

Aide Memoire - 22 Jan 2021

**15th Field Artillery Regiment, RCA Museum and Archives
and
15th Field Artillery Regiment, RCA Museum and Archives Society**

The following statements are based on:

- DND publication (A-AD-266-000/AG-001) describing CAF museum regulations;
- constitution and bylaws of the 15th Field Artillery Regiment RCA Museum and Archives Society;
- current processes within the 15th Field Artillery Regiment RCA, Museum; and
- current processes within the 15th Field Artillery Regiment RCA, Museum and Archives Society.

Canadian Forces military museums (such as ours) are independent, self-financed, Non-Public Fund (NPF) activities operated in accordance with policies and orders promulgated under the National Defence Act (NDA).

The role of Canadian Armed Forces (CAF) military museums is to preserve and interpret Canadian military heritage in order to increase the sense of identity and esprit de corps within the CF and to support the goals of the DND.

Canadian Armed Forces museums are under the authority of the Commanding Officer (CO) of the unit the museum represents. The CO provides museum display and storage space as well as utilities and access.

Cooperating Associations and Societies

The 15th Field Artillery Regiment RCA Museum and Archives Society is one of many “Cooperating Associations” associated with Canadian Armed Forces military museums. The DND encourages the creation of cooperating associations and societies (“friends of the museum”) to assist with projects. Cooperating associations and societies may apply for incorporation under federal or provincial regulations.

15th Field Artillery Regiment, RCA Royal Canadian Artillery Museum and Archives Society

Our museum and archives society was provincially incorporated on 15 Mar 1983. It was transitioned in 2018 under the new BC Societies Act.

DHH does not normally provide funds to regimental associations, cooperating associations and societies. DHH does, however, often provide annual funding and special projects funding to accredited CAF museums

Museum Committee

Unit museum committees are described in A-AD-266-000/AG-001 PART 3, Section 2. Commanders and Commanding Officers shall establish a board of directors or similar structure to guide and direct the museum's policies and long-range goals and plans, and to generally oversee the operation of the museum.

(Note: The 15th Field Artillery Regiment does not have a Museum Committee.)

Museum Staff

All museum staff are unpaid volunteers. The current principal staff is:

Curator: Peter Moogk

Assistant Curator: John Redmond

Registrar: Susan Moogk

Note: Peter Moogk will be retiring in 2021 and John Redmond will assume the duties of Interim Curator.

DHH (Directorate of History and Heritage)

DHH is part of the DND and is mandated to preserve and communicate Canada's military history and foster pride in a Canadian military heritage. Accredited Canadian military museums may receive an annual grant from DHH as well as special funding allocations. In the past three years there has not been an annual grant to our museum, nor to most military museums.

OMMC (Organization of Military Museums of Canada, Inc.)

The OMMC is an umbrella organization for Canadian military museums. 15th FD Museum is a DND accredited museum and its annual OMMC membership fee is therefore paid by DHH. The annual OMMC museum course (generally attended by the curator) is partially funded by DHH.

Charitable Gift Receipt

Monetary gifts to the Museum and Archives Society will receive a charitable gift receipt for federal tax credit. Similarly, an appraised artifact or archival gift to the Museum and Archives Society will receive a charitable gift receipt for federal tax credit. The artifact or archival item would be loaned to our museum but would remain the property of the Museum and Archives society.

Our museum relies on financial donations for most of its funding. In the past three years there has been little or no funding from DHH and the museum has benefitted from the support of individuals. This reliance on donations will likely continue.

A tax receipt can also be issued for a gift to the museum itself and is described as a Gift to Her Majesty. Our museum has not generally done this because, if the museum were to close, those

artifacts and documents would likely be transferred to a location outside of Vancouver (Canadian War Museum, or other).

Ownership of artifacts, archival material, etc

The items (artifacts, vehicles, weapons, documents, photographs, etc) in the museum and in the archives of the 15 Field Regiment are owned by the following:

1. Items donated to the 15th Field Artillery Regiment RCA Museum and Archives Society are owned by the Society.
2. Items donated to the museum are owned by the museum (and therefore by DND).
3. Items provided to the museum by DND are owned by the museum (and DND)

The following paragraphs describe the current DND policies regarding ownership: 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 CF Supply System are classified as public property. The museum will need to establish two Distribution Accounts (DA) for its artifacts; a public property DA, through base supply, and an NPP DA, through the base comptroller (see Part 3, Section 3). (CANADIAN FORCES MUSEUMS – OPERATIONS AND ADMINISTRATION A-AD-266-000/AG-001 PART 4, Section 2, Para 14.)

The only exception to this general division of property is firearms. Weapons acquired by the museum, regardless of the source, are deemed to be public property and must be held on the museum's public property DA for control and accountability purposes (see Part 4, Section 2, paragraphs 25. to 27. and Part 3, Annex E).

(CANADIAN FORCES MUSEUMS – OPERATIONS AND ADMINISTRATION A-AD-266-000/AG-001 Para 9.)

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

- a. Public Property – Materiel (whether tables or tanks) issued by the CF Supply System on a public property distribution account;
- b. Non-Public Property (NPP) – Materiel or artifacts obtained otherwise than by issue, e.g., by donation or private purchase with Non-Public Funds (NPF); and
- c. Loans – Materiel on loan to the museum from an outside agency, whether an individual, a regimental or other association, or another museum.

(CANADIAN FORCES MUSEUMS – OPERATIONS AND ADMINISTRATION A-AD-266-000/AG-001 PART 4, Section 2, Para 22.)

Note that artifacts which are donated directly to the museum become the NPP of the CF museum. Therefore these artifacts are property of the Crown in right of Canada, with ownership vested in the local commander. See CFAO 27-10.

(CANADIAN FORCES MUSEUMS – OPERATIONS AND ADMINISTRATION A-AD-266-000/AG-001 PART 4, Section 2, Para 24.)

Appraisals

Appraisals are normally completed by the curator who accepts the donation. The following guidelines apply:

- a. \$1000 or under – normally appraised by the curator accepting the donation;
- b. \$1000 – \$5000 – the curator and one additional appraiser are required; and
- c. over \$5000 – the curator and two additional appraisers are required.

(CANADIAN FORCES MUSEUMS – OPERATIONS AND ADMINISTRATION A-AD-266-000/AG-001
PART 4, Section 2, Para 19.)