



City of
Peterborough

TO: Members of the Museum & Archives Advisory Committee

FROM: Susan Neale, Museum Director

MEETING DATE: December 9, 2010

SUBJECT: Report MAAC10- 016
Peterborough Museum & Archives: Policy Manual

PURPOSE

A report to recommend amendments to the Peterborough Museum & Archives Policy Manual (2009).

RECOMMENDATION

That the Museum & Archives Advisory Committee approve the recommendation outlined in Report MAAC10-016 dated December 9, 2010, of the Museum Director, as follows:

That the Peterborough Museum & Archives Policy Manual (2010), as attached as Appendix B, 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 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.

The Peterborough Museum & Archives Policy Manual is reviewed regularly in accordance with By-law 05-042, Section 10.2 (c) (Appendix A). The date of the last review and approval by the Museum & Archives Advisory Committee is January 8, 2009. Since then, the Peterborough Museum & Archives has undergone operational changes that should be reflected in its Policy Manual.

Amendments reflect the current permanent employee positions, the current physical plant, the City of Peterborough Corporate Policy Training and Development 4.3, as well as a revised Education and Interpretation Policy. The Peterborough Museum & Archives Policy Manual, Draft (2010) is attached for consideration (Appendix B).

SUMMARY

The Peterborough Museum & Archives Policy Manual requires amendment to reflect the operational changes of the past 22 months.

Submitted by,

Susan Neale, Museum Director

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Attachments:

Appendix A By-law 05-042

Appendix B Peterborough Museum & Archives Policy Manual, Draft (2010)