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| ITEM | 15 |
| MANAGER'S REPORT NO. | 31 |
| COUNCIL MEETING | 1980 04 21 |

RE: OPERATION OF HERITAGE VILLAGE MUSEUM
 WORKING AGREEMENT BETWEEN THE CORPORATION AND THE CENTURY PARK
 MUSEUM ASSOCIATION

Following is a report from the Parks and Recreation Administrator regarding a working agreement that is being forwarded for Council's consideration and approval.

RECOMMENDATIONS:

1. THAT the recommendations as contained in the report from the Parks and Recreation Administrator be adopted.
2. THAT a copy of this report be sent to Mr. Owen Dykstra, President, Burnaby Civic Employees' Union, Local 23, P.O. Box 80035, Burnaby, B.C. V5H 3X1.

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1980 April 16

TO: MUNICIPAL MANAGER
 FROM: ADMINISTRATOR, PARKS AND RECREATION
 SUBJECT: WORKING AGREEMENT BETWEEN THE CORPORATION AND THE
 CENTURY PARK MUSEUM ASSOCIATION RESPECTING THE OPERATION
 OF HERITAGE VILLAGE MUSEUM

Recommendations:

1. THAT Municipal Council approve the content of the Heritage Village Museum Working Agreement as outlined in this Report.
2. THAT Council approve the execution of such an Agreement.
3. THAT a copy of this Report be sent to the Parks and Recreation Commission.
4. THAT a copy of this Report be sent to the Century Park Museum Association.

REPORT

At its meeting of 1980 March 03, Municipal Council approved the following motions:

" THAT the Municipal Council of the Corporation of the District of Burnaby endorse the management premise that all matters relative to Heritage Village continue to be the responsibility of the Parks and Recreation Commission.

THAT the Municipal Council of the Corporation of the District of Burnaby approve of the steps being taken by His Worship, the Mayor, towards the resolution of the problems that exist and further that the terms of a working agreement between the Century Park Museum Association and the Municipal Council be worked out between the Parks and Recreation Commission and the Century Park Museum Association and that this draft agreement be brought back to Council within four weeks."

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Subsequently, representatives of the Parks and Recreation Commission and the Association, together with staff, have held several meetings and worked out a 28-point Agreement, a copy of which is attached. This Agreement has been approved by the

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| Commission/Association Committee | 1980 March 31 |
| Parks and Recreation Commission | 1980 April 02 |
| CPMA Board of Directors | 1980 April 01 |
| CPMA Membership | 1980 April 15 |

It is understood by all parties concerned that this Working Agreement is intended to cover the 1980 operating season and that there will be a long-term study taking place between the months of May and September, 1980 following which an alternate management model may or may not be put forward for Council's consideration. It has been agreed that the following five items shall not be included in the Working Agreement but shall be given consideration during the course of the long-term study. Such consideration does not preclude the presentation and study of additional items or additional management models as part of the long-term review:

- a) Serious consideration should be given to reaching and maintaining as many B.C. and Canadian museum standards as possible.
- b) Consideration of further land acquisitions for museum purposes.
- c) Provisions for all future capital program needs.
- d) Every effort should be made to find a model that will make the Museum financially independent on an operating basis.
- e) That C.P.M.A. manage and operate Heritage Village Museum.

If Council approves the contents of this Report, it will then be referred to the Municipal Solicitor to be placed in suitable legal form.

DG:df
Attach


 PARKS AND RECREATION ADMINISTRATOR

c.c. Municipal Solicitor

1980 April 16

PROPOSED CONTENTS OF WORKING AGREEMENT BETWEEN THE CORPORATION OF THE DISTRICT OF BURNABY AND THE CENTURY PARK MUSEUM ASSOCIATION FOR THE OPERATION OF HERITAGE VILLAGE MUSEUM

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MANAGER'S REPORT NO. 31
COUNCIL MEETING 1980 04 21

| <u>Subject</u> | <u>Explanation</u> |
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| 1. Importance of C.P.M.A. | C.P.M.A. will continue to have an important and effective role to play in Heritage Village Museum. |
| 2. Continuance of C.P.M.A. | C.P.M.A. will continue to be an effective part of the Museum into the foreseeable future irrespective of which management model is adopted. |
| 3. Participants in working agreement | The working agreement will be officially made and signed between C.P.M.A. and the Corporation of the District of Burnaby. |
| 4. Autonomy of C.P.M.A. | C.P.M.A. will be a fully autonomous body under The Societies Act in the same way as many other citizens groups which liaise with the Parks and Recreation Commission. |
| 5. Length of Agreement | Until 1980 December 31 with an option to renew |
| 6. Ownership of Land | All land occupied by the Museum is vested in the ownership of the Corporation of the District of Burnaby. |
| 7. Ownership of Buildings | All buildings connected with the Museum are vested in the ownership of the Corporation of the District of Burnaby. |
| 8. Ownership of Artifacts | Ownership of artifacts can be vested in either: (a) the Corporation of the District of Burnaby or (b) the Century Park Museum Association An inventory shall be taken to determine the ownership of all present artifacts and a dual donation system set up so that a donor will have the choice of donating an artifact to either the Corporation or the Association. It is understood that if the Association dissolves, then the ownership of all artifacts vested in the Association would automatically transfer to the Corporation, as per the C.P.M.A. constitution. |
| 9. Gift Shop Committee | C.P.M.A. shall appoint a Gift Shop Committee of no more than five volunteers to work with the Operations staff. The Committee shall provide policy for the operation of the Gift Shop and advice to staff. The staff (Operations Manager and Gift Shop Manager) shall be appointed by and accountable to the Senior Heritage Village Museum Administrator for operating the Gift Shop. |

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| 10. Volunteers | Volunteers will continue to be recruited and used to the maximum potential in every aspect of the Museum's operation. Due respect and appreciation will always be offered to such volunteers in recognition of the role that they perform. | |
| 11. Volunteer Grievances | That a suitable process be mutually adopted for the hearing of volunteer grievances. | |
| 12. Volunteer Training | That a training and education program be continued for volunteers | |
| 13. Staff Liaison with Steam Display Volunteers | That a staff liaison with the Steam Display Volunteers will be named | |
| 14. Staff Liaison with the Railway Volunteers | That a staff liaison person with the B.C. Society of Model Engineers be named. | |
| 15. Volunteers in positions of trust | That volunteers will be treated in the same way as staff in respect to occupying positions of trust. | |
| 16. Volunteer breaks | Volunteers will be offered the opportunity for appropriate breaks similar to those offered to the staff during periods of volunteer activity. | |
| 17. Building Committee | There will be a C.P.M.A. Building Committee which shall work with staff on such items as new construction and long-range planning. The results of the Committee's deliberations will be communicated to whichever authority is responsible for decision-making on that particular subject. | |
| 18. Museology Committee | The Museology Committee of C.P.M.A. shall continue to function in the same manner that it previously functioned. | |
| 19. Villager Publication | C.P.M.A. shall continue to publish the Villager. | |
| 20. The role of the Commission and the Association in the management of the Museum | The Parks and Recreation Commission shall continue to manage Heritage Village Museum and delegate its mandate in such management to a Parity Committee made up of three Association members and three Commission members. | |
| 21. Aims and Objectives of Heritage Village Museum | That no changes be made immediately to the aims and objectives of Heritage Village Museum without the consent of the parties to this agreement. | |
| 22. Management Model and Schematic | The agreement will contain a schematic of the management model. | |

| Subject | <u>Explanation</u> |
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| 23. Utility payments | The Museum's utility costs should continue to be paid directly from the Parks and Recreation Commission's budget. |
| 24. Accounting services and practices | The Museum's accounting services and practices should be assisted by the Corporation and where feasible, undertaken completely by the Corporation. |
| 25. Maintenance of buildings and grounds | The cost of maintaining buildings and grounds shall continue to be taken directly from the Commission budget and carried out by the Commission staff and agents. This to be in compliance with the previous agreement between the Parks and Recreation Commission and C.P.M.A. respecting the maintenance of buildings and grounds. |
| 26. Operating subsidy | Funds required to subsidize the Village, that is, the difference between revenues and expenditures shall continue to be provided through the Parks and Recreation Commission budget. |
| 27. Council and Commission input | Provision should be made for Council and/or Parks and Recreation representatives to have input into the C.P.M.A. process. This will be through Council and Commission's representatives to the C.P.M.A. Board. |
| 28. B.C. and Canadian Museum standards as to the preservation of artifacts and archives | The operation of the Museum should be upgraded within budget provided to reflect B.C. and Canadian standards where possible. |

