Minutes - Executive Policy Committee - March 12, 2003

REPORTS

Minute No. 151 Transcona Historical Museum Proposed Budget for 2003 to 2005
File F1-2 (34) (Vol. 8)

EXECUTIVE POLICY COMMITTEE DECISION:

The Executive Policy Committee referred the matter to the Chief Administrative Officer for review and report back including the possible centralization and an overall funding strategy for all museum services.

Minutes - Executive Policy Committee - March 12, 2003

DECISION MAKING HISTORY:

Moved by Councillor Clement,

That the matter be referred to the Chief Administrative Officer for review and report back including the possible centralization and an overall funding strategy for all museum services.

Carried

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On March 12, 2003, the Executive Policy Committee referred consideration of the 2003 Preliminary Operating Budget to the Special Meeting of the Executive Policy Committee scheduled for March 12, 2003 at 1:30 p.m.

STANDING COMMITTEE RECOMMENDATION:

On February 20, 2003, the Standing Policy Committee on Protection and Community Services recommended to Executive Policy Committee that funding in the 2003 Operating Budget for the Transcona Historical Museum be increased by the amount of $36,700.00.

COMMUNITY COMMITTEE RECOMMENDATION:

On December 3, 2002, the East Kildonan-Transcona Community Committee recommended to the Standing Policy Committee on Protection and Community Services, during consideration of the budget process, the restoration of funding levels for the Transcona Historical Museum from the current salary budget of $57,138.00 to the previous level of $93,820.00.



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Transcona Historical Museum
141 Regent Avenue West, Winnipeg, Manitoba R2C 1R1

October 22, 2002

Chairperson and Members
c/o Inga Skunberg
EKT Community Committee
City Hall, 510 Main Street
Winnipeg, MB R3B 1B9

Dear EKT Community Committee Chairperson and Members:

On behalf of the Transcona Historical Museum Board of Directors, I would like to request that our Museum be included in your agenda for the next Community Committee meeting of Tuesday, December 3rd, 2002. At this time, we wish to discuss the Museum's proposed budget for 2003-2005.

Specifically, we would like to outline the need for additional financial support for our Museum in 2003 and beyond. Due to insufficient funding in recent years, our Museum has been forced to decrease the number of employees from two full-time and one part-time staff to one full time and one part time staff member. This loss of a full-time staff member has resulted in many difficulties for our Museum including the inability to staff during vacation/sick leave, excessive overtime accumulations, backlog in cataloguing artifacts, and reduction in Museum hours, to name only a few. Through increasing our temporary salaries budget, we strongly believe many of these stresses will be alleviated. Ultimately, this will allow the Transcona Historical Museum to better serve our community, and the general public as a whole.

Recently, we have become aware of some additional financial support that has been set aside for our Museum's Builder's Fund by former Councillor Shirley Timm-Rudolph. During the Community Committee Meeting, we would also like to discuss how/when these monies will be awarded.

We look forward to the opportunity to communicate these concerns in person. Thank you for your consideration.

Sincerely,

Vern Peterson
President
Transcona Historical Museum

FILE No. PR-9 Volume 5
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PRESENTATION TO
EAST KILDONAN-TRANSCONA COMMUNITY COMMITTEE
DECEMBER 3, 2002

'Keeping our Past Alive'

My name is Vern Peterson and I am president of the Transcona Historical Museum.

Members of the Community Committee: You all have a copy of our report. I am here to represent the Transcona Historical Museum and what else is new! We are asking for money to bring our staff back to a normal operating level. We have always had a curator and an assistant curator, as well as two part time employees, one to help out in the museum operation and one to run our computer. At the present time we have a curator and one part time employee. A situation like this has only caused trouble with the operation of our museum. If this continues it can cause health problems to our employees. The final number of our budget has not been cut that much but it has been re-arranged to the maintenance of our historical building. If this trend continues, I will let you be the judge of what will happen.

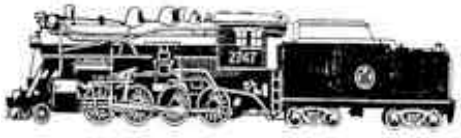
When our curator went on maternity leave we had a crash course to train a replacement for her. She has turned out to be a very good replacement and we would like you to consider her for a permanent job as an assistant curator. We have been very lucky. She has not become sick and needed time off as there is no replacement. When you get a round peg in a round hole it should stay there. Do not make changes when something works. I do not want to try to fool anybody. This would be a city employee, which is a new job. Lori would not be able to stay in Transcona as she would lose her status as a City of Winnipeg employee.

We do a lot of work in the community as you can see on page two of our report. Every place we have put up offsite exhibits we have had a real positive feedback. I hope you will consider this request very carefully, as it will mean a lot to the operation of the Transcona Museum.

My second request is that you give us the money that former Councillor Shirley Timm-Rudolph set aside for the purchase of the derelict building just north of the museum. It has been boarded up for quite a few years now and it is only a matter of time before some kids get into it and start a fire. This would be devastating to our museum and all the history that is in this building.

I would like to thank you for your time to listen to me. Please forgive any errors that I have made but this type of job is not one of my better attributes. Thank you again.

Now I will try to answer any questions you might have.



Transcona Historical Museum

Location of Museum

The Transcona Historical Museum is located at 141 Regent Avenue West in Transcona. The building that houses the Museum was built in 1925 by the Bank of Toronto. In 1943, it became a Municipal Office for the Town of Transcona. In 1979, the building was assigned as the new home for the Transcona Historical Museum, and designated as a Class III Historic Building by the City of Winnipeg.

Square Footage:

Front gallery, 750 square feet
Back gallery (annex), 563 square feet

THM Statement of Purpose

The Transcona Historical Museum was established in 1967 to collect, preserve, research, exhibit and interpret a collection of historic artifacts to the community of Transcona and Springfield area, and its residents.

An archival collection was established separately in 1981 to preserve and record – by taped, photographed, printed, or written documentation – the history and prehistory of the Transcona community and surrounding area, and to provide reasonable access to same for serious researchers. In 1997, the archives was established as a separate department of the Museum. It is the responsibility of the archives to retain the records of the Transcona Historical Museum by an approved records retention schedule.

The Museum, through its facilities in the former 1925 Bank of Toronto (later Transcona Municipal Office) building endeavours to promote suitable commemoration of persons, sites, and events significant in the history of the community. The acquisition of outstanding special collections of community interest will be included in this mandate.

The Board of Directors oversees the activities of the Museum and promotes special events in order to serve the needs of the community insofar as encouraging an awareness of community heritage.

History of the Transcona Historical Museum

In 1967 Alderman Paul Martin (former Mayor of Transcona) discussed with city council the creation of a city museum for Transcona. At first the Museum was a Centennial Project for the anniversary of Canada. A motion was made on April 10 of that year and passed on week later. The council also agreed to give financial support in the form of three thousand dollars "to provide space for museum purposes in the Public Library Building". This was the first step in creating the community museum.

Mayor Harry Fuller met with the Board of the Transcona Public Library to see if any of their newly renovated space could be used to house the new museum. The Mayor also requested that the Library Board form a separate Museum Board. A space was made available in the basement of the library, and a new board was formed. The Museum could now open to the public.

The new Museum officially opened October 16, 1968. The board members operated the Museum, collected artifacts and set up exhibits. Volunteers acted as Museum attendants and supervised the displays three evenings per week.

When the library needed more room to expand, the location of the Museum was in jeopardy. City Council and the Museum Board searched to find a new and suitable home for the Museum. Finally space was found by redesigning a recreation complex that was still under construction. The Museum was closed except for school tours that were conducted by Museum Board members in October 1970. The custodian was released from service of three evenings per week.

By November 1971, the complex was finished and the Museum was moved into the basement of 1131 Wabasha Street. Displays were set up to coincide with the 'christening' of the new facility, by the Governor General of the time, Roland Michener. The Museum operation was placed under the jurisdiction of the Community Centre Board, as the Museum Board wanted the City Council to be directly responsible for the museum rather than providing financial assistance.

In 1972 when the City of Transcona was amalgamated with the City of Winnipeg, the Museum was placed under the Parks and Recreation Department. There was no immediate change in the status of the Community Centre Board until August of 1973 when the Community Centre Board and subsequently the Museum committee was dissolved on motion from City Council. The dissolvement of the Community Centre Board also meant that the Transcona Parks and Recreation Department reported directly to the Transcona Community Committee, who in turn were responsible to City Council. The dissolvement of the Community Centre Board also meant that the Museum employees were City of Winnipeg employees, responsible to the Transcona Community Committee under the supervision of the Parks and Recreation Department. Between 1972 and 1980 the Museum was operated and administered under the City of Winnipeg Parks and Recreation Department.

In 1979 the old Transcona Municipal Office, a former Bank of Toronto building at Regent and Bond was designated a Class III Historic Building by the City of Winnipeg, and assigned as the new home of the Transcona Historical Museum. In the summer of 1980 the City of Winnipeg Council approved the suggestion that a citizen's group should operate the Museum, and that the city should give the Museum an annual grant to cover staff costs and supplies.

A public meeting was then called to form a new Museum Board which would correlate with the city to receive a renovation contract to fix up the old Municipal office. The new contract for the renovations was to be according to museum professionals and the architect. Once this contract was awarded, the Board could now concern itself with the formation of a more permanent Board.

The move from the Roland Michener was made, and the official reopening of the Transcona Historical Museum took place in June 1983. The second Museum Board that had been formed in December 1980 dissolved on this date. The third Museum Board was created on January 1985. This new board set forth with the task of laying the groundwork for Transcona's 75th anniversary, and also the support for the Jubilee committee. Today, this board is responsible to the City of Winnipeg and is to ensure the efficient operation of the Museum through such duties as fundraising and development, public programming and development, policy making and promotion.

Collections

At present there are approximately 46,000 objects in THM collections. This includes material culture objects, firearms, costume and textiles, archaeology collections, native ethnology materials – historic period, natural history specimens, archival holdings, and a rare books collection. The materials directly support the museum's collections management policy, as they illustrate the growth and development of the community of Transcona and surrounding Springfield area. The collections are considered significant to museum constituents as follows:

> "Communities without an understanding of their pasts resemble people suffering from amnesia, unable to remember from where they came, how they responded to needs of challenges, from whence they drew affection or support, or opposition, and where they intended to go. History, the contemplation and evaluation of the past, serves society much as memory serves the individual in identifying circumstances, providing a guide to appropriate behaviour, and offering a standard of comparison across time and situation." *(Danzer, G. 1987. Public Places: Exploring their History. Nashville: The American Association for State and Local History)*

The museum's artifact and archival holdings are used to illustrate our exciting community history through exhibit, interpretation and education programs. Interpretation themes include: the Canadian National Railways (CNR) and early Transcona life, the impact of war on the community, commercial business in downtown Transcona, the municipal growth, daily life, domestic works, leisure activities, early transportation, changes in technology, natural history of the area, the Quelch Collection of Lepidoptera, the Mersey Gun Collection, and the Patterson Archaeology/Ethnology Collection of Manitoba artifacts.

Governance Model

At present, there are thirteen (13) members of the Transcona Historical Museum Board. The make-up of the board is as follows:

2002 Board of Directors

President	Vern Peterson
Vice President	Jim Sesak
Treasurer	Jim Lewis
Co-Secretary	Isobel Melville
Co-Secretary	Pat Dance

Members at Large

Laurie Hay
Corey Majcher
Helene Marsh
Jim Stewart

By Appointment

Councillor Shirley Timm-Rudolph

Honourary Board Members

Daryl Reid, MLA Transcona
Bill Blaikie, MP
David George, Solicitor

***Please find minutes from last two board meetings attached*

Visitation

In 2001, Museum staff and volunteers provided services to **7,450** people upon request and within available resources. Services were provided through four public programs:

a. Special Events and Activities (audience participation was 3,791)
b. Curriculum-based Education Programs (audience participation was 1,365)
   - 18 program themes requested through 45 booked appointments
   - presentations to 62 classes/groups affiliated with 27 schools, daycares and organizations
   - audience ranges from toddlers (2 years) to seniors over 90 years Reference Services to Researchers (provided information to 123 researchers)
c. Public Visitation, donations accepted (2,171 people visited the museum)

General Information – Community Committee Meeting
December 3rd, 2002

REQUEST FOR ADDITIONAL FUNDING

Statement of Need

Insufficient funding has led to the loss of one full-time staff member.
Results:

- Lack of qualified staff to manage daily operations during holidays, leaves of absence, and work done outside the Museum
- Backlog in cataloguing new donations
- Staff burnout

Current Salaries Budget

Salaries and benefits = $ 57,138.00

Request

Curator $ 33,774.00 *plus 17 % (benefits)* = $ 39,500.00

- City of Winnipeg employee, CUPE

Asst. Curator $ 30,000.00 *plus 17% (benefits)* = $ 35,100.00

- City of Winnipeg employee, CUPE

Part time staff $ 17,472.00 *plus 10% (CPP, EI, holiday)* = $ 19,220.00

- Employee of Board of Directors
- $12/hr @ 28 hours/week

TOTAL **$ 81,246.00 *plus benefits* =** **$ 93,820.00**

2002 ACHEIVEMENTS

1.0 Visitation

Public visitation totaled **1,975 people** from January 1 through November 21, 2002. In addition, Museum staff and volunteers provided interpretation of the museum's collections to **1,586 children and adults**. Total visitation is **3,556 to date.**

The museum galleries are open to the public from February through December. Although no admission was charged, visitors were encouraged to make contributions to the donation box. Public hours are Tuesday through Friday, 12:00 noon until 5:00 p.m. and Saturdays from 10:00 a.m. to 5:00 p.m.. In June, July, and August, public hours are extended to Monday through Saturday, from 10:00 a.m. to 5:00 p.m.

Due to flooring renovations, the Museum was forced to close its doors for a two week period in October.

2.0 Exhibitions

2.1 THM Gallery Exhibit Displays and Improvements

During the year 2002, the museum staff and volunteers created or improved **five in-house exhibits** as follows:

a. Transcona's Baseball History
b. Scouting in Transcona
c. Credit Union's 50th Anniversary
d. Floral Passions
e. Children's Activity Table (knot board and activity sheets)

2.2 THM Off-site Exhibits

Museum staff provided support for **four off-site exhibits** in 2002, as follows:

a. 'Up in the Air' at Kildonan Place Mall, May 14 – 31.
b. 'Decoration Day' Exhibit at the Royal Canadian Legion, Transcona Branch No.7, June 9-11.
c. 'Railway Days' at the Winnipeg Railway Museum, September 8-9.
d. 'Serving King and Country' at Kildonan Place Mall, November 4-11.

3.0 Special Events

In 2002, staff and volunteers took part in **seven special events and activities** to promote learning and enjoyment through museum collections.

a. February Open House
b. Manitoba Day Celebrations *(360 participants)*
c. Transcona Treasure Hunt *(204 participants)*
d. Hi Neighbour Festivities
e. Transcona Gardeners Club Awards
f. Tiny Tim Sleigh – Christmas Hamper

4.0 School Programs

Museum staff and volunteers provided interpretation of the museum's collections to **1,586 children and adults** from January 1st through November 22nd, 2002.

5.0 Requests for Information

Museum staff and volunteers responded to **50 public requests** for information.

6.0 Collections Management

Curator and Archaeology Asst. managed to organize and catalogue a portion of new donations dating back from 2000. Considerable work is left to be done.

7.0 Volunteers

In 2002, **31 people** donated their time and services to the Transcona Historical Museum in various capacities. Thank You!

Additional Support

The following **49 individuals and groups** supported the Museum in 2002:

Service Clubs & Organizations
Royal Canadian Legion,
Transcona Branch No. 7
Transcona Gardeners Club
Transcona Biz

Museum / Heritage Support
Association of Manitoba Museums
Association for Manitoba Archives
Department of Canadian Heritage
Canadian Heritage Information Network
Canadian Museums Association
Living Prairie Museum
Manitoba Archaeology Society
Manitoba Museum
Province of MB –
Culture, Heritage and Tourism
Province of Manitoba – Conservation
St. Boniface Museum
Winnipeg Railway Museum

City of Winnipeg Support
Community Services Department
Corporate Education
Corporate Finance Accounts Payable
Corporate Finance Payroll Department
Councillor Timm Rudolph's office
Public Works Department
Transcona Public Library

Elected Officials
Councillor Shirley Timm-Rudolph
Councillor Russ Wyatt
Daryl Reid, MLA Transcona
Marianne Cerilli, MLA Radisson
Bill Blaikie, Member of Parliament

Corporate & Business Support
Bond Printing, Ltd.
Canada Safeway, Kildare
Canadian National Railway
Kildonan Place Shopping Centre
McDonald's Restaurant, Regent

Orion Insurance Brokers Ltd.
Palliser Furniture, Ltd.
Perth's - 15-801 Regent Ave. W.
Plessis Medical Centre
Rappit Upholstery
Regent Park Pharmacy
Royal Bank of Canada
Shabusen Restaurant
Sward, VanMierlo & Associates
TD Canada Trust
Tourism Winnipeg
Transcona Credit Union
Transcona Dental Centre
Transcona Optical
Transcona Springfield Sch. Dvsn.
Wreaths and Roses
Wyatt Insurance Brokers, Ltd.

8.0 External Financial Support

8.1 Grants

▪ Federal Summer Career Placement Program	$ 2,002.00	
▪ Provincial Urban Green Team Program		$ 1,882.59
▪ Provincial Community Museums Operating Grant	$ 3,500.00	
▪ CHIN Community Memories Program		$ 5,000.00
		$ 12,384.59

8.2	Education & Public Programming Donations:	**$ 580.73**
8.3	Membership Donations:	**$ 160.00**
8.4	Other Donations:	**$ 1,774.67**
8.5	Builder's Fund Donations:	**$ 700.00**
8.6	Merchandise:	**$ 524.17**