



City of
Peterborough

To: Members of the Museum & Archives Advisory Committee

From: Susan Neale, Museum Director

Meeting Date: January 10, 2019

Subject: Report MAAC19-002
Peterborough Museum & Archives: Policy Manual 2019 (Draft)

Purpose

A report to recommend that Committee approve the Peterborough Museum & Archives Policy Manual 2019 (Draft).

Recommendation

That the Museum & Archives Advisory Committee approve the recommendation outlined in Report MAAC19-002, dated January 10, 2019, of the Museum Director, as follows:

That the Peterborough Museum & Archives Policy Manual 2019 (Draft), attached as Appendix A, be approved.

Budget and Financial Implications

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

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 practices. PMA policies must also reflect best practices within the Corporation of the City of Peterborough.

The PMA Policy Manual 2019 (Draft; Appendix A) reflects actions recommended by:

- a. Ministry of Tourism, Culture and Sport (Table 1);
- b. PMA staff (Table 2).

The PMA Policy Manual 2017 (Appendix B) is attached for reference (MAAC17-014), and includes the more recent revisions to the Archaeology Policy (MAAC18-002).

Table 1: PMA Policy Manual 2019 (Draft) – Actions recommended by the Ministry of Tourism, Culture and Sport.

	Policy	Item	Action	2017 Page No.	2019 Page No.
1.	All		Replace Authority with <i>Reference</i>		
2.	Archaeology Collections	3.1	Insert <i>use reasonable efforts to</i>	4	5
3.	Archaeology Collections	3.6.5	Delete	5	6
4.	Deaccessions	3.7	Replace upgrade with <i>develop</i>	26	29
5.	Research and Reference	1.	Rephrase: <i>When conducting or facilitating research... demonstrate a commitment to objectivity</i>	45	50

Table 2: PMA Policy Manual 2019 (Draft) – Actions recommended by PMA staff.

	Policy	Item	Action	2017 Page No.	2019 Page No.
1.	All		Replace Mission (and Mission Statement) with <i>Mandate</i>		
2.	Collections	3.	Delete	8	10
3.	Collections Management	2.6	Delete	11	13

4.	Community	4.	Update: <i>City By-law 16-027</i>	18	20
5.	Physical Plant Management	4.3	Replace Bi-weekly with <i>daily</i>	41	46
6.	Physical Plant Management	4.4	Replace Weekly with <i>daily</i>	41	46
7.	Physical Plant Management	5.	Update: <i>City By-law 16-027, paragraph 3.2(d)</i>	41	46

In addition to the above noted recommended actions, the PMA Policy Manual 2019 (Draft) incorporates the City of Peterborough accessible guidelines.

Summary

The policies of the Peterborough Museum & Archives strengthen its adherence to the Standards for Community Museums set by the Ontario Ministry of Tourism, Culture and Sport, as well as to the standards set by the City of Peterborough.

Submitted by,

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Attachments

Appendix A – Peterborough Museum & Archives Policy Manual 2019 (Draft)

Appendix B – Peterborough Museum & Archives Policy Manual 2017