**Agenda - Executive Policy Committee - March 17, 2004**

## PRELIMINARY 2004 to 2006 OPERATING BUDGET

**Item No. 14 St. Boniface Museum**
**File PR-9.3**

STANDING COMMITTEE RECOMMENDATION:

On March 11, 2004, the Standing Policy Committee on Protection and Community Services referred the following to the 2005 Operating Budget process:

1. That the operating budget of the St. Boniface Museum be increased in the amount of $81,956.00 in order to maintain the Museum's current level of client service, provide adequate insurance for its collections and to allow a modest increase in promotional efforts.

DECISION MAKING HISTORY:

STANDING COMMITTEE RECOMMENDATION:

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1. That the operating budget of the St. Boniface Museum be increased in the amount of $81,956.00 in order to maintain the Museum's current level of client service, provide adequate insurance for its collections and to allow a modest increase in promotional efforts,

and submitted the matter to the Executive Policy Committee.

COMMUNITY COMMITTEE RECOMMENDATION:

On February 24, 2004, the Riel Community Committee recommended to the Standing Policy Committee on Protection and Community Services and the Executive Policy Committee that the 2004 operating budget of the St. Boniface Museum be increased in the amount of $81,956.00 in order to maintain the Museum's current level of client service, provide adequate insurance for its collections and to allow a modest increase in promotional efforts.

# Report

Re: Adjustment to the operating Budget of the Saint-Boniface Museum

Prepared by Dr. Philippe Mailhot
Director,
Le Musée Saint-Boniface/St. Boniface Museum

Report Date: 24 February 2004

Request: That Riel Community Committee recommend an 81 956 dollar adjustment to the Proposed 2004 Operating Budget of the Saint-Boniface Museum in order to maintain the current level of client service, provide adequate insurance for its collections and to allow a modest increase in promotional efforts.

## SUMMARY

### Salaries & Benefits

Of the 81 956 requested, 48 044 would be applied to maintaining current full-time and casual staffing levels. While there has been no increase whatsoever in full-time staffing, increased programming levels and greater success in securing third party partial summer job funding, has required a modest increase in the hours required for part-time assistance. More significantly, Museum wages have increased at the same rate as those of City staff with no offsetting increases to funding levels. It should be noted that Museum salaries are well below those paid to City Employees. The above amount would also permit the elimination of the Vacancy Management Provision (-17 000) within its Budget. With only six full-time staff whose tasks often overlap and with little or no turnover, this 'cost reduction provision' has never been realistic.

Without the above adjustment, which is closer to actual costs in 2002 and 2003, the Museum will be forced to eliminate all part-time staffing as a first step to reducing some full-time staffing costs. This would create a radical reduction in service to the public through the elimination of weekend hours of operations, the elimination of guided tours for school and other group visitors, the end of special programming offered at Christmas, Easter and during the summer such as Tea at the Museum. Reduced staffing would also seriously damage the Museum's ability to generate visitor and project revenues or carry out its responsibilities with regards to its nationally significant collections and the historic building which houses it.

**Non-Salary Accounts:**

The balance of the funds requested would be used to adjust a variety of non-salary accounts that no longer reflect actual expenditures and needs. For instance, the Museum must better protect itself and the City by more adequately insuring its Collections whose value has increased dramatically with the addition of new items related to Louis Riel. As well, the budgeted amounts for a variety of accounts related to office operations were established prior to office

modernization and can no longer sustain basic operations. With the growth of our Gift Shop activities, we need to increase the amount of Funds available in our Purchases for Resale Account in order to maintain Stock. Gross proceeds from the Shop are applied against our operating costs. Lastly we wish to increase funding in areas related to marketing in the hopes of taking advantage of the synergies developing in St. Boniface and the Riel Community relating to Heritage and Cultural Tourism. The end of the decade long repair/replace/enhancement of the Provencher Bridge crossing presents a further opportunity to attract more visitors to the Museum and increase gate revenues. Finally, we have lowered our Revenue Projections to a level that is more realistic and hopefully surpassable.

# Additional Information

## Governance

The St. Boniface Museum Board functions under the authority of City of Winnipeg By-Law 4824/88 as amended from time to tome.

The Museum Board was originally established by the City of St. Boniface in late 1959 and functioned under By-Law 4165 that was superceded by 4824/88. The Board's "continuation" was referred to in the City of Winnipeg Act and which reference to the Board still forms part of the present Charter..

All of the Museum's financial transactions including payroll, purchasing, budgeting, trust accounts and the issuance of Receipts for Taxation purposes are also treated as being those of the City of Winnipeg. The Museum keeps no separate accounts.

As presently constituted, the Board consists of eight citizen members and one councilor, all of whom are appointed for two year terms by City Council based on nominations which are solicited by the City on an annual basis. Any City of Winnipeg elector who is functional in both official languages is eligible for appointment to the Board.

**Type of programming**

The exhibits and programming of the museum focus on the heritage of Manitoba's francophone and Métis peoples whose traditional center is St. Boniface. Specialized programmes are offered for school classes, seniors, Charter Bus groups etc. Special programming also takes place during Festival du Voyageur, Easter, July 1st, July and August (Tea at the Museum) as well as Christmas. The

permanent exhibits are highlighted by our nationally significant Louis Riel collection and other items related to the Métis and the Red River Settlement

The museum also operates a small Heritage Boutique that also sells wholesale to a number of clients across the country.

## Value of External Recoveries / donations:

On an annual basis, the museum has averaged over $50 000 in visitor admissions, boutique sales, federal and provincial employment grants and a small provincial operating grant of $3 150. In 2003 we recovered roughly $65 000.

The museum actively seeks outside grants and funds for special projects beyond basic operations. These include Capital aspects of building restoration and maintenance, the development of exhibits and the purchase of specialized (and even basic) equipment. These funds are all deposited with the City under a series of Accounts referred to as St. Boniface Museum Trust Funds. Since 1989 over $600 000 have passed through those accounts. In 2003, $10 000 was received respectively from the Province of Manitoba and the Winnipeg Foundation for the installation of the Louis Riel Exhibit. As well, close to $140 000 was provided by the Federal Government to help Le Musée create a virtual exhibit on French & Métis agricultural history in Manitoba as part of the Virtual Museum of Canada. It should be noted that the type of Funding referred to above is not available to offset ongoing operational costs.

## Museum History

**1938** La Société Historique de Saint-Boniface (SHSB, est.1902) opens a museum in the basement of the Basilica. The SHSB is eventually provided space in the St. Boniface City Hall for this purpose.

1956 The Grey Nuns vacate 494 Taché, their home since 1847.

1957 to 1958. Amid rumors of impending demolition of the former convent, the SHSB spearheads efforts to designate and save the building for use as a museum.

**Nov. 1958** The Historic Sites and Monuments Board of Canada recognizes the building as nationally significant and recommends that it be preserved for possible use as a museum.

**Nov. 1959** The City of St. Boniface, having taken the lead on the project, creates the St. Boniface Museum Board made up of both Aldermen and Citizen members. The City Clerk acts as Secretary /Treasurer.

**March 5,1963** City of St. Boniface and the Federal Govt. sign an Agreement cost sharing the expense of building restoration. The City must conclude a 99-year lease with the Grey Nuns and a museum management agreement with the SHSB. Other contributors to the project are the Province of Manitoba and the Metropolitan Corporation of Winnipeg.

**June 20, 1963** The City of St. Boniface concludes a 99-year lease agreement with the Grey Nuns. The City is to be "fully responsible for the maintenance of the buildings…and any repairs that may become necessary…and any alterations necessary to make the buildings suitable for a historical museum, and all expenses regarding heating, light, insurance and the like."

**Summer 1967** Following several years of retrofitting, the Museum opens its doors for several weeks during the summer. Regular operations begin the next summer until eventually the Museum is open year round.

**May 25, 1970** Given that the initial funds were insufficient to meet the costs of the restoration and that the City of St. Boniface was unable to conclude a management agreement with the SHSB, a new Agreement is signed with Ottawa. It replaces the 1963 Agreement. Again, Metro and the Province are listed as contributors and the City agrees to "maintain the convent at its own expense…for a period of 30 years…"

**July 1971** The City of Winnipeg Act is passed and the City of Winnipeg assumes "all the responsibilities of the former city of St. Boniface in connection with the St. Boniface Museum." (R.J. Bérard to R. Malis, March 29, 1976).

**June 1988** The Historic Sites and Monuments Board reaffirms that the Convent is of "exceptional" national significance on both historical and architectural grounds and asks the Minister to enter into discussions with the City of Winnipeg an d others "to restore the historic fabric of the convent."

**May 1990** City Council adopts a Business Plan prepared by the Museum which refers to the "Grey Nuns' Convent Conservation Report" and the need to carry out major structural and restorative work on the building. The Business Plan also called for the preparation of a long term museum planning document and the installation of so-called Contemporary

Elements such as Handicap access, design of a new heating system, office space etc. Of the total cost of $1 264 000, the City was to contribute $410 000, the Federal Govt. $580 000 and the Museum was to secure $157 000 from the Province and $117 000 from other sources including its own reserve funds.

**February 19, 1991** The City of Winnipeg and the Federal Govt. enter into a Cost-Shared Agreement which permits the restoration and structural stabilization of the building as outlined in the Conservation Report. In part the City agrees "at its own expense …to…operate, maintain and protect the Grey Nun's convent in the same condition as its rehabilitated state, for a period of forty-two years."

**October 1993 – May 1995** The Museum is closed for the renovations. When it reopens it introduces general admission charges.

**February 19, 1996** The Museum and the City receive awards from Heritage Winnipeg for the work done on the building. A Heritage Canada Award was received in 1995.

**August 1996** Planning Document prepared by Deloitte & Touche and N.L. Hushion and Associates is submitted to Museum Board.

**Present** The Museum Board has undertaken a major initiative to begin implementing recommendations of the Planning Document. A major step would be the securing of Provincial recognition as a «Special Theme Museum» along with funding for Marketing and Programming above and beyond what limited effort is currently carried out.

**Volunteer Base**

At present the Museum's volunteer base is limited to its Board of Directors. One of the planning recommendations that will be pursued if funds are made available by the province would be to create a membership or "Friends of the Museum" organization from which to draw volunteers and potential nominees for appointment to the Museum Board.

## Collection Size

According to the 1996 Planning Study, the museum collection which continues to grow on a controlled, qualitative basis, numbers well over 19 000 objects ranging from five fire trucks to a salt and pepper shaker collection. The estimated storage required would be some 30 000 cubic feet. In the past 15 years the Collection has been bolstered by many significant acquisitions provided by La

Société Historique de Saint-Boniface, The Grey Nuns of Manitoba, the alumni of the St. Boniface Hospital School of Nursing, donors wishing to help furnish Maison Gabrielle Roy and the Manitoba Métis Federation, which loaned several pieces for exhibit.

## Square Footage

The Museum building at 494 Taché has a partial basement, two public floors containing about 9500 square feet and a third floor office area of approximately 3 000 square feet.

Our shelved storage is located in the lower level of the old St. Boniface Library and our furniture storage is in the old Fire Hall at 212 Dumoulin.