



City of
Peterborough

TO: Members of the Museum & Archives Advisory Committee

FROM: Susan Neale, Museum Director

MEETING DATE: September 8, 2011

SUBJECT: Report MAAC11-011
Peterborough Museum & Archives: Policy Manual Amendment

PURPOSE

A report to recommend an amendment to the Peterborough Museum & Archives (PMA) Policy Manual (2010).

RECOMMENDATION

That the Museum & Archives Advisory Committee approve the recommendation outlined in Report MAAC11-011, dated September 8, 2011, of the Museum Director, as follows:

That the Job Description for a Museum & Archives Advisory Committee member, attached as Appendix A, be added to the Peterborough Museum & Archives Policy Manual (2010).

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 Job Description for Museum & Archives Advisory Committee members was last reviewed in 2005, when By-law # 05-042 established the Museum & Archives Advisory Committee. Since then, the Peterborough Museum & Archives has undergone operational changes that should be reflected in all components of its Policy Manual.

The amendment reflects the institution's change in name to "Peterborough Museum & Archives" and By-Law 11-019 (which replaced By-Law #05-042).

SUMMARY

The Peterborough Museum & Archives Policy Manual (2010) requires amendment to reflect the role of Museum & Archives Advisory Committee members.

Submitted by,

Susan Neale, Museum Director

Contact Name:

Susan Neale, M.A., H.B.Sc., B.Ed.

Phone: 705-742-7777, Ext. 2471

Fax: 705-743-2614

E-Mail: sneale@peterborough.ca

Appendix A: Job Description for Museum & Archives Advisory Committee members