



County of Peterborough Policy Manual

Department:	Lang Pioneer Village Museum
Policy No.:	LPV-06
Subject:	Community Relations
Approved by Leadership Team:	February 8, 2023
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Revised by Council:	April 19, 2023
Approved by:	Resolution No. 99-2023

Purpose:

The purpose of this policy is to provide an understanding of Lang Pioneer Village Museum's mandate to be accessible, accountable, and relevant to the people of the County of Peterborough and to the general public at large.

Scope:

This policy pertains to all operations of Lang Pioneer Village Museum and to all staff (full time, part time and seasonal), volunteers and Advisory Committee members.

Policy:

1. Statement of Commitment

Lang Pioneer Village Museum's mandate is "To authentically recreate, as accurately as possible, the history of Peterborough County through the active preservation, collection and interpretation of objects from our past." This goal cannot be accomplished without the active involvement of the community. The management, staff and members of the Advisory Committee are committed to ensuring that the operation of Lang Pioneer Village Museum is conducted in such a way as to be accessible and responsive to the needs of the community.

2. Responsibilities

The Museum Operations Manager of Lang Pioneer Village Museum will work with the museum staff to formulate community access initiatives and partnership opportunities. The Museum Operations Manager will ensure that the initiatives are carried out in accordance with specified timelines and budgets.

3. Stewardship of the Collection

Lang Pioneer Village Museum shall ensure that all activities relating to the museum's collections are undertaken in the best interests of the public. As such, it is recognized that the museum's collections are acquired and deaccessioned in accordance with its "public trust" responsibilities. "Public trust" is the obligation shared by the museum's governing authority and its staff to serve the public interest. Trustees and staff are accountable to the public in all the museum's activities. As the objects that make up the collections have been acquired either through purchase using public funds or through donation, there is an obligation to treat these objects with respect and hold them in trust for the benefit of future generations. Objects taken into the museum's collections must be acquired in compliance with applicable municipal, provincial, federal, and international laws. The museum must maintain a reasonable balance between providing access to objects in its collection and ensuring the preservation of these objects, bearing in mind the purpose of this living history museum is to provide a realistic representation of daily life in Peterborough County through active demonstration. The Lang Pioneer Village Advisory Committee Terms of Reference note that it is the responsibility of the Advisory Committee to "ensure that the collection is being cared for under proper conditions."

4. Community Involvement

Lang Pioneer Village Museum seeks to involve community members in its operations and to be involved in the cultural life of the community. The Lang Pioneer Village Museum Advisory Committee was established to provide strategic direction for the museum. The committee is comprised of the Warden, or designate, one other member of County Council and four to six individuals selected from the public. The term of the individual members is for two years with an option to have their appointment considered for renewal for a further two-year term. The museum seeks to foster a roster of volunteers to assist in the day-to-day operation of the facility and to participate in demonstrations. The staff of the museum also participate on a regular basis in events and programs staged by other community museums, historical societies, community events and cultural agencies.

5. Partnership Development

Involvement in partnerships with private and public sector agencies provide the museum with vital support for its operations. The museum management and staff will endeavor to seek out and foster partnerships with private sector corporations to obtain sponsorships for events and programs. The museum will work with all levels of government in seeking financial support from funding programs that sponsor events, programs, and human resource development. Lang Pioneer Village Museum will also establish co-operative ties with other local cultural heritage attractions, tourist associations and economic development agencies to cross promote Peterborough County to potential visitors. The museum will also seek to pursue ties with area historical societies, craft guilds and re-enactors to assist in the development and staging of exhibits, demonstrations, and special events.

6. Accessibility

Providing as accessible a site as possible is part of Lang Pioneer Village Museum's mandate. Wherever possible, proposals for the improvement of access to the site are considered and carried out in accordance with specified timelines and budgets.

7. Hours of Operation

The museum's administrative office hours of operation are 8:30 am to 4:30 pm, Monday through Friday all year round except for public holidays and during the period between Christmas Eve and New Year's Day. The museum's archives and research room are available to the public during administrative operating hours. Appointments are required.

The museum provides school programs, special events and workshops throughout the year.

The museum is open to the public for its traditional daily public access 5 days per week from mid-May to September. Fall and winter public access hours are determined based on staff and volunteer availability.

The availability of all programming is communicated to the public through the museum's marketing program, social media and on the museum's web site.

8. Services Provided to the Community

Lang Pioneer Village Museum provides the following list of services to the community:

- museum services
- tourism attraction
- living history demonstrations
- special events
- archival record keeping
- educational programs
- adult and youth workshops
- community outreach programs
- historical research
- retail services (museum shop and food services)
- conference / meeting room facilities
- wedding and site rentals
- film and photography rentals
- guided tours, special themed tours, and self-guided tours

Review Cycle:

This policy shall be reviewed at least once each term of Council.