



City of Brockville General Committee Agenda

4:30 PM - Tuesday, January 16, 2024
City Hall, Council Chambers

Page

Land Acknowledgement Statement

Chair's Remarks

Disclosure of Interest

Delegations and Presentations

Nil.

Correspondence and Communications

Nil.

Reports from Boards and Committees

Nil.

Staff Reports

4 - 5

1. 2024-6
Addition of Family Day Statutory Holiday

THAT report 2024-6 be received and that the following be adopted:

1. THAT Family Day statutory holiday is included as one of the observed statutory holidays for the City of Brockville Non Union and CUPE Inside and Outside staff; and
2. THAT the 2024 Budget be updated to include the applicable wages and benefits increases.

[2024-6](#)

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2. 2024-8
Pet Cemetery Update & Future Options

THAT staff be directed to reinstate the pet burial services and to develop a new price list and by-law specific to the management of the pet cemetery.

[2024-8](#)

- 10 - 17 3. 2024-5
2023 Parks Division Forestry Crew Summary

THAT Council received report 2024-5 - Parks Division Forestry Crew Summary for information.
[2024-5](#)

- 18 - 19 4. 2024-11
Ontario Regulation 284/09 Budget Matters-Expenses

THAT Council adopt this report of expenses excluded from the 2024 Budget as a requirement of Ontario Regulation 284/09 passed under the Municipal Act, 2001.
[2024-11](#)

New Business from Committee Members

Nil.

Information Items

Nil.

Committee Consent Agenda

THAT the following items as recommended by the General Committee be placed on the Consent Agenda:

Media Question Period

Adjournment

THAT the General Committee adjourn its meeting until the next regular meeting scheduled for February 20, 2024.

Minutes from City Boards and Committees

- 20 - 22 Heritage Brockville
[Municipal Heritage Committee - 20 Dec 2023 - Minutes - Pdf](#)
- 23 - 26 Library Board
[2023.09.25 Library Board minutes](#)
[2023.10.23 Library Board minutes](#)
- 27 - 28 Museum Board
[2023 11 14 MINUTES for Museum Advisory Committee](#)



Staff Report

Report To: General Committee
Meeting Date: January 16, 2024
Prepared By: Lindsay Armstrong, Senior Manager of Human Resources
Lynda Ferguson, Director of Finance & IT Services
Peter Raabe, Director of Engineering & Infrastructure Services
Report Number: 2024-6
Subject: Addition of Family Day Statutory Holiday

Recommendation

THAT report 2024-6 be received and that the following be adopted:

1. THAT Family Day statutory holiday is included as one of the observed statutory holidays for the City of Brockville Non Union and CUPE Inside and Outside staff; and
2. THAT the 2024 Budget be updated to include the applicable wages and benefits increases.

Background

In 2007, Family Day was declared as an additional public holiday by the Province of Ontario. This day was established as the third Monday in February, in 2024 this will be February 19. In 2008, Council adopted a report that supported the application of the "greater benefit" clause of the Employment Standards Act (ESA) Section 5 (2) and did not recognize Family Day as an additional public holiday.

Note: Fire Department Association Staff already receive Family Day in accordance with their Collective Agreement.

Analysis

Family Day was originally created in Alberta and was created to reflect the values of family and home, and to give workers the opportunity to spend more time with their families.

When Family Day was introduced the several local private and public sector businesses remained open for operations. Since 2008, that has changed a recent survey completed at the end of 2023 of comparable municipalities, indicated that Family Day was observed by all on the third Monday in February. In addition, several private and public organizations are now closed on Family Day as well, including most childcare facilities.

This recommendation is being brought forward as the City considers the health and well being of its employees to be a key priority and providing Family Day as an observed statutory holiday would give staff additional time to spend with their families.

Financial Implications

Additional overtime would be incurred as a result of observing Family Day. Staff who are required to work on the day would be compensated at a premium rate of pay. The overall cost impact would depend on if the City experienced a snow event on Family Day, the estimated cost if the City does not experience a snow event would be approximately \$6,000 in wages and benefits to the 2024 budget. If the City did experience a snow event the additional wages and benefits would be approximately \$12,000 to the 2024 budget. The majority of the costs can be absorbed through regular budgeted overtime already included in the 2024 budget. The anticipated impact on the 2024 budget is an increase in wages and benefits of \$6,000.

Conclusion

The addition of observing the Family Day holiday on the third Monday in February would bring the City's statutory holiday entitlements more in line with that of the local public sector and would provide staff additional time to disconnect from the workplace.

Approved by:

Lindsay Armstrong, Senior Manager of
Human Resources

Lynda Ferguson, Director of Finance & IT
Services

Peter Raabe, Director of Engineering &
Infrastructure Services

Status:

Approved - 11 Jan 2024

Approved - 11 Jan 2024

Approved - 11 Jan 2024



Staff Report

Report To: General Committee
Meeting Date: January 16, 2024
Prepared By: Emily MacKenzie, Finance & Cemetery Records Coordinator
Lynda Ferguson, Director of Finance & IT Services
Report Number: 2024-8
Subject: Pet Cemetery Update & Future Options

Recommendation

THAT staff be directed to reinstate the pet burial services and to develop a new price list and by-law specific to the management of the pet cemetery.

Background

The City of Brockville suspended pet burial services at the Brockville Cemetery on October 23, 2020. The suspension of pet burial services was following additional information provided to Staff that the area used for pet burials was zoned incorrectly. Prior to the suspension, 15-20 pet interments were conducted each year.

In August 2023, the Bereavement Authority of Ontario (BAO) provided clarification to the bereavement sector on pet burials. Cremated pet remains can be buried with humans in the same grave in areas not previously used for burial with dedicated user fees and by-laws. Prior to this clarification, Staff confirmed with the BAO that each cemetery was responsible for confirming municipal zoning requirements.

There are several pet cemeteries serving families in Eastern Ontario, including a recently opened pet cemetery in the Township of Front of Yonge. It is also anticipated that a pet cemetery will open in Gananoque later this year.

Analysis

Staff have worked with officials from the United Counties of Leeds & Grenville and the Township of Elizabethtown-Kitley to work through the twelve conditions imposed by the Consent Granting Authority at their meeting on December 14, 2022. Below is a summary of the conditions and their completion status.

Condition	Authority	Status	Notes
Provide one original paper and one digital copy of deposited reference plan and the instrument relating to the transaction.	Secretary-Treasurer, Consent Granting Authority (UCLG)	Not Completed	Documentation must be submitted no later than December 15, 2024.
Copy of the deposited survey plan for the newly severed lot be provided.	Township of Elizabethtown-Kitley	Not Completed	
\$500 payment in-lieu of parkland contribution	Township of Elizabethtown-Kitley	In Progress	Payment to be provided January 2024
Balance of any taxes, including penalties and interest be paid.	Township of Elizabethtown-Kitley	Completed	
Obtain a zoning by-law amendment, with all possibility of appeal to the Ontario Land Tribunal exhausted.	Township of Elizabethtown-Kitley	Completed	Appeal period ended on September 17, 2023
Entrance permit be obtained for the existing entrance for the purpose of pet cemetery access.	UCLG	Completed	Granted August 8, 2023
That the existing driveway be disconnected from the adjacent commercial use	UCLG	In Progress	Existing driveway will be disconnected May 1, 2024.
Road widening from existing centerline of County Road 2 (15.25 m) and County Road 46 (13.1 m), if required.	UCLG	Completed	Requirement waived January 24, 2023 due to proximity of existing human burials and monuments.
Written release for conditions	Township of Elizabethtown-Kitley/UCLG	Not Completed	

Alternatives

There are several options available to Council regarding the future of pet burial services at the Brockville Cemetery. Pending the completion of all conditions, pet burial services could resume as early as June 2024 if Council approved either Option 1 or Option 2.

Option 1 - Reinstate pet burial services with new user fees

A new price list and by-law specific to the management of the pet cemetery would be required. Any families that purchased a pet burial site prior to October 2020 would not be charged additional burial fees.

Staff would evaluate whether there is enough demand for establishing alternate burial options such as columbaria or a dedicated scattering ground for the pet cemetery.

Option 2 - Reinstate pet burial services with no changes to user fees

If pet burial services are reinstated without changes to the user fees, a separate price list and management by-law would be required. The expected revenue would be \$4,120. The anticipated maintenance costs for 2024 including labour are approximately \$10,000. The pet cemetery would run a deficit of almost \$6,000 in 2024.

Option 3 - Lease the land for pet burial services to be provided by a third-party

If Council chose to lease the land to a third-party for pet burial services, additional research would need to be conducted by Staff.

Option 4 - Not resume pet burial services

If pet burial services did not resume, a minimum of \$1,356 would be refunded to families who previously purchased pet burial graves. Maintenance related expenses would be approximately \$7,000 each year, primarily attributed to labour. There would be no changes to the existing user fees or cemetery by-law.

Financial Implications

The City of Brockville has spent \$7,374.89 to date, and it is expected that an additional \$1,500 will be spent to fulfill the remaining conditions.

At the time pet burial services were suspended, the cost was \$206.00 + HST. In report 2021-71, the estimated annual revenue was \$3,000-\$4,000 based on 15 to 20 pet burials per year. In the same report, the estimated annual cost for maintaining the pet cemetery was \$6,000 per year.

In 2021, the break even fee for 20 pet burials was \$395.60 + HST or a 92% increase.

If pet burial services resume, the maintenance costs for 2024 are expected to be around \$10,000. For full cost recovery, the price of a grave would be \$507.00 + HST or a 146% increase from 2020.

A full cost analysis will be required before the implementation of new user fees, should Council reinstate pet burial services.

Policy Alignment

A management by-law specific to the pet cemetery must be approved by Council. As the area is for pet burials only, approval from the Registrar, Bereavement Authority of Ontario is not required.

Conclusion

Pet burial services at the Brockville Cemetery have been suspended since October 23, 2020. Staff are nearing completion of the conditions imposed by the Consent Granting Authority. Pending Council approval, pet burial services could be reinstated as early as June 2024.

Approved by:

Lynda Ferguson, Director of Finance & IT Services

Peter Raabe, Director of Engineering & Infrastructure Services

Status:

Approved - 11 Jan 2024

Approved - 11 Jan 2024



Staff Report

Report To: General Committee
Meeting Date: January 16, 2024
Prepared By: Phil Wood, Director of Operations
Chad Davis, Supervisor of Parks & Cemetery Services
Report Number: 2024-5
Subject: 2023 Parks Division Forestry Crew Summary

Recommendation

THAT Council received report 2024-5 - Parks Division Forestry Crew Summary for information.

Background

In 2023 Council approved an incremental budget item following staff recommendation to establish forestry capacity in the City Operations Department. The recommendation by staff detailed converting the \$110,000 of established contracted service budgets towards two full time staff, a qualified and licensed trade arborist and a dedicated laborer. The proposed plan further detailed equipment and training that would be required as well as some key performance metrics.

Council approved the incremental budget item during the 2023 budget process.

The objective of this staff report is to provide information and feedback of the performance of the new forestry crew following the end of the inaugural year of City forestry maintenance operations.

Analysis

Projected Scope of Work:

Within the incremental business case, staff indicated the current budgetary allotment for tree work of \$110,000 across three separate accounts:

1. Parks tree maintenance general (\$100,000)
2. Street light maintenance trimming (\$5,000)
3. Traffic light maintenance trimming (\$5,000)

Estimated work accomplished within this budget using contracted services was approximately 35-45 trees removed per year. For comparison purposes, an estimated cost of \$2,000 to \$2,500 per tree was used for assessment of contracted services.

Dead Ash Trees:

Leading up to the budget presentation to Council, operations staff surveyed and catalogued dead ash trees in City Parks and boulevards. Staff identified 1,400 dead ash trees that need to be addressed in the near future. Extrapolating the amount of dead ash trees to be removed using the lower estimate of \$2,000 per tree results in a projected \$2,800,000 expense to address this issue.

Proposed Production Level:

The proposed production level of the new City forestry crew with the newly purchased bucket truck was expected to be 130 trees removed per calendar year. This number considered annual staff vacation allotment, training, inclement weather days and other occasional inter-departmental support.

2023 Year-End Summary:

Staff & Equipment Summary:

- Fulltime staff including the Arborist and the Laborer position started Jun 19, 2023
 - Staff was available to work for (26) weeks in 2023
 - Includes (1) week for vacation
- The Forestry bucket truck was ordered in May 2023 and arrived October 3, 2023
 - The City budget truck was available to work for (12) weeks in 2023

Summary of Completed Work:

- In 2023 the City staff and equipment completed the following:
 - (85) Ash trees removed, in order of priority
 - (23) Hazardous trees of other species removed (Norway Maple etc.)
 - (35) Trims of trees and limbs that posed hazards to property
 - Multiple days of storm related damage cleanup
 - Multiple days trimming sidewalks and
 - Multiple days trimming for City departments (Fire, Museum, Library, Wastewater)

Financial Implications

2023 Year-End Summary:

For summary purposes only directly measurable work of total trees removed and tree trimmings are being shown.

In 2023 the City forestry crew worked as follows:

- Were operational for 27 weeks in total
- Had access to the bucket truck for 12 weeks
- Cut down (108) identified problematic trees
- Performed (35) tree trimmings

Considering the original estimate for the contracted tree services as between \$2,000 and \$2,500 per tree, it can be extrapolated that the 108 trees would have cost between \$216,000 and \$270,000 if the previous contracted model had been perpetuated for 2023.

The additional trimming related work including, the (35) tree trims and other various cross departmental work is modestly estimated to have cost \$25,000 if completed by contractors.

Estimated total of 2023 work if contracted: \$241,000 to \$295,00.

Summary of Expenses:

Considering the limitations of staff time and equipment, the City accumulated the following expenses related to the scope of work completed in 2023:

- Total staff payroll expenses: \$81,370.67 (Budget: \$172,299)
- Total fuel expenses: \$3,430
- Other material expenses: \$14,057.43 (Budget: \$15,000)
 - Of the material expenses, \$8,413 was the purchase of new trees to plant

Accumulated total of 2023 work expenses: \$90,443.15

Conclusion

2023 was the inaugural year of forestry services capacity in the City Operations Department. Although the 2023 budgets were presented and established for a full calendar-year, staff and equipment were brought online throughout the year.

With the reduced time of staff and equipment compared to the established budget, a budget surplus was realized. More importantly however, despite the reduced staff and equipment time, a significant catalogue of work was completed.

In total staff were hired and worked 27 of 52 weeks in 2023. The primary bucket truck equipment was delivered in October 2023 resulting in 12 weeks of optimal run-time. Despite the mentioned limitations staff were able to remove (108) problematic trees including dead ash and other hazardous trees on City property. The forestry crew also completed (35) tree trimmings and maintenance.

The objective the City forestry crew was to complete a higher volume of tree maintenance work by more effectively applying the established budgets when compared to the alternative of contracted work. In summary, in 2023:

- Staff completed (108) tree removals and (35) trimmings
- Estimated cost if work was contracted: \$241,000 to \$295,000
- Total 2023 expenses cost of \$90,443.15

Approved by:

Phil Wood, Director of Operations

Lynda Ferguson, Director of Finance & IT Services

Peter Raabe, Director of Engineering & Infrastructure Services

Status:

Approved - 10 Jan 2024

Approved - 11 Jan 2024

Approved - 11 Jan 2024

Attachments:

[Pictures](#)











Staff Report

Report To: General Committee
Meeting Date: January 16, 2024
Prepared By: Lynda Ferguson, Director of Finance & IT Services
Report Number: 2024-11
Subject: Ontario Regulation 284/09 Budget Matters-Expenses

Recommendation

THAT Council adopt this report of expenses excluded from the 2024 Budget as a requirement of Ontario Regulation 284/09 passed under the Municipal Act, 2001.

Background

All municipalities in the Province are required to follow the PSAB accounting standards. With the introduction of PSAB 3150 and 1250, the accounting for municipal transactions now includes accounting on a full accrual basis as well as reporting tangible capital assets. Although a requirement for financial reporting purposes, similar disclosure is not required for budgetary purposes.

Under Ontario Regulation 284/09 a municipality may exclude from the annual budget amounts for amortization, post-employment benefits and solid waste landfill closure and post-closure expenses. Ontario Regulation 284/09 also requires the municipality to report on the excluded expenses and adopt the report by resolution. The municipality must also show the estimated change in accumulated surplus from the exclusion as well as an analysis of the estimated impact of the exclusion on future tangible capital asset funding requirements.

Analysis

The City of Brockville's 2024 proposed budget would exclude the following estimates:

Amortization expenses at	\$4,752,820
Future post-employment benefit expenses at	\$327,080
Landfill closure and post-closure costs at	\$35,000
The City's Accumulated Surplus would be impacted by	\$5,114,900

Amortization is a non-cash accounting entry to spread the cost of a tangible capital asset over the useful life of that asset. In theory, if Council were to include amortization into the budget, the funds could be put into a reserve for the eventual replacement of the asset. The amount accumulated, though, would be based upon historical cost and not replacement cost due to the nature of amortization. Currently asset replacement is

planned and funded based upon asset life cycle, conditions of the assets and available funding.

Financial Implications

If the amounts for amortization, employee future post-employment benefits and landfill post closure costs were included in the 2023 budget the operating budgets would be affected as follows:

General Operating	\$3,435,134
Water Operating	334,031
Wastewater Operating	<u>1,345,735</u>
Total	\$5,114,900

Policy Alignment

There are no policy implications with this report.

Conclusion

Regulation 284/09 requires that Council be made aware of certain future liabilities that if budgeted for would have a sizable impact on the City's Accumulated Surplus. Council must adopt this report as acknowledgement of those future liabilities and the fact that they are excluded from the budget process.

Approved by:
Lynda Ferguson, Director of Finance & IT
Services
Peter Raabe, Director of Engineering &
Infrastructure Services

Status:
Approved - 11 Jan 2024
Approved - 11 Jan 2024



City of Brockville
Municipal Heritage Committee Meeting Minutes
3:00 PM - Wednesday, December 20, 2023
Boardroom, City Hall

The Municipal Heritage Committee meeting was called to order on Wednesday, December 20, 2023, at 3:00 PM, in the Boardroom, City Hall, with the following present:

Members Present: Member Marianna Jasionowska
Member Lucas Michel
Chair Ida Duc
Member Evan McMurtry
Member Martin Read
Member Michael Brown

Staff: Tara Laberee Bondi

Regrets: Member Jo-Ann Allen
Member Jay Martin

Chair's Remarks

Nil

Disclosure of Interest

Nil.

Approval of the Minutes

Moved by: L. Michel

Seconded by: M. Brown

THAT the minutes of the Heritage Brockville Committee meeting dated November 15, 2023, be adopted as amended.

CARRIED

Delegations and Presentations

Nil.

Correspondence and Communications

Nil.

Sub-committee and Member Reports/Project Updates

1. Property designation project update

Members were encouraged with the favourable feedback provided by property owners and representatives at the last meeting. The working group will now focus on finalizing the draft heritage briefs for presentation to the committee for approval at the next meeting. T. Laberee Bondi will reach out to the property representatives to arrange tours of the buildings for the committee in January. E. McMurtry suggested the committee begin to identify other properties of significance that should be added to the working group's list. M. Brown discussed reaching out to the local media to raise awareness of the committee's mandate and encourage public participation.

New Business

1. National Trust Membership

National Trust for Canada membership re: Invoice for \$63.00 for 2024 committee membership.

Moved by: M. Brown
Seconded by: M. Read

THAT the committee approves \$63.00 fee for the 2024 membership for the National Trust for Canada

2. Heritage Week

Heritage week is February 19, 2024 - February 25, 2024. The committee has decided to host a one-day event with speakers. Committee members were encouraged to participate as speakers. E. McMurtry will connect with the Brockville Museum to investigate renting the facility and determine which days it is available. M. Jasionowska will work on designing educational materials for the event. Once the details are confirmed, the event will be advertised through the media.

Plaques

1. M. Brown discussed the potential of using grants and/or sponsorships to cover the cost of plaques for properties that are designated. T. Laberee Bondi has been asked to follow up with the Ministry contact for suggestions and seek City approval to fund plaques using sponsorships.

Adjournment

Moved by: M. Brown
Seconded by: E. McMurtry

THAT the Heritage Brockville Committee meeting be adjourned until its next regular meeting scheduled for January 17, 2024.

CARRIED

The meeting is adjourned at 4:20 pm.



Brockville Public Library

have courage | act responsibly | pursue knowledge | push boundaries | welcome everyone

Minutes: September 25th, 2023

Present: C. Wells, L. Rayvals, M. Wicklum, R. Stobo, C. Quick, Zoom: P. Luhadia, L. Pennell

Regrets: C. Wales, J. Schoemaker- Holmes

Chair: Margaret Wicklum

1. Call to Order 5.30pm
2. Land acknowledgement:

In the spirit of reconciliation, the Brockville Public Library acknowledges the land on which it was originally established, and the work that it does, takes place on the territories of the Huron-Wendat, Haudenosaunee, and Anishinabek Peoples.

We are grateful for the significant and invaluable contributions First Nations, Inuit and Métis Peoples have made and continue to make across Turtle Island despite the historic and ongoing effects of colonialism.

As part of the Ontario Library Association, the staff and leadership at the Brockville Public Library are committed to active participation in reconciliation by amplifying Indigenous voices year-round, listening, learning, and providing resources so that we may work towards fulfilling [CFLA-FCAB's Truth & Reconciliation Committee Recommendations](#).

3. Introductory Remarks (information/announcements)
4. Approval of Agenda
5. Declaration of Conflict of Interest - none
6. Consent Agenda
 - a. August 28th, 2023 Board minutes
Approved C. Quick, C. Wells
7. For discussion
 - a. Executive Report

- b. Christina Eady - Fab Lab coordinator
 - c. Risk assessment report - attached
The Brockville Public Library Board moves to approved the June 3, 2023 Risk Assessment Report by Geraldine Slark.'
L, Pennell, C. Wells
 - d. Accreditation update
'The Brockville Public Library Board moves to approve the recommendations of the Policy Review Committee to approve all policies #1-31.'
C. Quick, L. Pennell
 - e. Budget 2024
City Council Presentation scheduled for November 28, 2024
8. Items for next agenda (add as identified)
Budget 2024
9. . Meeting evaluation/roundtable discussion
11. Adjournment – 6.43pm C. Quick, L Pennell
Next meeting: Monday, October 23rd, 2023: 5:30pm.

2023 Meeting Dates at 5.30pm at the Brockville Library Buell Street Room :

January 30th
February 27th
March 27th
April 24th
May 29th (due to May 22 being Victoria Day)
June 26
NO July Meeting
August 28
September 25
October 23,
November 27
NO December meeting.



Brockville Public Library

have courage | act responsibly | pursue knowledge | push boundaries | welcome everyone

Minutes: October 23rd, 2023

Chair: Margaret Wicklum

Present: L. Rayvals, C. Wales, M Wicklum, R. Stobo (vice chair), C. Quick, zoom: P. Luhadia

Regrets: C. Wells & L. Pennell

1. Call to Order 5.30
2. Land acknowledgement:

In the spirit of reconciliation, the Brockville Public Library acknowledges the land on which it was originally established, and the work that it does, takes place on the territories of the Huron-Wendat, Haudenosaunee, and Anishinabek Peoples.

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3. Introductory Remarks (information/announcements)
4. Approval of Agenda - C. Quick, C. Wells
5. Declaration of Conflict of Interest
6. Consent Agenda - C. Quick, C. Wells
 - a. September 25th, 2023 Board minutes
7. For discussion

- a. Executive Report
 - b. Laura Julian - Service Delivery Manager
 - c. Covid Policy H& S
 - d. Accreditation update - waiting for site visit
 - e. Budget 2024
 - "The Board approves the proposed Draft Budget with an increase of 9%"
 - C. Wales, C Quick
8. Items for next agenda (add as identified) Budget
9. . Meeting evaluation/roundtable discussion
11. Adjournment – 7.23 Next meeting: Monday, November 27th, 2023: 5:30pm.

2023 Meeting Dates at 5.30pm at the Brockville Library Buell Street Room :

January 30th
February 27th
March 27th
April 24th
May 29th (due to May 22 being Victoria Day)
June 26
NO July Meeting
August 28
September 25
October 23,
November 27
NO December meeting.

Brockville Museum Advisory Committee Meeting Minutes

November 14 at 1pm, Microsoft Teams

Present: P. Naylor (Chair), H. Cody, N. Wood (Staff)

Regrets: J. Watt, D. Hamilton, D. Buck, K. Hobbs (Council Representative)

1.0 Land Acknowledgement

We acknowledge that the land on which we gather, exchange ideas, and share our past, present, and future is the traditional territory of the Anishinaabe, Haudenosaunee and Wendat people.

2.0 Call to Order

1:13pm

3.0 Additions to/Approval of Agenda

4.0 Discussion and Approval of Minutes of the Last Meeting

October 10, 2023 Meeting Minutes – *approved as presented*

- The Curator provided an update regarding the availability of room rental details on the museum's website: while all information was already available on the website, following discussions at the last meeting, the information was re-formatted and images of the spaces added.

5.0 Executive Reports

5.1 Chair

- Expressed positive feedback regarding the activities of the past year and the progress made as the museum transitioned into the new Cultural Services department during this time.

5.2 Curator

5.2.1 Discussion of October Staff Report

- Members offered positive feedback regarding the change from "Talk & Tea" to "History Talks" announced for 2024.
- Members were happy to see that staff are working on a new Instagram strategy.
- The Curator elaborated on some of the successes of the pop-ups, particularly with the recent attendance at the Home Hardware Ladies Night event, and how the pop-ups help the museum network with local businesses.

5.2.2 Update on CCI recommendations remediation plan

- Members agreed with steps being proposed as part of the 2024 budget package, specifically commenting on the proposed installation of magnetic swipe card locks and the proposed incremental increase to the collection care budget.
- It is anticipated that a report on this plan will go to General Committee on November 21 for information purposes.

5.2.3 2024 Workplan

- Members expressed satisfaction with the use of “SMART” goals for the 2024 workplan.
- While expressing excitement with the plan, members asked staff if the goals in the workplan were indeed achievable, fearing it might be too ambitious. The Curator assured members that staff did feel the plan provided a framework for achieving targets.

5.2.3.1 Planning Survey Summary

- Members expressed appreciation for the summary of the survey findings.

5.2.3.2 Discussion re: 2024 hours of operation

- Members deferred to staff to use best judgment and data to make informed decisions. Members agreed with staff approach of continuing to experiment with hours, acknowledging that no hours are going to work for everyone.

5.2.4 Discussion of Sponsorship Menu

- Members commented that they appreciated the range of prices presented and that the menu offered potential donors a clear sense of where their money was going.
- There was a discussion about how this is a pilot project and that the team looks forward to learning from it and making changes for 2025 to make it even better.
- A note for 2025 was for the inclusion of a logo at the top of each page.
- The Curator thanked members of the committee for the feedback provided ahead of the meeting during the draft stage of the menu preparation.
- The implementation of the Sponsorship Menu is subject to Council approval; it is anticipated that it will go to General Committee on November 21.

6.0 New and Ongoing Business

7.0 Date, Time, Location of Next Meeting

December 12 @ 1pm via Teams (Second Tuesday of the month)

8.0 Adjournment

1:44pm