

Community Policy



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The Muse	June 21, 2023	68-2023	1	4
Subsection	Repeals By-Law Number		Policy Number	
Community	N/A		MU-01-08	

Introduction:

The Muse exists to promote understanding and respect for the cultures, heritage, and arts of the Lake of the Woods area, and to engage a diverse community in discovery, learning, and creativity.

Stewardship of the Collection:

1. The Muse will be a respectful and responsible steward of its collection.

Relevance to the Community:

2. The Muse is committed to being an active, relevant part of the community which means that The Muse is committed to ensuring that the Lake of the Woods Museum, the Douglas Family Art Centre and their collections are accessible to the community; that the community interests and priorities are reflected in the activities of The Muse; and that there are opportunities for members of the community to be involved in Museum and Art Centre activities in a variety of capacities.

Community Involvement:

3. The Muse will ensure community involvement in the operation of the Museum and the Art Centre by its adherence to By-Law 88-2020 of the City of Kenora as it relates to the appointment of directors to The Muse Board and members to The Muse's Advisory Committees.
4. The Muse will endeavour to plan, promote, and deliver programs that engage a broad and varied audience, and which meet the needs of individuals and groups of all ages and abilities.
5. The Muse will present temporary exhibits that have relevance and/or local appeal.

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6. The Muse will offer special events, as well as participate in other community events, in order to encourage interest in local history and arts, and to raise the Muse's public profile.
7. The Muse will identify and seek out partnerships throughout the community, including individuals, community and cultural groups, educational facilities, non-profit organizations, heritage and cultural organizations, and government agencies, in order to more effectively fulfill the mandate of The Muse.
8. The Muse will encourage volunteers to participate in the Museum and Art Centre's programming and activities by providing opportunities and publicly acknowledging the efforts of the volunteers.

Indigenous Relations:

In acknowledgement that The Muse rests on the traditional lands of the Anishinaabe; and in the spirit of the United Nations Declaration on the Rights of Indigenous Peoples which recognizes the rights of Indigenous peoples to maintain, control, protect, and develop their cultural heritage and traditional cultural expressions; and in recognition that The Muse has many representations of Indigenous cultural heritage; and in tangible actions of reconciliation, The Muse commits to the following:

9. The Muse will establish and maintain an Indigenous Advisory Committee that provides input, guidance, ideas, knowledge and perspective in the areas of collections, exhibitions, programming, research, and interpretation at both the Lake of the Woods Museum and the Douglas Family Art Centre.
10. An Indigenous Relations Framework will be developed and followed. It will provide guidance to The Muse's staff, board and committees regarding building and maintaining relationships and partnerships with Indigenous individuals, organizations, and communities.
11. Elders, knowledge keepers and community members will also be consulted on matters regarding collections, exhibitions, programming, research and interpretation upon the instruction of the Indigenous Advisory Committee. Projects relating to the culture and history of Indigenous people will only proceed with the participation of Indigenous people.

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12. Complimentary admission will be offered to all Indigenous visitors to the Lake of the Woods Museum and the Douglas Family Art Centre.

Public Hours of Operation:

13. The Muse shall be open to the public for set hours as determined by The Muse Board. It will be closed for some statutory holidays (New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Labour Day, Thanksgiving, Christmas, Boxing Day). The Muse will also close at noon on Christmas Eve and New Year's Eve and other advertised dates, as deemed necessary. The Muse will also be open during additional times when it is anticipated that there may be community demand for access (e.g. receptions, exhibit openings, community events) or may be closed on occasion as determined by The Muse Director, for staff training or under other reasonable circumstances. Hours of operation will be posted at entrances to both the Museum and Art Centre.

Physical/Intellectual Accessibility

14. In making its collection and information resources accessible, The Muse shall attempt to minimize economic, social, geographic, physical and cultural barriers and to reach out to a broad range of interest levels.
15. The Muse will allow the periodic loan of selected items from the collection to other heritage, art, or educational institutions under the condition that all security and conservation concerns are met.
16. Primary intellectual access to The Muse's collection is provided through exhibits and programs. The Muse will provide special access to the collections as appropriate. Access to information resources is available as well during The Muse's public hours.
17. The Muse will provide barrier-free access to The Muse's public areas, to the best of its ability, with the available resources.
18. The Muse will ensure that the standards and provisions regarding the health and safety of all visitors are at least equal to those provided for its employees and volunteers.

Use of Public Areas:

19. The Muse's public areas may be used for Museum or Art Centre sponsored activities or private rentals providing that the conditions governing the use of those areas do not create a risk to the collection; the use does not jeopardize The

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Muse's good reputation; and the rental fees generate net revenue after covering all direct and associated expenses.

Communication/Promotion

20. The Muse is committed to effective communication that will promote public awareness, understanding and appreciation of The Muse.
21. The Muse will endeavour to disseminate information through all relevant media, within our budgetary parameters, and will strive for consistency, accuracy, and objectivity in its communications.
22. In all dealings with the public on behalf of The Muse, employees and volunteers will be respectful and courteous; respond appropriately to all correspondence and inquiries; and present the activities and policies of The Muse in a positive light.
23. The Muse Director must approve any external communication that expresses an official institutional message on behalf of The Muse.
24. A portion of the Museum's annual operating budget and the Art Centre's annual operation budget will be allocated for the promotion of The Muse, its services, exhibits, programming, and research resources.

Review:

25. The Community Policy shall be presented by the Director to The Muse Board for review at a minimum of every three years.