

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: May 10, 2021

TO: Mayor and Council

FROM: Eric Stepura, Director, Recreation and Culture

SUBJECT: Renewal of the Operating and Service Agreement between the White Rock Museum and Archives Society and the City of White Rock

RECOMMENDATIONS

THAT Council:

1. Receive for information the corporate report dated April 30, 2021 from the Director of Recreation and Culture, titled “Renewal of the Operating and Services Agreement between the White Rock Museum and Archives Society and the City of White Rock” for a five (5) year period 2021-2026 (Proposed Agreement);” and
 2. Authorize the Mayor and Director of Corporate Administration to sign the Proposed Agreement.
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EXECUTIVE SUMMARY

The White Rock Museum and Archives Society (Museum) Operating & Services Agreement (Former Agreement) for the period April 1, 2016 through March 31, 2021 was approved by Council at the April 11, 2016 Regular Council Meeting. The Former Agreement expired on March 31, 2021, and staff have met with the Executive Director of the Museum on several occasions to attempt to renew the terms of the Former Agreement. Appendix A is a copy of the proposed five (5) year Operating and Services Agreement between the White Rock Museum and Archives Society and the City of White Rock (Proposed Agreement) for the period 2021 to 2026. The White Rock Museum & Archives Society Board of Directors have endorsed the attached Proposed Agreement. This report outlines the amendments from the Former Agreement and recommends Council endorse the Proposed Agreement with the Museum.

PREVIOUS COUNCIL DIRECTION

Meeting Date	Motion Details
April 11, 2016	<ol style="list-style-type: none">1. Receive for information the corporate report dated April 11, 2016 from the Director of Recreation and Culture titled, “Renewal of the Operating and Services Agreement between White Rock Museum and Archives Society and City of White Rock” for a five (5) year period 2016-2021 (Proposed Agreement);” and2. Authorize the Mayor and City Clerk to sign the Proposed Agreement.

INTRODUCTION/BACKGROUND

The Former Agreement for the five (5) year period April 1, 2016, through March 31, 2021 between the Museum and the City was approved by Council on April 11, 2016. The Former Agreement replaced the previous five (5) year Agreement that expired on August 1, 2013.

The Former Agreement includes that the City agrees to engage the Museum to supply heritage services as outlined, and to house the White Rock Museum & Archives in the former White Rock Train Station building for a period of five (5) years.

The term of this Proposed Agreement (if endorsed by Council) will commence in April 2021, through March 2026.

The changes made from the Former Agreement and set out in the Proposed Agreement are:

a) **Section 1.1 Term of Agreement.**

The term in this section has been amended to commence in April 2021 and expire March 31, 2026.

b) **Section 2.2 Furnishings.**

This section was amended to include the following statement: “The Museum Society is responsible for the maintenance and replacement of the two WIFI access points located in the Museum.” This provides clarity of who is responsible for this equipment.

c) **Section 2.5 Security.**

This section was amended to add more clarity on the importance to protect the City’s computer assets. “The Museum Society is responsible for security of the Museum’s computer hardware, software and data and must ensure appropriate measures and processes are in place to protect the City’s IT assets within the premise. Access to the electrical/telecom room is reserved to City staff, vetted utility contractors such as Hydro, Fortis, TELUS, HVAC, and authorized Museum independent IT contractors and designated Museum staff (Director and Curator). A logbook must be used to track access to the sensitive IT areas of the building. It must capture the full name, business name, date, and phone number.

No changes should be made to the City’s IT infrastructure without prior consultation with the City’s IT Manager.

Cyber related threats pose significant risks for all organizations. The Museum Society must implement the appropriate cybersecurity measures to preserve the integrity of its digital assets (data). At the very least, all Museum computers should be equipped with quality antivirus and antimalware software such as MalwareBytes.

Passwords must be changed regularly (every 4-6 months) and have a minimum of 8 characters in length and include complexity (upper case, numerical values).

All security breaches, physical or computer related, must be reported to City staff at the earliest possible.”

d) **2.9 Insurance.**

This section was amended to clarify what insurance coverage the Museum must have and maintain. “The Museum Society will obtain and maintain continuously a third party liability insurance policy with a minimum coverage of \$2M dollars per occurrence, which names the City of White Rock as added insured.”

e) **Section 3.3 Exhibits and Programs.**

It was agreed that the Museum will offer changing exhibits and programs interpreting topics about, and of interest to, residents and visitors to the Museum. Primary focus will be on topics related to the history and culture of the local community.

f) **Section 3.5 Hours of Operation.**

The Hours of Operation for the Museum have been modified to provide greater flexibility for the Museum to be opened when it is most suitable throughout the year to be more responsive to peak visitors times and statutory holidays, as follows: “The Museum Society will, following annual consultation with the City regarding reasonable requirements, endeavor to provide Museum services to the public during the following hours of operation:

- i. White Rock Museum: Seasonal hours of operation: open a minimum six (6) days per week year round from 10:30 a.m. to 4:30 p.m.
- ii. White Rock Archives: Open Monday to Thursday year round (by appointment).

As an exception to paragraph 3.5 i and 3.5 ii (a) the Museum and Archives offices will be closed to the public on all statutory holidays (except Remembrance Day). The Museum Gallery and Gift Shop (public areas) will remain open with limited hours during statutory holidays that fall on a day that the Museum is regularly open, except for Christmas Eve until the second Monday after New Year’s Day each year.

All other terms of the Former Agreement are contained in the Proposed Agreement as approved by Council on April 11, 2016.

FINANCIAL IMPLICATIONS

The item that will have an implication on future budgets is the appraisal of the City’s archive collection, which is recommended to be carried out every five (5) years at an estimated cost of \$50,000 per appraisal. If the Proposed Agreement is endorsed by Council, staff will request funding for an appraisal of the City’s archive collection as part of the City’s 2022-2026 Financial Plan.

LEGAL IMPLICATIONS

Not Applicable.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

Not Applicable.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Recreation and Culture will work with the Financial Services Department regarding funding for a future appraisal of the City’s archive collection.

Janitorial and building maintenance services for the Museum are provided through the City’s Engineering and Municipal Operation Department.

The Museum is provided telephone and internet access through the City’s IT Department.

CLIMATE CHANGE IMPLICATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES

Renewal of the Museum and Archives Operating and Service Agreement 2021-2026 aligns with the City's corporate value of "White Rock will provide for its citizens a high quality of life where:

- "Arts and culture flourish and our heritage is celebrated."

OPTIONS / RISKS / ALTERNATIVES

The following option is available for Council's consideration:

1. To reject the recommendations as outlined.

CONCLUSION

The Former Agreement between the City of White Rock and the White Rock Museum and Archives Society expired on March 31, 2021. Staff have worked with representatives of the Museum Board to develop a new revised agreement that reflects the mandate and current business operating model of the Museum.

The Proposed Agreement outlines that the City agrees to engage the Museum to supply heritage services and to house the White Rock Museum & Archives in the former White Rock Train Station building for a period of five (5) years.

The term of the Proposed Agreement (if endorsed by Council) will commence in April, 2021 and expire on March 31, 2026.

Staff recommend Council's endorsement of this Proposed Agreement.

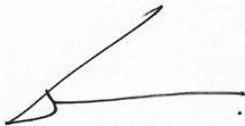
Respectfully submitted,



Eric Stepura
Director, Recreation and Culture

Comments from the Chief Administrative Officer

I concur with the recommendations of this corporate report.



Guillermo Ferrero
Chief Administrative Officer