

To:
Mayor and Council
Town of Ladysmith
British Columbia

Cc: Clayton Postings
Director Parks, Recreation & Culture

From:
Ladysmith & District Historical Society

25th February 2019

RE: CAPITAL ALLOCATION TO LADYSMITH & DISTRICT HISTORICAL SOCIETY FOR
ARCHIVES AND MUSEUM OPERATION

Dear Mayor and Council,

As you may be aware, the Ladysmith & District Historical Society (LDHS) operates the Archives and Museum on behalf of the Town. Prior to 2017 capital was provided to the Society through a 'Grant in Aid'. Since 2017 capital has been provided through a line item in the Town's annual budget. In 2018 the Town provided \$23,970 to the LDHS for The Archives/Museum. The Society's 2018 budget for the Archives totaled \$18,250. This left \$5720 for Museum operations.

The Museum consists of two parts: 'Community and Culture' which is located on 1st Avenue, and 'Industrial Heritage' which is centred in the Waterfront Comox Logging & Railway Co. railyard. Capital for operation of the Community & Culture Museum is primarily sourced from the Town via the budget line item noted above. Capital for Industrial Heritage Preservation is partially sourced via a Grant-in-Aid from the Town (2019 request is \$8000), this being substantially incremented by the LDHS through fundraisers, charitable donations (in kind and in cash) and significant volunteer activity.

Prior to 2018 the Community & Culture Museum was operated on a 'minimalistic basis' with intermittent 100% volunteer staffing, insufficient curation of artifacts, and a fixed set of displays. Investment was minor. Museum opening hours were restricted: attendance and community impact were low. Under this scheme there was a minor surplus from the capital provided by the Town; over several years the LDHS built up a capital reserve.

In 2018 the LDHS, in adherence to the Ladysmith Town motto of '*Heritage by the Sea*' and the Society's Museum Vision Statement "*We make history speak and inspire our audiences to listen and engage*", determined to invest in the Community & Culture Museum to see what could be made of it. The majority of the \$30,000 investment was the hiring of a part time curator to do the following:

- Organise and curate the collection.
- Plan permanent and temporary exhibits, and advertise these.
- Supervise summer students.
- Attract and supervise volunteers.
- Increase the days that the Museum is open.

This expenditure depleted the LDHS capital reserves. The results, however, were significant:

- Collections organized with progress on cataloguing and curation.
- Effective displays designed (permanent and temporary).
- Integration with provincial and other local museums.
- Significantly increased volunteer numbers and hours (500 in 2018).
- Significantly increased opening hours throughout the year.
- Significant increase in attendance (2217 in 2018 – double that in 2017).
- Increased school visitations.
- First Nations involvement (summer student and school visits).
- Development of an active Outreach Program.

Through this investment the Community & Culture Museum profile has been significantly elevated, demonstrably adding to the Town's community and tourist attraction.

The immediate question which prompts this letter to the Town Council is this: Is Council prepared to increase funding to the LDHS to enable continuance of the 2018 level of service for the Community & Culture Museum? 2019 Budgeting indicates that an increase in the current Line Item from \$23,970 to \$45,518 is required (ie approx. \$21,500 increase). Please refer to the attached spreadsheet for details. This would be an annual commitment.

Council's decision regarding commitment to this annual funding focuses attention on what is the Town's long term vision for the Museum. Key questions are the following:

- Will the Community & Culture and Industrial Heritage aspects of the Museum be located together? (If so, this would almost have to be at the Waterfront railyard site given the nature of the railway rolling stock. This decision potentially affects ongoing planning of the Arts & Heritage Hub within the Waterfront Development Plan).
- If Community & Culture is to be located 'downtown', where and in what facility will it be housed? (the current venue is a stopgap: the building is not suitable for a museum and is a fire liability).

The LDHS respectfully requests from Mayor and Council a decision on increasing the annual Line Item funding for operation of the Archives/Community & Culture Museum from the current \$23,970 to \$45,250 for 2019 and beyond. The Society welcomes dialogue with Council regarding the Town's long term Museum vision.

Yours truly

A handwritten signature in black ink that reads "Ed Nicholson". The signature is written in a cursive, flowing style.

Ed Nicholson (President Ladysmith & District Historical Society) and Board

LDHS 2019 ARCHIVES, MUSEUM (Community & Culture) BUDGETTING

INCOME EXPENSES

FIXED MUNICIPAL FUNDS FROM TOWN \$23,970.00

Archives Expenses

Equipment & Supplies	\$500.00
Archival preservation	\$1,500.00
Book Keeping / Legal	\$2,000.00
Computer Software	\$250.00
Computer Upgrades	\$750.00
Insurance	\$600.00
Office Supplies	\$800.00
Wages	\$7,500.00
Security	\$300.00
Miscellaneous	\$1,000.00
Events	\$200.00
Licences	\$400.00
Repairs & Maintenance	\$700.00
Professional development	\$800.00
Utilities	\$1,200.00
Total Archives Budget	\$18,500.00

Archivist attending one 6hr day per week throughout the year
(Total hours: 320)
5000 Volunteer hours in Archives in 2018

Museum (Community & Culture) Fixed Costs

Advertising & Promos	\$250.00
Equipment & Supplies	\$500.00
Artifact preservation	\$1,000.00
Book Keeping / Legal	\$500.00
Computer Software	\$250.00
Computer Upgrades	\$250.00
Insurance	\$500.00
Office Supplies	\$500.00
Security	\$500.00
Events	\$500.00
Licences	\$500.00
Repairs & Maintenance	\$500.00
Professional development	\$500.00
Utilities	\$2,000.00
Miscellaneous	\$1,000.00
Total Museum (C&C) Fixed Costs:	\$8,250.00
No manpower included	

500 Volunteer hours in C&C Museum in 2018
+ Two grant funded summer students
Museum Attendance in 2018: 2217 Visitors (2 x 2017 attendance)
+ 5 School Tours
12 Outreach programs

Schools include: Ladysmith
N. Oyster
Chemainus
Kuleet bay

Museum (Community & Culture) Curator - part time position
wage/hour \$23.00

Month	J	F	M	A	M	J	J	A	S	O	N	D
Days/Week	0	3	2	2	3	3	5	5	3	2	3	3
Hrs/Day	0	6	6	6	6	6	6	6	6	6	6	6
Weeks	0	4	4	4	4	4	4	4	4	4	4	4
Monthly Hours	0	72	48	48	72	72	120	120	72	48	72	72

Total Curatorial wages	\$18,768.00
TOTAL Museum (C&C) Budget	\$27,018.00

TOTAL HOURS 816

TOTAL ARCHIVES/MUSEUM (C&C) EXPENSES \$45,518.00

OPERATING SHORTFALL FROM MUNICIPAL FUNDS \$21,548.00

TOTAL MUNICIPAL FUNDS REQUIRED FROM TOWN OF LADYSMITH TO CONTINUE CURRENT ARCHIVES/MUSEUM SERVICES IS \$45,500