

August 22, 1991

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(91-053)

STAFF REPORT

Schedule 1 to the Minutes of the Parks, Recreation & Cultural Services Committee meeting of Richmond City Council held on Wednesday, December 21, 2016.

ORIGIN

Recently there have been two issues regarding museum collections that have highlighted the need to address the museum space issue. In the first case, we had to turn down the donation of a desirable artifact. In the second case, we had to transfer an artifact to another museum. Both decisions resulted because of inadequate space.

Another aspect of the museum space issue should also be considered. The Richmond Museum has initiated the first phase of decentralization with the successful "Museum on the Move" (M.O.M.) exhibits. In order for this project to continue and expand, the requirements for operational space needs to be addressed.

On July 17, 1990, Council passed a Museum Services Policy "In Camera". Recommendation of the Policy states:

- "1. That, the focus of the museum services for the Municipality be the development of an outreach program that broadens the public interest base for museum activities, and which provides greater exposure of the collection of artifacts through a decentralized approach to museum exhibitions."

Later, Parks & Recreation Commission identified the following goal regarding museum decentralization:

- "1.11 Establish a program and policy considerations for the decentralization of museum services including: displays in municipal facilities across Richmond; securing of adequate assembly and disbursement space for artifacts; development of loans programs to other museum groups..."

ANALYSIS-

In keeping with these directives, the following is an update on the five main functions undertaken by the Richmond Museum:

1. Administration - there is currently one permanent staff position (Curator) and one regular part-time position (30 hrs/week programmer). The remaining positions are dependent on grant monies.
2. Exhibition - as a result of the provincial grants received, the Museum started a travelling exhibit program in January 1991 called Museum on the Move (M.O.M.). We are currently travelling light exhibits throughout the community in a number of different venues. This program has been very well received. We also continue to change exhibits in-house regularly and continue to take on cooperative exhibits with members of the community.

3. Programming - In the fall of this year, we are planning to develop programs to compliment our M.O.M. exhibits. We are continually increasing our programming in-house, especially joint ventures in the Library/Cultural Centre. In addition, we continue to do cooperative programs with other groups in the community.
4. Community Heritage Resource - The Richmond Museum is the only operation in the City to employ curatorally trained staff. As a result, we provide technical and advisory assistance to individuals and/or groups. We also assist in training staff for other heritage groups.
5. Collections Management - all functions of the Museum are dependent on it's collection. We are acquiring very little in Richmond due to lack of storage space. We continue to document the existing collection but cataloguing is very time consuming and is complicated by the lack of work space. The safe preservation and handling of the collection is also hampered by the space problem.

Administration, exhibitions and programming take place in the Library/Cultural Centre and throughout the community. This leaves the issue of space needed for collections management, community heritage resource services and exhibit preparation.

The collection of over 9,000 artifacts is currently stored in five locations (excluding artifacts on display and/or loan) at a total cost of \$29,000/yr.. They are as follows:

1. Warehouse at #101 - 7080 River Road - 3,000 sq. ft.
2. Locker at 4511 Shell Road - 210 sq. ft.
3. Salmon's Storage (climate-controlled for the most fragile items) - 50 sq. ft.
4. Boyce Towing - 200 sq. ft.
5. Richmond Museum - 50 sq. ft.

To achieve an effective program of decentralized museum services, staff recommend consolidation of the collection to one location. Space requirements for these services are based on existing operational needs, the United Cultural Centre Program Document, other community museums and National Museum Standards. They are as follows:

	<u>Total Sq. Ft.</u>
Public Space	500
- 2 offices - 200 sq. ft.	
- Community Resource Room - 300 sq. ft.	
Collections Management	300
- Accessioning (receiving) Area 100 sq. ft.	
- Preventative Conservation Area 100 sq. ft.	
- Cataloguing Workstation 50 sq. ft.	
- Artifact Photography Alcove 50 sq. ft.	
Storage	4000
- Exhibit supplies/props 100 sq. ft.	
- Conservation/storage supplies 100 sq. ft.	
- Exhibit cases/crates 300 sq. ft.	
- Artifact storage 3500 sq. ft.	
Exhibit Preparation Work Rooms	500
- "Dirty" Work Room 200 sq. ft.	
- "Clean" Area 100 sq. ft.	
- Layout/Design Area 200 sq. ft.	
Loading Bay	200
Lunch/Staff Room	<u>200</u>
	5700 sq. ft.

OPTIONS

1. Existing Historic House (Branscombe, McKinney or London Farm). Each of these houses would provide adequate workspace but are not practical for artifact storage.
2. Britannia Shipyard - Warehouse #9 is approximately 30,000 sq. ft., but its fate is uncertain at this time. If the building remains, the Britannia Steering Committee wish to use it as part of the existing site.
3. Building Warehouse Space - a desirable option to achieve goals, but there are no plans for this type of capital construction.
Cost: \$ 50.00/sq. ft. to build
4. Leasing Warehouse Space -
Cost: \$ 7.00/sq. ft. for unimproved warehouse space. In order to adapt the space to meet minimal standards an approximate cost would be \$50,000

FINANCIAL IMPACT

If the preferred option #4 is chosen, the cost of unimproved warehouse space would be approximately \$49,000 which is \$20,000 more than current costs, plus renovation costs of \$50,000 which would have to be included as an additional item.

Funding Concurrence:



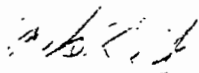
Treasury Department

COMMUNITY INVOLVEMENT

The community has responded favourably to the decentralized museum approach. The Richmond Museum Advisory Committee has met twice and has not yet dealt with the issue of storage space.

CONCLUSION

Both the City Council Museum Policy and the Parks and Recreation Commission term goals identify the decentralized museum approach with its necessary space requirements. The success of Museum on the Move and the two recent acquisition issues have highlighted the immediacy of this need.



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