



City of
Peterborough

To: Members of the Museum & Archives Advisory Committee

From: Susan Neale, Museum Director

Meeting Date: March 12, 2015

Subject: Report MAAC15-002
Community Museum Operating Grant Requirements
(2015 to 2018)

Purpose

A report to present to Committee the 2015 to 2018 requirements for Community Museum Operating Grant submissions, Ontario Ministry of Tourism, Culture and Sport.

Recommendations

That the Museum & Archives Advisory Committee approve the recommendations outlined in Report MAAC15-002 dated March 12, 2015, of the Museum Director, as follows:

- a) That the Museum Director's report regarding the Community Museum Operating Grant be received for information.
- b) That the job description of the Curator, attached as Appendix A, be received for information, in compliance with the Community Museum Operating Grant requirements.

Budget and Financial Implications

The Peterborough Museum & Archives (PMA) submits an application to the Community Museum Operating Grant (CMOG) program, Ontario Ministry of Tourism, Culture and Sport for \$45,433 annually.

Background

In 2014, the Ministry of Tourism, Culture and Sport completed a review of the Standards for Community Museums in Ontario. Under Regulation 877 of the Ontario Heritage Act, all community museums funded by the Community Museum Operating Grant (CMOG) must meet the Standards. The 10 Standards cover all areas of museum operations.

The most recent assessment of the Standards for Community Museums took place over a two-year period (2010-2012):

- January 2011: Governance, Finance and Community
- June 2011: Exhibition, Interpretation & Education, Research, and Human Resources
- June 2012: Collections, Physical Plant and Conservation

Those museums that did not meet the Standards lost their eligibility for CMOG until they could again demonstrate that they were meeting the Standards. Going forward, the Ministry will continue to confirm that CMOG recipients are meeting the Standards.

Requirements for 2015-16

In 2015-16, the Ministry will focus on three (3) Standards: Conservation, Physical Plant and Human Resources. All museums will be required to include the following documents with their CMOG applications (due June 30, 2015):

1. Records of any three (3) consecutive months (between May 2014 and May 2015) of RH (Relative Humidity) readings, temperature readings and Lux readings from the museum's collections storage and exhibition areas.
2. A completed Facilities Maintenance form or similar document to show that weekly, monthly and yearly inspections were carried out for the museum's physical plant in 2014-15.
3. An approved job description for the Curator of the museum.

Requirements for 2016-17

In 2016-17, the Ministry will focus on two (2) Standards: Community and Exhibits. All museums will be required to include the following document with their CMOG applications (due June 30, 2016):

1. A social media plan: if the museum uses, or intends to use, social media, the Ministry strongly recommends that the museum have a plan and standards for its use.

2. An exhibit plan with a three-year horizon for exhibits that adheres to the museum's mission and mandate. The plan should include planning for the evaluation of exhibits (formative, pre- and post-evaluation) as well as for inclusivity and accessibility.

Requirements for 2017-18

In 2017-18, the Ministry will focus on three (3) Standards: Finance, Interpretation and Education and Research. All museums will be required to include the following documents with their CMOG applications (due June 30, 2017):

1. A financial analysis/operational plan that emphasizes sustainability for the museum from 2017-2020.
2. A plan for programs and an evaluation plan for programming at the museum, from 2017-2020.
3. Research to be carried out on collections for exhibits and interpretation/education programs from 2017-2020.

Additionally, a museum's Strategic Plan must be updated every three to five years.

Summary

The Peterborough Museum & Archives must meet the Standards for Community Museums in Ontario to ensure eligibility for a Community Museum Operating Grant, Ministry of Tourism, Culture and Sport.

Submitted by,

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Museum Director

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Attachments: Appendix A – Curator Job Description, Peterborough Museum & Archives,
City of Peterborough

Appendix A

Curator - Job Description, Peterborough Museum & Archives, City of Peterborough

