



CITY POLICY

SECTION: Community Services

NO: CS-MU-01

REFERENCE: Museum

**Date: November 14,
2022**

**Next Review Date:
November 2024**

TITLE: RESPECTFUL RESEARCH POLICY

1. 0 Policy Statement

All research conducted by the City of Dryden for collection purposes and the future use(s) of the collections must be done in a way that respects the individual people, groups, and/or communities involved.

2. 0 DEFINITIONS

Collection - An accumulation of objects gathered for study, comparison, or exhibition or as a hobby

Ex. A collection of poems

Ex. A collection of photographs

Ex. A hat collection

3. 0 PURPOSE

The purpose of this policy is to establish a framework that will ensure research done by the City of Dryden and/or the use of artifacts held by the City is conducted in a respectful manner.

4. 0 APPLICATION

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

This policy applies to all research conducted by the City of Dryden or when using collections or artifacts held by the City.

5.0 POLICY REQUIREMENTS

Research Conducted by the City shall:

1. In general, research projects will:
 - Have a clear purpose and defined objectives.
 - Be shared with the public, as appropriate.
 - Have defined timelines and will include plans for the collection, use, dissemination, retention, and/or disposal of the information gained through the project.
 - Be free from conflicts of interest. If there is a conflict of interest it will be disclosed.
2. Research projects that involve people will follow the principles below:
 - Respect for the people involved and the community.
 - Free, informed, and ongoing consent. This will include being informed of the potential risks and benefits of participation. Consent will be documented in a participation and/or authorization for use form. People will be asked if they consent to secondary use of their information.
 - The potential benefit of the project must outweigh the potential for harm.
 - There must be fairness or justice in selecting participants.
 - The privacy and confidentiality of participants will be protected using measures appropriate for the project.

Research Using Collections or Artifacts Held by the City Shall Adhere to the Following:

1. Researchers have an obligation to observe ethical and professional practices when conducting research.
2. The rights, interests and sensitivities of the people being researched will be acknowledged and protected.
3. Research tools and techniques, which are open, direct, and transparent, should be used at all times. Secret or covert work is not acceptable.
4. The researcher must honestly and accurately represent those they are researching on behalf of, whether that be an organization, community, business, or government department.
5. Researchers will not exploit the information gathered from their research.
6. If there are any concerns with the sensitivity of materials held, the researcher is required to bring this to the attention of staff.

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When research involves indigenous artefacts or knowledge:

1. Consultation with the appropriate individuals, communities or organizations is encouraged.
2. The City of Dryden may request to see a Band Council Resolution or other statement issued in support of the research or the researcher.
3. The researcher must ensure the protection of indigenous interests and resources, including the protection from any negative impact that the research project may result in from being made public.

6.0 RESPONSIBILITY/MONITORING/CONTRAVENTIONS

The Museum and Heritage Coordinator shall be responsible for monitoring the application of this policy.

7.0 REFERENCES

This policy was developed using the following references:

1. Union of BC Indian Chiefs: Ethical Research Policy
2. Oral History Association: Principles for Oral History and Best Practices for Oral History
3. Government of Canada: Tri-Council Policy Statement Ethical Conduct for Research Involving Humans
4. "Collection." *Merriam-Webster.com Dictionary*, Merriam-Webster, <https://www.merriam-webster.com/dictionary/collection>. Accessed 26 Oct. 2022.

History			
Approval Date:	November 14, 2022	Approved by:	By-law 2022-58
Amendment Date:		Approved by:	
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