



Subject: Museum Advisory Committee Recommendation

Report Number: RCP 21-21

Department: Recreation, Culture and Parks Department

Submitted by: Patricia Phelps, Culture & Heritage Manager/Curator

Meeting Type: Council Meeting

Meeting Date: Monday, October 25, 2021

RECOMMENDATION

THAT Council receives the Museum Advisory Committee's recommendation requesting the removal of municipal records stored at the museum no later than December 31, 2021, as information.

DISCUSSION

The Museum Advisory Committee has been attempting to secure additional space within the Annandale National Historic Site for the specific purposes of storing relevant artifacts and various materials for the delivery of their program. On a recent tour of the facility, it was noted that a considerable number of old tax rolls have been deposited in the basement area. Staff met with representatives from the Clerks Department to determine if there was a need to retain for posterity. It was confirmed that Tax Roll journals are permanent records of the municipality and although these newer records are retained digitally or on microfiche, these older volumes form part of the Town's records retention responsibility.

The Advisory Committee wishes to have these documents removed from the building for not only space needs but also the environment that they are being stored is not suitable for paper records. As a result, the Committee passed the following resolution at their meeting held on September 23, 2021:

Resolution #5:

Moved by: Sherry Hamilton

Seconded by: John Lessiff

THAT the Museum Advisory Committee requests that Council remove the Municipal records stored at the museum no later than December 31, 2021.

FINANCIAL IMPACT/FUNDING SOURCE

Staff would need time to investigate alternate storage locations and any associated costs related to the relocation or digitization (where possible) of these records. As the Town progresses towards a solution for a new Town Hall, the storage of municipal records must also be taken into consideration.

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- ☐ Lifestyle and amenities
- ☒ Customer service, communication and engagement
- ☐ Business attraction, retention and expansion
- ☐ Community growth
- ☐ Connectivity and transportation
- ☐ Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.

Strategic Direction – Engage community groups, including advisory committees and service organizations, in shaping municipal initiatives.

Priority Project – Consolidated Town Hall initiative.

ATTACHMENTS

None.