



2023 Year End Report



PAHS Purpose:

To preserve and promote the heritage of Prince Albert and area for residents, visitors, and researchers
to understand the past and inform the future

Thank you to our funders:



Dr. C.H. & Lenore Andrews

Philip E. West



Canadian
Heritage

Patrimoine
canadien



President's Message

Another year, and another year to look back upon.

The challenges arising from the COVID-19 pandemic appear to be behind us. Attendance at our four museums was back up, and our social media could compare more than favourably with many other museums (including the Western Development Museums).

New programming, such as Coffee and Conversation and the Museum Juniors, demonstrated that there is more to the local Historical Society than simply the display of "old stuff". Our return to involvement in the Exhibition Parade showed that we are reinvigorated, and the two birthday parties hosted in the Historical Museum (one for a 90-year-old and one for a centenarian) showed that we are meaningful to those who helped to establish the larger Prince Albert and Area community. Hosting a provincial celebration with the Lieutenant Governor in attendance allowed us to showcase our community and its heritage.

But, although we have returned to, and exceeded, the glories of our pre-COVID Society does not indicate that all is smooth sailing. Michelle Taylor, our manager/curator, has done an extraordinary job of finding the necessary finances to re-establish and extend our programming, as well as hiring and managing a fine complement of staff, but we continue to be unable to break through to our locally elected politicians to educate them on the benefits of providing appropriate financing for our museums. How many of you are aware that, compared to other community museums, Michelle is under paid? She manages the operation of four museums on what is basically a shoestring staff, while in other

communities, many much smaller than Prince Albert, managers are paid a higher wage?

We also continue to have difficulty attracting and keeping enough summer interpreters. As a result, occasionally we have had to close for one or two days one or more of our museums due to staff shortages. And although we have been providing programming to some of our seniors' homes on a monthly basis, we have been unable to provide such programming to all of the homes which have requested the programming because we have had insufficient volunteers.

I would encourage each of you to consider providing Michelle with support this coming year. When the requests come out for volunteers, please consider responding favourably. If you are unable to give of your time, please consider providing some financial support through a charitable donation. Please take the time to advise your ward councillor and the mayor how much the Historical Society and its museums mean to you, and to the visitors who come to Prince Albert.

My thanks to Michelle for the work and commitment which she has provided to our Society. I enjoy working with her, having her share her knowledge and abilities with the Board of Directors. Thank you, as well, to the staff who have worked with her. They are dedicated and amazing. To the Board members, thank you for your time and willingness to make this a fine organisation. Finally, thank you to the volunteers. What a great bunch you are – you really seem like family to me. All of you make being a part of the Prince Albert and Area Historical Society so very enjoyable.

Fred Payton

Curator's Message

2023 has been another year of growth for the Historical Society especially when it comes to the programming we have been able to offer. The staff and volunteers have done a marvelous job of engaging people of all ages in programs.

Jeri, Programming and Outreach Coordinator, created youth programming that promotes learning about Prince Albert's history, building community and fun! It has been a great program that has helped to grow the Society.

We have continued to work with the City of Prince Albert to care for the museum buildings and fund the

summer interpreter positions. Without the support of the City, the Society and the museums would operate very differently. This relationship is important for the well-being of the people of Prince Albert and area.

Finally, I would like to say a huge Thank You to the staff and dedicated volunteers of the Historical Society that have made the museums a vibrant year-round place to be. I look forward to what we can accomplish in 2024!



Board of Directors

Current

President- Fred Payton

1st Vice President- Michael Gange

2nd Vice President- John Thompson

Treasurer- Todd Robertson

Secretary- Mary Brown

Shirley Swain

Tyler Hazelwood

Nancy Pardoe

Pam Booker

Connie Gerwing

Troy Parenteau

Carolyn O'Leary- resigned in June

2023 Seasonal Staff

(r) Returning from 2022

Megan Kiffiak (r)

Rowan McKinnon (r)

Cassidy McDonald

John Miller

Nikhil Vaidhya

Calla Henry

Alyssa Barcelona

Mikaela Mayuga

Thea Novotny

Staff

Manager/Curator

Michelle Taylor

Finance Manager

Darlene Otet

Program and Outreach Coordinator

Jeri McKelvie (on leave September to December)

Michael Dormuth (November to December)

PAHS Committees

Audit

Shirley Swain- Chair
Mary Brown
Alma Newman

Building

Tyler Hazelwood- Chair
John Thompson
Lorne Green
Gene Miller
Troy Parenteau

Collections

Ken Guedo
Donna Nutter
Shirley Swain
Lorraine Brassard

Human Resources

Pam Booker- Chair
Michael Gange

Marketing

Nancy Pardoe- Chair
Tyler Hazelwood

Nominations

Mary Brown- Chair

SK Archaeological Society Rep.

John Thompson

Governance

Nancy Pardoe
John Thompson
Troy Parenteau

Programming/Exhibits

Connie Gerwing- Chair
Morley Harrison
Shirley Hamilton
Shannon Ruskowski
Gail Syverson
Troy Parenteau

Membership

Mary Brown- Chair
Diane May

Fundraising

Connie Gerwing- Chair
Pam Booker
Mary Brown

Bequest

Todd Robertson- Chair
Michael Gange
John Thompson

Volunteers/Members

The Historical Society is a volunteer driven organization that relies on its members to provide services to its patrons which include but is not limited to processing archive requests, collections management, programming and public relations. Volunteers are the heart of our organization. In 2023, there were 100 members, 9 life members and 12 Jr. Historical Society members who provided support for Historical Society activities. Of these 121 supporters there were 52 volunteers who spent time helping out our operations which totals over 4,364 documented hours in 1,700 occasions. We recognize that there are many, many hours that do not make it to our records. Thank you to all those who spent time at one or more museums and activities through the year.

In December, one of our life members, Pauline Ford, passed away. Pauline was nominated for a life membership in 2016 after organizing and collating the Historical Society's historical records.

In March, the Jr. Historical Society was formed to provide youth who are interested in history an opportunity to meet and participate in activities in

historical places throughout the city. Registration is free and started slow with three members but in December there were 12 kids between the ages of 8 and 13!

In recognition of our volunteers, thank you to all for donating your time in 2023. The individuals below donated over 20 hours

Over 20 hours:

Lori Bolay, Pam Booker, Mary Brown, Pam Gray, Lorne Green, Shirley Hamilton, Ron Kondra, Gene Miller, Troy Parenteau, Teena Polle, Shannon Ruskowski, Gail Syverson and John Thompson

Over 50 hours:

Mike Gange, Don Guedo, Morley Harrison, Wally Hlewka, Nancy Pardoe

Over 100 hours:

Les Anderson, Lorraine Brassard, Connie Gerwing, Ken Guedo, Cheryl Lloyd, Greg McKelvie, Donna Nutter, Fred Payton, Sandy Sutton, and Shirley Swain

Committee Reports

Human Resources

Submitted by Pam Booker

The Personnel Committee met with Michelle quarterly, and "as necessary" to discuss Human Resources matters and to discuss general wellness of the staff.

Jeri McKelvie was hired as the permanent Programming and Outreach Coordinator with a schedule of 30 hours per week. During mid-year, Jeri took a leave of absence and her position was temporarily filled by Mike Dormuth. During February 2024, Jeri returned to her position.

At the end of March 2024, Darlene Otet will leave the PAHS as the part-time Financial Manager. A staffing process to find a replacement is currently in progress.

During this year, the Personnel Committee has worked at enhancing the working relationship between the Board and staff. Members of the Board have made efforts empower Michelle to manage staff in a supportive and effective manner, with the Boards’ appropriate, arms-length involvement.

Through the Financial report, it will also be noted there is a recommendation to increase the salaries of permanent staff. The salary adjustments are intended to align with increases to costs of living, and to reflect the increase in salaries of comparable employees of the City of Prince Albert.

As a summary of this past year, the Board expresses gratitude for the commitment of the staff and the efforts made to support the visions of the PAHS. We look forward to a continued, strong working relationship in 2024.

Building

Submitted by John Thompson

At a member meeting in November, it was decided the Society would no longer reconstruct the Block House in the spirit of reconciliation. The parts of the Block House of historical significance, the rifle slits as well as some of the intact original logs, would be displayed in the Nisbet Church.

In consultation with Darryl Sande about the reconstruction costs of the church, he gave me an estimated cost of \$160,000. The Society has \$81,000 in term deposits. I am estimating that by the time adequate funds are in place, the costs will have escalated to about \$200,000. As result of the pandemic, building material costs have increased significantly. Any reconstruction will be done with new white spruce logs shaped to look like the original construction.

Governance

Submitted by Nancy Pardoe

The Governance Committee reviewed and updated the following policies in 2023. Please refer to the full AGM package for further details and the updated policies.

Policy	Name and Changes	Section	Last Revision Date
A 01	Board Structure and Function	Governance	February 13, 2018
<ul style="list-style-type: none">Clarified meeting schedule is from August to June.Membership numbers will be recorded on a quarterly basis.Committee section expanded to clarify the role of the President and Manager/Curator representation on committees.New section: Board and Committee meeting attendance.			
A 03	Dissolution	Governance	April 11, 2011
<ul style="list-style-type: none">List of items to be discharged is available from the Manager/Curator.Artefacts and collections will be transferred to another museum or archive where possible.			

Policy	Name and Changes	Section	Last Revision Date
A 07	Volunteers	Governance	February 13, 2018
<ul style="list-style-type: none"> • Job descriptions will exist for all volunteer positions. • Appropriate levels of supervision and opportunities for feedback will be provided. • Volunteers will be provided with training, including safe work practices. • Volunteers who work with youth must obtain the related criminal check. • New section: Museum Access. Describes the policy for issuing keys or parking passes. • New section: Non-member volunteers. The Board may approve a situation where a volunteer is not a member of the Society. 			
A 09	Policy Creation and Revision	Governance	February 9, 2023
<ul style="list-style-type: none"> • A draft list of policies for review will be presented annually to the Board. • Notification of policy changes will be provided at the next AGM. 			
B 06	Archives	Collection Management	January 9, 2003
<ul style="list-style-type: none"> • An archivist will perform their duties based on policies B01 to B04, Collection Management. • Research services are dependent on staff availability and the breadth of the request. • Archive materials to be labelled prior to distribution. • Access by non-members is subject to staff availability. 			
C 04	Membership	Communications	November 19, 2016
<ul style="list-style-type: none"> • Benefits and privileges of an individual membership are described in the PAHS Volunteer Guide. • Volunteers must be members unless they are covered under a special membership type. • New section: Organization membership. The Board will consider an organization membership on a case-by-case basis. 			

Marketing

Submitted by Nancy Pardoe

Marketing in 2023:

- **Lakeland Cabin Stuffer:** (May) A one-quarter page ad was submitted to this annual publication, which is distributed prior to the May long weekend. This local services guide has over 5,500 copies distributed to the Lakeland region and surrounding area.
- **Vacationland News:** PAHS events were submitted by staff members to the bi-weekly Vacationland News, the sister publication of the Lakeland Cabin Stuffer. Vacationland News is distributed online and through local businesses in the Christopher Lake and surrounding area year-round. PAHS can submit information such as program or event notices, change in service announcements or feature articles to

this publication after advertising in the Lakeland Cabin Stuffer.

- **Prairies North:** (June 2023) A one-sixth page ad was included in the Summer Issue.
- **Magnet Signs:** (June to August) A portable sign was rented and placed at the corner of 2nd Ave and Marquis Road near the Tourism Centre. This sign was updated monthly to advertise the opening period for our museums and upcoming events.
- **PAHS Brochure:** Reviewed and updated brochure text and opening hours.
- **Historical Museum Exterior Signage:** (May and September) The signs ordered in 2021 were in place for 2023 at the front of Historical Museum. The smaller sign is erected prior to the summer season while the larger sign is mounted after the summer season has ended.
- **Web Site Updates:** Multiple updates were completed throughout the year. Information and posters were created to market PAHS events, such as the Crocus Tea, Christmas Tea, Coffee & Conversation afternoons and the Junior Historical Society.
- **Promotional Video Project:** A proposal from Aspen Films was reviewed. This proposal was to create a 3-to-5-minute video promoting the PAHS, the four museums and historical locations in Prince Albert. This project will not proceed at this time due to budget constraints.
- **Prince Albert Tourism Discovery Guide:** Prepared a ¼ page ad for the Discovery Guide and an ad for the Tourism map. The 2023 Discovery Guide also features two articles: one on the John and Olive Diefenbaker House and one on the development of “The Gathering Place” room at the Historical Museum.
- **Saskatchewan Valley Visitors Guide:** An ¼ ad was inserted into this annual publication. This 28-page guide is published by the Clark’s Crossing Gazette (www.ccgazette.ca) and distributed throughout the Saskatoon and Prince Albert area.

The Marketing budget has been reduced in 2024, due to a significant shortfall in overall funding. We will be looking closely at each existing and new marketing initiative to assess the cost and projected impact / reach.

Programming and Exhibits

Submitted by Connie Gerwing

We began 2023 by developing a new exhibit on the second floor of the Historical Museum. We removed an old exhibit, repainted the display cabinet and repurposed some glass exhibit cases. The new exhibit showcases artefacts associated with babies and young children and includes photographs from our collection. There is a play area with some toys as well.

In conjunction with this new exhibit, we did some training in developing exhibits with our committee members. Any new exhibit needs to have a theme which uses the available space. We need to have artefacts and photographs to display and also research the story we want to tell and develop appropriate signage.

The Coffee and Conversation events continued from January to April with good attendance at each one. We began a new set of Coffee and Conversation events in September changing the time to Sunday afternoons.

Seniors Outreach presentations to various nursing homes in the area were conducted by various volunteer and staff presenters in the winter and began again in the fall. We are working to develop them all into PowerPoint

presentations with accompanying scripts so that we can send them to the nursing homes and someone there can present the material.

Regular programming during the early months of 2023 consisted of our regular Family Day opening and assisting the Program and Outreach Coordinator with other openings during the week when students are not at school. In the fall we set up a small display for the November 11 opening and decorated the museum for Christmas. On Remembrance Day presentations were made by the local cadet groups about their organization's history in Prince Albert.

Fundraising

Submitted by Connie Gerwing and Mary Brown

Formal fundraising activities were minimal in 2023. The last vestiges of the COVID 19 pandemic continue to affect some of these activities.

The Crocus Tea was very successful in early May and the change to a more formal High Tea was well received by the people who attended. We even had crocuses.

Our attempts to organize another historic home tour were not successful. Most people that we contacted were not comfortable having crowds of strangers in their homes and so this type of activity will have to wait until the last effects of the pandemic have disappeared.

The only other activity we organized as a fundraiser was the Christmas High Tea which was not quite as well attended as in the past. We will have to focus more on advertising for 2024.

Crocus Tea

The tea was held on May 10, 2023, from 2:00 pm to 4:00 pm. at a cost of \$20 per person. The menu consisted of three savory items and a choice of two desserts out of four listed. There were 88 people in attendance. Reservations were encouraged. At a cost of \$20 each, we realized a profit of \$1621. Thank you to all the volunteers who helped set up the tables, make and serve the tea, and clean up.

Afternoon Tea

The Christmas afternoon tea was on December 10, 2023, with two reserved sittings. The cost was \$30 a person and the menu included four savoury and four sweet entrees. There was enough for 50 people but there was a low turnout. There was a profit of \$484.42 Thanks to Nancy Pardoe who organized the logistics of the tables, making the tea and organizing the servers. Thank you to our servers Mike Gange, Troy Parenteau and Tyler Hazelwood as well as Donna Nutter who keeps the kitchen in order and Shannon Ruskowski who always decorates the tables.

Saskatchewan Archaeological Society

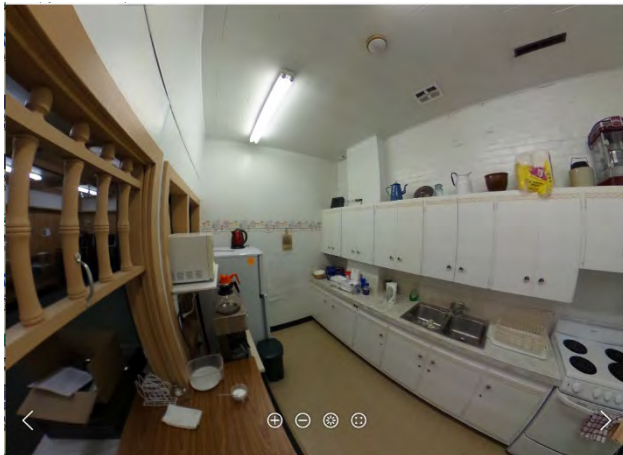
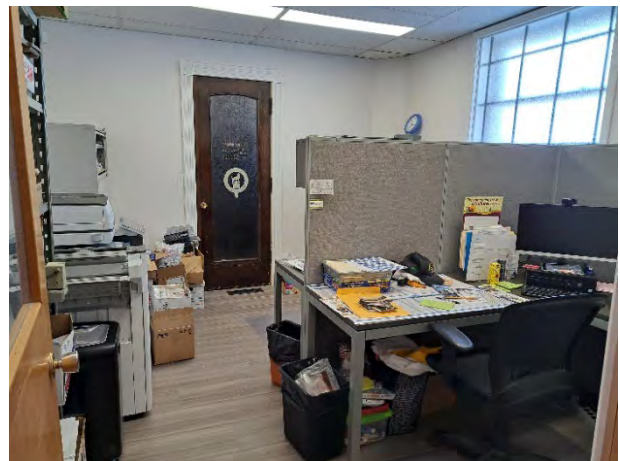
Chapter Representative: John Thompson

As a chapter of the SAS, the Historical Society receives a chapter grant of \$500 per year to go towards a project and is required to have five people who are members of both societies. At this time, the Historical Society has

the minimum number. If you are interested in finding out more about the SAS, please contact John Thompson or visit their website www.thesas.ca.

Building Upgrades/Maintenance

Once again, the year started with renovations to the Historical Museum. Demolition of the spaces started in December 2022. By March 2023, everything was cleaned up and ready to use. This year renovations were done in the kitchen and the big office. These renovations have made for more useful spaces that we have taken advantage of! The office workflow has changed for the better and both staff and volunteers have appreciated the larger kitchen. The Sergeant Room, while slightly smaller has become a main presentation space thanks to its large white wall.

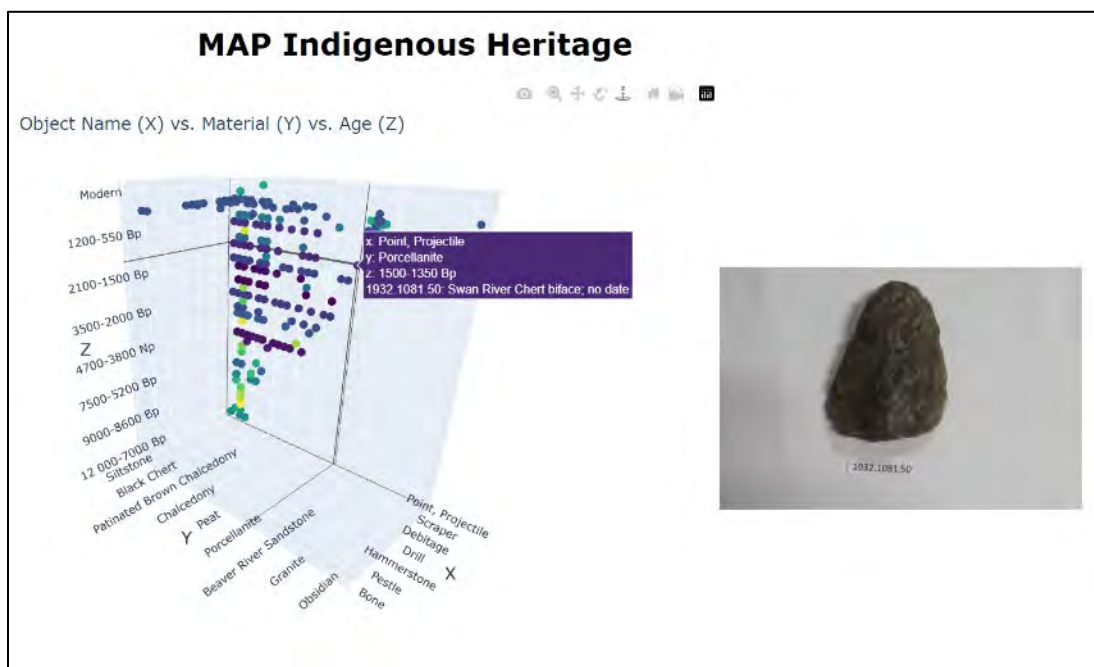


Before and after shots of the renovated office and kitchen.

This past year, the Historical Society and City talked a lot about the grounds surrounding the Police and Correction and Education Museums. There were more problems than in the past which were remedied by the installation of no loitering sign on the buildings, trees were removed and in November cameras were installed on the Tourism building with one overlooking the museum. Security of the area was also increased in the fall. So far, these modifications have helped with people loitering and causing disturbances.

Grants/Projects

In 2022, the Historical Society partnered with the First Nations University and the University of Regina on a project to analyze and map our archaeological material. 2023 was the second year of this two-year project, receiving a payment of \$56,000. This year, the Historical Society hired research assistant Rayna Morris to complete identification of the archaeological collection. The project has allowed the Historical Society to accession all its archaeological collection bumping us up to over 800 individual pieces! The University partners will take all the information from Rayna's data table and map it by chemical composition and also by its category of use and material. The partners have chemically analyzed over 100 artefacts to be included in a cluster analysis which will allow them to group like materials together. They can be analyzed later to see where the artefacts came from and how they may have gotten there. One arrow with an ivory(?) tip was sent for radiocarbon dating. It came back with a date of approximately 1915. With this background work completed the next step is to include knowledgeable Indigenous people to enhance our understanding our collection. When the maps are completed, we will be able to make connections between the individual items and the First Nations groups associated to them. This information will then be made publicly available on a website. Below is a prototype of what the website data will show.



In January, the PAHS applied for summer staffing grant with two from Canada Summer Jobs and two with Young Canada Works. One of each organizational grants was for museum interpreters and another for an archival assistant. Unfortunately, we were unable to fill the archive assistant position. The interpreter grants funded five positions, half the staff that were hired. One of the students, Nikhil Vaidhya attended Sask. Polytech in the fall and was able to remain with us on a casual basis until the end of December.

Two grants help our operations costs, the annual Museums Grant Program from SaskCulture was \$22,000. This was the third year we received \$22,000 due to the pause on applications during the Covid pandemic. The Prince

Albert and Area Community Foundation granted us \$14,000 to help with museum programs and offset the cost of the Programming and Outreach Coordinator.

Below is a list of funding the Historical Society has received to fund its projects and operations in 2023:

City of Prince Albert	\$71,080
Canadian Heritage- Museums Assistance Program	
	\$56,000
SaskCulture- Museum Grant Program	\$22,000
PA and Area Community Foundation	\$14,000
Museums Assoc. of SK- Tech Microgrant	\$ 1,000
City of PA- Community Grant Program	\$ 5,500
Canada Summer Jobs	\$16,560
Young Canada Works	<u>\$17,510</u>
TOTAL	\$203,650

Public Relations

The Society was very forward facing this year, which was great for the organization! In May, the Historical Society co-hosted the Regional Centre for Expertise in Education on Sustainable Development awards ceremony. These awards were handed out to organizations and schools across the province for their achievements in promoting sustainable development. After the ceremony, Fred Payton led the group on a short walking tour from the EA Rawlinson Centre to the Historical Museum. At the museum, the group spent much of their time in “The Gathering Place” exhibit, the exhibit we received an award for in 2022.



Fred presenting Lt- Gov. Russ Mirasty with an RCE thank you.

Once June rolled around and the museums were open at full speed, Sweet Stell’s opened up in the tea room. They provided light lunches and desserts 6-days a week until the end of August. This proved to be a very positive partnership, seeing over 900 people through the museum during the three-month season.

Throughout the year, the Historical Society posts on its Social Media pages- focused on Facebook and Instagram. Social media is an excellent tool in promoting conversation about Prince Albert’s history. Some of the posts are more active than others, but someone will always have a comment! Activity/engagement (likes, comments and shares) is tracked and tallied each month for the posts made public that month. In 2023, the engagement numbers were 48,195 and our reach doubled over 2022 to over 2.2 million. That means that over 2.2 million people have had one of our posts come up on their Facebook feed or Instagram story (included in this number is also YouTube)!

In past years, summer staff have created content for the YouTube page but we never made much use of it. In the fall of 2022, Fred Payton recorded histories of individuals interred at the St. Mary's Cemetery, and in November 2023 we started posting them on YouTube. Every week, there would be two or three videos posted to our channel. The Society looks forward to the possibility of expanding these videos to other cemeteries in the city. These social media interactions and the increase in programming means that we have more people coming through the doors of the museums.

Programming and Outreach

In January 3rd Year SUNTEP students partnered with the Historical Society to create Indigenous themed suitcases for outreach. At the end of the semester, the students presented their suitcases to the Programming and Exhibits committee and staff. Jeri McKelvie and Michael Dormuth later made some updates so there is a clear connection to Prince Albert and the museum.

Coffee and Conversation has been a popular programming running in the winter months. There were eight presentations in 2023 with a total of 153 participants, with topics ranging from Hoo Sam, to the Winter Festival, to the History of 9-1-1 in Saskatchewan to CKBI Radio. For each program, knowledgeable community people and/or Society Members were asked to provide a presentation. Thank you to the PA Daily Herald for being in attendance and writing an article for each program.



Coffee and Conversation in February

During the two winter school break weeks, the Historical Museum was open to the public and offered a variety of programming. In February, Leah Dorion and Troy Parenteau each led an activity focused on Métis art. These activities were well attended. Just prior to the Easter break, two Grade 12 classes from St. Mary High School came as part of the Lent project. While the classes visited three museums, they were also tasked to clean them. The students did a great job and had a lot of fun!



In March, a Survival Gardening program was held. Connie Gerwing spoke about early horticulture practices in Prince Albert and Carolyn from Mumm's Sprouting Seeds in Parkside provided a demonstration of microgreen sprouts. Each person (40) went away with a free starter sprouting kit. This program was funded by the PA and Area Community Foundation grant.

Survival Gardening with Carolyn

Our first summer camps were held in July and August - History Hunters and Multicultural Marvels respectively. Both week-long camps which ran in the mornings were at capacity between 10 and 12 kids. The purpose of these camps was to provide a fun opportunity for kids to learn about the history of Prince Albert and the people who call it home. History Hunters focused on built history of River Street West and Multicultural Marvels focused on the people who live in the city. Joining the participants at the History Hunters camp was the Saskatchewan Archaeological Society's Archaeocaravan. The campers learned about the kinds of artefacts that can be found during a dig and how to throw an atlatl. In the afternoon, the Archaeocaravan was open to the public. This was a great activity and all participants had fun.



Atlatl throwing



Campers learning how to jig in Multicultural Marvels

These camps stemmed from the interest in the new Jr. Historical Society. This program was created to foster youth's interest in history and museums. It started slowly but by December there were between 6 and 10 kids attending the monthly meeting. Programs and activities were developed for kids aged 8 to 13- they have learned about the different museums, how history fits in their lives, and what museum workers do.

Historical Society president, Fred Payton also kept busy leading and creating new walking tours for folks to participate in. He once again led tours at St. Mary's Cemetery and the West Hill. A new tour for the fall was focused on the Central East Hill. All tours were well attended with more than 15 people each.

When school began in September, school tours returned! This is something that was hoped for. The year end numbers for group tours are down from previous year which is tough to see. But it is encouraging to see that the tours are spread out over the year and not just happening in May and June. We are now being used a resource for teachers of all grade levels!

At the end of September, the Historical Society once again participated in Culture Days. This was the 12th year that we have participated! The Historical Society planned two programs during that time. The first was a presentation by Susan Brazeau and Joan Champ entitled "Canada's British Home Children Almost Forgotten- Almost." Susan spoke to the program itself and what it meant for the families involved while Joan made connections of British Home Children that were in Prince Albert and for a time at St. Patrick's Orphanage. Many of the people in the audience had a connection to the British Home



Children program. The second was a free opening day on September 30 to honour the National Day for Truth and Reconciliation.

Beyond the programming mentioned above there were many outreach opportunities that were taken advantage of by staff and volunteers including regular visits to Senior Nursing Homes, providing booths for Family Literacy Day, Family Expo and the Prince Albert and Area Teachers Association Conference. In 2023, staff worked very diligently to make sure the Society was in the community and raising awareness about the resources that are located within the Museums.



PA Exhibition Parade float



Family Expo Booth

Bill Smiley Archives

The Archives in 2023 were full of activity and our volunteers were never out of work! Regular volunteers provided all the work during the winter months, while in May through August some of the work is completed by the summer staff.

Major projects in the archives included the reorganization of the library and the James long photo collection. Both collections were in need of examination. Duplicate items and books not having a clear relationship to the Society's mandate were included for deaccessioning. Items that had connections elsewhere were sent to local organizations; others were added to our sale at Street Fair.

Another project that is now nearing completion is the cataloguing of the Prince Albert Daily Herald negatives. The cataloguing portion of this project has been ongoing for the last 16 years! The first 30 boxes of negatives can be searched in the Archives Database. Verification of the work done in 2023 by the summer staff will be completed in 2024 by an archive volunteer.

In the fall of 2023, the Historical Society renewed its partnership with the PA Library and the Daily Herald to digitize more microfilm reels. In 2022-23, the first set of microfilm reels, dating from 1910 to 1955, were digitized by the Provincial Archives of Saskatchewan. We then worked to rename the files so they can be easily searched. The files are now available on the PA Library and PA Daily Herald websites. The Historical Society has a copy in the archives that we are able to search. The second set of microfilm reels will be digitized in 2024 and will include reels dating between 1956 to 1981. This set will be available in late 2024 for searching. Both of these digitization projects received funding from the Saskatchewan Council for Archives and Archivists Institutional Grant Program and partner funding from the Prince Albert Library.

Summary

2023 was a great year for the Historical Society. We were active within the community and engaged all ages of individuals. Staff and volunteers have worked tirelessly to support and promote the museums, the archives and the organization within and outside the city limits. In-person museum visits and outreach numbers have rebounded and have helped raise awareness about the history of Prince Albert.

The table below shows just how much the Society has grown in its users over the last few years. The numbers that we are most interested in is the visitors/outreach line. These are the people who have physically interacted with the Museums and their programs throughout the year. The number has more than doubled from 2021 meaning there has been more interest in what the Society is offering. Not easily seen in these numbers are the increase in users throughout the winter months, approximately split 50/50 summer/winter. We have focused our efforts to make the Museums a year round destination for education, research and programs and have been rewarded with the support of the community.

2021-2023 Museum Usage Data

Users	2021	2022	2023
Visitors/Outreach	4,798	7,496	11,810
Researchers	101	188	100
Archive Requests	353	257	262
Group Tours	42	83	54
Volunteers Occasions	1,708	1502	1,705
Facebook *	58,263 (1,452,781)	38,657 (1,185,113)	48,195 (2,242,421)
Total Museum Use	65,223	48,100	62,072

*Facebook numbers calculated by the number of engaged users and post reach (in brackets) for that month's posts

In 2024, we will continue to provide programming and outreach to citizens and visitors of Prince Albert to ensure that the history of Prince Albert will not be lost and the Society will continue to be an organization of value in the city.

UNREVIEWED FINANCIAL STATEMENTS FOR THE YEAR 2023

Prince Albert Historical Society

Comparative Balance Sheet

	<u>Dec 31, 2022</u>	<u>Dec 31, 2023</u>
ASSET		
Current Assets		
Conexus - Chequing Account	148,659.22	95,564.16
Conexus - Debit Account	151.89	672.42
Conexus - Term deposit and accrued interest	40,421.83	41,842.60
Affinity - Chequing Account	40.90	28.90
Affinity - Savings Account	303.16	310.68
Affinity - Term deposit and accrued interest	79,795.18	81,830.33
Cash on Hand	408.00	425.00
PayPal Account	1,106.14	1,214.43
Clearing Acct - Debit Machine pmts	0.00	32.00
Canadian Western Bank, Saskatoon	79,466.77	81,057.54
Total Cash	350,353.09	302,978.06
Accounts Receivable	950.70	216.00
AR - CRA - GST rebate	634.85	0.00
AR - CRA - CEWS/CRHP Wage Subsidy	0.00	0.00
Store Inventory	5,529.75	6,366.39
Accrued Interest Receivable	0.00	0.00
Prepaid memberships of the Society	0.00	0.00
Other Prepaid Expense	909.83	100.00
Total Current Assets	358,378.22	309,660.45
Long Term Investments		
SCF Endowment Fund	13,531.45	13,531.45
	13,531.45	13,531.45
Long Term Assets		
Collection	1.00	1.00
COOP Equity	108.28	108.28
Conexus Equity	0.00	0.00
Conexus Membership	5.00	5.00
Affinity Membership	5.00	5.00
Non-Current Assets	119.28	119.28
TOTAL ASSETS	372,028.95	323,311.18

UNREVIEWED FINANCIAL STATEMENTS FOR THE YEAR 2023

Prince Albert Historical Society

Comparative Balance Sheet

	<u>Dec 31, 2022</u>	<u>Dec 31, 2023</u>
LIABILITY		
Current Liabilities		
Accounts Payable	5,333.64	0.00
Accrued Accounts Payable	4,440.00	0.00
Conexus Mastercard Payable	134.49	0.00
PST Payable	79.21	186.43
Holiday Pay Payable	201.58	494.79
Earned Hours Off Banked	779.23	1,165.00
Overtime banked hours	0.00	793.79
Earned Sick Time Off Banked	3,688.15	6,463.95
Total Receiver General	2,168.30	2,359.45
Unearned Society member fees	720.00	620.00
Unearned Revenue	219,346.33	17,770.00
Total Current Liabilities	236,890.93	29,853.41
Long Term Liabilities		
Conexus Credit Union (CEBA) Loan	60,000.00	20,000.00
CEBA Loan - forgivable portion	-20,000.00	-20,000.00
Total Long Term Liabilities	40,000.00	0.00
Total Liabilities	276,890.93	29,853.41
EQUITY		
Members Equity		
Members Equity - Previous Year	92,827.00	95,138.02
Current Year Addition	2,311.02	198,319.75
Total Members Equity	95,138.02	293,457.77
LIABILITIES AND EQUITY	372,028.95	323,311.18

Supported by:

the City of Prince Albert

SaskCulture and SaskLotteries

Dr. CH & Lenore Andrews Bequest

Comparative Income Statement

	<u>Dec 31, 2022</u>	<u>Dec 31, 2023</u>	<u>Budget 2023</u>
REVENUE			
Sales Revenue			
Admission - Adult	6,165.00	7,230.00	9,000.00
Admission - Student	230.00	346.00	
Admission - Family	720.00	660.00	
Admission - Day Pass (all museums)	1,190.00	715.00	
Tours	1,641.00	2,031.00	2,000.00
Memberships	1,600.00	2,060.00	1,500.00
Walking Food Tours	120.00		
Events		5,169.56	900.00
Rent	300.00	770.00	250.00
Tea Room		1,000.00	
Education Program			5,000.00
Total Sales Revenue	11,966.00	19,981.56	18,650.00
Gift Shop Sales			
Publications	2,397.75	1,615.75	1,750.00
Archives sales	50.00	55.00	150.00
Auction Proceeds/Garage Sale	791.90	990.20	
Souvenirs - All Museums	1,304.57	3,048.19	1,500.00
Other Items Sales	40.00	107.50	0.00
Other Location Souvenirs			100.00
Total Gift Shop Sales	4,584.22	5,816.64	3,500.00
Donations - Tax Receipt			
Donations - Tax Receipt - Cash	1,185.49	1,943.13	1,000.00
Donations - Tax Receipt - Cash (Archives)	2,005.00	585.00	250.00
Donations - Tax Receipt - in Kind	50.00	139.84	500.00
Total Donations - Tax Receipt	3,240.49	2,667.97	1,750.00
Other Donations			
Donations - All Museums	286.28	206.50	250.00
Archive Donations	99.25	27.95	400.00
Donations - other	244.75	650.05	
Total Other Donations	630.28	884.50	650.00
COVID-19 Subsidies			
Covid 19 - CEWS (Wage Subsidy)	-72.92		
Covid 19 - CRHP (Hiring Program)	125.21		
Total COVID-19 Subsidies	52.29	0.00	0.00

Comparative Income Statement

	<u>Dec 31, 2022</u>	<u>Dec 31, 2023</u>	<u>Budget 2023</u>
Operating Grants			
SaskCulture Museums Assistance	22,000.00	22,000.00	22,000.00
City P.A. - Society budget support	71,080.00	71,080.00	71,080.00
City P.A. - Educator's wages			
Community Grant Program	1,830.00		
Other Grant (Prior Year - Grand Opening project)		1,101.25	60.00
Other Grant - City PA for Culture Days		586.00	
Total Operating Grants	94,910.00	94,767.25	93,140.00
Other Revenue			
Federal GST rebate	1,975.73	928.44	1,000.00
Chequing Interest	910.16	2,067.76	300.00
Investment Interest	176.04	1,420.77	100.00
Expense Recovery	50.00		
Admin Fee revenue (NIB Grant)	8,060.00		
Misc. Revenue	1,396.75	225.32	50.00
Total Other Revenue	12,568.68	4,642.29	1,450.00
Special Projects Revenues			
Andrews Bequest			
Connaught Room - Subsequent to NIB	15,519.39		
Nisbet Church and 1885 Blockhouse	5,862.18	5,341.97	
Sask Archaeological Society - Grant	390.00	500.00	500.00
Archives Digitization	5,300.00	4,500.00	
NIB Researcher	26,554.12		
Reopening Fund			15,000.00
Indigenous Heritage Map Grant	42,700.00	56,000.00	56,000.00
Milliken Donation	15,000.00		
PA & Area Community Foundation Grant	13,500.00	15,528.00	7,700.00
Educator Programs		1,175.00	
MAS Technology Microgrant	673.39	1,000.00	
SAS - Lower Hudson House	1,000.00		
Connaught Room Grand Opening	4,585.81		
Endowment Fund	3,214.53	300.00	
Events	3,861.22		1,000.00
Fundraising			2,500.00
Plus Deferred Revenue - Beginnng of Year	152,286.18	201,576.33	
Less Deferred Revenue - End of Year	-201,576.33		
Total Project Revenues	88,870.49	285,921.30	82,700.00
TOTAL REVENUE	216,822.45	414,681.51	201,840.00

Comparative Income Statement

Dec 31, 2022 Dec 31, 2023 Budget 2023

EXPENSE

Cost of Goods Sold

Events and Fundraising costs		1,500.32	
Publications for resale	1,557.83	951.42	1,000.00
Souvenirs (CD's etc.)	506.59	1,215.58	750.00
Other items for resale	30.57	81.70	100.00
Total Cost of Goods Sold	2,094.99	3,749.02	1,850.00

Payroll Expenses

Wages	65,169.47	73,132.98	78,036.00
Retroactive wages		771.43	
Holiday Pay	5,708.56	6,539.30	6,913.39
Employer EI Expense	1,646.71	1,845.38	2,532.00
Employer CPP Expense	3,852.57	4,472.02	6,100.00
Employer WCB Expense	682.25	722.75	1,062.00
Pension Benefit	1,433.38	1,249.92	1,250.00
Vehicle Allowance	1,136.00	960.00	960.00
Banked Hours	-396.61	3,955.36	
Chamber Benefits	1,136.17	1,082.70	1,645.00
Total Payroll Expense (projects)	80,368.50	94,731.84	98,498.39

Communication Expenses

Advertising & promotion	3,700.69	4,310.86	4,000.00
Collection Communication	757.64	657.72	1,200.00
Exhibit Galleries Display		2,238.97	1,000.00
Collection Conservation	51.09		500.00
Programing Supplies	176.80	2.58	1,500.00
Programing equip. & services			250.00
Summer Staff Party		321.67	300.00
Total Communication Expense	4,686.22	7,531.80	8,750.00

Collection Expense

Reference material	199.54	422.29	500.00
Collection Supplies	1,094.68	1,039.46	1,500.00
Collection equip. purch.	83.24		750.00
Archives Supplies	165.25	1,142.70	1,500.00
Archives equip. purch.			750.00
Storage Rent at SHARE			6,600.00
Tax receipted Gift in Kind	50.00	139.84	500.00
Total Collection Expense	1,592.71	2,744.29	12,100.00

Comparative Income Statement

	<u>Dec 31, 2022</u>	<u>Dec 31, 2023</u>	<u>Budget 2023</u>
Other Expenses			
Building Maint. & Occupancy Costs	1,748.84	1,669.39	2,500.00
Building & Office equip. purchase	13,788.93	899.29	1,000.00
Office Expenses	3,269.58	3,793.27	3,000.00
Licenses & Memberships	1,566.60	1,235.28	1,200.00
Meeting and meals expenses	313.48	564.17	200.00
Training	393.75	847.77	1,000.00
Travel	130.34	107.20	1,500.00
Review engagement	5,619.91		4,300.00
Contracts and honoraria	790.00	2,294.18	600.00
Financial Service Charges	136.81	271.23	50.00
IT (Information Technology)		2,305.39	5,000.00
Cell phone contract			360.00
Cash Short (Over) on tills/food tours	24.71	12.93	
Rental Expenses		4,950.00	
Membership Benefits	326.80	331.00	
Total Other Expenses	28,109.75	19,281.10	20,710.00
Special Projects Expenditures			
Serjeant Room Renovations	8,269.00		
Connaught Room - subsequent to NIB	13,185.18	1,351.41	
Renovation of Kitchen and Office	688.03	23,452.73	12,500.00
Front Entrance		1,105.38	
Nisbet Church and Blockhouse	12.00	12.00	
Sask Archaeological Society	390.00		500.00
Archives Digitization	8,208.50	533.00	
NIB Researcher	41,537.36		
Reopening Fund	3,051.88	4,426.22	
Indigenous Heritage Map Grant	3,173.82	28,768.31	56,000.00
PA & Area Community Foundation Grant	6,131.43	25,225.95	28,074.61
Educator programs		1,280.67	
MAS Technology Microgrant	673.39	1,480.01	
SAS - Lower Hudson House	1,000.00		
Connaught Room Grand Opening	4,958.96		
Events	2,520.72		1,500.00
Fundraising expenses			500.00
Deferred costs end of year	-688.03		
Deferred costs from prior year	4,547.02	688.03	
Total Project Expenditures	97,659.26	88,323.71	99,074.61
TOTAL EXPENSE	214,511.43	216,361.76	240,983.00
NET INCOME	2,311.02	198,319.75	-39,143.00

Comparative Income Statement

	<u>Dec 31, 2022</u>	<u>Dec 31, 2023</u>	<u>Budget 2023</u>
PROJECTS - all	-8,788.77	197,597.59	
OPERATIONS	11,099.79	722.16	-39,143.00
	<u>2,311.02</u>	<u>198,319.75</u>	

Supported by:

City of Prince Albert - SaskCulture and SaskLotteries - Dr. CH & Lenore Andrews Bequest

Operating Projects Income Report

Account Name	Revenue	Expense	Dec 31, 2023
General Operations			
Grant - City of PA	71,080.00		
SaskCulture Museums Assistance Grant	22,000.00		
Donations - Tax Receipt - Cash	1,792.70		
Donations - Tax Receipt - In Kind	31.00		
Other Donations	238.80		
Memberships	2,060.00		
Federal GST Rebate	928.44		
Chequing interest	2,067.76		
Investment interest	1,420.77		
Rent	650.00		
Miscellaneous revenue	181.93		
Grants - PY Program - Gathering Place	1,101.25		
Advertising & promotion		4,493.78	
Reference material		46.88	
Tax Receipted Gift in Kind		31.00	
Building maintenance and occupancy costs		1,101.72	
Office & Building equipment purchase		553.85	
Office and kitchen supplies		2,651.49	
Copier and debit machine fees		466.20	
Licenses and memberships		1,155.28	
Meals and Meeting expenses		191.35	
Training		847.77	
Travel		107.20	
Financial service charges		253.47	
Membership benefits		331.00	
IT - Information Technology		1,343.08	
	103,552.65	13,574.07	
REVENUE minus EXPENSE			89,978.58

Operating Projects Income Report

Account Name	Revenue	Expense	Dec 31, 2023
Fundraising and Events			
Afternoon High Tea	830.43	137.20	
Crocus Tea	1,396.11	159.13	
RCE Banquet and Awards	2,009.56	2,009.56	
Christmas Party	1,105.00	1,402.82	
Revenue - Culture Days grant from City PA	586.00		
NEMN	120.00	227.11	
West Hill Walking Tour	120.00		
St Mary's Church and Cemetary Tour	135.00		
Central to Easthill Walking Tour	155.00		
Coffee and Conversation	20.00	12.58	
Remembrance Day	20.00		
Costs - AGM		26.80	
Costs - Family Day		58.18	
Costs - Family Expo		50.00	
	6,497.10	4,083.38	
REVENUE minus EXPENSE			2,413.72
Museums, Gift Shop and On Line Operations			
Tours	2,031.00		
Admissions	8,951.00		
Gift Shop Sales	4,771.44		
Donations (Charitable & Other)	192.75		
Miscellaneous Revenue	20.00		
Cost of Goods Sold		2,248.70	
Crowd Control Barriers		2,036.26	
Cash Short (Over)		-7.85	
Building maintenance		472.48	
Janitorial/Cleaning supplies		158.59	
Snow Sweeping		76.13	
Small tools and equipment		309.64	
Postage		43.72	
Licences		10.00	
Financial service charges		2.26	
	15,966.19	5,349.93	
REVENUE minus EXPENSE			10,616.26

Operating Projects Income Report

Account Name	Revenue	Expense	Dec 31, 2023
Archives Operations			
Sales	55.00		
Donations - Tax Receipt - Cash	585.00		
Book Sale	457.00		
Other Donations	52.95		
Miscellaneous revenue - shipping costs	23.39		
Reference material		375.41	
Archive Supplies		1,142.70	
Building repairs and maintenance		53.20	
Equipment purchase		35.80	
Office supplies		525.89	
Postage		17.00	
Licenses and memberships		70.00	
Financial Service Charges		1.70	
IT Information Technology		962.31	
	1,173.34	3,184.01	
REVENUE minus EXPENSE			-2,010.67
Collections			
Auction proceeds	533.20		
Donations - Tax Receipt - In Kind	17.73		
Donations - Tax Receipt - Cash	20.00		
Collection Communication		657.72	
Collections Supplies		1,039.46	
Tax Receipted Gift in kind		17.73	
Financial Service Charges		34.58	
Contracts		405.35	
Offsite Storage		4,950.00	
	570.93	7,104.84	
REVENUE minus EXPENSE			-6,533.91
Tea Room			
Rent	1,000.00		
Building maintenance and occupancy costs		9.98	
	1,000.00	9.98	
REVENUE minus EXPENSE			990.02

Operating Projects Income Report

Account Name	Revenue	Expense	Dec 31, 2023
Payroll (Michelle and Darlene)			
Wages		73,132.98	
Retroactive wages		771.43	
Holiday Pay		6,539.30	
Employer EI Expense		1,845.38	
Employer CPP Expense		4,472.02	
WCB Expense		722.75	
Pension benefit		1,249.92	
Vehicle Allowance		960.00	
Banked hours		3,955.36	
Chamber Benefits		1,082.70	
	0.00	94,731.84	
REVENUE minus EXPENSE			-94,731.84
Totals	128,760.21	128,038.05	722.16

UNREVIEWED FINANCIAL STATEMENTS FOR THE YEAR 2023

Prince Albert Historical Society

Special Projects Income Report

Account Name	Revenue	Expense	Dec 31, 2023
Andrews Bequest Project			
Deferred from Prior Year	63,892.54		
	<u>63,892.54</u>	0.00	
REVENUE minus EXPENSE			63,892.54
West Bequest (designated towards Nisbet Church and Blockhouse project)			
Deferred from Prior Year	26,470.74		
	<u>26,470.74</u>	0.00	
REVENUE minus EXPENSE			26,470.74
Connaught Room - Subsequent to NIB			
Deferred from Prior Year	2,334.21		
Exhibit Galleries Display		251.53	
Postage		39.10	
Contracts		1,000.00	
Maintenance and miscellaneous expenses		60.78	
	<u>2,334.21</u>	1,351.41	
REVENUE minus EXPENSE			982.80
Renovation of Kitchen and Office			
Deferred costs from Prior Year		688.03	
Renovation materials and labour		16,349.90	
Kitchen furniture and supplies		610.97	
Office furniture		6,491.86	
	<u>0.00</u>	24,140.76	
REVENUE minus EXPENSE			-24,140.76
Front Entrance			
Contracts		1,105.38	
	<u>0.00</u>	1,105.38	
REVENUE minus EXPENSE			-1,105.38

UNREVIEWED FINANCIAL STATEMENTS FOR THE YEAR 2023

Prince Albert Historical Society

Special Projects Income Report

Account Name	Revenue	Expense	Dec 31, 2023
Nisbet Church and 1885 Blockhouse			
Deferred from Prior Year	29,595.67		
Donations - Charitable Tax - Cash	3,000.00		
Other donations	272.30		
Garage Sale	27.00		
Interest on Affinity CU accounts	2,042.67		
Financial Services charges		12.00	
	34,937.64	12.00	
REVENUE minus EXPENSE			34,925.64
Sask Archaeological Society			
Grant	500.00		
Transfer to "Connaught Room Subsequent to NIB"			
	500.00	0.00	
REVENUE minus EXPENSE			500.00
Archives Digitization			
Deferred from Prior Year	2,370.30		
Project Partners Expense Recovery	4,500.00		
Equipment Purchase - external hard drive		533.00	
	6,870.30	533.00	
REVENUE minus EXPENSE			6,337.30
Reopening Fund			
Deferred from Prior Year	15,018.12		
Payroll costs (Mike)		4,302.03	
Programming Supplies		124.19	
	15,018.12	4,426.22	
REVENUE minus EXPENSE			10,591.90

UNREVIEWED FINANCIAL STATEMENTS FOR THE YEAR 2023

Prince Albert Historical Society

Special Projects Income Report

Account Name	Revenue	Expense	Dec 31, 2023
Indigenous Heritage Map Grant			
Deferred from Prior Year	39,526.18		
Canadian Heritage MAP Grant	56,000.00		
Contracts		28,685.00	
Postage		18.31	
Travel		65.00	
	95,526.18	28,768.31	
REVENUE minus EXPENSE			66,757.87
Milliken Donation			
Deferred from Prior Year	15,000.00		
	15,000.00	0.00	
REVENUE minus EXPENSE			15,000.00
PA & Area Community Foundation Grant			
Deferred from Prior Year	7,368.57		
Grants	15,500.00		
Miscellaneous revenue	28.00		
Payroll costs		22,992.51	
Advertising and promotion		86.43	
Programming Supplies		1,043.12	
Office supplies, equipment and postage		317.87	
Training		150.00	
Honoraria		635.00	
Financial Service charges		1.02	
	22,896.57	25,225.95	
REVENUE minus EXPENSE			-2,329.38
Educator Programs			
History Hunters Camp	650.00	594.01	
Multicultural Camp	425.00	459.85	
Junior Society	100.00	226.81	
	1,175.00	1,280.67	
REVENUE minus EXPENSE			-105.67

UNREVIEWED FINANCIAL STATEMENTS FOR THE YEAR 2023

Prince Albert Historical Society

Special Projects Income Report

Account Name	Revenue	Expense	Dec 31, 2023
MAS Technology Microgrant			
Grants	1,000.00		
Equipment purchase - Camcorder and filmmaker system		1,480.01	
	1,000.00	1,480.01	
REVENUE minus EXPENSE			-480.01
Endowment Fund			
Donation - tax receipt	300.00		
	300.00	0.00	
REVENUE minus EXPENSE			300.00
Totals	285,921.30	88,323.71	197,597.59

Governance: Revisions to PAHS Policies

A01 - Board Structure and Function:

- Added a statement regarding monthly meetings from August to June and special meetings as needed.
- Duties of the Secretary now include recording the membership numbers on a quarterly basis.
- Removed document filing for required government bodies from Secretary duties as this duty is completed by staff members.
- Added Treasurer will update financial accounts and inventory in collaboration with the Finance Coordinator.
- Committees: Added statements that committee membership should include representation from the Board and clarified the role of the President and Manager/Curator on committees.
- New section added on Board and Committee Meeting attendance.

A03 - Dissolution:

- Added a partial list of items to be discharged before dissolution. The complete list is available from the Manager/Curator.
- Added a statement that artefacts and collections will be transferred to another museum or archive where possible.

A07 - Volunteers:

- Clarification that volunteers are members of the Society, except for the specific situations defined in the policy.
- General Requirements: Added (a) Job descriptions are to exist for all volunteer positions, (b) the contributions of volunteer are to be acknowledged with formal and informal recognition methods, (c) Related safe work practices will be provided with training, (d) appropriate levels of supervision are provided along opportunities for feedback, and (e) volunteers who work with youth are to have the related criminal check.
- Museum Access: New section. Describes the policy for issuing keys or parking passes.
- Non-Member Volunteers: New section. Describes the policy, access and supervision if the Board approves a situation where a volunteer is not a member of the Society.

A09 – Policy Creation and Revision:

- Added: (a) Annually, the Governance Committee will present a draft list of policies to be reviewed, (b) All policies will remain consistent with the Bylaws, and (c) Notification of policy changes will be provided at the next Annual General Meeting.

B06 - Archives:

- Purpose revised and expanded: Guidance for document artefacts, providing access to the Archives, or research activities for use by third parties.
- The updated policy has two sections: Archivist duties and Research and Programming Services.
- Archivist Duties: The Archivist performs their duties based on the B01 to B04 Collection Management Policies.
- Research and Programming Services: (a) Clarified that research services are dependent on staff availability and the breadth of the request, (b) Archival materials to be labelled prior to

distribution, (c) Fees may be charged for research services and (d) access by non-members is subject to staff availability.

C04 - Membership:

- Individual Membership: Added (a) Membership numbers to be reported quarterly, (b) Benefits and privileges are described in the PAHS Volunteer Guide, (c) Added examples of communication to members, (d) Volunteers must be members unless they are covered under a special membership type, and (e) Examples provided of social events rather than a list.
- Organization Membership: New section describing factors to consider by the Board if an organization membership is requested.

Board Structure and Function

Policy Number:	A01	Issue Date:	February 6, 2024
Category:	Governance	Next Review Date:	

Purpose

To ensure that members of the Board understand their roles and function.

Scope

This policy applies to all members of the Board of Directors and to non-members of the Board on committees.

The Executive Committee consists of all Board members. This policy defines the duties of its Board of Directors.

Overview

The Board of Directors bears the ultimate responsibility for the Society. Its primary role is to oversee the management of the Society's affairs. The Board of Directors includes the President, two Vice-Presidents, Secretary, and Treasurer. As well, the Board includes a number of Directors, as specified by the Articles of Incorporation.

This policy defines the role and responsibilities of the Board, duties of the Executive Officers and the composition of Committees.

Policy

Role of the Board

1. The Board bears the ultimate responsibility for the Society and delegates the authority of day to day operation of the organization to the Manager / Curator and staff.
2. The Board's primary role is to oversee management and ensure that the Society's affairs are being conducted in a way which achieves the organization's mission and vision.
3. The Board will generally meet once a month from August to June inclusive and at such other times as the President deems necessary for the purpose of transacting current business and all matters pertaining to the general welfare of the Society.

Responsibilities of the Board

The Board is responsible for:

1. Strategic planning
2. Risk identification and management
3. Management effectiveness and succession
4. Communications with stakeholders
5. Internal control and management information systems
6. Artefact and archive selection, accessioning and display

Executive Officers

The Executive Officers include the President, two Vice-Presidents, the Secretary and the Treasurer.

1. Duties of the President:
 - Preside at all meetings and enforce order and observance of the bylaws.
 - Cast the deciding vote when necessary to decide any question.
 - Exercise a general supervision and control over the officers and business of the Society.
 - Transact other business as may by custom pertain to the office.
 - Ensure that policies are reviewed on a regular basis and created as needed.
2. Duties of the Vice-Presidents:
 - The 1st Vice President shall exercise all rights and powers of the President in the absence of the President
 - The 2nd Vice President shall exercise all rights and powers of the President in the absence of the President and 1st Vice President.
3. Duties of the Secretary:
 - Minutes of executive and general meetings are recorded and safeguarded.
 - Membership numbers will be recorded quarterly.
4. Duties of the Treasurer:
 - Responsible for ensuring that the financial accounts and inventory of the Society are continually updated in collaboration with the Finance Coordinator.
 - Presents a financial report including an operating statement and bank statement of accounts and investments at each executive meeting and an annual financial statement at the Annual General Meeting as required by the Non-profit Corporations Act of Saskatchewan.
 - Ensures that appropriate budgets are developed each year.

Committees

Committees are set up by the Board to aid in the operation of the Society and its museums.

1. Committees and their members shall be appointed by the President and approved by the Board.
2. Committee membership should include representation from the Board.
3. Committee appointments shall have a duration of one (1) year.
4. The President will be an ex-officio member of each committee and may attend any or all meetings of a committee.
5. The Manager / Curator should be invited to all meetings with attendance at the discretion of the Manager / Curator. The Manager / Curator may appoint a designate to attend the meetings.

Board and Committee Meeting Attendance

1. All Board members and Committee members are expected to attend all Board meetings and all meetings of the committees to which they are members.
2. If a member is unable to attend a meeting due to conflicts with other commitments or unforeseen circumstances, the member is to advise the President or Committee Chair.
3. If a member misses at least 50% of Board or Committee meetings within the last twelve months without informing the President or Committee Chair, that member's position is considered vacated. These board members will not be invited to be nominated the following year.

Dissolution

Policy Number:	A03	Issue Date:	February 6, 2024
Category:	Governance	Next Review Date:	

Purpose

If the Society should cease to operate, this policy provides instructions for the orderly winding up of the organization.

Scope

The policy applies to the Prince Albert Historical Society.

Overview

The Society has physical and intellectual property that needs to be transferred or disposed of in the event the Society ceases to operate.

Policy

If the Society ceases to exist:

1. The Society will comply with all Federal and Provincial laws and regulations.
2. All exceptions, contracts and special instructions must be discharged before dissolution. This list includes, but is not limited to, the Endowment Fund, Wahpeton articles and artefacts from the John and Olive Diefenbaker Museum, National Historic Site. The complete list of items is available from the Manager / Curator.
3. Where possible, artefacts and collections will be transferred to another museum or archive.
4. Any remaining assets will become the property of the City of Prince Albert, Saskatchewan, to dispose of as they see fit.

Volunteers

Policy Number:	A07	Issue Date:	February 6, 2024
Category:	Governance	Next Review Date:	

Purpose

To acknowledge and support the role of volunteers in achieving the Society's mission.

Scope

This policy affects all volunteers working for the Society.

Overview

A volunteer is a member of the Society who donates time to the Society's operation and is under no obligation to perform duties and has no expectation of, and will not receive any, remuneration for the time that they spend volunteering for the Society.

Volunteer assignments strive to address the purpose of the museum and involve volunteers in meaningful ways, reflecting the volunteer's abilities, background, needs and desires.

Volunteers are to be members of the Society, except for specific situations defined in this policy.

Policy

General Requirements

1. The Manager / Curator or volunteer co-ordinator is designated to be responsible for the volunteer program.
2. The volunteer screening process will be consistently applied to ensure security of the Society's collection and assets.
3. Job descriptions exist for all volunteer positions.
4. Volunteers will receive an orientation to the Society and its museums, policies and procedures.
5. Volunteers will receive training for their volunteer assignment along with any related safe work practices.
6. Volunteers receive appropriate levels of supervision according to their task and are given regular opportunities to receive and give feedback.
7. The contributions of volunteers are acknowledged with formal and informal recognition methods. Examples are recognition through the newsletter and eligibility for free membership or life membership status.
8. Volunteers who work with youth must have completed a Vulnerable Sector Criminal Record Check.

Museum Access

Museum access includes issuing keys or parking passes.

1. The Manager / Curator will determine whether a member will be issued keys or a parking pass.
2. Keys will only be issued to aid the efficient operation of the museums and archives.
3. The Manager / Curator will keep a list of the keys and parking passes issued.
4. In the absence of the Manager / Curator, a person designated by the Manager / Curator will be responsible for issuing keys or parking passes.

Non-Member Volunteers

1. The Board may approve a special situation where a volunteer does not have to be a member of the Society. Examples include a student volunteering for a school credit or an organization partnering with the Society.
2. The General Requirements of this policy apply to all volunteers who are not members of the Society.
3. Non-member volunteers have restricted access to the museums. For example, a non-member volunteer would not have unsupervised access to the collection storage rooms.
4. Non-member volunteers will volunteer under the direct supervision of a staff member or an assigned Society member.

Policy Creation and Revision

Policy Number:	A09	Issue Date:	February 6, 2024
Category:	Governance	Next Review Date:	

Purpose

To ensure that appropriate documents are available to describe and guide the activities of the Society.

Scope

This policy refers to all policy documents approved by the Board.

Overview

This policy describes the process and standards for the development and review of policies. Policies provide guidance in decision making and inform the Society's community members of their roles and responsibilities. Community members include the Society's staff and members, as well as external people and organizations.

Policy

1. The President of the Society is responsible for maintaining all policies in collaboration with the Manager / Curator.
2. The President, Director, staff member or Society member can bring to the attention of the Board any policy which does not fulfill the intent for which it was created.
3. The Governance Committee will review and update policies regularly.
4. Policies should be reviewed on a three year cycle and no later than five years after creation / revision.
5. The Governance Committee will present a draft list of policies to be reviewed to the Board annually, either at the June or September meeting.
6. All policies are to be based on the Society's guiding principles and support the strategic plan of the Society. All updated policies are to remain consistent with the Bylaws of the Society.
7. Policies will be currently dated when created or revised.
8. Policies are approved by the Board. Notification of policy changes will be provided to the members of the Society during the next Annual General Meeting (AGM).

Archives

Policy Number:	B06	Issue Date:	February 6, 2024
Category:	Collection Management	Next Review Date:	

Purpose

To guide the activities of PAHS members who:

- Document artefacts in the Bill Smiley Archives (the Archives),
- Provide access to the Archives, or
- Research and locate artefacts for use by third parties.

Overview

The Bill Smiley Archives (the Archives) of the Prince Albert Historical Society exist to preserve the knowledge of the history of Prince Albert and area. The Archives contain both physical and digital items in the collection.

The Archives portray information about the life and times of the people and about the origins, growth, and development of the City of Prince Albert. The Archives also include information related to surrounding areas of Prince Albert, including particularly those areas without archives.

An Archivist is a PAHS volunteer or staff member that works with the Archives collection. Artefacts in the collection may be physical or digital.

Policy

The Archivist will:

1. Collect artefacts according to the B01 Acquisitions policy, which describes methods of acquisition, acquisition criteria, and artefact approval. All artefacts donated to the Archives must be accompanied by a completed Donation Form, including copyright status.
2. Arrange and describe these artefacts using the B02 Collection Documentation policy, which includes sections on accessioning and deaccessioning artefacts.
3. Provide adequate and appropriate conditions for the storage, protection and preservation of these artefacts according to the B03 Care and Access to Collection policy.
4. Provide access to the Archives, including physical access, according to the B03 Care and Access to Collection policy.
5. Consider any loan request using the B04 Loans policy in conjunction with the Manager / Curator.

Research and Programming Services

1. The Archivist may provide research and references services to individuals or organizations conducting research. This service is dependent upon staff availability and the breadth of the request.
2. Any copies of archival material provided as part of the research or reference services are to be labelled prior to distribution. Labelling information depends on the material, but will include the PAHS name and documentation information.

3. The Archivist provides research and reference support for educational programming activities.
Examples of educational programming activities include:
 - Scripts for local history, walking or bus tours
 - Displays for museum exhibits
 - Presentations by PAHS members or others speaking to groups about local history topics
 - Prince Albert Daily Herald or other newspaper articles
 - Programming for both Community and Commercial radio and television stations
4. Fees may be charged for reproduction or other research services requested by external parties.
5. Programming material stored in the Archives may be copied for use by educational institutions or news media.
6. Access to archival material by non-members is subject to staff availability.

Membership

Policy Number:	C04	Issue Date:	February 6, 2024
Category:	Communications	Next Review Date:	

Purpose

To provide guidance regarding the types of membership and the benefits and privileges of membership.

Scope

This policy is applicable to all individuals who pay the prescribed membership fee or are life members of the Society. Individual memberships are the primary type of membership in the Society. Organizational memberships will be considered on a case-by-case basis.

Overview

Membership is an integral part of the operations of the Society. Membership is open to all individuals, subject to such conditions that may be determined at the Annual General Meeting.

Members of the Society enjoy privileges of membership, as described in this policy.

Policy

Individual Membership

1. One individual will have the responsibility for the co-ordination of the membership program. This will be done in consultation with staff members.
2. Membership numbers will be reported quarterly to the Board and members of the Society.
3. The membership program consists of benefits and privileges described in the PAHS Volunteer Guide, available from the Manager / Curator.
4. The Society will communicate regularly with its members. Examples of communication include member meetings and newsletters.
5. Current, honorary and life members are admitted to all museums at no charge.
6. Individuals who volunteer with the Society must be members of the Society unless they are covered under an organizational or other special membership type.
7. A volunteer will be appointed who will arrange for "Thinking of You", "Get Well", or "Sympathy" cards to those members who are ill in hospital, terminally ill or have lost an immediate family member. This volunteer will provide a "Welfare" report at all members meetings.
8. There will be social events held for members at cost, such as a fall BBQ or Christmas supper. Non-members attending social events may be charged an additional fee.
9. The contact list for membership functions will contain all current, honorary, life and prior year members
10. Honorary and life members are not assessed the yearly membership fee.
11. Current and honorary membership expires on December 31 of any one year.

Organization Membership

1. Organization memberships are considered on a case-by-case basis by the Board of Directors.
2. The membership fee will be set based on the size of the organization, any partnership with the Society, and the number of employees or organization members expected to participate in the Society's events or volunteer activities.
3. Members of an organization are not entitled to the same privileges and benefits as an individual membership.
4. Members of an organization will not receive "Thinking of You", "Get Well" or "Sympathy" cards.
5. Members of an organization will not receive free admission to the museums.
6. Members of an organization may be eligible to attend member social events.
7. The Board of Directors will determine the set of privileges and benefits available to an organization.