SUBJECT: 2007 Hamilton Historical Board Volunteer Budget Submission (CS06032)
(City Wide)

RECOMMENDATION:

(a) That the Budget Submission, attached as Appendix B to Report CS06032, from the Hamilton Historical Board be received.

(b) That the Hamilton Historical Board Budget Submission, attached as Appendix B to Report CS06032, be referred to the 2007 budget deliberations for consideration.

(c) That the Hamilton Historical Board continue through the next term of Council (December 2006 to November 2010).

(d) That the Mandate and Goals of the Hamilton Historical Board, attached as Appendix C to Report CS06032, be approved.

Joe-Anne Priel
General Manager
Community Services Department

EXECUTIVE SUMMARY:

In accordance with the process for submission of budgets for Volunteer Advisory Committees, the Hamilton Historical Board (HHB) Volunteer Committee budget for 2007 in the amount of $18,000 is being submitted with the recommendation that it be referred to the 2007 budget process.
In addition, at the end of the term of the committee, they have requested to consider the matter of continuation of the committee for the next term of Council and to confirm or propose amendments to their Terms of Reference. The committee continues to provide valuable service to the City and the community.

**BACKGROUND:**

The HHB advises Council (through the Community Services Standing 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 during Heritage Month (February) each year with a fair and marketplace at City Hall. The HHB also administers the City of Hamilton’s Plaques Program with the Manager of the Culture Section.

**ANALYSIS/RATIONALE:**

The HHB’s 2007 work plan is attached as Appendix A to Report CS06032. In 2007, the work plan will be reviewed for realistic achievables should the Volunteer Committee Budget receive Council approval. In 2007, the HHB hopes to achieve all of their key outputs and objectives with an enhanced budget. The enhanced budget request is based on the needs identified in the work plan.

**ALTERNATIVES FOR CONSIDERATION:**

If the HHB’s 2007 budget request is not approved in its entirety, they may have to adjust their 2007 work plan to accommodate a lower funding level.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

**Financial**

For 2007, the HHB has requested a budget of $18,000. The 2006 approved and 2007 base budget is only $3,890. The difference of $14,110 will be forwarded to the 2007 budget process and be considered as an enhancement.

Without the enhancement, the objectives of the HHB’s 2007 work plan will not be achieved. In particular, the role of the City of Hamilton and the HHB in promoting heritage and culture in the city will be reduced.

**Staffing**

Culture Section staff will continue to act as staff liaisons to the HHB.

**Legal**

There are no legal implications associated with Report CS06032.
POLICIES AFFECTING PROPOSAL:

There are no policies affecting Report CS06032.

RELEVANT CONSULTATION:

In preparation of Report CS06032, Culture Section staff consulted the HHB, as well as Finance and Administration and Culture and Recreation Division.

CITY STRATEGIC COMMITMENT:

By evaluating the “Triple Bottom Line”, (community, environment, and economic implications) we can make choices that create value across all three bottom lines, moving us closer to our vision for a sustainable community, and Provincial interests.

Evaluate the implications of your recommendations by indicating and completing the sections below. Consider both short-term and long-term implications.

Community Well-Being is enhanced. ☑ Yes ☐ No
Arts, culture, archeological and cultural heritage are supported and enhanced. Acting as an advisory group, the HHB provides advice to City Council and staff, services to city residents and organizes events in our community. As volunteers, the HHB enhances and encourages volunteerism in the city. All of these activities ultimately assist in ensuring that Hamilton is a great city in which to live.

Environmental Well-Being is enhanced. ☐ Yes ☑ No

Economic Well-Being is enhanced. ☑ Yes ☐ No
Cultural industries are enhanced. Cultural industries are an important economic driver in the city. Cultural Tourism is an acknowledged priority. Through the activities of the HHB, the cultural industry in Hamilton is enhanced.

Does the option you are recommending create value across all three bottom lines? ☐ Yes ☑ No

Do the options you are recommending make Hamilton a City of choice for high performance public servants? ☑ Yes ☐ No
## WORKPLAN & PERFORMANCE TARGETS – Hamilton Historical Board 2007

**Period Covered by Review:** 2007 – First year of four year term

### STRATEGIC GOAL - 1. A GREAT CITY IN WHICH TO LIVE – Arts & Culture

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

<table>
<thead>
<tr>
<th>Strategic Commitment Area</th>
<th>Key Outputs</th>
<th>Budget</th>
<th>Objectives 2007</th>
<th>Action Plan</th>
<th>Timeline</th>
<th>Comments (A= Achieved, NA= Not Achieved)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$300 (Full Day)</td>
<td>Annual Workplan Retreat</td>
<td>Board Members to develop annual work plan</td>
<td>Q3 – 2006</td>
<td>Achieved</td>
</tr>
<tr>
<td>1)</td>
<td></td>
<td></td>
<td>Review projects from 2006 Review upcoming projects for 2007 by July 2006</td>
<td>Chair, Vice-Chair &amp; Manager of Culture to meet with Mayor formally every year to raise profile of HHB to give overview of activities</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td>Staff arrange for meeting,</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Present overview of HHB to Community Service Standing Committee each year</td>
<td>Chair to make arrangements through Standing Committee Secretary for early Fall each year</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Chair, Communication Sub-committee Chair and Manager of Culture to create PowerPoint for presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$100 (1/2 day)</td>
<td>Annual workshop with Board Members and Curators</td>
<td>Meet with Curators to define roles and responsibilities</td>
<td>Q3 - Q4</td>
<td></td>
</tr>
</tbody>
</table>
## Strategic Commitment Area

### Key Outputs

<table>
<thead>
<tr>
<th>Budget</th>
<th>Objectives 2007</th>
<th>Action Plan</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1200 ($120 x 10 Monthly HHB meetings)</td>
<td>Board members be responsible for reporting monthly to the HHB regarding Curators Reports as per assigned.</td>
<td>Curators to supply monthly HHB report to Board rep. 7 business days before Board Meeting. Assigned Board members will interview Curators monthly before Board Meeting Assigned Board Member to present report(s) at monthly HHB meeting.</td>
<td>Monthly</td>
</tr>
<tr>
<td>$700 (HHB - Binders, Office Supplies, Printing, Mailing Costs)</td>
<td></td>
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</tbody>
</table>

2) To advise and recommend action to City Council through the Community Services Standing Committee on matters of prehistoric and historic heritage concerning all of Hamilton’s communities.

### Budget

<table>
<thead>
<tr>
<th>Budget</th>
<th>Objectives 2007</th>
<th>Action Plan</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2000 (Heritage Newsletter / Outreach)</td>
<td>Review Communication Plan</td>
<td>Communication Sub-committee to review prior to Workplan Retreat</td>
<td>Q2</td>
</tr>
<tr>
<td>$5000 (primarily advertising)</td>
<td>Annual Heritage Day Event</td>
<td>Board Member and Cultural Projects Coordinator to act as Co-chairs to plan, organize and execute the Heritage Comes Home – February 16, 2008</td>
<td>Q1</td>
</tr>
<tr>
<td>$400 ($40 x 10 Monthly JPSC meetings)</td>
<td>To commemorate and celebrate events, individuals, structures and</td>
<td>Complete file of all public plaques in the City of Hamilton</td>
<td>Q4</td>
</tr>
</tbody>
</table>

3) To promote public appreciation of the history and heritage of all the communities that comprise Hamilton.
<table>
<thead>
<tr>
<th>Strategic Commitment Area</th>
<th>Key Outputs</th>
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<th>Objectives 2007</th>
<th>Action Plan</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$400 (JPSC - Binders, Office Supplies, Printing, Mailing Costs)</td>
<td>properties of enduring historical significance and interest in the city through the Plaques Program</td>
<td>Monitor plaques for vandalism, report and repair</td>
<td>On-going</td>
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<td></td>
<td></td>
<td>$5000 (Heritage Plaques) Inventory/Brochure/Searchable Database</td>
<td></td>
<td>Create brochure of City of Hamilton plaques</td>
<td>Q4</td>
</tr>
<tr>
<td>4) To foster special projects designed to further public awareness of and enjoyment in the prehistoric and historic heritage of Hamilton and its people.</td>
<td>$3000 (Doors Open Hamilton)</td>
<td>As appropriate</td>
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<tr>
<td>5) To promote broader understanding of the principles underlying and the necessity of heritage conservation by initiating and encouraging special projects.</td>
<td></td>
<td>Oversee conservation projects</td>
<td>Conservator to do presentation to Board 3 times per year</td>
<td></td>
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<tr>
<td>6) To encourage collection, protection and preservation of Hamilton’s Heritage in all forms.</td>
<td></td>
<td>As appropriate</td>
<td>Review existing policies with staff</td>
<td></td>
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<td>7) To liaise with other public and private groups and agencies in order to formulate co-coordinated responses concerning heritage issues and to</td>
<td></td>
<td></td>
<td>Continue current practice</td>
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<tr>
<td>Strategic Commitment Area</td>
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<td>operate joint programs.</td>
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<td>8)</td>
<td>To facilitate the appreciation of Hamilton’s history and heritage among the young people in the community.</td>
<td>See Heritage Newsletter / Outreach</td>
<td>Review Communication Plan</td>
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CITY OF
HAMILTON

2007 BUDGET SUBMISSION

“HAMILTON HISTORICAL BOARD”
PART A: General Information

VOLUNTEER COMMITTEE MEMBERS:

<table>
<thead>
<tr>
<th>Member</th>
<th>Position</th>
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<tbody>
<tr>
<td>Dr. Walter G. Peace*</td>
<td>Chair</td>
</tr>
<tr>
<td>Dr. Mary Anderson</td>
<td></td>
</tr>
<tr>
<td>Arthur Bowes*</td>
<td></td>
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<tr>
<td>Rev. Dr. John Johnston*</td>
<td></td>
</tr>
<tr>
<td>Bill Manson</td>
<td></td>
</tr>
<tr>
<td>Elizabeth Shambrook*</td>
<td></td>
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<tr>
<td>Brian Henley*, Vice-Chair</td>
<td></td>
</tr>
<tr>
<td>Jane Evans*</td>
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<td>Richard A. Lockley*</td>
<td></td>
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<tr>
<td>Lorraine Marshall</td>
<td></td>
</tr>
<tr>
<td>Robin McKee*</td>
<td></td>
</tr>
<tr>
<td>Patricia Saunders*</td>
<td></td>
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<tr>
<td>Robert Williamson</td>
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</tbody>
</table>

* Term expires December 2006

MANDATE:

“Provide the Volunteer Committee’s 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 history.

1. To advise and recommend to City Council through the Community Services Standing Committee on matters pertaining to the evaluation, acquisition, development, operation, maintenance and disposition of city museums, their grounds, structures and collections.

2. To advise and recommend action to City Council through the Community Services Standing Committee on matters concerning all of the communities that comprise Hamilton’s prehistoric and historic heritage.

3. To promote public appreciation of the rich historical heritage of all of the communities that comprise Hamilton.

4. To commemorate events, individuals, structures and properties in the city of enduring historical significance and interest.

5. To foster special projects designed to further public awareness of and enjoyment in the prehistoric and historic heritage of Hamilton and its people.

6. To promote broader understanding of the principles underlying and the necessity of heritage conservation by initiating and encouraging special projects.

7. To encourage the preservation of Hamilton’s heritage in all forms and processes, including but not limited to written records, photographs, maps, architectural drawings, film footage, sound recordings, and documentary art.

8. To liaise with other public and private groups and agencies, both within and outside all of the communities that comprise Hamilton, in order to formulate co-ordinated responses concerning heritage issues and to operate joint programs where feasible.

9. That the following definitions apply to this Mandate:
(a) Prehistoric Heritage

The pre-historical legacy of Hamilton's heritage may be defined primarily as those surviving remains of native or indigenous culture and settlement of this area. Typically these remains are not written records or buildings. They are sites, artefacts or remnants that are revealed through archaeological survey and excavation.

(b) Historic Heritage

The historical legacy of Hamilton includes those artefacts such as written and documentary records, buildings, structures, places, streetscapes and landscapes that are associated with the settlement and development of Hamilton.

The historical legacy also includes less tangible matters such as associations with a person, groups, events or activities that have occurred in the past and contributed to the physical, cultural, social, and economic development of Hamilton.

STRATEGIC OBJECTIVES:

“Indicate the Volunteer Committee’s goals and objectives, how they will be achieved and who will benefit”

Goals and Objectives:

1. To advise and recommend to City Council on matters pertaining to
   a) the evaluation, acquisition, development, operation, maintenance and finances of city museums, their
      grounds, structures and collections and
   b) matters concerning all of the communities that comprise Hamilton’s prehistoric and historic heritage.
2. To commemorate events, individuals, structures and properties in the city of enduring historical significance
   and interest through commemorative and designated property plaques.
3. To promote public awareness and appreciation of the rich pre-historical and historical heritage of all of the
   communities that comprise Hamilton.

How they will be achieved:

1. Advice on distribution of public finds to the heritage organizations through the City of Hamilton grant system.
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 Plaques.
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
3. Local heritage organizations and institutions
4. Primary & Secondary Schools of Hamilton
5. Citizens of Hamilton

Client Benefits/Impacts

2007 VOLUNTEER COMMITTEE
BUDGET SUBMISSION
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
2) A Great City in Which to Live
3) A Healthy, Safe and Green City
4) A City Where People Come First
5) A City that Spends Wisely and Invests Strategically
6) A City of Choice for High Performance Public Servants

INCIDENTAL COSTS:

| Refreshments for Committee Meetings (10 HHB and 10 Plaquing meetings) | $1,600 |
| 2 Planning Sessions (Workplan & Curators) | $400 |
| Binders, office supplies, printing, etc. | $700 |
| Mailing Costs (Monthly meeting information packages) | $300 |
| **TOTAL** | **$3,000** |

SPECIAL EVENT/PROJECT COSTS:

| Heritage Month (primarily advertising) | $5,000 |
| Heritage Newsletter / Outreach | $2,000 |
| Doors Open Hamilton – Doors Open Ontario | $3,000 |
| Heritage Plaquing Inventory / Brochure / Searchable Database | $5,000 |

2007 VOLUNTEER COMMITTEE
BUDGET SUBMISSION
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: Walter G. Peace, Chair, Hamilton Historical Board

Signature: __________________________________________________________

Date: ______________________________________________________________

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>$15,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL 2007 BUDGET REQUEST (SUM OF THE ABOVE)</td>
<td>$18,000</td>
</tr>
<tr>
<td>PREVIOUS YEAR BUDGET REQUEST</td>
<td>$18,000</td>
</tr>
</tbody>
</table>
HAMilton Historical Board

Mandate

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

Goals

I) To advise and recommend to City Council through the Community Services Standing 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.

II) To advise and recommend action to City Council through the Volunteer Co-ordinating Committee on matters concerning all of the communities that comprise Hamilton’s prehistoric and historic heritage.

III) To promote public appreciation of the history and heritage of all of the communities that comprise Hamilton.

IV) To commemorate and celebrate events, individuals, structures and properties of enduring historical significance and interest in the city.

V) To foster special projects designed to further public awareness of and enjoyment in the prehistoric and historic heritage of Hamilton and its people.

VI) To promote broader understanding of the principles underlying and the necessity of heritage conservation by initiating and encouraging special projects.

VII) To encourage the collection, protection and preservation of Hamilton’s heritage in all forms.
VIII) 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.

IX) To facilitate the appreciation of Hamilton’s history and heritage among the young people in the community.

DEFINITIONS

That the following definitions apply to this Mandate:

a) **Prehistorical Heritage**

The prehistorical legacy of Hamilton’s heritage may be defined primarily as those surviving remains of native or indigenous culture and settlement of this area. Typically these remains are not written records or buildings. They are sites, artifacts or remnants that are revealed through archaeological survey and excavation.

b) **Historic Heritage**

The historical legacy of Hamilton includes those artifacts such as written and documentary records, buildings, structures, places, streetscapes and landscapes that are associated with the settlement and development of Hamilton. The historical legacy also includes less tangible matters such as associations with a person, groups, events or activities that have occurred in the past and contributed to the physical, cultural, social, and economic development of Hamilton.