



AGENDA

COLLECTIONS AND STORAGE SUBCOMMITTEE Museums of Mississauga Advisory Committee (MOMAC)

THE CORPORATION OF THE CITY OF MISSISSAUGA
www.mississauga.ca

TUESDAY, FEBRUARY 5, 2013 - 7:00 PM

Bradley Museum, The Anchorage
160 Orr Road

MEMBERS: Joseph Zammit, Citizen Member MOMAC (Chair)
Lawrence Cook, Citizen Member, MOMAC
Wendy Davies, Citizen Member, MOMAC
Anne Fabierkiewicz, Citizen Member, MOMAC
Becky Ryder, Museums Collections Volunteer
Jeremy Harvey, *ex-officio* as Chair of MOMAC

STAFF: Annemarie Hagan, Museums Manager
Stephanie Meeuwse, Museums Collections & Exhibit
Supervisor
Andrew Whittemore, Manager, Culture Operations

Contact: Stephanie Smith, Legislative Coordinator, Office of the City Clerk
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CALL TO ORDER

DECLARATIONS OF DIRECT OR INDIRECT PECUNIARY INTEREST

APPROVAL OF AGENDA

MATTERS TO BE CONSIDERED

1. Minutes of the Previous Meeting – November 6, 2012

Collections and Storage Subcommittee members to review the minutes of the November 6, 2012 meeting.

Recommend Approval

2. Collections & Exhibit Supervisor Report

Report from Stephanie Meeuwse, Supervisor, Collections & Exhibits providing an update on collections and exhibits.

Recommend Receipt

3. Verbal Update from the Manager of Museums

Annemarie Hagan, Manager, Museums to provide a verbal update.

4. Discussion of Themes for Future Collection Strategy

Stephanie Meeuwse, Collections and Exhibit Supervisor to lead discussion regarding themes for the Future Collection Strategy.

5. ITEMS FOR INFORMATION

5.1 Draft Project Plan: Creating a City Museum

Collections and Storage Subcommittee members to review the Draft Project Plan: Creating a City Museum.

5.2 2013 Museums of Mississauga Advisory Committee and
Collections and Storage Subcommittee Meetings Dates –
Amended

Collections and Storage Subcommittee members to review
the 2013 Museums of Mississauga Advisory Committee and
Collections and Storage Subcommittee Meetings Dates –
Amended

Recommend Receipt

OTHER BUSINESS

NEXT MEETING(S)

Collections and Storage Subcommittee – Tuesday, March 5, 2013, 7:00 PM,
Bradley Museum, The Anchorage

Museums of Mississauga Advisory Committee – Monday, March 25, 2013,
6:00 PM, Benares Visitor Centre

ADJOURNMENT



MINUTES

COLLECTIONS AND STORAGE SUBCOMMITTEE Museums of Mississauga Advisory Committee (MOMAC)

THE CORPORATION OF THE CITY OF MISSISSAUGA
www.mississauga.ca

TUESDAY, NOVEMBER 6, 2012 - 7:00 PM

Benares Visitor Centre
1507 Clarkson Rd. N., Mississauga, ON

MEMBERS PRESENT

Joseph Zammit, Citizen Member MOMAC, (Chair)
Lawrence Cook, Citizen Member, MOMAC
Wendy Davies, Citizen Member, MOMAC
Jeremy Harvey, *ex-officio* as Chair of MOMAC
Anne Fabierkiewicz, Citizen Member MOMAC

STAFF PRESENT

Annemarie Hagan, Museums Manager
Stephanie Meeuwse, Museums Collections & Exhibit Supervisor
Andrew Whittlemore, Manager, Culture Operations
Karen Morden, Legislative Coordinator

Contact: Karen Morden, Legislative Coordinator, Office of the City Clerk
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CALL TO ORDER

7:07 p.m.

DECLARATIONS OF DIRECT OR INDIRECT PECUNIARY INTEREST

NIL

APPROVAL OF AGENDA

RECOMMENDATION

That the Collections and Storage Subcommittee of Museums of Mississauga Advisory Committee Agenda for November 6, 2012 be approved.

APPROVED – (A. Fabierkiewicz, *Citizen Member, MOMAC*)

MATTERS TO BE CONSIDERED

1. Collections & Exhibit Supervisor Report

Stephanie Meeuwse, Collections & Exhibit Supervisor provided an overview of the Collections & Exhibit Supervisor Report, dated November 6, 2012. Ms. Meeuwse noted that they had received a donation from Joseph Zammit, Chair, CASS, of a pacemaker circa 1991. Also of note was the transfer of items from the Harris family of 6545 Creditview Road in Mississauga including the original deed, an electrical transfer, a milk can, a wringer washer and farming implements among other articles. Ms. Meeuwse also noted that the property transfers of ownership to the City of Mississauga occurred on October 31, 2012.

Joseph Zammit, CASS Chair and Citizen Member, mentioned that he had viewed an interesting television program entitled, "Halloween Hauntings in Mississauga" and made an inquiry with respect to the chosen location of The Grange and not one of Mississauga's Museums. Annemarie Hagan, Museums Manager, mentioned that Heritage Mississauga formerly collected some artifacts but no longer do so.

RECOMMENDATION

That the Collections & Exhibit Supervisor Report, dated November 6, 2012 by Stephanie Meeuwse, Collections & Exhibit Supervisor, be received.

RECEIVED – (L. Cook, *Citizen Member, MOMAC*)

2. Minutes of the Previous Meeting – October 2, 2012

RECOMMENDATION

That the minutes from the October 2, 2012 Collections and Storage Subcommittee meeting be approved, as amended.

APPROVED – (J. Harvey, *ex-officio* as Chair of MOMAC)

3. Verbal Update from the Manager of Museums

Annemarie Hagan, Museums Manager, provided a verbal update to the Subcommittee Members.

Ms. Hagan advised that Museums staff would be moving back into the Anchorage at Bradley Museum on November 8, 2012 and that the roofing contractors were completing the roof on the Anchorage. She also noted that the collections would be moving back to the Anchorage at that time.

Ms. Hagan noted that she would be meeting with staff from the Slovak Canadian Museum and that they may potentially show some of the Slovak Canadian Museum collections temporarily in late 2013.

Ms. Hagan advised that the Community Operating Grant valued at \$53,803 had come through. At this time, Ms. Hagan noted that Mayor McCallion would be attending the next Museums of Mississauga Advisory Committee meeting, to be held on November 26, 2012 and that Councillors Mullin and Tovey would be meeting with the Mayor to gain clarification with respect to the plans for the Artifact Preservation Centre.

OTHER BUSINESS

4. Continued Collaborative Planning on the Draft Museum Project Management Plan

Andrew Whittemore, Manager, Culture Operations provided a review and summary of the previous workshop and discussion at the Collections and Storage Subcommittee meeting held on October 2, 2012, mentioning that the purpose of the current subcommittee meeting would be to seek endorsement from CASS for the Draft Museum Project Management Plan. He explained that the plan would be utilized by CASS to follow and monitor the objectives of the plan. Mr. Whittemore then explained that the plan would be organized by Project Purpose, Project Objectives and Work Scope.

Mr. Whittemore provided clarification with respect to the term “iconic museum” versus a storage facility and discussion ensued amongst Members.

Lawrence Cook, Citizen Member MOMAC, expressed that the feasibility study that had been completed related to a storage facility and not a museum and that there was a need to specifically include the storage facility in the plan. Mr. Whittemore indicated that a museum would imply that storage would be a large part of the museum and noted that Council's motion included a museum as well.

Clarification was requested with respect to the Project Work Scope and the budget allocated to collection storage. Discussion ensued with respect to the benefits of renting appropriate artifact space versus building a separate artifact building versus a combination of both approaches.

The Subcommittee provided feedback with respect to the projected timelines and noted that the 2014 budget was not mentioned in the Project Plan. Mr. Whittemore provided an explanation of the current budget constraints and asked for input from the Members on how to amend the plan to address their concerns and understanding of the plan.

Jeremy Harvey, *ex-officio* as Chair of MOMAC, indicated the need to include the continuation of exploring and seeking partners in the creation of the storage facility, to which the Subcommittee agreed.

Ms. Hagan indicated that the museum focus could be on contemporary history, from 1939 onward and that Peel Art Gallery, Museum and Artifacts (PAMA) was focusing on a 10,000 year history. Ms. Hagan mentioned that in growing the current collection, and planning a future museum, Mississauga should not duplicate what PAMA is doing, but focus on more contemporary Mississauga history.

Mr. Whittemore advised that he would continue to amend and work on the plan and share it with Members at the next CASS meeting on December 4, 2012.

Ms. Hagan suggested that the vision for the new museum not focus on being just a local history story, but to be a unique, technologically advanced, innovative experience.

Wendy Davies, Citizen Member, MOMAC, suggested the need to seek corporate, private funding for the project.

Mr. Harvey expressed the need to include citizen engagement in the process, to which all agreed.

The Collections and Storage Subcommittee made the following requests and recommendations with respect to the Draft Museum Project Management Plan:

1. To incorporate 2014 budget allocation for the Artifact and Collection facility into the work scope.
2. That Section 1.5 (A) of the plan include partnerships with external agencies.

3. That Section 1.1 include context and historical background and to focus on the history, not solely on financial challenges.
4. That the timelines be organized to reflect a beginning, end, and concurrent items.
5. To ensure that the plan reflects the need for community involvement.
6. To ensure that the plan reflects corporate and private funding possibilities.

ITEMS FOR INFORMATION

NIL

NEXT MEETING(S)

Museums of Mississauga Advisory Committee – Monday, November 26, 2012, 6:00 PM, Benares Visitor Centre

Collections and Storage Subcommittee – Tuesday, December 4, 2012, 7:00 PM, The Anchorage, Bradley Museum

ADJOURNMENT – 8:50 p.m.

(A. Fabierkiewicz, *Citizen Member, MOMAC*)

DRAFT

**Collections & Exhibit Supervisor Report to
Collections and Storage Sub-Committee Meeting February 5, 2013**

New Donations:

- Items related to the Skynner and Harris families from Barbara Larson
- Organ parts from St. Peter's Anglican Church, Erindale
- Canada Red Cross pin donated by Jenny Dale

Conservation:

- On-going work on Mary Harris' wedding dress by Caterina Florio

Exhibits: Out-Reach Displays

- Installed Apple Farming in Mississauga at the Legislative Assembly of Ontario: Community Exhibits Program for Winter 2013.
- Installation of Changing Technology display in Great Hall
- Updated exhibit schedule and booked cases for 2013 in the Mississauga Library System
- Preparing displays for Canadiana Room and third floor of Central Library for mid-February as well as Port Credit Arena and Council Reception area.
- Met with Slovakian Museum to discuss out-reach display opportunities in Mississauga

Exhibits: In-House Displays

- Debwewin student art show in the Anchorage to be taken down Feb. 8th. Elements will be used by Mississauga Heritage Foundation for a display in May.
- Early Medical Practices in Peel exhibit will run until April at Benares Visitor Centre. Features information on early doctors and Toronto Township Epidemics. Includes borrowed artifacts from PAMA.
- Extraordinary Lives: Inspiring Women of Peel display to be installed for opening on Feb. 13 at the Anchorage.

Storage:

- Did background research for Business Plan on Leased Space for Artifacts, including measuring space used by artifacts currently in our storage that could potentially go into leased storage. Met with Richard Robertson to discuss rental options at Armstrong.
- Moved artifacts from Maid's Room back to Anchorage Artifact Storage and rearranged layout, as follow-up to installation of Museum quality environmental controls in Anchorage storage area.

Other:

- Completed 2012 income tax receipts requests for artifact donors.
- Attended opening at PAMA to view interactive map project that we participated in.
- Received a positive response to our application for a Museum and Technology Grant for Museums Collection Management Upgrade project which includes a new database software, Past Perfect, and resources to bar code our artifact collection. Expected start date May, 2013.
- Applied, with assistance from the City of Mississauga Grants Officer, for Young Canada Works in Heritage Organizations for a summer student to assist with bar coding and inventorying collections.

DRAFT Project Plan: Creating A City Museum

1.1 Project Background:

For the past decade, the Museums of Mississauga quality artifact storage space has been increasingly filled and storage space is necessary to grow and sustain the collection. Several studies, including The Museums of Mississauga Artifact Preservation Feasibility Study conducted by Lundholm Associates in December 2010, have explored this issue and provided recommendations. In response, in May 2010, Mississauga City Council directed staff to assess the City's inventory of properties and to recommend the best location for a 1.9 ha (4.7 acre) site which can accommodate both the Artifact Preservation Centre as well as a future public museum. As well, staff were directed to update the Museum's Collection policy, to develop an Interpretive Strategy, an Artifact Collecting Plan, and plans for public access at the Artifact Preservation Centre, partnerships, resource requirements and funding opportunities. (GC-0237-2011).

The Artifact Preservation Centre project was included in the approved draft Capital Budget, with design scheduled in 2015, and construction scheduled in 2016. However, due to unanticipated capital budget pressures, the proposed funding for the project is now recommended for an undetermined future date.

As a result, staff are preparing a draft Business Plan for January 2013 which considers the use of leased museum quality storage space as a short to medium term solution. The Business Plan recommends necessary funding for the leased space be included in the 2014 draft operating budget.

Looking ahead, this project plan is also for the eventual development of a purpose-built Iconic City Museum which will share the unique story of Mississauga's history, particularly in terms of the last 75 years as it has developed from scattered villages and farms into planned suburbs and a now thriving and diverse urban centre as Canada's sixth largest City.

This new museum will complement the existing 19th and early 20th century focus at the Museums of Mississauga's current sites, Leslie Log House, Bradley Museum, and Benares Historic House, as well as the wide historical focus taken at the recently renovated Regional of Peel Art Gallery, Museums and Archives. In making more recent history the main focus of future collection growth, the City of Mississauga is poised to become a leader in contemporary museum services.

While there are many requirements for achieving this goal, priority among them are cultural facilities. As acknowledged in the Culture Master Plan, the number of cultural facilities in Mississauga is considered to be below the national average for a population of its size. Notably, the City is underserved in the number of museums.

Beyond a museum facility, communicating and interpreting this important aspect of Mississauga's history requires a vast and well cared for artifact collection. Unfortunately, the City is challenged in this regard due to its limitations in the amount of museum quality storage space, lack of the artifact acquisition budget, and the number of professional collection staff.

Not unlike many North American cities, Mississauga is facing increasing budgetary pressures and high debt loads, coupled with levelling or declining tax base. Increasing pressures to reduce the tax burden on property owners, and growing uncertainty of provincial and federal fiscal health and its impact at the municipal level, are real challenges facing the City. Assuming this is not likely to change; achieving a new museum will require a shift in approach. Clearly the City cannot do everything ourselves, rather we must become facilitators and enablers for setting the stage for more creative partnerships and solutions to address these future needs. Work is required to foster effective partnerships at both the community and corporate levels, and strong leadership at the political and community level is essential.

1.2 Project Purpose:

To develop a business plan for leased museum quality storage space by January 2013, for inclusion in the 2014 draft operating budget.

To plan, construct and operate an iconic museum in a high profile location of the City by 2022.

5.1a

DRAFT Project Plan: Creating A City Museum

For purposes of this project, we are using the following, adapted from the Canadian Museums Association's definition of the word "museum":

Museums are institutions created in the public interest. They engage their visitors, foster deeper understanding and promote the enjoyment and sharing of authentic cultural heritage. Museums acquire, preserve, research, interpret and exhibit the tangible and intangible evidence of society. As educational institutions, museums provide a physical forum for critical inquiry and investigation.

1.3 Project Objectives:

- a. To ensure existing and newly acquired artifacts are adequately protected and preserved;
- b. To grow the artifact collection on a scale necessary to develop and plan the new museum;
- c. To secure adequate parcel of land in a highly prominent location for the iconic museum;
- d. To build an adequate capital budget to develop a new iconic museum;
- e. To construct the new museum facility building; and
- f. To successfully operate the new museum.

1.4 Strategic Linkages:

The development of a Museum supports the Connect pillar of the Strategic Plan. This facility will allow residents and visitors alike to "celebrate our community" through the promotion of our past and pride in the diversity that has built this city and to celebrate our uniqueness and innovation through our heritage, arts and culture. As well, one of the stated Actions of the Connect pillar to is build a major, iconic tourist destination every decade. This project also supports the Prosper pillar, as the museum will be a significant player in the culture of innovation in Mississauga.

1.5 Project Work Scope:

Timelines

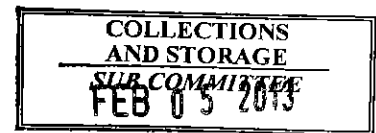
1.5 Project Work Scope:	Timelines
a. To ensure existing and newly acquired artifacts are adequately protected and preserved; <ul style="list-style-type: none"> • Prepare a Business Plan and Expression of Interest for the provision of rented museum quality storage space; • Establish a registry of service providers; • Confirm an operating budget for procuring rented museum quality storage space • Confirm operating budget • Negotiate Service Contract; 	2012 - 2014
b. To grow the artifact collection to a scale necessary to develop the new museum; <ul style="list-style-type: none"> • Research innovative museum collection and program strategies; • Design and implement a strategic planning exercise for a museum strategy; • Develop community engagement strategy for developing collection and interpretive strategy and for planning the museum • Complete museum strategy, including collection mandate and policy; • Seek Council endorsement of Strategy; • Recruit additional collection staff; • Implement collection strategy; 	2013 - 2019
c. To secure adequate parcel of land in a highly prominent location for the museum <ul style="list-style-type: none"> • Conduct museum feasibility plan • Confirm Site/Building Selection Criteria • Confirm potential partnership opportunities • Complete inventory of opportunity sites • Analyze opportunity sites • Confirm Preferred Site • Council endorsement of preferred site • Enter Land/Partnership Negotiations • Council endorsement of land acquisition/partnership agreements 	2013- 2015
d. To develop an exciting design for the iconic museum	

DRAFT Project Plan: Creating A City Museum

<ul style="list-style-type: none"> • Establish budget for international design competition • Develop building program • Recruit competition jury and plan, promote and launch competition • Analysis of submissions; Selection and announcement of winner 	2017
e. To build an adequate capital budget for constructing the museum;	
<ul style="list-style-type: none"> • Request for Proposal issued for detailed site and building plans, working and construction documents • Design Capital Fundraising Strategy – including engaging public and private partnerships • Implement capital campaign 	2018
f. To construct the museum facility building	
<ul style="list-style-type: none"> • Complete any Land Use Approval processes • Tender construction • Begin construction • Complete construction 	2021-22
g. To operate the museum facility building	
<ul style="list-style-type: none"> • Facility Operating Policies • Human Resources Plan • Collection Relocation plan • Financial Plan • Staff Report –operations & budget plan • Approve operating budget • Relocate staff & collection • Grand opening event 	2022

1.6 Project Assumptions:

a. Assumptions
<ul style="list-style-type: none"> • The City will manage the facility, unless an agreement is otherwise reached with a potential partner. • The new museum would contain appropriate artifact storage. • It is important to grow the City's collection. • The City will need to obtain a portion of capital contributions from both public and private institutions. • Other City departments will identify potential opportunities and commit the necessary resources to advance the project. • While potential partnership have been identified, these will need to be solidified and formalized before final functional plan and operating budget can be determined.
b. Dependencies
<ul style="list-style-type: none"> • While potential partnership have been identified, these will need to be solidified and formalized before final functional plan and operating budget can be determined. • An interpretation strategy is required to ensure there is clarity respecting the role of the various museum facilities (ie historic house facilities and the new museum). • Confirmation of financial support by public and private entities before proceeding at each stage.
c. Constraints
<ul style="list-style-type: none"> • No additional operating budget has been approved to grow collection, and to procure interim quality storage. • A budget has not been established for land acquisition; therefore, total cost of facility development is unknown. • The City is facing mounting pressure on its capital program, and operating from capital. Staff will need to carefully monitor the project budget, implications, and consider the overall long term sustainability of the collection program. • Detailed analysis and understanding of potential alternative service delivery approaches (private) have not been complete • The uncertainty respecting the costs of land makes informed decision making, and best value analysis difficult. • Have been challenges in fundraising for other cultural projects in Mississauga



5.2

Leading today for tomorrow

DATE: December 12, 2012

TO: Chair and Members of the Museums of Mississauga Advisory Committee

RE: 2013 Museums of Mississauga Advisory Committee and Collections and Storage Subcommittee Meeting Dates - Amended

This is to advise that the MOMAC and CASS meeting schedule has been set for 2013, as amended, as listed below.

Museums of Mississauga

Date	Time	Location
Monday, March 25, 2013	6:00 – 8:00 PM	Benares Visitor Centre
Monday June 17, 2013	6:00 – 8:00 PM	Benares Visitor Centre
Monday, September 23, 2013	6:00 – 8:00 PM	Benares Visitor Centre
Monday, November 25, 2013	6:00 – 8:00 PM	Benares Visitor Centre

Collections and Storage Subcommittee

Date	Time	Location
Tuesday, February 5, 2013	7:00 – 9:00 PM	Bradley Museum, The Anchorage
Tuesday, March 5, 2013	7:00 – 9:00 PM	Bradley Museum, The Anchorage
Tuesday, April 2, 2013	7:00 – 9:00 PM	Bradley Museum, The Anchorage
Tuesday, May 7, 2013	7:00 – 9:00 PM	Bradley Museum, The Anchorage
Tuesday, June 4, 2013	7:00 – 9:00 PM	Bradley Museum, The Anchorage
Tuesday, October 1, 2013	7:00 – 9:00 PM	Bradley Museum, The Anchorage
Tuesday, November 5, 2013	7:00 – 9:00 PM	Bradley Museum, The Anchorage

Sincerely,

Karen Morden
Legislative Coordinator
Legislative Services Division, Office of the City Clerk
905-615-3200 Ext. 5423