



City of
Peterborough

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

From: **Susan Neale, Museum Director**

Meeting Date: **April 9, 2015**

Subject: **Report MAAC15-003**
Policy Manual, 2014

Purpose

A report to present to Committee the approved 2014 Policy Manual for the Peterborough Museum & Archives.

Recommendation

That the Museum & Archives Advisory Committee approve the recommendation outlined in Report MAAC15-003 dated April 9, 2015, of the Museum Director, as follows:

That the Museum Director's report regarding the 2014 Policy Manual for the Peterborough Museum & Archives be received for information.

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.

In 2014, the Museum & Archives Advisory Committee approved the following PMA policies:

- Report MAAC14-005 Archaeology Policy
- Report MAAC14-005 Gift Shop Policy
- Report MAAC14-005 Open Hours Policy
- Report MAAC14-013 Collections Management Policy
- Report MAAC14-013 Deaccessions Policy

The PMA Policy Manual, 2014, incorporates all approved policies (Appendix A).

Summary

The Peterborough Museum & Archives' (PMA) Policy Manual, 2014, reflects all revisions approved by the Museum & Archives Advisory Committee. The up-to-date policies strengthen the PMA's adherence to the Ontario Ministry of Tourism, Culture and Sport guidelines.

Submitted by,

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Museum Director

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Attachments:

Appendix A – Peterborough Museum & Archives Policy Manual, 2014

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