



Subject: Department of Museum and Culture Registrar Report

To: Council

From: Port Colborne Historical and Marine Museum

Report Number: 2022-166

Meeting Date: August 9, 2022

Recommendation:

That Department of Museum and Culture Report 2022-166 be received; and

That the recommendations to increase the part time position of Registrar to a full-time position moving forward be approved.

Purpose:

The Chief Administrative Officer authorized the Director of Museum and Culture to present a report to recommend the Registrar position become full time beginning August 2022.

Background:

The Port Colborne Historical and Marine Museum was established by a Council By-law in 1974. Port Colborne City Council appoints a Board of Directors to act on behalf of Council to provide oversight to Museum staff who are supervised by the Museum Director/Curator under direction of the Director of Museum and Culture.

Museum activities are governed by policies and procedures in accordance with the Ontario Ministry of Tourism, Culture and Sport's Standards for Community Museums in Ontario including the following 10 standards:

- Governance Standard
- Finance Standard
- Collections Standard
- Exhibition Standard

- Interpretation and Education Standard
- Research Standard
- Conservation Standard
- Physical Plant Standard
- Community Standard
- Human Resources Standard
- Social Media Standard

The province has a fundamental commitment to the preservation, presentation, and sustainability of the material culture of Ontario, through the community museums of the province. Museums that achieve these standards are eligible to receive Community Museum Operating Grant (CMOG) funding annually. The Port Colborne Historical and Marine Board of Management and Staff consistently uphold these standards in an effort and obtain this funding.

Discussion:

The part time position of Registrar was added to the Board of Management Staff Budget in 2002. A Museum requires a Registrar to meet the standards of the conservation and collections management as dictated by the Community Museum Operating Grant and the position was approved by Council in 2002.

As part of a major modernization initiative, the City of Port Colborne Information Technology (IT) department will be transitioning away from onsite Notes databases. The Registrar will manage the transfer of 22 years of digitized files that catalogue and describe the Museum's artifact and Archive collection. This important role will require an increase in hours to continue to manage the consistent entry of new items being donated, as well as to act as the support to IT to ensure the collection is transferred so researchers and staff can access the images and historic information in the data files.

In addition, the Registrar job description has been revised to include responsibilities at the Roselawn Centre under the Direction of the Museum Curator and Board of Management. The Registrar will direct and manage partnerships with restoration specialists, conservation interns, collections assistant, and volunteers to assist with the interior restoration of the Roselawn Centre.

Internal Consultations:

The Director of Museum and Culture has been coordinating this request with the Manager of Human Resources and Director of Corporate Services. Human Resources has identified finding a part-time Registrar may be difficult.

Financial Implications:

The Museum has applied for a \$36,000 Museum Assistance Program grant from the Federal Government for the Digital Recovery of the Museum and if successful, the funds for this grant will cover the cost of the increase to this position for 2022.

Financial Services has identified the operating budget of the City can absorb the cost in 2022 and still balance in aggregate. As an on-going cost this will represent an increase of approximately 0.17% to the levy.

Public Engagement:

This section is not applicable.

Strategic Plan Alignment:

The Chief Administrative Officer led a strategic planning session of the Port Colborne Historical and Marine Museum Board of Management Strategic and the five-year plan on May 4, 2022, where the department's vision, values and mission were evaluated with the expansion of the department and in keeping with the city's strategic plan pillars.

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Service and Simplicity - Quality and Innovative Delivery of Customer Services
- Attracting Business Investment and Tourists to Port Colborne
- City-Wide Investments in Infrastructure and Recreational/Cultural Spaces
- Value: Financial Management to Achieve Financial Sustainability
- People: Supporting and Investing in Human Capital
- Governance: Communications, Engagement, and Decision-Making

Vision Statement

We envision a heritage and cultural presence that serves our community by preserving and sharing the history and marine Heritage of Port Colborne and Humberstone.

Values

- Accessibility
- Accountability

- Collaboration
- Communication
- Engagement
- Inclusivity
- Innovation
- Integrity & Respect
- Participation
- Research & Education

Mission Statement

Our mission is to serve Port Colborne's residents and visitors by preserving, exhibiting, and interpreting the arts, histories, and cultures of Port Colborne and Humberstone.

Conclusion:

The Director of Museum and Culture continues to pursue the fulfillment of the goals and objectives established in the City's Strategic Plan and the Board of Management of the Port Colborne Historical and Marine Museum's Strategic Plan and seeks efficiency and effectiveness in all aspects of the Department of Museum and Culture. Making the Registrar position full time will enable the Museum to meet expectations for department's 2022 goals.

Respectfully submitted,

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Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.