairs and capital upgrades;
  - how health and safety codes are to be met in the maintenance and repair of physical plant; and
  - the conduct of daily, weekly, monthly and seasonal housekeeping routines.
- f) The Museum will be environmentally responsible in its use of energy and materials including the handling, storage and disposal of hazardous materials.
- g) Within the Museum's financial and resource constraints, the Museum's historic buildings will be maintained in their historic integrity following approved conservation standards and procedures.
- h) Within the Museum's financial and resource constraints, and consistent with their historical nature, the Museum buildings will be monitored for temperature and humidity, so that artifacts are protected, as much as possible, from environmental damage.
- i) The Museum, in accordance with its Governance Policy, will establish a Buildings and Grounds Committee to manage these responsibilities.

## **2. Staff Responsibilities**

The Museum's staff members are responsible for complying with the requirements of this policy and the attached documents, as well as reading, understanding and complying with the Risk Management Program and Emergency Management Plan, which form part of the Museum's Risk Management Policy.

## **3. Policy Review**

This Policy will be reviewed by the Museum Board every three years. Amendments may be required at other times and must be approved by the appropriate committees and staff.

## **Attachments**

The physical details of the Museum, set out in building descriptions, maps, aerial photographs and diagrams, are attached as *Layout, Buildings and Site Utilities* – (Annex 1)

The Museum's physical plant maintenance requirements and processes – including routine daily, weekly, monthly and seasonal schedules – are described in the attached *Maintenance Program* – (Annex 2)

A survey of the current physical state of and issues relating to each Museum building and the grounds is conducted, at least twice a year, and is attached as *Building Survey* – (Annex 3)

The terms and conditions for the rental of the Museum's physical facilities are laid out in the attached *Facility Rental Information and Agreement* - (Annex 4)

## The Glengarry Pioneer Museum (2013)

# LAYOUT, BUILDINGS AND SITE UTILITIES

### General Description and Layout of Museum Site

The Glengarry Pioneer Museum is located in the hamlet of Dunvegan in North Glengarry, Ontario. It occupies a nearly 3-acre site at the crossroads of County Roads #30 and #24. The GPS coordinates are 45.3621, -74.8175.

From its inception in 1962 as a one building museum on a small site, the Glengarry Pioneer Museum has grown over the years to a complex that encompasses 13 heritage buildings. Six of the buildings are log structures, two are post, beam and barn-board structures, two are wood frame, and three are sheds. Nine of the buildings contain artifacts, and one is a multi-purpose pavilion.

The physical location of the buildings on the Museum site is shown in *Annex 1 – Appendix A – Site Layout*.

A year-round off-site storage facility and winter office space is located in the hamlet of Greenfield, approximately 8km south of the main site along County Road #30.

### Overview

The Museum is in a large open space surrounded by a split-rail fence. Museum programming incorporates both buildings and grounds, and many special events make use of the entire site.

Visitors usually enter the site at the main entrance by the Orange Lodge, on the south side of County Road #24, where a parking lot is located adjacent to the building.

A main path links the major buildings which are laid out in groups to provide a focus for visitors while leaving outdoor space for events and activities.

As much as possible, buildings contain the artifacts that would have been associated with that building. Each building has exhibition space, and is open to visitors.

The Museum has added access ramps to several buildings, and will continue to improve accessibility as resources permit.

### Building Uses

*1. The Star Inn* (1840s) is furnished to represent 1860 when it acted as a Stagecoach stop, complete with the requisite bar. . The bar is used during events and is believed to be one of the oldest licensed establishments in Upper Canada.

It is a two-story building with a kitchen, dining room and the bar area on the ground floor, and three bedrooms upstairs.

**2. The Roxborough Township Hall** (1869) has a mix of permanent and temporary exhibits in a large open first floor. It has a full-size, easily-accessible attic which is used for storage, and a large, open deck with ramp access.

**3. The Livery (Drive) Shed** (1862) was part of the former Kenyon Township Hall property, in Greenfield (see *12. Greenfield Hall*). It houses a display of agricultural machines and equipment.

**4. The Campbell Barn** (late 1800s) houses tools, small agricultural and domestic artifacts in three areas. It has two galleries.

**5. The Hamelin Blacksmith Shop** (c1800) houses a working forge, various blacksmithing equipment and tools.

**6. The Trapper's Cabin** (c1880) houses a trapping collection. It has a small attic and ramp access.

**7. The Stewart Barn** (late 1800s) houses a collection of sleighs and carriages.

**8. The Orange Lodge** (1867) houses a display space for temporary exhibits, a reception centre and a gift shop downstairs, and an office and staff workspace on the second floor. It has ramp access and has two washrooms, one of which is handicap accessible.

This is the Administrative Centre for the Dunvegan site and Main Office from approximately mid-April, throughout the season, until approximately mid-November (weather depending).

**9. The Cheese Factory** is a replica typical of several small local factories, which made cheese at the turn of the 19<sup>th</sup> Century. It is used mainly as a centre for providing refreshments during events.

**10. The Big Beaver Schoolhouse** (1910) is a local, one room schoolhouse which is completely fitted out with desks, blackboards, books, and equipment used in the period. It is used as a venue for various educational activities and has ramp access.

**11. The Williams Pavilion** is a multi-use covered area that was partially constructed using materials from a local barn. The building allows for open-air gatherings and special events, reducing the need for rented tents.

In addition, the Museum owns an off-site storage and winter office building, located in the hamlet of Greenfield, approximately 8 kilometers south of Dunvegan.

**12. Greenfield Hall** (1862) was the historic headquarters of the former Kenyon Township, and was donated to the Museum by the municipality after it amalgamated into North Glengarry

Township in 1998. The distinctive stone edifice was featured in *A History of Canadian Architecture: vol. 2, p. 560*.

The building has climate control and is used for permanent, off-site storage of certain delicate artifacts; a year-round workshop area; and, temporary storage and office space, during the winter months.

## **Building Construction Details**

### ***Star Inn***

This two-story building was constructed with log walls and a cedar shingled roof in the 1840s, on the site where it now stands.

At the time the building was acquired, in 1962, it was covered in milled boards, which were removed to reveal the original log walls.

The building was set on a cement foundation in 1998, and other renovations added a porch on two sides intended to replicate an earlier porch. Over the years, the walls have been rechinked several times, last in 2013.

Since 2009, extensive work has been done to stabilize the building, including installing a metal tie rod to pull the east and west walls together and steel angle brackets to tie the floor to the foundation. In 2012, both chimneys were replaced and, in 2013, the roof replaced after extensive damage by raccoons.

The back door access stairs were rebuilt in 2013.

In 2015, the floor under the kitchen was reinforced, as a temporary measure, the sump well was redug, and the sump pump reinstalled.

Electrical power comes into the site, and the main distribution panel is situated, at the back of the building. There is an attic and a crawl space.

### ***Roxborough Hall***

This former municipal hall was built in 1862, near Warina. It was acquired by the Museum in 1985 and moved intact.

It is constructed of wood frame, board and batten with a tin roof. It now sits on a foundation of concrete piers, in-filled with walls of fieldstone set on rigid foam insulation, which were installed in 2011. (These still requires some stabilization work in places.)

In 2010, the building was repainted outside, and repairs were made to the boards and battens. At the same time the south windows were re-puttied and the interior walls were repainted.

In 2013, drainage on the north side was improved and an open front deck was added, with an access ramp being added in 2015.

### ***Drive Shed***

This building is a post and beam structure, with a sloping flat metal roof, sheathed on three sides by barn-boards. It was built in 1862 and was moved to the site from Greenfield. It has a field-rock foundation and a crushed stone floor.

### ***Campbell Barn***

This two-story log building was constructed in the late 1800s and acquired by the Museum in the early 1960s. It was disassembled when it was moved to the site and reassembled, when it was re-chinked, and new doors installed on three sides. It has a field-rock foundation and a crushed stone floor.

This barn has two galleries, a shingle roof, and double doors on north and south sides of building. The south doors were made openable in 2008.

The east end of the building was re-chinked in the 1990s.

In 2009, retainer cables were installed to offset the outward thrust of north/south walls. The south lintel was jacked up and tied, and bracing above the tie logs was refitted.

In 2010, additional crushed stone was inserted under the bottom logs to offset damp-rot.

New boards and battens were installed on the east gable end, and re-sealing of the chinking seems to have decreased the water problem (although a recurrent dampness issue continues)..

### ***Hamelin Blacksmith Shop***

This building is of log construction with a sloping flat metal roof. It was built in the early 1800s and moved to the site from Apple Hill in 1998. It has a stone-dust floor and a fully functional forge, which was rebuilt in 2014, together with a proper exterior chimney

### ***Trapper's Cabin***

This building is of log construction with a pitched metal roof. It was built in the 1880s and moved to the site from Maxville in 2008. It has a field-rock foundation and a wooden floor. It is single story with a low loft upstairs.

In 2009, the south wall was raised and a cement pad was inserted in place of the base log; the northwest corner log was reinforced; the sills were rebuilt for both doors; copper wire mesh and baseboards were added on the interior; some re-chinking was done on the lower logs; and, the front door frame was rebuilt.

In 2013, extensive re-chinking was done all around.

### ***Stewart Barn***

This building is of log construction with a pitched metal roof. It was built in the late 1800s and moved to the site from nearby in the early 2000s. It has a field-rock foundation and a crushed stone floor. The logs are currently open, and require filling and chinking.

### ***Orange Lodge***

This building was originally located in another part of Dunvegan, and was dismantled and moved to the site in 2005-2006. It was rebuilt on a cement foundation as part of a Katimavik project. A porch around three sides was later added, together with access ramps on two sides, and an accessible bathroom. A drilled well and septic tank were installed, and electricity was brought in from the Star Inn.

It is a two-story log building with open space on both levels, and there is an attic and a crawl space. It has an interior washroom and a potable water system, including a hot water heater, which was installed in 2014.

The main space is heated by a propane stove, although it is essentially a three-season building, as it is not insulated and does not have double-glazed windows.

The upstairs office space was finished in 2011.

The porch deck and some upstairs floorboards were repaired in 2015.

### ***Cheese Factory***

This is an old wood-frame structure sheathed in barn-board, with an opening servery hatch. It is equipped with power distribution suitable for light catering, and houses two domestic refrigerators.

### ***Big Beaver Schoolhouse***

Built in 1910, this is a single-story building of wood-frame construction with a pitched steel roof and a wooden floor. It was moved intact to the site from Laggan Public School (to where it had been moved from a rural location) in the summer of 2011 and placed on a new field-stone and mortar foundation.

It was refurbished in 2012, when a new chimney was installed, and the roof and exterior walls were painted. In 2014, an access ramp was added.

### ***Williams Pavilion***

Constructed, in 2011, with the material from an old barn, this post and beam structure is open at the bottom. The roof is steel and the support posts are encased in steel sleeves sitting on sunken concrete piers.

An open porch was added all around in 2012, with posts sitting on sunken concrete piers.

### ***Greenfield Hall***

This fieldstone building was constructed in 1862 and sits on a concrete slab foundation. It has a pitched steel roof, which was insulated in 2010.

The Hall is insulated with heat-pump and electric heating, and climate control. It has a kitchen and washroom, and a walk-in safe remaining from when it was a municipal office.

## **Site Utilities**

### ***Dunvegan (Main Site)***

#### ***Electricity***

A complete survey of electric power distribution was conducted in 2015 and is detailed in the *Electrical Supply and Distribution Chart (Appendix C)*.

The electric supply is a single-phase 240 volt service taken from a pole located on County Road 30 at a point opposite the south wall of the Star Inn, and fed to the south-east corner of that building via a 2 inch buried PVC conduit. The watt-hour meter (digital type) and 200-ampere distribution panel are located in a wood frame enclosure mounted on the outside of the Star Inn. From here, electricity is distributed to other buildings as shown in a diagram in the attached *Underground Infrastructure (Appendix B)*.

#### ***Water***

The Museum was registered as a Small Drinking Water System with the Eastern Ontario Health Unit on March 3, 2011. The Identification Number is #85812HFR1

A well was drilled at the north-east corner of the Orange Lodge in June 2011 (Well Record #A110817) and ground water found at 60 feet. The well is encased in 6 1/2 inch steel and cement grout hole plus bentonite goes to 20 feet.

In June 2012, a 1-micron filter was installed to remove microorganisms. A UV filter was installed in 2014 to remove pathogens and make the water potable.

A 10-gallon hot water heater was installed in 2014.

#### ***Septic System***

The septic system consists of a holding tank located west of the Orange Lodge. The tank is emptied seasonally, as required.

#### ***Tile Drainage***

The site is tiled drain with major lines running south to north. There is a diagram in the attached *Underground Infrastructure (Appendix B)*.

#### ***Security***

The Orange Hall, the Star Inn, the Roxborough Hall and the Schoolhouse are wired with an audible security system provided by Glengarry Security System.

### ***Greenfield Hall***

#### ***Heating/Ventilation***

The HVAC system at the Greenfield Hall consists of ducted forced air distribution with a 30 KW electric furnace and a 3 ton split air source heat pump/air conditioner. Temperature control is by a digital programmable thermostat with emergency heat indication..

Ventilation for relative humidity control is provided by a 150 cfm air exchanger controlled by a humidistat.



Temperature and relative humidity are monitored by a stand-alone data logger. Data is downloaded and retained on a computer system

### ***Septic Tank***

Installed in 1966, the 500 gallon holding tank is located directly behind the bathroom outside the east wall, at the north-east corner of the building.

In 2012, the tank was opened and cleaned to remove root blockage. A new baffle was installed in the outtake.

## **Appendices**

Appendix A – Site Layout (maps)

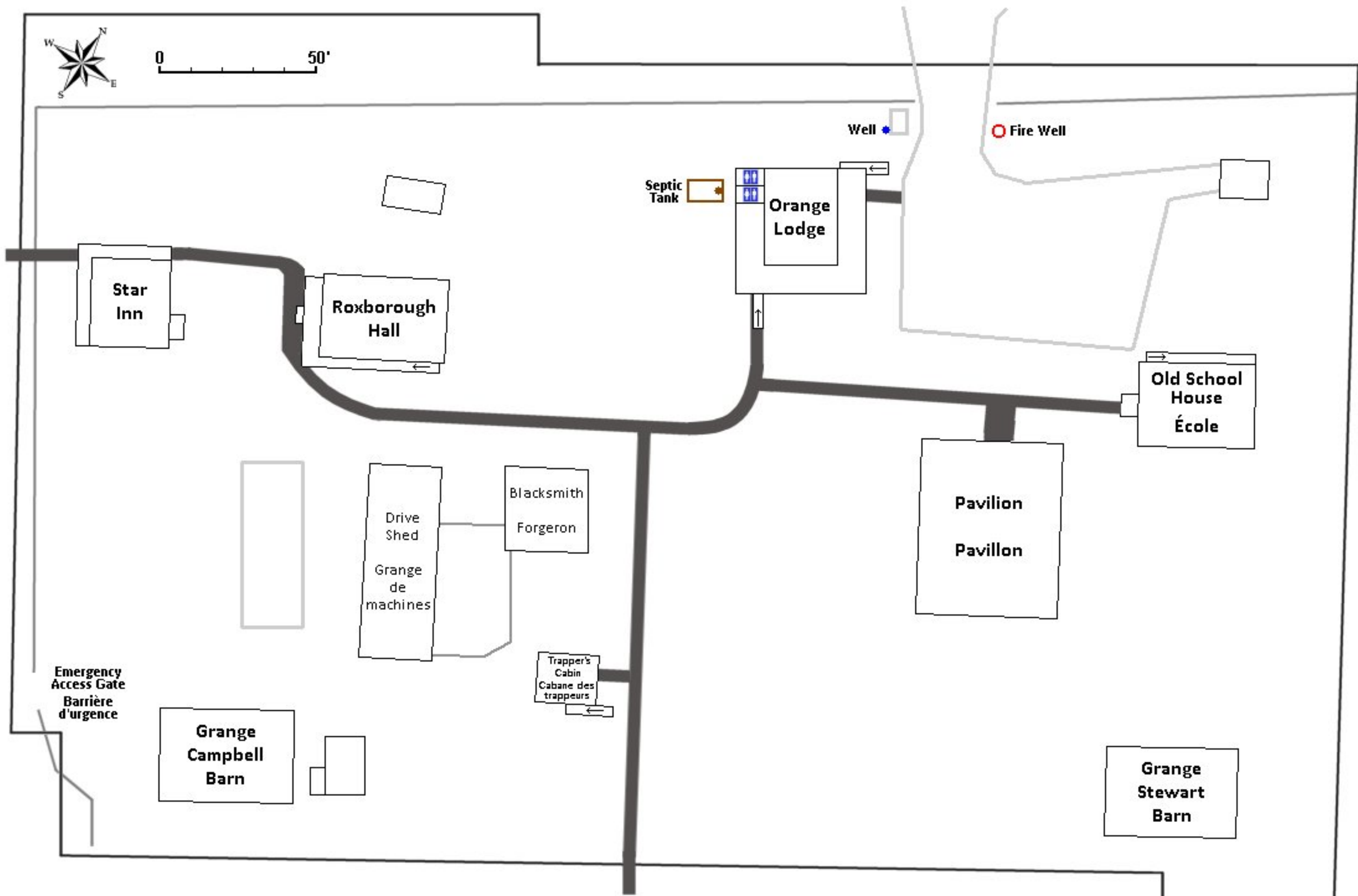
Appendix B – Underground Infrastructure (maps)

Appendix C – Electrical Supply and Distribution Chart



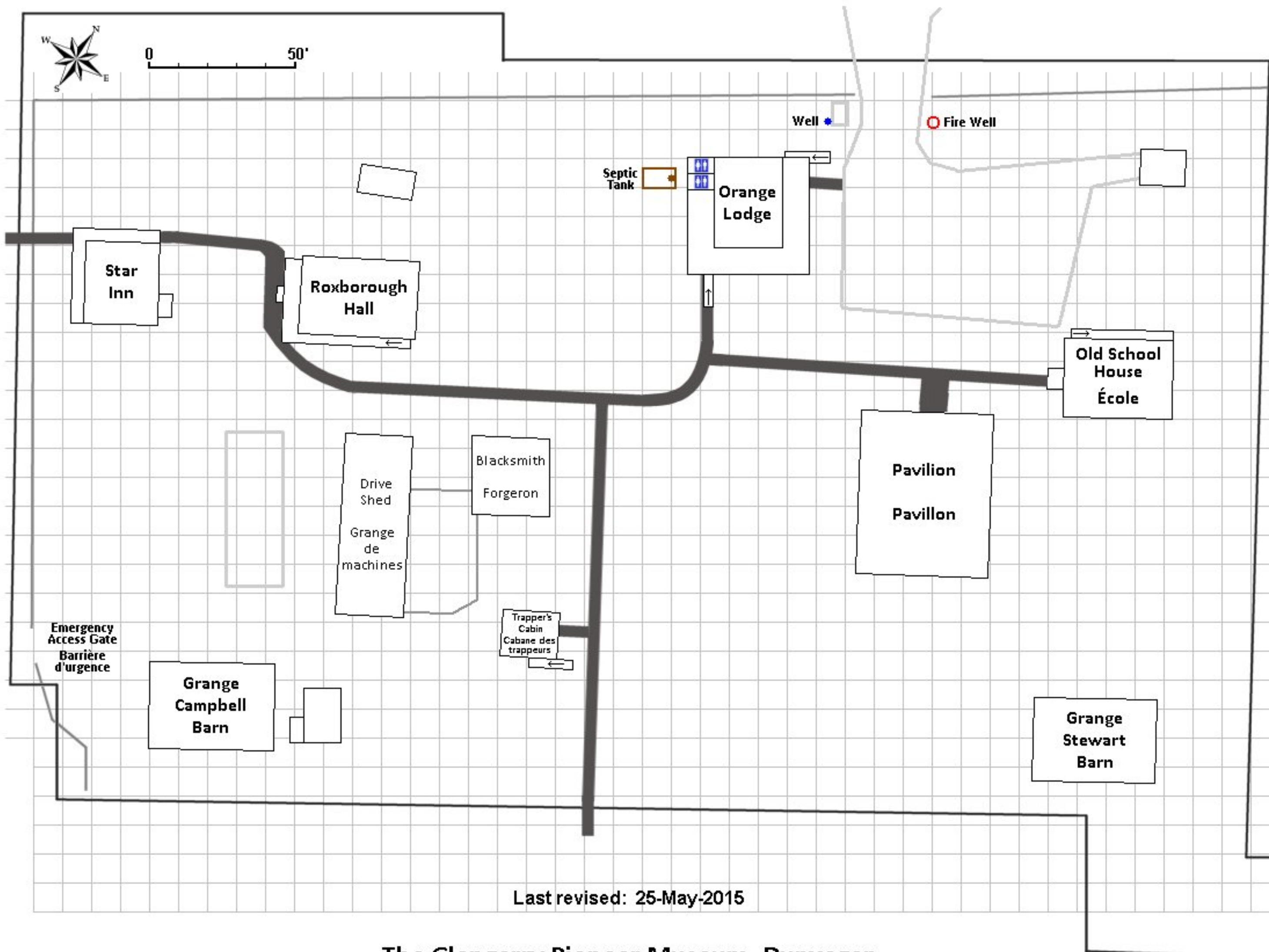
Last updated: 25-May-2015

The Glengarry Pioneer Museum, Dunvegan



Last revised: 25-May-2015

The Glengarry Pioneer Museum, Dunvegan



Last revised: 25-May-2015

**The Glengarry Pioneer Museum, Dunvegan**



24

24

24

Greenfield Rd

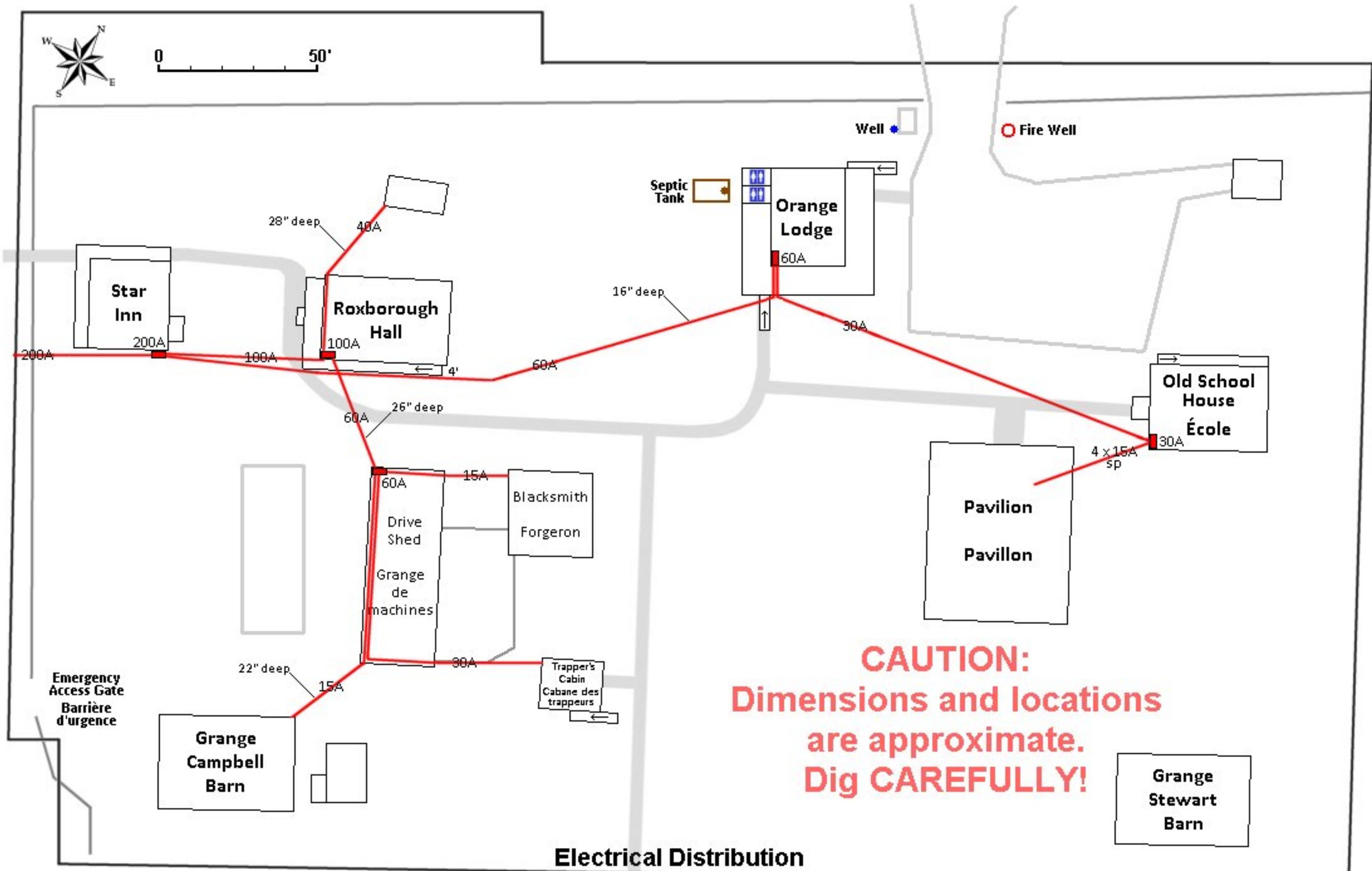
1.1Ha

.6Ha  
(Parking)

.6Ha

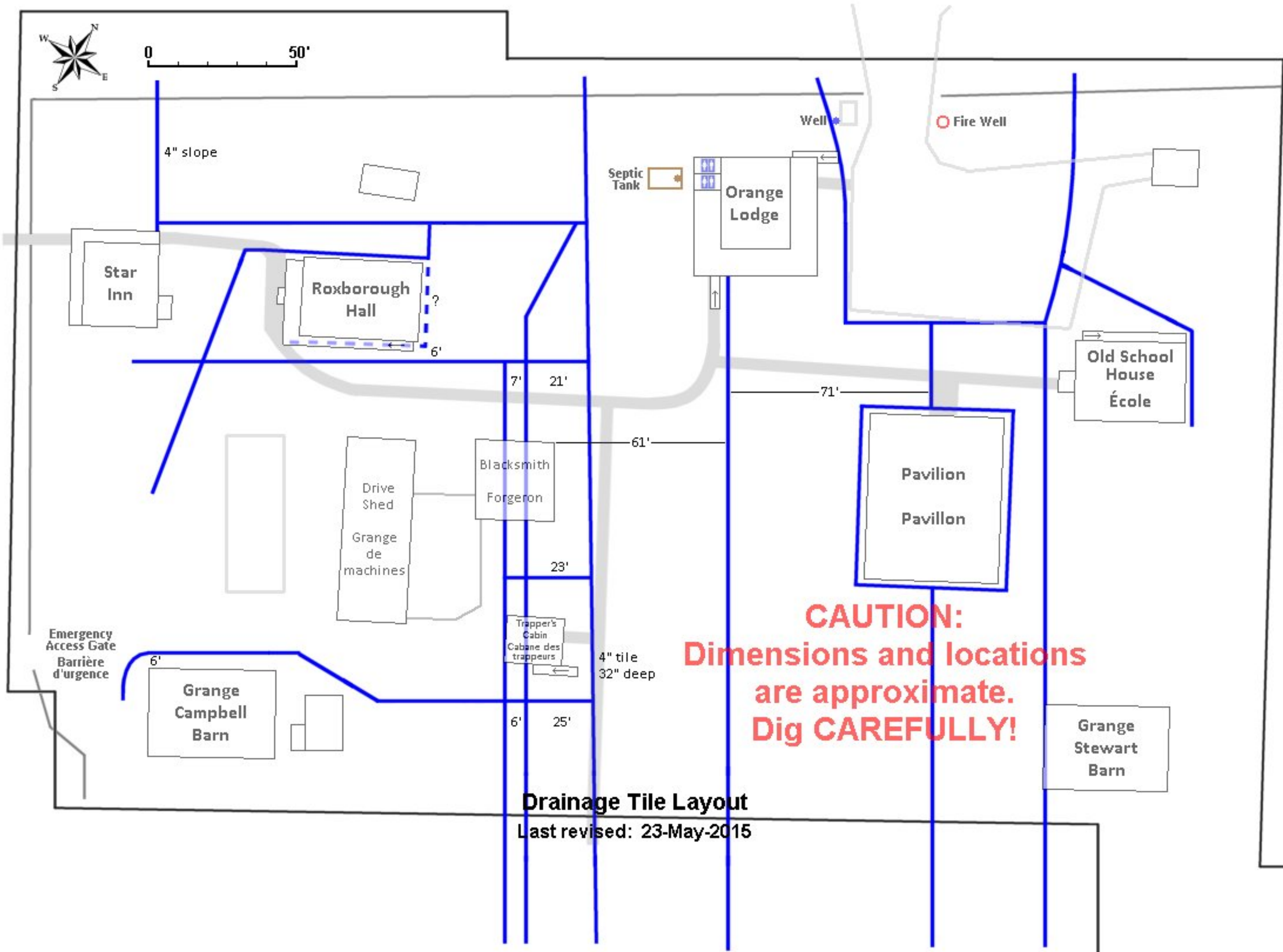


Last updated: 25-May-2015



**CAUTION:**  
 Dimensions and locations  
 are approximate.  
 Dig **CAREFULLY!**

**Electrical Distribution**  
 Last revised: 23-May-2015



**Drainage Tile Layout**  
Last revised: 23-May-2015

## Glengarry Pioneer Museum – Dunvegan – Electrical Supply and Distribution

Building	Location	Supply From	Supply Amps <sup>‡</sup>	Panel <sup>†</sup>		Used Circuits	Feeds To	Feed Amps <sup>‡</sup>
				Disconnect	Circuits			
Star Inn	Outside building on SE corner, inside cabinet	Utility Service	200	200	40	14	Orange Lodge	60
							Roxborough Hall	100
Orange Lodge	Inside building on SW corner, inside cabinet	Star Inn	60	100	24	15	School House	30
Roxborough Hall	Inside building on SW corner, behind screen	Star Inn	100	100	24	8	Drive Shed	60
							Cheese Factory	40
Drive Shed	Inside building on NW corner	Roxborough Hall	60	100	24	10	Blacksmith Forge	15
							Trapper's Cabin	30
							Campbell Barn	15
School House	Inside building on SW corner, inside closet	Orange Lodge	30	100	24	7	Williams' Pavilion	4 x 15**
Cheese Factory	Inside building on S wall, on R side of hatch	Roxborough Hall	40	40	6	8		
Blacksmith Forge	Inside building on NW corner, at split outlet	Drive Shed	15	-	-	2		
Trapper's Cabin	Inside building on E wall, under stairs*	Drive Shed	30	-	4*	4		
Campbell Barn	Inside building on NE corner, at distribution box	Drive Shed	15	-	-	3		
Williams' Pavilion	4 single pole branch circuits enter through conduit in NE corner	School House	4 x 15**	-	-	4		

<sup>†</sup>All panels are Square D QO type except where indicated \* which are glass fuses.

<sup>‡</sup>All supplies/feeds are 240V double pole except where indicated \*\* which are 120V single pole