

Community Policy

MUSEUM
STRATHROY-CARADOC

Introduction

Heritage is an important part of the identity of the Municipality of Strathroy-Caradoc. As a steward of the community's heritage, the Museum is actively engaged in the community and responsive to its needs. The Museum is committed to being both accessible and relevant to residents, drawing support from the community it serves.

1. Commitment

- a. The Museum will ensure that it performs its role as a steward of the collection;
- b. The Museum will ensure that it provides services and programs consistent with its statement of purpose that meet the needs and interests of the community;
- c. The Museum will endeavour to allow all sectors of the community to participate in the museum's decisions, goals and directions that may affect them or reflect on them;
- d. The Museum will include members of the community in museum activities.

2. Partnerships

There are four primary partner communities:

- a) *Area Residents*: The Museum is supported by the municipal tax base and is operated by the Community and Cultural Services Department of the Municipality of Strathroy-Caradoc. The Volunteers come from the surrounding community, as well as many of the Museum's visitors, volunteers, and members of the Museum membership. The Museum's event sponsors come primarily from area businesses. The Museum shall be actively engaged in providing a resource of the history of the community to researchers, students, and the general public. The Museum shall ensure it provides services and programs consistent with its statement of purpose, and ensure that this purpose meets the needs and interests of this community.
- b) *Professionals*: The Museum will identify and pursue appropriate partnerships with other museums, museum-related associations and government agencies through:
 - i. Direct contact and consultation
 - ii. Membership in museum-oriented associations and societies
 - iii. Participation in professional development opportunities
 - iv. Sharing of resources
- c) *Cultural Tourism*: The Museum shall interpret the socio-cultural significance of its collection to the visiting public and through outreach activities as described in the Museum's Exhibition Policy. The Museum shall maintain regular, posted and advertised hours during which it is open to the public. These hours shall be reviewed annually. The Museum shall provide access by appointment on a year-round basis.
- d) *Educational Groups*: The Museum shall prepare and present educational programs for a broad range of age groups and organizations in accordance with the Museum's Interpretation and Education Policy. In particular, the Museum shall promote and deliver education programs for school classes and other

education groups. Tours shall be altered to meet the specific skills, needs and abilities of the groups. Programs shall be developed to focus on the specific age and development levels. A variety of activities shall be available to allow for choice and flexibility and include a range of subject areas. The school interpretation and education programming at the Museum shall incorporate components of current Ontario Curriculum objectives.

3. Accessibility

The Museum will endeavour to provide equal access to all members of the community, both physically and intellectually, to the museum's collections, information, services, budget and programs.

a. Public Accessibility

The Museum abides by the Municipality of Strathroy-Caradoc's Accessibility Standards for Customer Service Policy and Procedures.

The Museum also meets this responsibility through:

- i. Admission by donation
- ii. An up-to-date website (www.strathroymuseum.ca) that provides information regarding upcoming events and exhibitions
- iii. Research Services
- iv. Volunteer Opportunities
- v. Collections
- vi. Outreach programs that allow staff, collections and information to reach members of the community outside of the museum (nursing homes, schools, community events, etc.)

b. Physical Accessibility

- i. The Museum supports and complies with accessibility related legislation including the Accessibility for Ontarians with Disabilities Act. In the event accessibility is not possible, reasonable alternatives (photographs, video, audio, large print, etc.) will be made available.

c. Intellectual Accessibility

- i. Access to collection, exhibit and programming information is accessible to differently abled individuals. (See municipal Accessibility Standards for Customer Service Policy.)
- ii. The Museum will follow all MFIPPA (Municipal Freedom of Information and Protection of Privacy Act) regulations with respect to access to information.

Hours of Operation

The Museum will maintain regular, posted, and advertised hours, during which it is open to the public, and which meet the needs of the community. Location of advertised hours will include onsite signage, Museum website, Municipal Website and rack cards. Furthermore, the Museum will strive to make its services available by appointment and/or outreach activities.

4. Volunteers

The Museum will maintain an active volunteer program to encourage community participation in its activities, which will include:

- a. Identification and development of volunteer opportunities
- b. Procedures for recruitment of volunteers
- c. Matching the needs and interests of volunteers to those of the museum
- d. Provision of appropriate training and supervision for volunteers
- e. Provision of a safe and secure working environment for volunteers
- f. Volunteer evaluation
- g. Public and private recognition of volunteers' contributions.

As part of the Museum's commitment to allow all sectors of the community to participate in the Museum's decisions, goals and directions that may affect them or reflect on them, the Museum will maintain a Community Collections Committee (as outlined in the Collections Management Policy) to advise and assist in the decision making process on aspects relating to the management of the Museum's diverse collection.

For more information concerning Volunteers, see the Museum's Volunteer Policy and Procedural Manual.

5. Governance

The Museum is accountable to the Museum Advisory Committee and the Council of the Municipality of Strathroy-Caradoc, which are comprised of members from the community.

Strathroy-Caradoc Museum Advisory Committee:

Strathroy-Caradoc Council will appoint a Museum Advisory Committee. Committee selection will be based on applications received as a result of public notification at the beginning of a new term of council as per municipal committee appointment policy.

The Museum Advisory Committee, through an ongoing assessment of Museum programs and services, will:

- a. Be responsible for ensuring that the Museum is actively engaged with the community it serves;
- b. Ensure that the Museum is responsive to the needs and interests of the community;
- c. Ensure that the Museum is accessible to the community it serves;
- d. Ensure that the Museum is relevant to the community it serves;
- e. Ensure that the Museum makes every effort to draw support from its community through partnerships and community involvement;

For More information concerning Governance, see Museum Advisory Committee Terms of Reference.

Policy Review and Approval

The Museum Strathroy-Caradoc *Community Policy* is approved by the Museum Strathroy-Caradoc Committee and the Council of the Municipality of Strathroy-Caradoc.

The *Community Policy* is to be reviewed on an annual basis, or at any time that changes are deemed necessary. The Director/Curator, in conjunction with the Museum Advisory Committee, conducts the review. The revised version is reviewed and approved by the Museum Advisory Committee and submitted to the Council of the Municipality of Strathroy-Caradoc for approval.

This *Community Policy* may not be altered without the consent of the Council of the Municipality of Strathroy-Caradoc.

Date Created: 2005

Revision Dates: 2010, 2013

Last approved:

Museum Advisory Committee Meeting - Recommendation 004-13

Date: February 26, 2013

Chair: _____

Municipality of Strathroy-Caradoc Council Meeting

Date: March 18, 2013

Moved by Councillors Cowan and Flegel: THAT: the following Committee Reports be received and filed and that Council concurs with the Committee's recommendations. Carried.

- Museum Advisory Committee Minutes, February 26, 2013