

March 15, 2021

Report To: Mayor and Council

From: Aaron Bisson, Manager of Recreation and Culture

RE: CMOG Application

For the past several years the Fort Frances Museum has been the beneficiary of the annual Grants Ontario program, Community Museum Operating Grant (CMOG) in the amount of \$21,519.00, that is determined by financial data from the previous year operations. Similarly, the application for 2021 is based upon financial information from 2019 and goals & requirements for 2021. As such, the Museum will apply for the maximum benefit allowable based upon the following metrics:

- operating hours, operating days, days per month for at least 8 months – 20 days/month minimum, number of full-time paid positions supported, number of volunteers, volunteer hours, paying & non-paying visitors, school groups, student attendees, memberships (individual & family), website visits, and social media followers.

Please find the annual Community Museum Operating Grant (CMOG) attached from the Ministry of Tourism, Culture, and Sport for our 2021 annual operating grant.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the submission of the 2021 Community Museum Operating Grant to the Ministry of Tourism, Culture, and Sport by Museum Curator, Bev Cochrane and also to authorize appropriate execution of the grant application on behalf of the Town.

Respectfully Submitted,

Aaron Bisson

Aaron Bisson
Manager of Recreation and Culture

<p>Council approval of this report will agree to the recommendation of the Community Services Executive Committee to submit the CMOG application as outlined in this report.</p>



FINAL

Case No.: 2020-05-1-1441065394

Community Museum Operating and Pay Equity Grants 2020-21 (CMOG)

Saved: 03/11/2021 14:55

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Instructions

Instructions

Please complete the following and attach the required documents.

Period: Please use the 2019 calendar year or the 2019-20 fiscal year according to your organization's situation.

The character limit is 2000.

1. Annual Report and/or an Activities Report
2. New Curator Information
3. Performance Measures Form
4. Revenue and Expenses Form
5. Financial Statements

1. Annual Report and/or an Activities Report 2019

Provide (attach) a brief report on the museum's activities in 2019 that includes updates and developments in the areas listed below OR submit (attach) your museum's official 2019. Annual Report that includes the following.

- Staff Development
- Maintenance
- Curatorial Activities, such as research and collections management
- Conservation
- Exhibitions
- Interpretation/Education
- Marketing/Public Relations
- Governance/Policy

2. New Curator Information

A museum must have a curator. In Reg. 877 of the Ontario Heritage Act, a curator is "a person whose full-time service is devoted to the administration of a museum." This position may have alternative titles (e.g. Museum Director, Museum Manager, etc.) so long as the individual's function is equivalent.

3. Performance Measures

Enter the amount for the Performance Measure under "Results" for each metric.

Please use this section to identify the specific Ministry Provided Performance Metrics for your site.

See Appendix "A" for description.

4. Revenue and Expenses for the operation of the museum.

Enter the revenues generated and expenses for the operation of the museum.

See Appendix "B" for a description of Eligible and Ineligible Expenses.

5. Financial Reports/Statements:

Please submit (attach) ONE of the Financial Reports listed below.

See Appendix "C" for description.

Municipal Museums, Conservation Authority/First Nations Council Members

- Full Financial Audit for the Museum OR
- Consolidated Financial Statement of the Conservation Authority/First Nations Council accompanied by a set of museums Actuals (accounted expenditures).

Municipal Museums:

- Municipal Audit accompanied by a set of museums Actuals (accounted expenditures) OR
- Financial Information Return (FIR) as reported by your municipality to the Ministry of Municipal Affairs and Housing.

Registered Charity or Not-For-Profit Museums:

- Review Engagement or Full Financial Audit as prepared by a chartered accountant/firm; OR
- Registered Charity Information Return, If available, (form T3010) OR
- Non-Profit Organization (NPO) Information Return, If available, (form T1044)

A - Organization Information

This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one-window self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section A of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information

Organization Name:

Fort Frances Museum and Cultural Centre

Organization Legal Name:

Corporation of the Town of Fort Frances

Website URL:

www.fortfrances.ca

B - Organization Address Information

This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one-window self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section B of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information.

Business Address

Unit Number:

Street Address 1:

Street Address 2:

City/ Town:

Province:

Postal Code:

Country:

Mailing Address

Unit Number:

Street Address 1

259 Scott Street

Street Address 2

City/ Town

Fort Frances

Province

ON

Postal Code

P9A 1G8

Country

Canada

C - Report Contact Information

Fill in the contact information. This will be used by the Ministry to contact your organization with any questions we have regarding your report.

Please indicate only one contact, who must be the signing authority. Please check the Primary and Signing Authority boxes

Remove

Salutation: * Mr.	First Name: * Doug	Last Name: * Brown
Primary: <input type="checkbox"/>	Role: * Chief Executive Officer	Email Address: * dbrown@fortfrances.ca
Title: Chief Administrative Officer	Department:	Phone Number (Work): * 8072745323
Phone Number (Mobile): 8072759755	Fax Number: 8072747360	Signing Authority <input checked="" type="checkbox"/>
		Remove
Salutation: * Mrs.	First Name: * June	Last Name: * Caul
Primary: <input type="checkbox"/>	Role: * Mayor	Email Address: * jcaul@fortfrances.ca
Title: Mayer	Department:	Phone Number (Work): * 8072745323
Phone Number (Mobile):	Fax Number:	Signing Authority <input checked="" type="checkbox"/>
		Remove
Salutation: * Ms.	First Name: * Beverley	Last Name: * Cochrane
Primary: <input checked="" type="checkbox"/>	Role: * Applicant	Email Address: * bcochrane@fortfrances.ca
Title: Museum Curator	Department:	Phone Number (Work): * 8072747891
Phone Number (Mobile):	Fax Number:	Signing Authority <input type="checkbox"/>
		Remove
Salutation: * Ms.	First Name: * Dawn	Last Name: * Galusha
Primary: <input type="checkbox"/>	Role: * Treasurer	Email Address: * dgalusha@fortfrances.ca
Title: Other Senior Staff	Department:	Phone Number (Work): * 8072745323
Phone Number (Mobile):	Fax Number:	Signing Authority <input checked="" type="checkbox"/>
		Add Remove
Salutation: * Ms.	First Name: * Lisa	Last Name: * Slomke
Primary: <input type="checkbox"/>	Role: * Other	Email Address: * lslomke@fortfrances.ca
Title: Town Clerk	Department:	Phone Number (Work): * 8072745323
Phone Number (Mobile):	Fax Number:	Signing Authority <input checked="" type="checkbox"/>

D - New Curator

Does your organization have a new curator in 2019? *

No

If Yes, please provide information about their employment and education/professional qualifications. You can submit a Biography.

E - Performance Measures

No. 1	Metric Staff - Full-Time	Description Number of paid positions full-time and part-time including contract or temporary positions in 2019. Number of full time employees (FTE = 30hrs+/week).	Result 5
No. 2	Metric Staff - Part-Time	Description Number of part time employees in 2019, including contract or temporary employees.	Result 3
No. 3	Metric Operating HOURS - Seasonal	Description Number of operating hours for Seasonal museums only (360 hours minimum).	Result 0
No. 4	Metric Operating DAYS - Seasonal	Description Number of operating days for Seasonal museums only (60 days minimum).	Result 0
No. 5	Metric Operating HOURS- Year Round	Description Number of operating hours for Year Round museums only (1060 hours minimum).	Result 1,558
No. 6	Metric Operating DAYS - Year Round	Description Number of operating days for Year Round museums only (180 days minimum).	Result 287
No. 7	Metric How many times the Board met in 2019, including its Annual General Meetings (AGM).	Description Number of times the board met in 2019 including Annual General Meetings (AGM).	Result 11
No. 8	Metric Volunteers	Description Number of volunteers	Result 28
No. 9	Metric Volunteer Hours	Description Number of volunteer actual hours in 2019.	Result 1,742
No. 10	Metric Visitors	Description Number of visitors in 2019 (paying, non-paying, public programs and students)	Result 7,406
No. 11			

	Metric Visitors -Schools Groups	Description Number of school groups in 2019.	Result 16
No. 12	Metric Visitors Schools Students Only	Description Number of students in 2019.	Result 275
No. 13	Metric Visitors - Public Programs Only	Description Number of Visitors attended public museum programs in 2019.	Result 2,126
No. 14	Metric Website Visitors	Description Number of website visits in 2019.	Result 6,709
No. 15	Metric Social Media Followers	Description Number of social media followers (Facebook, Twitter, etc.)	Result 1,433
No. 16	Metric Programs and Activities – French	Description Number of programs and/or activities conducted in French in 2019.	Result 0
No. 17	Metric Programs and Activities – Indigenous	Description Number of programs and/or activities conducted 2019 about First Nations, Metis, and Inuit history and heritage.	Result 6

F - Budget - Revenue and Expenses

Item	Description	Actual Amount
2019 REVENUES - Please list all revenue for 2019		
1. Government Grants		
Grant Name		
Only list grants funded by the provincial and federal governments and their agencies.		
CMOG - Ministry of Heritage, Sport, Tourism and Cultural Industries - CMOG Operating		21,519.00
Pay Equity Grant - Ministry of Heritage, Sport, Tourism and Cultural Industries Grant	Min. of Culture; Min. of Experience; Canadian Heritage; NOHFC;	26,419.35
Other Government Grants (please specify)	Federal Student Grant	7,253.37
Subtotal 1 Government Grants		55,191.72
2. Municipal Government Contribution(s)		
Contribution(s)		190,829.92
Subtotal 2 Municipal Grants/Contributions		190,829.92
3. Revenue from Core Activities		
Admissions		15,092.17
Membership fees		620.00
Special events (excluding fundraising events)	Included in Admissions	0.00
Education programs	Included in Admissions	0.00

Subtotal 3 Revenue from Core Activities		15,712.17
4. Revenue from Other Activities		
Note: Expenses (including staff costs) incurred in the following revenue-generating activities are INELIGIBLE		
Gift shop		1,076.83
Food services	Included in Program Fees (Tea and Scones)	0.00
Rentals		17.35
Fundraising (including fundraising events) - Individuals	Fundraising conducted by "Friends of Museum"	0.00
Corporate		
Foundation		0.00
Donations (unsolicited cash gifts)		8,587.10
Endowment (interest earned only)		
Other (please specify)	Indigenous Workshops, Program Fees	7,161.00
Subtotal 4 Revenue from Other Activities		16,842.28
2019 TOTAL REVENUES		278,576.09

2019 EXPENSES - Eligible Operating Expenses

Include only expenditures directly associated with operating the museum.

1. Salaries and Benefits

Salaries and Benefits Total		177,847.06
Subtotal Expenses 1		177,847.06

2. Administration - Include the following expenses:

Rent		
Taxes		
Insurance		2,188.99
Membership Development	In-Kind and Included in other expenses	0.00
Staff Development/Training	Travel, Conference fees, licenses	3,737.79
Professional Memberships	Canadian Museum Assoc; Assoc. of Manitoba Museums; Ont. Museum Assoc; NWO Travel	866.18
Accounting and Audit		
Bank Service Charges		-204.56
Office Supplies	Postage, Freight included	9,992.45
Subtotal Expenses 2		16,580.85

3. Maintenance - Include the following expenses:

Utilities (heat, hydro, water)	Union Gas, FF Power, Town of FF	12,233.80
Communications Systems (phone, computer, Internet)		2,287.47
Security System		
Repairs and Maintenance (building equipment, grounds)	Janitorial Contract, materials, equipment, contracted services, Equipment lease and maintenance	34,087.84
Janitorial Supplies		240.78

Subtotal Expenses 3		48,849.89
4. Curatorial - Include the following expenses:		
Supplies (books, periodicals, software)	Subscriptions and Books	320.69
Fees		
Subtotal Expenses 4		320.69
5. Conservation - Include the following expenses:		
Supplies and Materials	All Conservation Expenses included	1,158.14
Fees (e.g., outside conservator)		
Subtotal Expenses 5		1,158.14
6. Exhibition - Include the following expenses:		
Construction/Production (e.g., furnishings, graphics)		
Fees (e.g., consultants, rentals)	Display Supplies	10,790.33
Subtotal Expenses 6		10,790.33
7. Interpretation and Education - Include the following expenses:		
Supplies and Materials	Souvenirs	376.52
Fees (e.g., consultants, performers)	Events & Activities; Indigenous Workshops	13,255.87
Subtotal Expenses 7		13,632.39
8. Marketing and Public Relations (for Museums only)		
Marketing and Public Relations Total	Advertising & Public notices	9,396.74
Subtotal Expenses 8		9,396.74
9. Artifact Acquisition - Include the following expenses:		
Purchases		
Customs Duty, Excise Tax		
Transportation Costs		
Appraisal Costs		
Subtotal Expenses 9		0.00
TOTAL REVENUE - Items 1 to 4		278,576.09
TOTAL OPERATING EXPENSES - Items 1 to 9		278,576.09
OVERALL Total Operating Expenses - Revenue minus Expenses		0.00

F - Declaration / Signing

Declaration and Signing

Grant Recipients are expected to comply with the Ontario Human Rights Code (the "Code") and all other applicable laws (<http://www.ohrc.on.ca/en/ontario-human-rights-code>).

Grant Recipients should be aware that Government of Ontario institutions are bound by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31

(<https://www.ontario.ca/laws/statute/90f31>), as amended from time to time, and that any information provided to them in connection with this Report may be subject to disclosure in accordance with that Act. Recipients are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

The Recipient hereby certifies as follows:

- (a) the information provided in this Report is true, correct and complete in every respect;
- (b) the Recipient has read and understands the information contained in this report;
- (c) the Recipient is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting;
- (d) the Recipient understands that it is expected to comply with the Ontario Human Rights Code and all other applicable laws;
- (e) the Recipient understands that the information contained in this report or submitted to the Ministry in connection with the grant is subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- (f) the Recipient acknowledges that the legal terms and conditions contained in the 2020-21 Community Museum Operating and Pay Equity Grants Application Form remain valid until the Expiry Date of March 31, 2021.
- (g) I am an authorized signing officer.

Applicant

Mr. Doug Brown
Chief Administrative Officer
(w): 8072745323
(c): 8072759755
Email: dbrown@fortfrances.ca

Sign Document

Signature _____ Date/Time _____

Applicant

Mrs. June Caul
Mayer
(w): 8072745323
Email: jcaul@fortfrances.ca

Sign Document

Signature _____ Date/Time _____

Applicant

Ms. Dawn Galusha
Other Senior Staff
(w): 8072745323
Email: dgalusha@fortfrances.ca

Sign Document

Signature _____ Date/Time _____

Applicant

Ms. Lisa Slomke
Town Clerk
(w): 8072745323
Email: lslomke@fortfrances.ca

Sign Document

Signature _____ Date/Time _____

Please validate your application by clicking the Validate button before submitting the form back to Transfer Payment Ontario.
