



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: November 2, 2015

RE: **Museum Advisory Committee Resolution**

On October 20, 2015 the Museum Advisory Committee passed a motion to request additional staffing for the museum in order to meet 2016-2017 goals (attached). The existing supplemental staff person, Bethany Waite, is employed through a grant until July 27/16. The Committee proposes that we look at hiring a full-time person (Bethany or equivalent) at the end of this term. This would require a financial commitment for half the year in 2016 and then going forward.

If a full-time person is not possible at this time, the Committee requests that council approve a half-time position that would work 20 hours per week (\$22.50). If the museum combines funds from budget already allotted to two students (2x\$8700) – still leaving three student positions – and the occasional coverage (\$5700), we could pay for part-time help with no additional financial commitment. As noted above, they would not need to hire until Aug 2016.

RECOMMENDATION

The Community Services Executive Committee recommends to Mayor & Council that the staffing request from the Museum Advisory Committee be forwarded to the 2016 Budget Process for consideration.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Kabel", is written over the printed name.

Jason Kabel,
Manager of Community Services

<p>Council approval of this report will ensure that the staffing request from the Museum Advisory Committee will be forwarded to the 2016 Budget Process for consideration.</p>
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REPORT

TO: Mayor Avis and Council
FROM: Museum Advisory Committee
DATE: October 20, 2015
RE: **Museum Advisory Committee Resolution**

The Museum Advisory Committee, at their Oct 20th meeting, passed a motion to request additional staffing for the museum, in order to meet goals (below). Bethany Waite is employed through a grant until July 27/16. The Committee proposes that we look at hiring a full-time person (Bethany or equivalent) at the end of this term. This would require a financial commitment for half the year only for 2016 and then going forward.

If a full-time person is not possible at this time, the Committee requests that council approve a half-time position that would work 20 hours per week (\$22.50). If the museum combines funds from budget already allotted to two students (2x\$8700) – still leaving three student positions – and the occasional coverage (\$5700), we could pay for part-time help with no additional financial commitment. As noted above, we need not hire until Aug 2016.

Goals for 2016 & 2017 (Canada 150):

1. Move forward with interactive programming in the form of I-pads for the museum. This will require a significant time commitment, not only to purchase what we require, but also to develop content.
2. Conduct in-depth research on transportation in our area. We will be moving forward with our bush pilot's exhibit, either for 2016 or in conjunction with our 2017 Canada 150 exhibit that will feature boats, beginning with the canoe and including steamships and boat works (Russel Bros, canoes, kayaks, etc).
3. Meet 2016 CMOG requirements: provide a) a social media policy that meets museum standards and b) a 3-year plan for exhibits (adherence to mission and mandate, pre- and post evaluations, indicating inclusivity & accessibility).
4. Meet 2017 CMOG requirements: a) provide a financial /operational plan for sustainability for 2017-20, b) provide a plan for programming and its evaluation for 2017-20, and c) research to be carried out on collections for exhibits & interpretation/education programs for 2017-20.
5. Meet ongoing CMOG requirements that are deficient: a) policies updated every 3 years and b) strategic plan updated every 3-5 years.

We respectfully remind council that we also need consider succession planning as Ms George is due to retire in less than 4 years (May 2019).

Sincerely,

Museum Advisory Committee:
Debbie Ballard, Robert Schulz, Mary Hickling, Caren Fagerdahl, & Jim Curr