

Original signed by: Byron Johnson, CAO

# Staff Report

**Report Date:** September 20, 2018**Meeting Date:** September 25, 2018**To:** City Manager**From:** Director of Community Services**Subject:** Museum and Archives Hours of Operation

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## PURPOSE

To obtain Council approval to open the Museum and Archives Saturdays from 12:00 – 4:00 pm during the winter season.

## SUMMARY

- In the fall of 2015, the City reduced the hours of operation at the Quesnel Museum and Archives so that the museum is open May 1 – September 30 each year and closed to the general public October 1 – April 30.
- During the winter season, when the museum is closed to the general public, the archives can be accessed by appointment. Schools and other groups may arrange with the Museum and Heritage Manager to visit the museum by appointment during the winter season and the museum may be opened for special events.
- Throughout the winter season the City budgeted a limited number of hours per week for part time staff to assist the Museum and Heritage Manager with projects and to assist with the provision of various outreach programs.
- Currently considerable staff time and energy is directed toward accommodating public requests to access the museum, archives, and gift shop during the winter season.
- Staff feel it would be beneficial to the public and a more efficient use of staff time if the museum were open one day per week during the winter. They could provide the majority of their research services on that particular day and it would provide a clear and more positive message for Visitor Center staff to communicate to local residents who inquire if the museum is open.
- While having the museum open one afternoon per week would not necessarily address the needs of all potential users of the museum, it would accommodate many requests and would reduce the number of people required to make special arrangements with museum staff.
- Saturday Hours would provide a greater opportunity to generate some revenue through the museum gift shop during the winter.
- Opening the museum four hours per week will have no financial impact on the City budget as museum staff will be able to provide coverage within the current allocation of staffing hours provided for in the budget.



## **RECOMMENDATION**

- That Quesnel City Council approve opening the Quesnel Museum and Archives on Saturdays from 12:00 – 4:00 pm, October 1 – April 30.

## **FINANCIAL IMPLICATIONS**

- There are no financial implications.