

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: December 3, 2013	
SUBJECT/REPORT NO: Hamilton Historical Board 2014 Volunteer Committee Budget Submission (PED13186) (City Wide)	
SUBMITTED BY: Joe-Anne Priel Acting General Manager Planning and Economic Development Department	PREPARED BY: Christopher Redford (905) 546-2424 Ext. 4688
SIGNATURE:	

RECOMMENDATION

- a) That the Hamilton Historical Board 2014 base budget submission in the amount of \$14,340.00, attached as Appendix "A" to Report PED13186, be approved and forwarded to the 2014 budget process General Issues Committee (GIC).
- b) That in addition to the base funding, a one-time budget allocation for 2014 of \$2370.00, funded by the Hamilton Historical Board reserve, be approved and forwarded to the 2014 budget process General Issues Committee (GIC).

EXECUTIVE SUMMARY

As directed by the 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 2014 Budget Submission for referral to the 2014 budget process.

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The one-time budget allocation is requested for \$16, 710.00.

Alternatives for Consideration – Not Applicable

FINANCIAL / STAFFING / LEGAL IMPLICATIONS

Financial: For 2014, the Hamilton Historical Board has requested a budget of \$16,710. This amount is comprised of \$14,340.00 base budget and \$2370.00 from the Hamilton Historical Board Reserve. The \$2370.00 from the Hamilton Historical Board Reserve will be used to facilitate the third, and final, War of 1812 Bicentennial publication of HistoriCITY Magazine, 1814 (2014) Edition. If approved, the Hamilton Historical Board Reserve will then have a balance of approximately \$9,660.00.

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 PED13186.

HISTORICAL BACKGROUND

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 Heritage Resource Management Section, Tourism and Culture Division.

POLICY IMPLICATIONS/LEGISLATED REQUIREMENTS

There are no policy implications or legislated requirements associated with the recommendations in Report PED13186.

RELEVANT CONSULTATION

- Hamilton Historical Board: Their budget submission is attached as Appendix "A" to Report PED13186.
- Heritage Resource Management Section, Tourism and Culture Division, Planning and Economic Development Department: Provided cost estimates for Hamilton Historical Board activities in 2014.

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- Finance and Administration Section, Corporate Services Department: Provided reserve balance for Hamilton Historical Board.

ANALYSIS / RATIONALE FOR RECOMMENDATION

The Hamilton Historical Board 2014 Work Plan and Performance Targets are attached as Appendix “B” to Report PED13186. 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 2014, the Hamilton Historical Board will focus its efforts to achieve all key outputs and objectives within the approved budget. The Hamilton Historical Board 2013 Achievements are attached as Appendix “C” to Report PED13186.

ALTERNATIVES FOR CONSIDERATION

Not Applicable.

ALIGNMENT TO THE 2012 – 2015 STRATEGIC PLAN:

Strategic Priority #1

A Prosperous & Healthy Community

WE enhance our image, economy and well-being by demonstrating that Hamilton is a great place to live, work, play and learn.

Strategic Objective

- 1.3 Promote economic opportunities with a focus on Hamilton's downtown core, all downtown areas and waterfronts.
- 1.5 Support the development and implementation of neighbourhood and City wide strategies that will improve the health and well-being of residents.

Strategic Priority #3

Leadership & Governance

WE work together to ensure we are a government that is respectful towards each other and that the community has confidence and trust in.

Strategic Objective

- 3.2 Build organizational capacity to ensure the City has a skilled workforce that is capable and enabled to deliver its business objectives.

APPENDICES / SCHEDULES

Appendix "A" to Report PED13186 - 2014 HHB Budget Submission

Appendix "B" to Report PED13186 - 2014 HHB Work Plan and Performance Targets

Appendix "C" to Report PED13186 – 2013 HHB Achievements

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CITY OF HAMILTON

2014

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	Pat Saunders
John Nixon	Rev. Kevin McLeod
James Elliott	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

STRATEGIC OBJECTIVES:

1. To advise and make recommendations, to City Council through the Emergency & Community Services 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 Emergency & Community Services 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 coordinated 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 & 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 CORPORATE 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:

Incidental Costs:	
Refreshments for Committee Meetings	\$1440.00
Parking for Committee Meetings	\$700.00
Supplies, mailings, printing, etc.	\$1000.00
Sub Total	\$3140.00

SPECIAL EVENT/PROJECT COSTS:

SPECIAL EVENT/PROJECT COSTS	
HHB Publication: HistoriCITY (3 issues @ ~2500ea)	\$7370.00
Maintenance, Updating of HHB Website	\$450.00
Educational Outreach	\$1000.00
Annual Heritage Day / Event Program / Promotion	\$1500.00
2014 Year-long Heritage Celebration Event	\$750.00
George Hamilton Day Event	\$1500.00
Heritage Awards Program (Bailey, Secondary Student)	\$1000.00

TOTAL COSTS	\$16,710.00
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Funding from Volunteer Committee Reserve (only available to Volunteer Committees with reserve balances)	\$2370.00
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TOTAL 2014 BUDGET REQUEST (net of reserve funding)	\$14,340.00
PREVIOUS YEAR (2013) APPROVED BUDGET	\$14,340.00

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:

PROPOSED WORK PLAN & PERFORMANCE TARGETS 2014 – Hamilton Historical Board

STRATEGIC PRIORITY #1 - A GREAT CITY IN WHICH TO LIVE – Arts & 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 w. 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 & 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 & Heritage Presentation on relevant Tourism and Culture Division and museum matters, including strategic planning and directions, staffing, marketing and collections.	Hamilton Historical Board member & Staff	Monthly		
		e. Continue to participate on the Museums' Programme Committee.	Museum Curators Hamilton Historical Board	Bi-Monthly		
		f. Receive and review annual Conservator and Registrar presentation.	Conservator & 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		
		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 2014	Heritage Events Sub-committee	Ongoing	\$750	
		e. Market Hamilton Historical Board for 2014	Education and Communication Sub-committee	Ongoing	\$1,000	
		f. Continue to implement the HHB Awards Programs	Heritage Events Sub-committee	Annually	\$1000	
		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 & Staff	Ongoing	\$7,820	
		i. Continue the design, development and implementation of community educational outreach projects.	Education and Communications Sub-committee	Ongoing		
		j. Collaborate with Tourism and Culture Division Staff to celebrate George Hamilton Day	Heritage Events Sub-committee & Culture Division	Annually	\$1,500	

	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		
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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 programmes.	Education & Communications Sub-Committee	Ongoing		
E. Operate in a Transparent & 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 & 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 & Communications Sub-committee & Staff	Ongoing		

Hamilton Historical Board
Achievements 2006 - 2013

1. Overseeing Hamilton's Seven 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 27 commemorative, 34 designation, and 4 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
4. Educating
 - HHB Communications and Education Subcommittee produced
 - 15 Hamilton Ward history fact sheets
 - historiCITY: HHB publication – published annually
 - HHB website www.hamiltonhistoricalboard.ca
 - the HHB Speakers' Bureau: a program that offers presentations to various audiences, all presented free of charge
 - Creation of a War of 1812 outreach kit for volunteers and teachers, including games, reproduction objects, CD and trivia cards
5. Communicating & 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 Subcommittee.