



City of
Peterborough

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

From: **Susan Neale, Museum Director**

Meeting Date: **June 15, 2017**

Subject: **Report MAAC17-009**
PMA Exhibition and Insurance Policy Revisions

Purpose

A report to recommend revisions to the Peterborough Museum & Archives (PMA) Exhibition Policy and Insurance Policy.

Recommendation

That the Museum & Archives Advisory Committee approve the recommendation outlined in Report MAAC17-009 dated June 15, 2017, of the Museum Director, as follows:

That the revisions to the Exhibition Policy and the Insurance Policy, Policy Manual 2015 for the Peterborough Museum & Archives, be approved (Appendix A).

Budget and Financial Implications

Up-to-date policies are submitted by the Peterborough Museum & Archives to the Ontario Ministry of Tourism, Culture and Recreation to ensure eligibility for an annual Community Museum Operating Grant of \$45,433.

Background

The Peterborough Museum & Archives (PMA) Policy Manual is submitted to the Ministry of Tourism, Culture and Sport 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. PMA policies must also reflect best practices within the Corporation of the City of Peterborough.

The PMA Policy Manual 2015 incorporates policies approved by the Museum & Archives Advisory Committee (reference Report MAAC15-006).

As part of an internal examination, the City of Peterborough's Insurance and Risk Coordinator reviewed the Policy Manual 2015. The Exhibition Policy and the Insurance Policy require updating to ensure that the wording is current and reflects the reporting process of values. The recommended wording has been incorporated into these policies (refer to Appendix A).

Summary

The Peterborough Museum & Archives' (PMA) policies strengthen the PMA's adherence to the Ontario Ministry of Tourism, Culture and Sport and to the City of Peterborough guidelines.

Submitted by,

Susan Neale
Museum Director

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Attachments:

Appendix A – Peterborough Museum & Archives: Exhibition Policy, Insurance Policy

Appendix A

Peterborough Museum & Archives: Exhibition Policy, Insurance Policy