



County of Peterborough Policy Manual

Department:	Lang Pioneer Village Museum
Policy No.:	LPV-07
Subject:	Governance
Approved by Leadership Team:	February 8, 2023
Originally Approved by Council:	February 20, 2013
Revised by Council:	April 19, 2023
Approved by:	Resolution No. 99-2023

Purpose:

The purpose of this policy is to provide an understanding of the structure put in place by the County of Peterborough for the administration and operation of Lang Pioneer Village Museum.

Scope:

This policy pertains to all operations of Lang Pioneer Village Museum and to all staff (full time, part time and seasonal), volunteers and Advisory Committee members.

Policy:

1. Ownership

Lang Pioneer Village Museum is owned and operated by the Corporation of the County of Peterborough.

The Corporation of the County of Peterborough established Lang Pioneer Village Museum in 1967 and has maintained the heritage collection since that time.

2. Governance

Peterborough County Council (County Council) is the governing body for the Museum. The Municipal Act 2001, S.O. 2001 c. 25 as amended gives the County of Peterborough this authority, as Culture, Parks, Recreation and Heritage falls within the scope of power of municipal governments in Ontario.

County Council has authority to approve operating budgets, capital budgets and grants for Lang Pioneer Village Museum, as well as the use of reserve funds, and through staff, monitors the use of financial resources to ensure public accountability.

County Council has authority to approve written policy governing Museum operations as well as to approve short and long term written plans for the Museum.

3. Lang Pioneer Village Museum Advisory Committee

The purpose of the Lang Pioneer Village Advisory Committee is to advise and make recommendations to County Council with respect to selected matters pertaining to the operation of Lang Pioneer Village Museum. The roles and responsibilities of the Lang Pioneer Village Museum Advisory Committee are laid out in the Lang Pioneer Village Museum Advisory Committee Terms of Reference.

4. Staff Roles and Responsibilities

Staff of the County of Peterborough at Lang Pioneer Village are responsible for carrying out the policies, programs, and strategic directions of the Museum.

5. Ethical Standards

5.1 Staff

Lang Pioneer Village Museum staff and volunteers are committed to ethical behaviour and accept the Canadian Museum Association Ethics Guidelines as guiding principles.

5.2 Conflicts of Interest

The reporting and addressing of conflicts of interest situations on the part of staff, volunteers and members of the Advisory Committee of Lang Pioneer Village Museum will be governed by the policies stipulated by the Corporation of the County of Peterborough.

5.3 Fundraising

Lang Pioneer Village Museum staff are committed to ethical fundraising and accept The Ethical Fundraising & Financial Accountability Code established by the Canadian Centre for Philanthropy as guiding principles. Further details about Fundraising can be found in LPV-08 Financial Management.

5.4 Donors' Rights

All donors (individuals, corporations, and foundations) are entitled to receive an official receipt for income tax purposes for the amount of the donation. Donors of non-monetary eligible gifts (or gifts-in-kind) are entitled to receive an official receipt that reflects the fair market value of the gift.

6. Considerations

This policy provides direction for the management of the heritage resources of Lang Pioneer Village Museum. Notwithstanding the provisions of this policy, the Museum will comply with all municipal, provincial, and federal legislative requirements that have an impact on heritage resource management including but not limited to:

Municipal:

- All policies of the County of Peterborough

Provincial:

- Access for Ontarians with Disability Act
- Ontario Ministry of Culture Standards for Community Museums in Ontario
- Freedom of Information and Protection of Privacy Act

Federal:

- Copyright Act
- Canadian Cultural Property Import Export Act

Also of Interest:

- Canadian Museums Association Ethical Guidelines
- Canadian Association for Conservation of Cultural Property Code of Ethics and Guidance for Practice

In the event that Lang Pioneer Village Museum closes, the museum's assets and liabilities will revert to the Corporation of the County of Peterborough.

Review Cycle:

This policy shall be reviewed at least once each term of Council.