

Meeting: GENERAL PURPOSE &
ADMINISTRATION COMMITTEE

Date: March 1, 2010

Dept: Parks Recreation and Culture

Report No: PR&C-2010-07-GP&A

Title: SCUGOG SHORES MUSEUMS ANNUAL REPORT 2009

RECOMMENDATION:

THAT Committee recommend to Council Annual Report be received for information.

BACKGROUND:

The Scugog Shores Museum was incorporated in 1972 and over time Annual Reports have been developed as a way to track the successes and challenges that the institution faces on a yearly basis. This report provides information that will help Staff and Council to guide the Scugog Shores Museum Village and the Scugog Shores Heritage Centre and Archives following the new Heritage Strategic Plan.

The following is a list of significant events and initiatives that provide a history of the growth of Scugog Shores Museums:

- Lake Scugog Historical Society formed in 1969
- Scugog Shores Historical Museum founded permanently in 1972
- Head Church was designated in 1990
- Township of Scugog integrated into the corporate structure the Scugog Shores Museum in 2006
- Parks, Recreation and Culture Strategic Master Plan - 2007
- Scugog Shores Heritage Centre and Archives opens in 2009

This report will help direct future work plans and budgets by identifying key areas of focus and outlining the activities for those areas, as the Scugog Shores Museums move successfully to “**where our past will meet our future**”.

ENVIRONMENTAL CONSIDERATIONS: N/A

ACCESSIBILITY CONSIDERATIONS:

The strategic plan identifies the need to make the Museum Village more accessible.

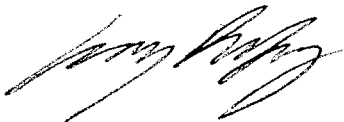
FUNDING OPTIONS: N/A

CONCLUSION:

This Annual Report will help the Scugog Shores Museums move successfully into the future by identifying key areas of focus and operations. It has provided detailed information on the operations and successes in 2009 for the Scugog Shores Museums.

Respectfully submitted:

Reviewed by:



Craig Belfry, BA, CCRM
Manager Culture & Recreation



Bev Hendry
Chief Administrative Officer

Approved for Presentation to Council,



Bev Hendry
Chief Administrative Officer



**PARKS RECREATION
& CULTURE
DEPARTMENT
2009
SCUGOG SHORES
MUSEUMS
ANNUAL REPORT**



The information in this report contains the summary of activities of the Township of Scugog Parks Recreation and Culture Department's Scugog Shores Museums for 2009.

Heritage Mission

The purpose of Scugog heritage is to preserve, research, interpret and exhibit items that will serve to illustrate and promote the history and prehistory of the Municipality and the Lake Scugog area.

Heritage Vision

To provide each resident and visitor with a better understanding of Scugog and rural Ontario history and our First Nation Heritage.

Heritage Mandate

To showcase vibrant historical museums, places and stories that engage our community, preserve, protect, and enhance our heritage and educate our visitors.

The Focus in 2009

The Scugog Shores Museums began the process of re-development in 2009. The main priority for Staff, Council, and volunteers was the planning, construction, and development of the Scugog Shores Heritage Centre and Archives. This precedent setting project has given the Township of Scugog a new home for its archives and most valuable artifacts, and at the same time provides a healthier more accessible environment for Staff, volunteers and visitors. The vision for this project provided the Township Museums with the ability to broaden its mandate and mission, providing a greater service to the community.

As the Museums grow in the Township of Scugog, the original Scugog Shores Museum Village continues to manage the following assets:

- Historic Village Buildings and Grounds
- Head Church and Cemetery (designated site)
- Ojibway Heritage Interpretive Lands
- The Scugog Shores Museum Artifact Collection

The Museum Village focused on the following performance measures in 2009:

1. Increased attendance at Museum events
2. Increased 'drop-in' attendance at Museum Village
3. Increased accessibility of Museum grounds for all visitors
4. Ensure archive and artifacts are preserved and secure

2009 Museums Staffing

The Scugog Shores Museum and Scugog Shores Heritage Center and Archives Staff consisted of the following:

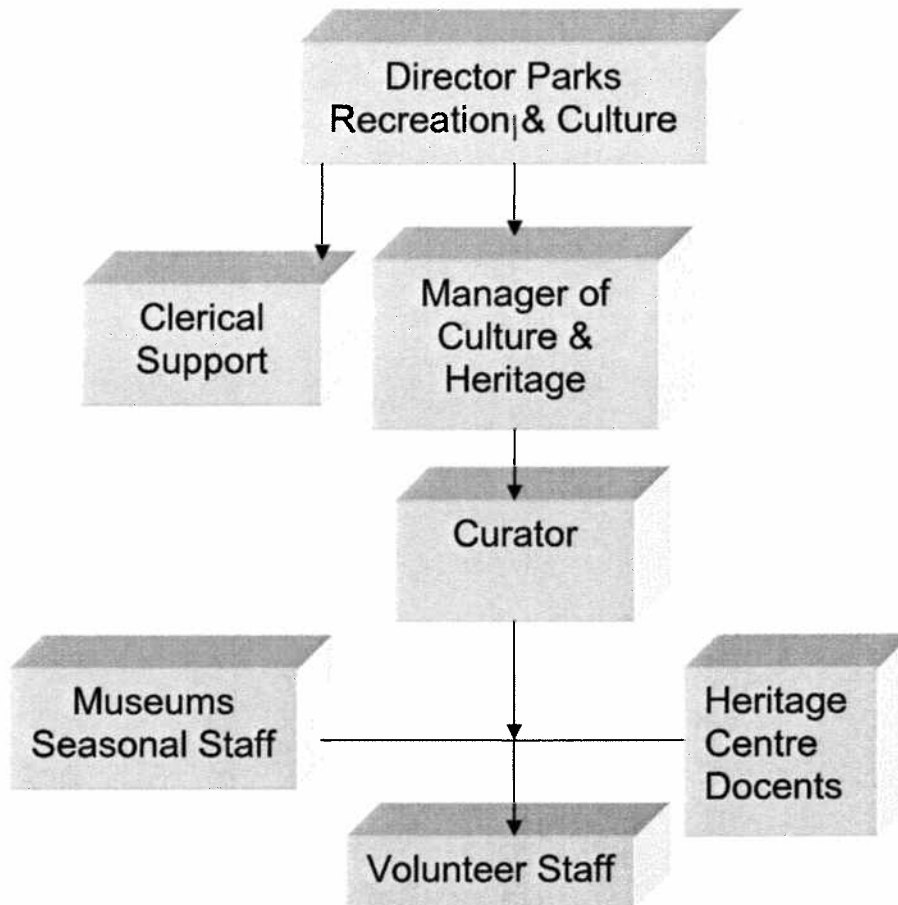
Museums	Staffing – 2008		Staffing – 2009	
	Full Time	Seasonal Part Time	Full Time	Seasonal Part Time
Manager of Culture & Heritage	1	0	1	0
Curator	1	0	1	0
Heritage Program Assistant	1	0	1	0
Museum Assistant	0	1	0	1
Heritage Interpreter	0	2	0	2
Docents	0	0	0	3
Janitorial	0	1	0	1
Total	3	4	3	7

In 2009 the staffing levels included a contract Heritage Program Assistant to aid in the coordination of the opening of the Scugog Shores Heritage Centre and Archives. Also, in 2009 was the introduction of part time Docent Staff at the Heritage Centre to maintain operational hours.

Seasonal Staff were partially funded through the federal Young Canada Works Program (2) and the provincial Summer Experience Program (1).



Organization Chart



Training

All staff were required to have a level of first-aid and CPR appropriate to their position. All seasonal staff also received WHMIS, Health and Safety and Township practices training. Museum Seasonal Staff were also trained by Senior Staff in museum practices and principals.

Volunteers

As part the Township of Scugog Adopt-a-Park program, the Port Perry Lions Club adopted the Scugog Shores Museum Village in 2009.

The Scugog Shores Museums has a base of 85 volunteers working on events, programs, and exhibits. There were 6 high school students that volunteered at events in 2009. Volunteers also helped on such projects as:

- Setting up the new Archives
- Aboriginal programs
- Restoring the Print Shop
- Removing the Storage Portable
- Planting 100 trees on the Village grounds
- Setting up exhibits in the new Heritage Centre



Hours of Operation

The Scugog Shores Museum was open in 2009:

July 2 to September 6; Daily 10:00 AM to 4:00 PM

The rest of the year was by appointment, booking or event

The Scugog Shores Heritage Centre and Archives opened on September 10th in 2009.

Hours of Operation are:

Tuesday, Thursday to Sunday 11:00 AM to 4:00PM

Wednesday 11:00 AM to 8:00 PM

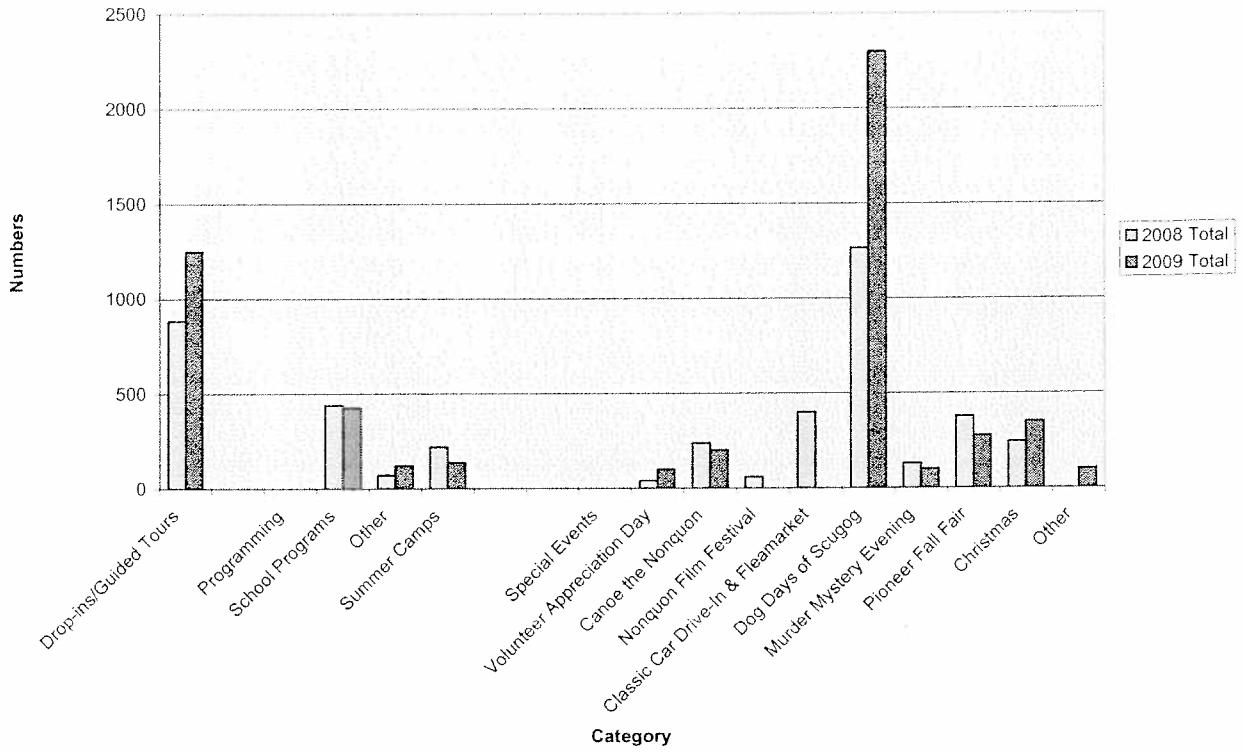


Museums Attendance

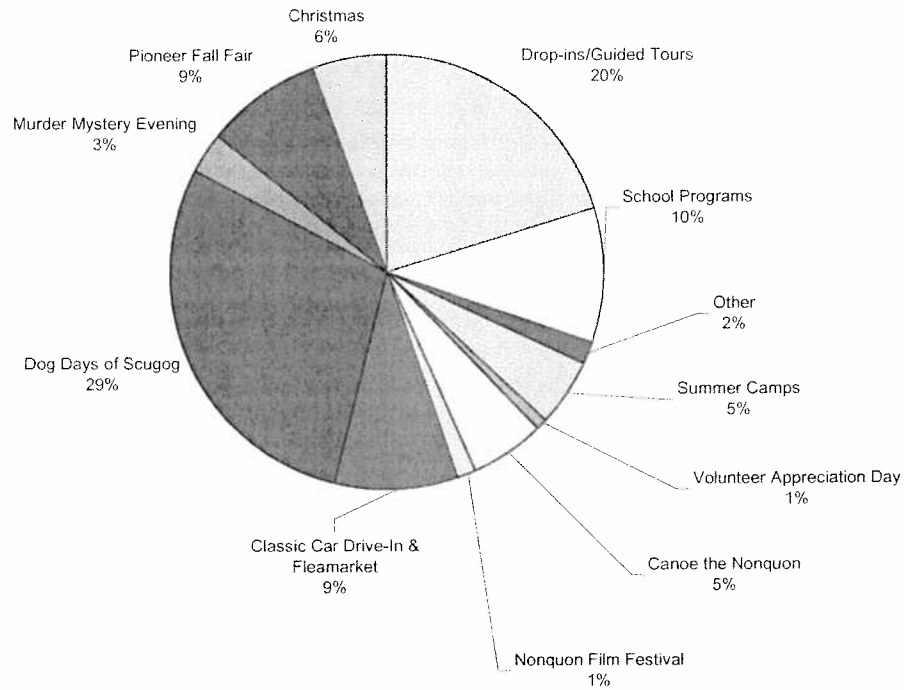
Scugog Shores Museum Village Attendance		
<i>General</i>	<i>2008 Total</i>	<i>2009 Total</i>
Drop-ins/Guided Tours	884	1250
Programming		
School Programs	440	428
Other	71	120
Summer Camps	220	136
TOTAL	731	684
Special Events		
Volunteer Appreciation Day	40	100
Canoe the Nonquon	239	200
Nonquon Film Festival	60	0
Classic Car Drive-In & Flea market	400	0
Dog Days of Scugog	1265	2300
Murder Mystery Evening	130	100
Pioneer Fall Fair	377	275
Christmas	243	350
Other	0	100
TOTAL	2754	3425
TOTAL	4369	5359



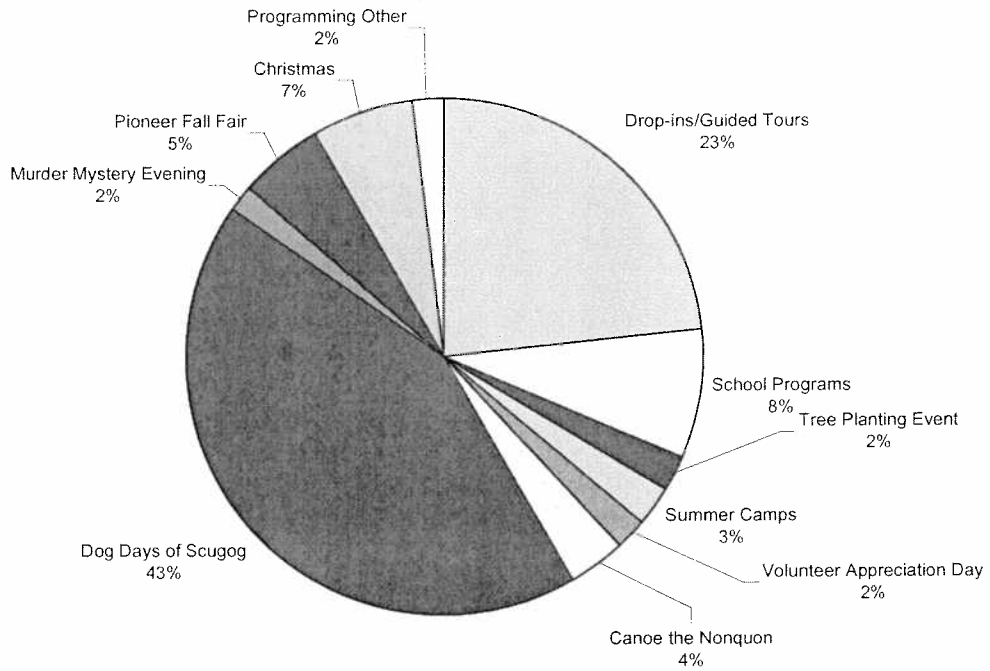
Museum Village Attendance



Museum Village Attendance 2008



Museum Village Attendance 2009

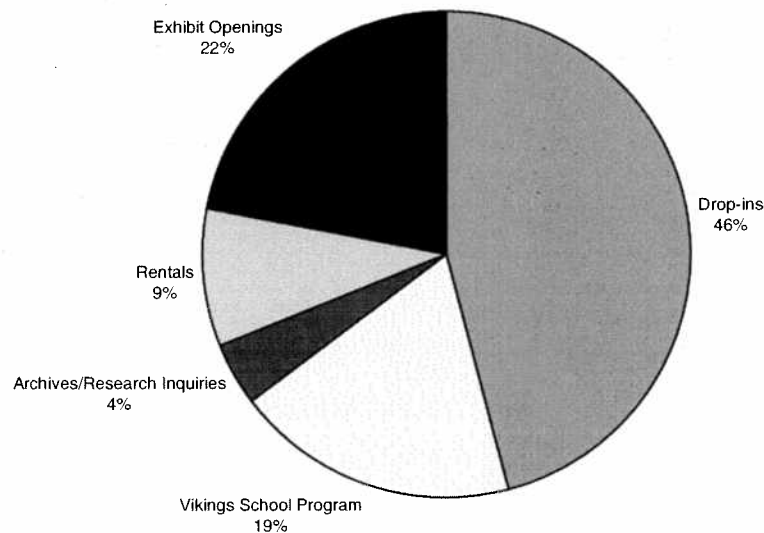


2009 Scugog Shores Heritage Centre & Archives

General	Total
*Walk-up	444
Programming	
Vikings School Program	205
Other	
Archives/Research Inquiries	45
Rentals	100
*Exhibit Openings	240
Other Total	385
Total	1034

*As part of the overall attendance in 2009; 287 visitations were promotional. This included free admittance at the Grand Opening, and the Sports Hall of Fame Evening.

Heritage Centre Visitation



Special Events:

The 2009 season saw great success in most of the museum events. Attendance was up at the majority of the events and the weather cooperated for most events. As always the success of the museum events located on an open air site remains dependent on the weather.

New this year was the moving of the Car Show off of the Museum grounds to downtown Port Perry for Chrome by the Lake. The museum staff still participated in this event as funds generated went to the Scugog Shores Museum.

	CANOE RACE	CAR SHOW	DOG DAYS	MURDER	FAIR	CHRISTMAS
2008						
Total Profit/Loss	\$109.13	-\$983.72	\$1,609.40	\$1,200.00	\$615.71	-\$940.56
Attendance	209	385	1245	80	245	225
Volunteers	30	15	20	30	40	5
2009						
Attendance	186	1000+	2300	94	240	350
Volunteers	32	20	29	30	40	6
2009 REVENUE						
Admissions	\$4,995.00	\$1,369.20	\$7,185.60	\$1,410.00	\$685.00	\$315.36
Vendors	\$0.00	\$393.75	\$3,144.00	\$0.00	\$78.75	\$0.00
Food Sales (BBQ)	\$565.00	\$759.70	\$2,607.05	\$0.00	\$430.85	\$0.00
Raffles/Donations	\$0.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00
Sponsorship	\$625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Brochure advertisement	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Shop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73.92
TOTAL	\$7,385.00	\$3,062.65	\$12,936.65	\$1,410.00	\$1,194.60	\$389.28
2009 EXPENSES						
Advertising	\$281.00	\$0.00	\$251.95	\$0.00	\$0.00	\$0.00
Supplies	\$282.68	\$20.00	\$1,375.65	\$0.00	\$272.88	\$273.29
Trophies/prizes	\$995.70	0.00	52.55	\$0.00	\$0.00	\$0.00
Safety	\$150.00	0.00	150.00	\$0.00	\$0.00	\$0.00
Facility Rental	\$0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$1,220.00	\$0.00	\$2,049.64	\$69.64	\$0.00	\$0.00
Curator Salary	\$3,449.60	\$616.00	\$3,449.60	\$407.04	\$1,780.80	\$610.56
Student Salary	\$240.00	\$240.00	\$960.00	\$0.00	\$160.00	\$100.00
TOTAL	\$6,618.98	\$876.00	\$8,289.39	\$476.68	\$2,213.68	\$983.85
2009 TOTAL PROFIT/LOSS	\$766.02	\$2,186.65	\$4,647.26	\$933.32	-\$1,019.08	-\$594.57



Programming:

School Groups & Educational Programs

- Scugog Shores Museum Village hosted 14 classes

Dan Denby helped with all of the school programs. The First Nations section of our programs offers schools a unique component that they can't find at any other museum in Durham region.

- Scugog Shores Heritage Centre hosted 8 classes

Schools to both sites came from Port Perry, Greenbank, Uxbridge, Whitby, Markham, Oshawa and Pickering.

Educational Initiatives

- Staff attended Durham Historica Fair;
- Staff attended Scugog Aboriginal Education Day at MSIFN;
- Staff attended Spirit Calling Aboriginal Education symposium at Durham Board of Education;

Educational programs are promoted through the distribution of flyers through the school courier to the Durham District School Board, Durham Catholic School Board, Trillium Lakelands District School Board, Kawartha Pine Ridge District School Board and the Peterborough, Victoria, Northumberland & Clarington Catholic School Board. In-house designed brochures with descriptions of school programs are also distributed through

the school courier. An email distribution list is also maintained to send information directly to interested educators.

Group Programs

- Water Colour classes taught Tuesdays in June and July by Linda Edwards;
- Port Perry Rug Hookers meet Tuesdays in July and August;
- Hosted 5 children's programs in for July and August (Whitby Guides, Curiosity Children's Centre, Ajax Daytrippers -175 children;
- Hosted 2 adult programs in August- 130 adults
- North Durham Photography Association hosted 2 workshops on the Museum grounds

Advertising

The Scugog Shores Museums use a variety of advertising venues and formats to promote the sites. They include:

- Event bookmarks and flyers
- Museum brochures
- North Durham Wedding Guide
- Websites
- Event Sponsorship
- Durham Region Discovery Guide
- Discover Scugog
- Township Leisure Guide
- Scugog Island Cruises Guide
- TODS Sign
- Partnership with Travel Lodge Oshawa
- Durham OGS Newsletter
- Various Calendars
- LSHS Newsletter
- Facebook
- Radio
- Newspapers
- Multiple free web listing sites
- Posters
- Signage

Brochures are distributed locally to various Township facilities, Scugog Island Cruises, B & B's, regional hotels and motels, other museums, Chamber Offices, Tourist Information Centres, and Tour Guide Operators.

As part of the Heritage Strategic Planning process a heritage visioning session took place where a brand "Scugog Shores" was created for the museum sites. Also starting in 2009 a database of names was developed for email promotions.

Promotional Booths

The Scugog Shores Museums had promotional booths at:

- Scugog Garden Show
- Canoe the Nonquon
- Chrome by the Lake
- Durham Historica Fair
- Canada Day
- Mississaugas of Scugog Island First Nation Pow Wow
- Blackstock Fair
- Port Perry Fair
- CNE
- Greenbank walking tour
- Harvest Festival
- Heritage Evening at Utica Hall

Rentals

- There were 5 Weddings in Head Church
- There was 1 Tea Room rental
- They were 2 grounds rentals
- The Scugog Shores Heritage Centre had 1 rental

Gift Shop

In 2009 the Scugog Shores Museums re-introduced a successful gift shop program at the Museum Village and developed a new gift shop at the Scugog Shores Heritage Centre and Archives. These gift shops featured local products such as:

- history books
- artwork
- honey
- maple syrup
- sparkling juice
- postcards
- heritage booklets
- heritage toys and games
- antiques

Also featured were exhibit specific items at the Scugog Shores Heritage Centre to support the travelling exhibits themes.



Exhibits

The Museums Staff and volunteers created the following exhibits:

- Greenbank Exhibit-The Heart of Reach Township- Virtual Museums Canada <http://www.virtualmuseum.ca>
- Jimmie Frise
- Tom Thomson in Scugog
- Scugog Shores Heritage Centre displays
- Sports Hall of Fame
- Our Past is Showing
- YDAMA CNE –Sowing the Seeds of Heritage

Also the Scugog Shores Heritage Centre received a Museums Assistance Program grant to bring “The Vikings, Master mariners, traders, Colonists &

Artisans from the Manitoba Museum from November 19, 2009 to January 17, 2010.



Collections & Archives

A portion of the Museums collections and all archival materials were taken out of storage in 2009 and moved to the new Scugog Shores Heritage Centre and Archives. They are now located in the climate controlled facility. The artifacts that were moved included; the First Nations Collection, textiles, sensitive materials, and archival materials. The Museums also added nine new Jimmie Frise pieces to its collection in 2009.

The Museums Collections, De-Accessions and Archival policies were all reviewed and passed in 2009.

As a result of the Archives being until September we had a back-log of archival research requests that were handled by volunteer archivists and Staff. We had 45 research requests and archival patrons in 2009.



Maintenance

The Maintenance Plan for 2009 was accomplished on budget. As part of the Maintenance Plan the Exhibit Barn was made more accessible with the installation of a natural ramp. The West Storage Portable was also

removed from the site by volunteers. The Print Shop also went through a restoration process through volunteer efforts. As part of pitch-in-week 100 trees were planted on the museums grounds by volunteers.

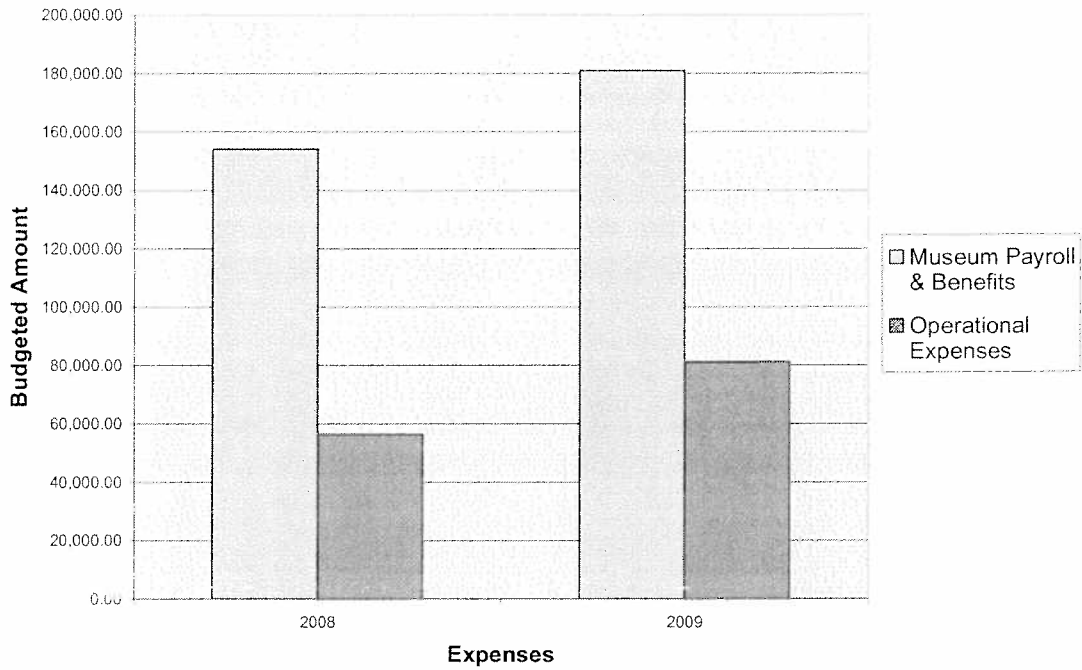
**SCUGOG SHORES MUSEUM
2009 MAINTENANCE PLAN**

	Project Priorities	Estimated Cost	Actual Cost	Start Date	Completion Date
	GROUNDS				
1	Entrance Plan	\$2,500.00	\$475.00	April	October
2	Cairn Preservation	\$3,500.00	\$2,322.99	May	June
3	Walkways	\$1,300.00	\$1,055.38	April	June
4	Picnic Table/Bench Replacement	\$500.00	\$0.00	May	Deferred
5	Tree Maintenance	\$1,000.00	\$960.00	April	May
6	OHIL Spring Clean-up	\$800.00	\$414.26	April	May
	TOTAL GROUNDS	\$9,600.00	\$5,227.63		
	BUILDING				
1	Stair Replacement Program	\$2,500.00	\$2,500.00	April	April
2	Paint Lee House	\$3,000.00	\$2,400.00	June	August
3	Minor Carpentry	\$1,000.00	\$1,444.26	April	June
4	Print Shop Door	\$1,000.00	\$465.00	April	June
5	Barn Ramp Replacement	\$1,000.00	\$593.84	April	June
6	Pest/Fire Ex/Plumbing	\$1,600.00	\$600.00	April	December
7	Ducts/Furnace/Septic	\$650.00	\$0.00	April	December
8	Clean Drive Shed	\$1,000.00	\$375.00	April	May
	TOTAL BUILDING	\$11,750.00	\$8,378.10		
	TOTAL MUSEUM MAINTENANCE	\$21,350.00	\$13,605.73		

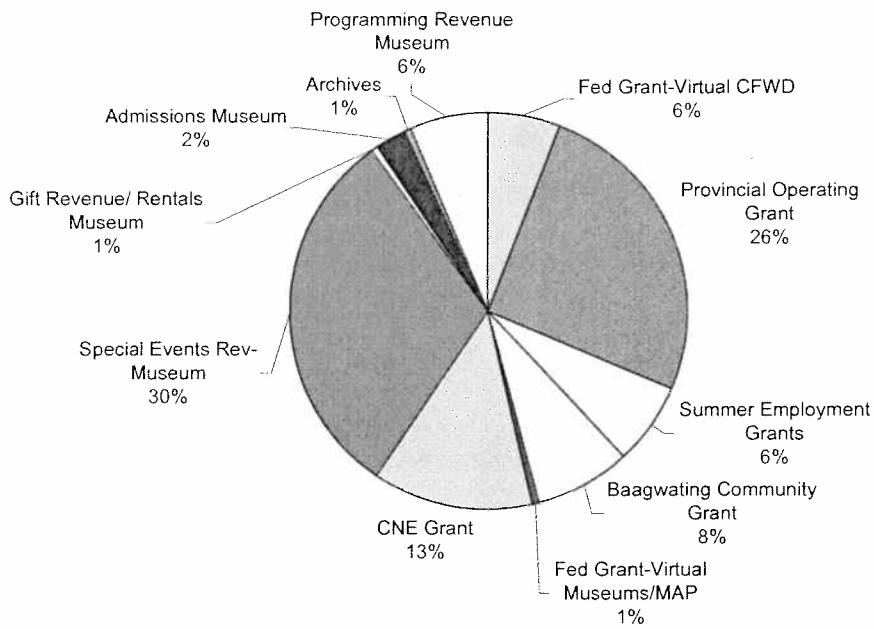


Budget Summary 2008-2009

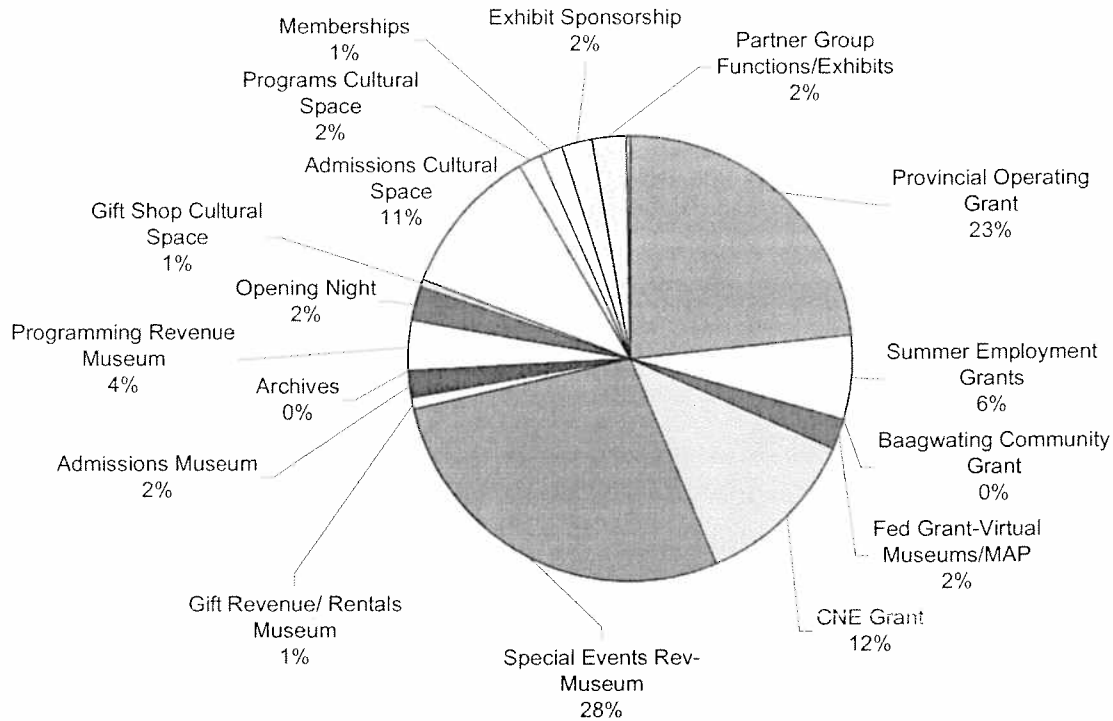
Museum Budget Comparison 2008 -2009



Museum Budgeted Revenue 2008



Museums Budgeted Revenues 2009



The Scugog Shores Museums had an operational budget of \$262,100 in 2009. The Township Museum levy was \$152,900 or 1.69% of total levy requirement as compared to \$146,250 or 1.67% in 2008. The total Department of Parks Recreation and Culture overall levy was 18.87% in 2009.

The Scugog Shores Museums cost per household and individual is:

Cost of Museums Levy Portion	2008	2009
Per Household (7,705)	\$18.98	\$19.84
Per Individual Population (21,439)	\$6.82	\$7.13

Conclusions

The year 2009 was a year of significant change and success in the operations of the Scugog Shores Museums. The creation of the new Scugog Shores Heritage Centre and Archives, and the increased attendance at the Scugog Shores Museum Village show that the future is very positive for Museums and heritage in Scugog. The targeted results for 2009 were achieved through the hard work of Staff, volunteers, and the luck of good weather. The museums will follow the new Township of Scugog Strategic Heritage Plan in 2010 and will continue to build on the success of 2009 as we continue on the path ***“Where our past meets our Future.”***

	2009 Performance Measures	2009 Target Results	2008 Target Results
1	Increased attendance at museum events	3425	2754
2	Increased drop in attendance at museum village	1250	884
3	Increased accessibility to museum grounds	Barn ramp replaced	N/A
4	Ensure artifacts are well preserved and secure	New Heritage Centre Opened	Move artifacts to temporary storage



OUTSTANDING MATTERS **March 1, 2010**
PARKS & FACILITIES

Date	Dept.	Description	Status
Feb. 1/10	CAO	Ball Diamond Allocation Policy	CAO/Acting Director of Parks, Recreation & Culture will research the process and provide a verbal update

CORRESPONDENCE REFERRED TO STAFF

TABLED STAFF REPORTS

PRAC 2A

1st meeting MINUTES OF THE
January 12 2010 REGULAR MEETING OF THE
UTICA COMMUNITY HALL COMMITTEE
HELD January 12, 2010 AT 8:00 P.M.
AT THE UTICA MEMORY HALL

PRESENT:

Chair	Rod Mckay
Vice Chair	Tom Armstrong
Members	Shari Kerry
	Alison Ashton
	Lloyd Morden

Councillor, Ward 1	Cecil Lamrock
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ALSO PRESENT: -----

ABSENT: -----

1. **CALL TO ORDER**

The Chair called the meeting to order at 8:00 P.M.

2. **ADOPTION OF THE MINUTES**

Minutes of the November 2009 Regular Meeting of the Utica
Community Hall Committee held November 2009

Errors and Omissions:

None

Committee Recommendation:

THAT the Minutes of the November 2009 Regular
Meeting of the Utica Community Hall Committee
held November 2009 be and the same are hereby
adopted.

3. **BUSINESS ARISING OUT OF THE MINUTES**

1. Shari has had the duct work cleaned.
2. The hall has to pay the extra of cost of \$175.00 front step concrete work to the township.

4. DEPUTATIONS

- i) None

5. REPORTS

- i) None

6. CORRESPONDENCE

- i) None

7. OTHER MATTERS

1. The Ontario ministry of health has declared the halls water supply unsafe to drink as of the start of December 2009. They claim we have an unknown substance in the water, but they cannot tell us what it is. Also the ministry of heath claims no one in our area can test for this substance and they do not know if they can test for it.
2. The township is trying to find out from the ministry of health what this substance is, but they are not getting feed back from the health dept. Both the hall board and the township are getting frustrated with the provincial lack of action on this matter.
3. Water supply is still receiving a 0-0 test for bacteria as a result of the uv light working properly.
4. Rod and Cecil to take extra water tests.
5. Shari is bringing in bottled water for the renters to use.
6. Do to a lack of heat on Dec26 2009 Shari refunded the renters total payment.
7. Progressive electric was called to repair the furnace, they oiled the fan bearings and installed 2 heating element switches. Cost \$260.13
8. The furnace repair did not last a week when the fan bearings seized. Jim Gourlie was called and new bearings where installed total cost \$48.87 as no labour was charged.
9. Lloyd will contact John Miles to have John fix the 3 heating elements in the furnace that are dead.
10. The board has now decided to use John Miles for all electric work and do too Progressives high service rates.

- 11. Auditors report came back for 2008 and they did not find any outstanding matters.
- 12. Auditors did recomend thay the hall recieve a gst rebate for 2008.
- 13. Township still has some of Alisons finicial paperwork, Cecil will look into this matter.
- 14. The has agrred to provide the hall as no charge for 4 nights to the local 4h club.
- 15. Hall is now rented on Wednesdays this gives us 3 day a week rentals now.
- 16. Rentals montly mondays highland dancers, tuesday yoga, wednesday dancing.
- 17. Other rentals jan 10 music, 13 cattlemen, 14 fair board febuary 4,27 pesticide , 6,13,20,27 4h club.
- 17. Cecil will ask the twsp to provided a railing for the lower level 1 step down.

8. OUTSTANDING MATTERS

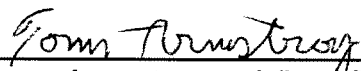
Date	Description	Status
11/17/09	new drapes	pending
11/17/09	replace 1 stove	pending on availibility
11/17/09	replace outside lights	contractor has been contacted
11/17/09	new drain under parking lot	summer of 2010
11/17/09	new tables prices (cecil)	pending

9. DATE OF NEXT MEETING

march 11
 future dates may 11, oct 12 and nov 9
 dates can change depending on board memebers other commitmets

10. ADJOURNMENT

Respectfully Submitted



 Tom Armstrong, Vice Chair

PL027

MINUTES OF THE 1ST REGULAR MEETING OF THE
THE SCUGOG ISLAND COMMUNITY HALL COMMITTEE
HELD FRIDAY, FEBRUARY 5TH, 2010 AT 1:00 PM
AT THE SCUGOG ISLAND COMMUNITY HALL

PRESENT:

Chair	Mrs. M. Carter
Vice Chair	Mrs. K. Kelso
Members	Mrs. B. Gerrow
	Mr. R. Rice
 Councillor	 Mr. L. Hodgson

ABSENT:

Member	Mr. S. Fralick
	Mrs. R. Howell

1. **CALL TO ORDER**

The Chair called the meeting to order at 1:00 PM.

2. **ADOPTION OF THE MINUTES**

Minutes of the 5th Regular Meeting of the Scugog Island Community Hall Committee held Tuesday November 17, 2009.

Errors & Omissions:

NIL

Committee Recommendation:

THAT the Minutes of the 5th Regular Meeting of the Scugog Island Community Hall Committee held Tuesday November 17th, 2009 be received and endorsed.

PROC 28

3. **BUSINESS ARISING OUT OF THE MINUTES**

Nil

4. **DEPUTATIONS**

Nil

5. **REPORTS**

i) **Financial Report Dated January 29, 2010**

Committee Recommendation:

THAT the financial report dated January 29, 2010 be received for information

6. **CORRESPONDENCE**

i) **Letter from Mrs. Herrera:**

Letter referred to item 7 ii of the Agenda (hall rental rates).

ii) **Invoice from Township of Scugog:**

Referred to the Township of Scugog Treasurer.

7. OTHER MATTERS**i) Municipal Alcohol Policy:**

The Island Hall does not handle the bookings for events. The bookings are handled by Brenda Robinson. The Hall Committee is not aware of any alcohol related bookings at the hall.

ii) Hall Rental Rates:

The Committee decided that the rental rate outlined in the letter dated February 5, 2010 signed by the Chair, be submitted to the Township for inclusion in the 2010 Budget.

iii) Parking lot upgrades:

Councillor Hodgson informed the Committee that they would be receiving parking lot upgrades in 2010.

8. OUTSTANDING MATTERS**i) Parking Lot Pole Light:**

Mrs. Carter informed the Committee that the parking lot light is now working.

ii) Mice concern in building:

Mrs. Kelso purchased the plugs for the “mice away” and is hoping that this will get rid of the problem.

9. **DATE OF NEXT MEETING**

Next meeting date TBA

10. **ADJOURNMENT**

Meeting Adjourned at 3:00 pm

Respectfully Submitted

Marion Carter, Chair