

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
Tourism and Culture Division

TO: Chair and Members Planning Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: November 20, 2012	
SUBJECT/REPORT NO: Hamilton Historical Board (HHB) 2013 Volunteer Committee Budget Submission (PED12216) (City Wide)	
SUBMITTED BY: Tim McCabe General Manager Planning and Economic Development Department	PREPARED BY: Christopher Redford (905) 546-2424 Ext. 4688
SIGNATURE:	

RECOMMENDATION

- a) That the Hamilton Historical Board's 2013 base budget submission, attached as Appendix A to Report PED12216, in the amount of \$14,340, be received and forwarded to the 2013 budget process.
- b) That in addition to the base funding, a one-time budget allocation for 2013 of \$5,370.00, funded by the Hamilton Historical Board reserve, be received and forwarded to the 2013 budget process.

EXECUTIVE SUMMARY

As directed by Council approval of Report FCS05048 2005 Volunteer Committee Budget Review and 2006 Funding Strategy, the Hamilton Historical Board Volunteer Committee reporting to the Planning Committee has prepared their 2013 Budget Submission for referral to the budget process.

Alternatives for Consideration – Not Applicable

FINANCIAL / STAFFING / LEGAL IMPLICATIONS (for Recommendation(s) only)

Financial: For 2013, the Hamilton Historical Board has requested a budget of \$19,710, including a base budget of \$14,340, and a Reserve funding of \$5,370. The 2012 approved budget was \$16,710, of which \$14,340 was base funding, and \$2,370 was Reserve funding. The requested one-time increase from the Hamilton Historical Board Volunteer Committee Reserve Fund is to be used for Historical Board War of 1812 Bicentennial programming and outreach. Without the proposed budget of \$19,710, the objectives of the 2013 Work Plan will not be achieved. In particular, the role of the City and the Hamilton Historical Board in promoting heritage and culture in the City, and in promoting awareness of the Bicentennial of the War of 1812, will be reduced.

Staffing: Tourism and Culture Division staff will continue to act as staff liaisons to the Hamilton Historical Board.

Legal: There are no legal implications associated with the recommendations of Report PED12216.

HISTORICAL BACKGROUND (Chronology of events)

The Hamilton Historical Board advises Council (through the Planning Committee) on matters pertaining to the evaluation, acquisition, development, operation, maintenance and disposition of City museums, their grounds, structures and collections. It promotes public appreciation of the rich historical heritage of all of the communities that comprise Hamilton each year. It administers the City of Hamilton Plaquing Program with the Manager's Office of the Museums and Heritage Presentation Section, Tourism and Culture Division.

POLICY IMPLICATIONS

There are no policy implications associated with the recommendations in Report PED12216.

RELEVANT CONSULTATION

- Hamilton Historical Board: Their budget submission is attached as Appendix A to Report PED12216.
- Museums and Heritage Presentation Section, Tourism and Culture Division, Planning and Economic Development Department: Provided cost estimates for Hamilton Historical Board activities in 2013
- Finance and Administration Section, Corporate Services Department: Provided reserve balance for Hamilton Historical Board.

ANALYSIS / RATIONALE FOR RECOMMENDATION

The Hamilton Historical Board 2013 Work Plan and Performance Targets are attached as Appendix B to Report PED12216. The budget request is based on the needs identified in that Work Plan. The Work Plan will be reviewed when the Volunteer Committee Budget receives Council approval. In 2013, the Hamilton Historical Board will focus its efforts to achieve all key outputs and objectives within the approved budget. The Hamilton Historical Board 2012 Achievements are attached as Appendix C to Report PED12216.

ALTERNATIVES FOR CONSIDERATION

Not applicable

CORPORATE STRATEGIC PLAN (Linkage to Desired End Results)

Focus Areas: 1. Skilled, Innovative and Respectful Organization, 2. Financial Sustainability, 3. Intergovernmental Relationships, 4. Growing Our Economy, 5. Social Development, 6. Environmental Stewardship, 7. Healthy Community

Growing Our Economy

- A skilled and creative labour pool that supports new employers
- A visitor and convention destination

Organization

- A culture of excellence
- More innovation, greater teamwork, better client focus

Social Development

- People participate in all aspects of community life without barriers or stigma

Healthy Community

- An engaged Citizenry

APPENDICES / SCHEDULES

Appendix A to Report PED12216 - 2013 HHB Budget Submission

Appendix B to Report PED12216 - 2013 HHB Work Plan and Performance Targets

Appendix C to Report PED12216 - 2012 HHB Achievements

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CITY OF HAMILTON

2013

VOLUNTEER COMMITTEES BUDGET SUBMISSION

HAMILTON HISTORICAL BOARD

PART A: General Information

VOLUNTEER COMMITTEE MEMBERS:

Dr. Mary Anderson	Robert D. Hamilton, Chair
Christine Lei	Robin McKee, Vice Chair
Carolyn McCann	Robert Williamson
Susanne Noordyk	Kathryn Wakeman
John Nixon	Pat Saunders
James Elliott	Rev. Kevin McLeod
Councillor Russ Powers	

MANDATE:

The mandate of the Hamilton Historical Board is to advise City Council on heritage matters and to promote the awareness and appreciation of Hamilton's heritage and history.

PART B: Strategic Planning

See attached 2013 Work Plan and Performance Targets – Hamilton Historical Board

GOALS & OBJECTIVES

1. To advise and make recommendations, to City Council through the Planning Committee, on matters pertaining to the evaluation, acquisition, development, operation, maintenance and disposition of City museums, their grounds, structures and collections. The Provincial Ministry of Culture requires a separate board to oversee the operation of Museums in order to meet qualifications to receive operating grants.
2. To advise and make recommendations, to City Council through the Planning Committee, on matters concerning all of the communities that comprise Hamilton's prehistoric and historic heritage. To promote public appreciation of the history and heritage of all of the communities that comprises Hamilton.
3. To commemorate and celebrate events, individuals, structures and properties of enduring historical significance and interest in the City.
4. To foster special projects designed to further public awareness of and enjoyment in the prehistoric and historic heritage of Hamilton and its people.
5. To promote broader understanding of the underlying principles and the necessity of heritage conservation by initiating and encouraging special projects.
6. To encourage the collection, protection and preservation of Hamilton's heritage in all forms.
7. To liaise with other public and private groups and agencies in order to formulate co-ordinated responses concerning heritage issues and to operate joint programs.
8. To facilitate the appreciation of Hamilton's history and heritage among the young people in the community.

How they will be achieved:

1. Advise on distribution of public funds to the heritage organizations through the City of Hamilton Community Partnership Program.
2. Advise Council on heritage related issues.
3. Advise Council on achievements by individuals and organization that conserve and/or promote Hamilton heritage.
4. Act as an informal liaison between heritage organizations and institutions.
5. Heritage Plaquing.
6. Special events and promotions.
7. Oversee development of Hamilton Civic Museums.
8. Monitor grounds use for Historic Parks.

Who will benefit:

Audience

1. Council
2. Local heritage community, heritage organizations and institutions
3. Primary and Secondary Schools of Hamilton
4. Citizens of Hamilton

Client Benefits/Impacts

1. Enriching the quality of life for the people of Hamilton through promotion of our collective heritage.
2. Recognition of excellence in local heritage conservation and promotion.
3. Advocacy body for heritage related issues.
4. Improved access to the local history.

All citizens of Hamilton will benefit from the role of the Hamilton Historical Board.

ALIGNMENT WITH COPORATE GOALS:

Please check off which Council approved Strategic Commitments your Volunteer Committee supports

1) A City of Growth and Opportunity		4) A City Where People Come First	X
2) A Great City in Which to Live	X	5) A City that Spends Wisely and Invests Strategically	X
3) A Healthy, Safe and Green City		6) A City of Choice for High Performance Public Servants	

PART C: Budget Request

Incidental Costs:	
Refreshments for Committee Meetings	\$1,440.00
Parking for Committee Meetings	\$700.00
Supplies, mailings, printing, etc.	\$1,000.00
Sub Total	\$3,140.00

SPECIAL EVENT/PROJECT COSTS	
HHB Publication: HistoriCITY (3 issues @ ~\$2,500 each)	\$7,370.00
Maintenance, Updating of HHB Website	\$250.00
Educational Outreach	\$1,000.00
Annual Heritage Day / Event Program / Promotion	\$1,000.00
2011 Year-long Heritage Celebration Event	\$500.00
George Hamilton Day Event	\$1,500.00
Canada Day Heritage Program	\$150.00
Heritage Awards Program (Bailey, Student, Historica)	\$800.00
Support of Doors Open Program	\$1,000.00
1812 Bicentennial Programming	\$3,000.00
Sub Total	\$16,570.00

Total Costs	\$19,710.00
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Funding from Volunteer Committee Reserve (only available to Volunteer Committees with reserve balances)	\$5370.00
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TOTAL 2013 BUDGET REQUEST (net of reserve funding)	\$14,340.00
PREVIOUS YEAR (2012) APPROVED BUDGET (\$14,340.00 base funding + \$2,370.00 Reserve funding)	\$16,710.00

CERTIFICATION:

Please note that this document is a request for a Budget from the City of Hamilton Operating Budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

Representative's Name: Rob Hamilton – Chair, HHB

Signature: _____

Date: _____

Telephone #: (905) 389-5104

PROPOSED WORK PLAN AND PERFORMANCE TARGETS 2013 – Hamilton Historical Board

STRATEGIC GOAL - A GREAT CITY IN WHICH TO LIVE – Arts and Culture

Hamilton City Council is committed to promoting the development of arts, culture and heritage throughout the City.

Strategic Commitment Area	Objectives	Action Plan	Responsibility	Timeline	Budget	Status
A. Advise City Council	1. To advise and recommend to City Council on matters pertaining to the evaluation, acquisition, development, operation, maintenance and disposition of city museums, their grounds, structures and collections.	a. Continue the development and implementation of processes for the ongoing updating of the Mayor, City Council, and the Planning Committee.	Education and Communications Sub-Committee & City Council Representative	Ongoing		
		b. Continue to report to Planning Committee (Annual Report).	HHB: Prepared by Education and Communication Sub-Committee	Annually/as requested		
	2. To advise and recommend action to City Council on matters of prehistoric and historic heritage concerning all of Hamilton's communities.	a. Continue to develop special presentations to City Council through the Planning Committee.	Hamilton Historical Board: prepared by the Education and Communications Sub-Committee	As required or requested		

Strategic Commitment Area	Objectives	Action Plan	Responsibility	Timeline	Budget	Status
B. Qualify for Operating Grants in Compliance with Ministry of Culture Requirements	3. To oversee the Hamilton Civic Museum operations.	a. Continue to review Museum Reports received from curators, a minimum of 7 business days prior to each HHB meeting.	Hamilton Historical Board Manager of Museums and Heritage Culture	Monthly	\$3,140 for 12 meetings	
		b. Continue to liaise with, and interview, assigned Museum Curators to clarify reports before each Hamilton Historical Board meeting.	Hamilton Historical Board	Monthly as required		
		c. Review all Museum Grounds Use requests for approval.	Hamilton Historical Board member	TBD		
		d. Continue to receive and review monthly reports from Manager, Museums and Heritage Presentation on relevant Tourism and Culture Division and museum matters, including strategic planning and directions, staffing, marketing and collections.	Hamilton Historical Board member and Staff	Monthly		
		e. Continue to participate on the Museums' Program Committee.	Museum Curators Hamilton Historical Board	Bi-Monthly		
		f. Receive and review annual Conservator and Registrar presentation.	Conservator and Registrar	Annually		
		g. Invite, receive, and review Curator presentations.	Hamilton Historical Board	Upon request or invitation		
		h. Visit/meet at all museums at least once over the four year term of the board (2011-2014).	Hamilton Historical Board	2011-2014		

Strategic Commitment Area	Objectives	Action Plan	Responsibility	Timeline	Budget	Status
C. Promote Hamilton History and Heritage	4. To foster special projects and presentations to further public awareness and appreciation of, and enjoyment in, the prehistoric and historic heritage of Hamilton and its people.	a. Participate on the City of Hamilton Citizen's Advisory Committee for War of 1812 Bicentennial Commemoration.	Hamilton Historical Board	As requested		
		b. Design, develop and implement HHB programs/projects to commemorate the Bicentennial of the War of 1812.	HHB: Prepared by HHB Sub-Committees	2011-2015	\$3,000	
		c. Continue to develop and implement the Heritage Day Program in February.	Heritage Events Sub-Committee	Annually	\$1,500	
		d. Market City-Wide Heritage Event Program for 2013.	Heritage Events Sub-Committee	Ongoing	\$500	
		e. Market Hamilton Historical Board for 2013.	Education and Communication Sub-Committee	Ongoing	\$1,000	
		f. Continue to implement the HHB Awards Programs.	Heritage Events Sub-Committee	Annually	\$800	
		g. Commemorate and celebrate events, individual, structures and properties of enduring historical significance and interest in the City through the City's Plaquing Program.	Joint Plaquing Sub-Committee	Monthly		
		h. Continue to maintain the HHB web site, the HHB information brochure, the HHB Speaker's Bureau, and the HHB publication <i>historiCITY</i> .	Education and Communication Sub-Committee, Editorial Team and Staff	Ongoing	\$7,620	
		i. Continue the design, development and implementation of community educational outreach projects.	Education and Communications Sub-Committee	Ongoing	\$500	
		j. Collaborate with Tourism and Culture Division Staff to celebrate George Hamilton Day and Canada Day (Heritage Marketplace)	Heritage Events Sub-Committee and Culture Division	Annually	\$1,650	
	5. To facilitate the appreciation of Hamilton's history and heritage among the young people in the community.	a. Continue development and implementation of educational outreach programs.	Education and Communications Sub-Committee	Ongoing		

Strategic Commitment Area	Objectives	Action Plan	Responsibility	Timeline	Budget	Status
D. Promote Heritage Partnerships	6. To liaise with other public and private groups and agencies in order to formulate co-ordinated responses concerning heritage issues.	a. Continue liaison with the private heritage groups.	HHB Chair HMHC Representative	Ongoing		
		b. Continue liaison with other public and private heritage groups and agencies.	HHB Chair Communications and Education Sub-Committee	Ongoing		
	7. To liaise with other public and private groups, agencies and schools in order to collaborate in joint heritage programs.	a. Continue to explore opportunities for collaboration in joint heritage programs.	Education and Communications Sub-Committee	Ongoing		
E. Operate in a Transparent and Accountable Manner	8. To review and update the annual Work Plan and Budget.	a. Review and update the current annual work plan and budget at each Hamilton Historical Board meeting.	Hamilton Historical Board	Monthly		
		b. Develop the upcoming year's annual Work Plan and Budget.	Hamilton Historical Board	Annually early in Q3		
	9. To promote the professional development of HHB members.	a. Continue to develop and implement opportunities for members' professional development	Communications and Education Sub-Committee and Staff	Ongoing		
		b. Continue to encourage active participation of all members on Board activities, on sub-committees and teams, on heritage projects, in museum activities, and in joint heritage and volunteer programs.	Hamilton Historical Board	Ongoing		
		c. Continue to update the Hamilton Historical Board Operations Manual	Education and Communications Sub-Committee and Staff	Ongoing		

Hamilton Historical Board (HHB)
Achievements 2006 - 2012

1. Overseeing Hamilton's 7 Civic Museums
 - HHB monitors museums, approves grounds-use requests, and addresses specific issues, around the public use of the buildings and properties
 - HHB member liaisons are assigned to each museum and report monthly
2. Volunteering
 - HHB members volunteer at museum events
 - HHB members volunteer at community events
3. Heritage Plaquing
 - HHB members sit on, and Chair, the City's Joint (Hamilton Historical Board/Municipal Heritage Committee) Plaquing Sub-Committee
 - Since January 2006, the Sub-Committee has researched, written, approved, and unveiled 23 commemorative, 28 designation, and 3 specialty plaques
4. Heritage Presenting
 - Development and implementation of the T. Melville Bailey Heritage Award, which recognizes lifelong contributions to presenting and preserving Hamilton's history and heritage
 - Development of the HHB Student Award, which recognizes significant achievements of senior level secondary school students in the area of history
5. Educating
 - HHB Communications and Education Sub-Committee produced
 - 15 Hamilton Ward history fact sheets
 - historiCITY: HHB publication – published 3 times annually
 - HHB website www.hamiltonhistoricalboard.ca
 - the HHB Speakers' Bureau: a program that offers presentations to various audiences, all presented free of charge
 - Special War of 1812 `virtual fieldtrips' for teachers in schools, free of charge
 - Creation of a War of 1812 outreach kit for volunteers and teachers, including games, reproduction objects, CD and trivia cards
6. Communicating and Collaborating
 - Advises the City on matters concerning all communities that comprise Hamilton's prehistoric and historic heritage
 - Communicates and collaborates with public and private groups on heritage
 - Requests a liaison member of to sit on Joint Plaquing Sub-Committee