



Municipality of Port Hope

Staff Report

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Report Title: Appoint Port Hope Archives as Official Archivist and Extend Lease Agreement for 17 Mill Street

Report to: Corporate Services Committee

Date of meeting: December 6, 2022

Report Author:

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Department responsible:

Corporate Services

Report Number: CS-21-22

Recommendation:

1. That a resolution be presented to Council to appoint the Port Hope Archives as the official archival repository / archivist for the Municipality of Port Hope for 2023; and
2. That a by-law be presented to Council to amend the current lease agreement for 17 Mill Street with the Port Hope Archives through 2023

Highlights:

- Port Hope Archives (PHA) is the current official archival repository / archivist for the Municipality of Port Hope and have occupied the archives building since 1994 under various agreements.
- PHA is currently reviewing its operating model in coordination with the Municipality of Port Hope.

Background:

The Port Hope Archives exists to collect and preserve archival materials which illustrate the growth and development of the Municipality of Port Hope, or which pertain in whole or in part to activities within the geographic boundaries of the Municipality of Port Hope.

The PHA is supported by dedicated volunteers and generous members and provides access to archival materials related to Port Hope's history. An archivist is on staff to catalogue the collection and assist researchers.

The municipally owned building located at 17 Mill Street has been leased for use by the Port Hope Archives since 1994. The most recent lease was executed in December 2017 and authorized the location for use as the archives for a five-year term. In addition, Council passed a resolution for a concurrent term formally appointing Port Hope

Archives as its official archivist in order to identify a formal archival repository for the purposed of records archival.

Discussion:

Representatives from PHA have been in discussion with municipal staff with respect to their operating model and have suggested an extension of current terms for one year rather than a longer term as they consider options. At this point in time, details related to the options being considered by the PHA are confidential in nature and subject to their own decision-making processes as led by their Board.

Staff are supportive of the PHA considering different operating models and have participated in joint discussions with the goal of collaboration and cooperation with an important community organization and local cultural resource. Discussions are expected to continue through early 2023 and any future consideration requiring Council support will be brought forward in a coordinated fashion when the PHA is prepared.

The extension of both the lease agreement and appointment as the official archival repository / archivist through 2023 will maintain this function while allowing discussions to continue. If further extension or a long-term extension is required and supported, staff will bring forward the appropriate instruments to Council for consideration. Staff will also ensure Council is apprised of the progress of the current discussions.

Attachment 1 is an electronic copy of the current lease agreement between the Municipality and PHA. Given the request for a limited extension, and the mutually beneficial agreement that has existed between the two parties an amendment to the current agreement with respect to the terms is being recommended as opposed to a completely revised agreement. The amending by-law required to enact changes to the term and any other necessary lease alterations would be brought forward to Council for consideration upon direction related to the recommendation identified in this report.

Financial Considerations:

PHA is not solely funded by the Municipality of Port Hope as they also operate based on grants, membership and fundraising. They are a registered non profit and a separate organization that is led by a volunteer Board. The Municipality of Port Hope has for a number of years included an amount of \$40,000 annually in the municipal budget to provide funding to the operation of the archives.

The Municipality has leased the building to the Port Hope Archives for individual five (5) year terms for the nominal fee of \$1.00 for decades. The lease provides that the Municipality pays for insurance on the premises, utilities including gas, electricity, water, heat, air-conditioning, exterior maintenance including lawn care and snow removal, entrance, foundation walls, windows and roof. The building has been maintained by the Municipality and a number of capital repairs have been completed over the past decade.

Communication and Public Engagement:

The extension of the lease agreement and appointment as archivist do not require additional communications. Any changes to the operating model of the PHA or its relationship with the Municipality will be brought forward at an appropriate time but are not expected until further discussions and considerations have taken place.

Conclusion:

The Port Hope Archives provides a valuable service within the Municipality of Port Hope and the relationship has been mutually beneficial to the community. The Archives is a facility unique to downtown Port Hope and helps showcase the Heritage Conservation District. Maintaining the appointment as official archives in the heritage building located at 17 Mill Street ensures continuity of a beneficial resource for historical data that attracts visitors and the residents of Port Hope.

Attachments:

Attachment 1 – By-law 85/2017