



City of  
**Peterborough**

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**TO:** Members of the Museum & Archives Advisory Committee

**FROM:** Susan Neale, Museum Director

**MEETING DATE:** January 10, 2013

**SUBJECT:** Report MAAC13-002  
Peterborough Museum & Archives: DRAFT Community Policy

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## **PURPOSE**

A report to recommend approval of Peterborough Museum & Archives' DRAFT Community Policy (2013).

## **RECOMMENDATION**

That the Museum & Archives Advisory Committee approve the recommendation outlined in Report MAAC13-002, dated January 10, 2013, of the Museum Director, as follows:

That the DRAFT Community Policy (2013), attached as Appendix A, be approved.

## **BUDGET AND FINANCIAL IMPLICATIONS**

There are no budget or financial implications associated with the recommendation.

## **BACKGROUND**

The Peterborough Museum & Archives Policy Manual is submitted to the Ministry of Sport, Tourism and Culture as a compulsory component of the annual Community Museum Operating Grant application. Policies are assessed for compliance with federal, provincial and municipal legislation as well as international professional standards with the goal to ensure ethical museum and archives practices.

In 2012, the Ministry of Sport, Tourism and Culture found the Peterborough Museum & Archives demonstrated significant evidence of community involvement. However, its Community Policy was identified for improvement. The DRAFT Community Policy (2013), attached as Appendix A, reflects the examples of best practices provided by the Ontario Museum Association.

## **SUMMARY**

The Peterborough Museum & Archives' Community Policy (2013) has been amended to strengthen its adherence to the Ontario Ministry of Sport, Tourism and Culture guidelines.

Submitted by,

Susan Neale, Museum Director

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**APPENDIX A: DRAFT Community Policy, Peterborough Museum & Archives  
(2013)**

**COMMUNITY POLICY**

**1. Intent:**

As a steward of the community's heritage, the Peterborough Museum & Archives shall be an active participant in a healthy, sustainable Peterborough and shall be responsive to its needs. The Peterborough Museum & Archives shall be accessible and relevant and shall seek to draw support from the Peterborough community for its initiatives and activities.

**2. Steward of Community Heritage:**

The Peterborough Museum & Archives shall perform its role as a steward of community heritage in a manner that is consistent with its mandate, its written policies and procedures, and in accordance with accepted professional museum and archives standards.

**3. Meeting Community Needs and Interests:**

Programs and services of the Peterborough Museum & Archives shall aim to meet the needs and interests of all sectors of the community and its guests by minimizing economic, social, geographic, physical, cultural and intellectual barriers.

**4. Community Involvement in Decision-Making:**

The Peterborough Museum & Archives shall strive to allow all sectors of the community to participate in the Peterborough Museum & Archives' decisions, goals and directions that may affect them or reflect on them, in accordance with By-Law Number 11-019, Corporation of the City of Peterborough.

**5. Community Involvement in Programs and Activities:**

The Peterborough Museum & Archives shall include the public in the development and implementation of its programs and activities by advocating for cooperation and participation, by sharing its collections, archival and museological information and by lending items for exhibition and research.

## **6. Community Partnerships:**

The Peterborough Museum & Archives shall actively seek, identify and enter into community partnerships that reinforce the Peterborough Museum & Archives' mandate and serve to enhance the overall culture and heritage of the community.

The Peterborough Museum & Archives shall pursue partnerships with community groups in the design and implementation of public programs, collections development and preservation functions.

The Peterborough Museum & Archives shall, where appropriate, respond to invitations from others to become partners in community events and initiatives.

## **7. Accessibility:**

The Peterborough Museum & Archives shall endeavour to provide equal access to all members of the community to the collections, information, services and programs by minimizing economic, social, geographic, physical, cultural and intellectual barriers. The Peterborough Museum & Archives shall also reach out to a broad range of interest levels, to the greatest extent possible.

The Peterborough Museum & Archives shall comply with the City of Peterborough's Accessibility Plan, the Peterborough Museum & Archives' Accessibility Plan, The Ontarians with Disabilities Act, 2001 (ODA) and The Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

The Peterborough Museum & Archives shall actively pursue resources to mitigate barriers and/or provide alternative experiences.

## **8. Communications:**

The Peterborough Museum & Archives shall promote public awareness, understanding and appreciation of the cultural resources it holds in trust for the community of Peterborough, surrounding region and beyond.

All public communication shall be coordinated by one Peterborough Museum & Archives designate and one City of Peterborough designate. Communication shall be consistent, fair, accurate, sensitive and positive and shall be disseminated through all possible media.

All communications between Peterborough Museum & Archives workers (paid and unpaid) and the public shall be in accordance with Accessible Customer Service and shall be respectful, courteous and appropriate.

**9. Hours of Operation:**

The Peterborough Museum & Archives shall maintain regular, posted and advertised hours of operation, in accordance with its Open Hours Policy.

**10. Volunteer Program:**

**10.1** The Peterborough Museum & Archives shall operate and maintain a volunteer program.

**10.2** The Peterborough Museum & Archives shall encourage community participation through the identification and development of volunteer opportunities.

**10.3** The Peterborough Museum & Archives shall endeavour to match the needs and interests of volunteers to those of the Museum and Archives.

**10.4** The Peterborough Museum & Archives shall provide appropriate training and supervision of volunteers.

**10.5** The Peterborough Museum & Archives shall provide a safe and secure working environment for volunteers by ensuring that provisions regarding the health and safety of all workers (paid and unpaid) meet municipal standards.

**10.6** The Peterborough Museum & Archives shall provide barrier-free access for volunteers, within available resources.

**10.7** The Peterborough Museum & Archives shall publicly and privately recognize the contributions of volunteers.

**11. Welcoming Atmosphere, Open to Diversity:**

The Peterborough Museum & Archives' atmosphere will be welcoming and workers (paid and unpaid) shall demonstrate openness to all forms of diversity by minimizing economic, social, geographic, physical, cultural and intellectual barriers.

**12. Safe and Comfortable Facility:**

The Peterborough Museum & Archives shall provide a safe and comfortable physical environment for workers (paid and unpaid), visitors and patrons in accordance with the City of Peterborough's Occupational Health & Safety Policy and the Peterborough Museum & Archives' Physical Plant and Property Policy.

### **13. Off-Site and Web-based Programs and Services:**

The Peterborough Museum & Archives shall seek and respond to opportunities to take its services to those who are unable to visit the Museum. This may include, but shall not be limited to: travelling and/or off-site exhibitions, off-site 'outreach' programming, as well as web-based programs and exhibitions.

### **14. Access to Collections Records:**

Access to collections, collections records and information resources of the Peterborough Museum & Archives shall be open to all members of the public, including scholars, researchers and other interested parties, wherever possible, pursuant to the Peterborough Museum & Archives Collections, Conservation, Research and Reference policies, as well as municipal, provincial and federal legislation, such as the *Municipal Freedom of Information and Protection of Personal Privacy Act*.

### **15. Access to Public Spaces:**

The Peterborough Museum & Archives shall provide access to its public spaces (such as, the Fine Annex, the Fleming Annex and the Heritage Pavilion) for Museum-sponsored activities and/or private rentals. Events shall entail minimal risk to the Museum's cultural resources and shall represent the Museum and the City of Peterborough in a positive light.

Authority: By-Law Number 11-019, Corporation of the City of Peterborough, A  
By-Law to Establish a Museum & Archives Advisory Committee  
Canadian Association for Conservation – Code of Ethics and Guidance for Practice  
Canadian Council for Archives, Code of Ethics  
Canadian Museum Association, Ethics Guidelines  
IIC-CG and CAPC's Code of Ethics and Guidelines for Practice  
Ontario Ministry of Tourism and Culture, Standards for Community Museums  
The Ontarians with Disabilities Act, 2001 (ODA)  
The Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

**Approved:** *Approval March 23, 1993*

**Revised:** *Moved by Livingston Clarke, seconded by Sheila Wood, carried, May 10, 2001*

**Revised:** *Moved by Paul Northcott, seconded by Stewart Browne, carried, June 14, 2001*

**Revised:** *Moved by Chris Ormerod, seconded by Audrey Armstrong, carried, January 12, 2006*

**Revised:** *Moved by Gayle McIntyre, seconded by Audrey Armstrong, carried, January 8, 2009*

**Revised:** *Moved by Bill Eekhof, carried, December 9, 2010*

**Revised:** *DRAFT for review, January 2013*