



2024 Annual 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

Vision:

All of the Prince Albert Historical Society's museums are inviting and accessible to people of all ages, cultures and backgrounds. They are destinations in their own right for residents, tourists and researchers, and we see increases in visitation every year.

Our facilities are wheelchair accessible and have ample space for exhibitions, programming, rentals, and climate controlled collections storage. Our collections are preserved using professional best-practice museum standards.

Our staff are well-trained and are enthusiastic about sharing information about our collections with visitors. Our interactive programs are sought after by residents and visitors alike.

We are "current" and have evolved with our community to ensure our marketing activities and programs are relevant. We collaborate with community groups and businesses to promote the vibrant history of Prince Albert and area. We have secured financial stability from sales of merchandise in our gift shop, to leases on our meeting and food services space, to sponsorships and donations to grants. As a result of our work and our partnerships we have identified and found support for other significant historic sites.

We have a mutually beneficial relationship with the City of Prince Albert and they provide adequate financial support for our shared vision of preserving the history of our City and area.

The Prince Albert Historical Society, its museums, artefacts, and archives, are an integral part of Prince Albert and area.

Thank you to our funders:



Dr. C.H. & Lenore Andrews

Philip E. West

President's Message

As we reflect on 2024, my primary goal was to secure proper funding for our Society. In February, we rediscovered the 2009 Memorandum of Agreement (MOA) and brought it to the attention of the City. After numerous meetings with the Mayor, Council and city staff, we worked diligently to meet the financial expectations set out in the 2009 MOA. Despite some challenges in finalizing the budget following the election of a new council, we are pleased to announce that we have successfully increased our city funding by nearly 50%, meeting the terms of the MOA.

In terms of project development, a significant decision was made in 2024 to halt the rebuilding of the Blockhouse. Instead, we chose to focus our efforts on the Church. As we near the end of the year, discussions have shifted towards exploring other potential projects, as the condition of the materials involved requires careful consideration. A final decision is still pending.

Our Society continues to offer exceptional programming, with *Coffee and Conversation* consistently attracting larger audiences. We were particularly honored when Gerald Friesen, author and Professor Emeritus at the University of Manitoba, chose to share his new book on John Norquay with us.

In February 2024, we were thrilled to welcome back our Program and Outreach Coordinator. The museum remains an educational hub, and Jeri's dedication to developing youth engagement through the Junior Society and summer camps has been invaluable.

The summer of 2024 also saw one of the best teams of summer interpreters we've had. This group provided crucial support to our permanent staff enhancing visitor experience.

A highlight of 2024 was the strengthening of our relationship with the Wahpeton Dakota Nation. There is a deep historical connection between Prince Albert and Wahpeton, and it has been a privilege to continue fostering this bond. The trust Wahpeton has placed in our Society is evident in their decision to entrust us with their most treasured artifacts, including the King George III Medal from 1812, the Bicentennial Medal commemorating the War of 1812, and the Robert Goodvoice artifacts. These relics are symbols of our ongoing commitment to reconciliation.

While we are fortunate to have many dedicated volunteers, one challenge we continue to face is the increasing demand on a small group of individuals. We are grateful for their tireless contributions, but the need for more hands on deck remains.

Looking ahead to 2025, one of my key priorities is to increase our membership. The Prince Albert Historical Society is a place where community members can come together to learn, share, and celebrate our shared history. I encourage each of you to consider how we might expand our reach—by inviting friends, family, neighbors, and anyone with a passion for history and community.

Lastly, we are planning changes to how we organize member meetings. While we anticipate fewer formal gatherings, our hope is that these meetings will offer more engaging social and educational experiences—and yes, we'll aim to include food whenever possible. There's no better way to build community than by sharing a meal together.

I would like to close with a huge thanks to Michelle for all of the work she does for our Society. She not only keeps our four museums running smoothly but also ensures that our board of directors stays on the right track.

I would also like to express my gratitude to the amazing people on our board of directors. I often reflect on the diverse skills each of them brings to the table, and how each individual fills a vital role that we simply can't do without.

Finally, I want to thank all of the members of the Prince Albert Historical Society. I've truly appreciated your patience as I've worked to fill this role. Your unwavering support has been incredible, and it's your involvement that makes being a part of this Society such a rewarding experience for me.

Thank you for your continued support, and I look forward to all we will accomplish together in the year ahead.



Michael Gange

Curator's Message

Thank you for supporting the Historical Society's activities in 2024 regardless if it is your first or fortieth year. In 2024, the Society focused on making the most of our people, programs and the other resources available to us. We had some personnel changes that have helped the Society in many ways. I am very grateful to all this year's staff, Mike, Jeri, Darlene and Olha for dealing with the changes that we have implemented. I wouldn't have made it through the year without you. And also thank you to the summer staff for their dedication to the duties and extra project work. They helped to complete a backlog of work that may never have been completed without their efforts. Finally, to the volunteers, the Society and I have been fortunate for your love of Prince Albert and its history. I cannot say enough good things about the work you do for the museums.

This year we were able to formalize an agreement with Wahpeton Dakota Nation for the care and security of artefacts that are in the Historical Museum. The agreement is one that is important for museums to have which hold Indigenous artefacts, and we are very lucky to have a great relationship with members of the Wahpeton Dakota Nation.

Looking forward to 2025, we will continue to make changes, especially in the Historical Museum. Planned changes will happen to the second floor display area and a new year-round front entrance. These changes will have a significant impact on the museum and the way the Society is able to operate.

The Society will work with the City to renew and revise the terms of the Memorandum of Agreement signed in 2009. We endeavor to have this new agreement in place by early fall to ensure future funding to the Society. We hope to create museum spaces that engage people of all ages and open conversations between generations and diverse backgrounds. Thank you again for your support and I look forward to seeing you in 2025.



Board of Directors

Current

President- Michael Gange

1st Vice President- Connie Gerwing

2nd Vice President- John Thompson

Treasurer- Todd Robertson

Secretary- Mary Brown

Shirley Swain

Sandy Sutton

Nancy Pardoe

Pam Booker

Jackie Melin

Troy Parenteau – resigned in November

Thank you to Fred Payton who stepped down as president in March.

Staff

Manager/Curator

Michelle Taylor

Finance Manager

Darlene Otet – retired in March

Olha Slipchenko

Program and Outreach Coordinator

Jeri McKelvie (returned from leave in February)

Michael Dormuth (January and February)

2024 Seasonal Staff

(r) Returning from 2023

Rowan McKinnon (r)

Cassidy McDonald (r)

Dori Miller

Calla Henry (r)

Alexa Golding

Sem Kiflay

Avery Gelhorn

Hanna Mugleston

Ella Kirkland

Sharisa Grimwood

Marie Bear

Petra Finnestad

PAHS Committees

Audit

Troy Parenteau

Shirley Swain

Jackie Melin

Building

John Thompson - Chair

Lorne Green

Gene Miller

Collections

Ken Guedo

Donna Nutter

Shirley Swain

Sandy Sutton

Human Resources

Pam Booker- Chair

Jackie Melin

Marketing

Nancy Pardoe- Chair

Nikhil Vaidhya

Nominations

(no formal committee)

Governance

Nancy Pardoe - Chair

Troy Parenteau

Programming/Exhibits

Connie Gerwing - Chair

Morley Harrison

Shirley Hamilton

Shannon Ruszkowski

Gail Syverson

Membership

Diane May

Michelle Taylor

Fundraising

Troy Parenteau - Chair

Mary Brown

Bequest

(no formal committee)

Volunteers/Members

As a volunteer driven organization, the Historical Society relies on the donation of work and time to complete projects, hold events and open houses. We are fortunate to have over 110 adult members and 27 Junior Society members. When individuals become members and volunteer their time, they are eligible for a benefit that allows them to earn a free membership or towards a life membership nomination. This year there were 14 people who qualified for a free membership as well as 3 people (outside the current life members) who earned another year towards their life nomination. Individuals who have donated over 20 hours in 2024 are listed below.

The Society's volunteers have donated 3,385 hours in over 1,400 documented occasions. There are many, many more hours and occasions that are left

undocumented throughout the year. On average volunteers spend over 2 hours per occasion.

Over 20 hours:

Pam Booker, Lorraine Brassard, Mike Dormuth, Shirley Hamilton, Hafiz Ibrahim, John Kreisor, Tammy Langford, Troy Parenteau, Gail Syverson and John Thompson.

Over 50 hours:

Mary Brown, Michael Gange, Morley Harrison, Ron Kondra and Greg McKelvie and Junior Society member Olivia Banadayga.

Over 100 hours:

Connie Gerwing, Ken Guedo, Cheryl Lloyd, Donna Nutter, Nancy Pardoe, Fred Payton, Sandy Sutton and Shirley Swain.

Committee Reports

Human Resources

Submitted by Pam Booker

The 2024 year continues to demonstrate evolution and growth within the PAHS. We are very grateful to have three staff who support the goals and mandate of the PAHS.

We continue to receive outstanding expertise and leadership from our full time employee, Michelle Taylor as Manager and Curator. Michelle began with PAHS in 2009 as a summer student. Her tenure as a Manager/Curator began in 2011. It is worth noting her role has significantly changed in the past decade. Where she started as a Curator to 4 seasonal museums and the Manager of summer students, she is now the Curator of 4 year round museums, and Manager to a staff of 2 permanent employees, as well as a cadre of 12 summer students. In an effort to support Michelle, the HR committee is seeking additional Management training for Michelle. It would be of interest for Members to know the HR committee has learned, through anecdotal research at this time, our Manager/Curator is the only one in the province who is not employed by a municipal (ie: city) government, but rather by a non-profit volunteer Board. This makes Michelle's role, and her relationship with the Board, very unique.

We continue to have great success from the Programs delivered by our .75 FTE employee, Program & Outreach Coordinator, Jeri McKelvie. Jeri supports school classrooms, weekend programs and the Junior Historical Society, enhancing access to the PAHS exhibits and interest in the history of our region. Check out the Suitcase kits!

New to our staff in 2024 is Olha Slipchenko who works as our Finance Coordinator. Olha is a new resident to Prince Albert, moving from Ukraine. She provides .4 FTE support in managing payroll and general accounting for the PAHS. Olha has recently been successful in completing her Payroll Compliance Legislation designation through the National Payroll Institute. In this role, Olha is learning to utilize QuickBooks, which we anticipate will streamline office/financial management. As she continues to become confident with the intricacies of the English language, we feel Olha will take on a more independent presence in the office.

As the HR committee, our goal in the next year is to develop an effective performance evaluation tool which can assist Michelle in setting/meeting professional objectives. Additionally, as we work within the framework of our 2025 Strategic Plan, we expect this will guide the PAHS in meeting the HR needs as the Society continues to grow.

Building

Submitted by John Thompson

The Board of Directors decided in 2024 not to proceed with reconstruction of the Block House as an act of Reconciliation since it was made as a defensive structure, fitted with rifle slits, during the 1885 Resistance. It was never used for its intended purpose.

Since the dismantling of the Church and Blockhouse, the logs that were in good shape and were still whole have been stored at the old City Yards. This year, City administration let us know they would like to have them removed.

In October, a members meeting was held and the Board initiated a discussion on the log church and what plans were for it. The feeling of the meeting was to discontinue the idea of reconstructing the Church. Funding is definitely an issue as well as the plan to have it on the west side of the Historical Museum.

Some logs will be preserved for a Museum display and the remainder that are sound may be used in some other fashion.

Governance

Submitted by Nancy Pardoe

The Governance Committee reviewed and updated the following bylaws and policies in 2024, contained in the PAHS Governance Manual.

Policy	Name and Changes	Section	
	Definitions		
	<ul style="list-style-type: none"> • Combined definitions of Archives & Bill Smiley Archives • Deleted “Executive Committee” definition as it has been replaced with “Board of Directors” • Combined definitions of Manager & Curator 		
A 01	Board Structure and Function	Governance	
	<ul style="list-style-type: none"> • Replaced “Executive Committee” with “Board of Directors” 		
C 05	Marketing	Communications	
	<ul style="list-style-type: none"> • Purpose and scope updated • Overview added to define marketing activities • Policy updated to clarify roles of staff and volunteers • Sections added for sale of inventory and social media marketing. 		
D 02	Bylaws	Appendix	See attached changes

Marketing

Submitted by Nancy Pardoe

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 at no charge after advertising in the Lakeland Cabin Stuffer.

Magnet Signs: (June to August) A portable sign was rented and placed at the corner of 2nd Avenue and Marquis Road near the Tourism Centre. This sign was updated monthly to advertise the opening period for our museums and upcoming events such as the summer camps.

Saskatchewan Valley Visitors Guide: (May) A one-quarter page ad was inserted into this annual publication. This guide is published by the Clark’s Crossing Gazette (www.ccgazette.ca) and 8,000 copies are distributed throughout the Saskatoon and Prince Albert area to regional parks, tourism offices, historic sites and other businesses.

Web Site Updates: Multiple updates were completed throughout the year. Information and posters were created to market PAHS events, such as the Crocus Tea, Coffee & Conversation afternoons, Junior Historical Society meetings, and PAHS summer camps.

Social Media Posts (Facebook and Instagram): Staff and summer students updated the PAHS Facebook page and Instagram throughout the year to advertise events and highlight photos from Prince Albert’s past.

Gift Shop: Gift shop inventory includes PAHS souvenir items, a selection of books related to Prince Albert and area, as well as items from featured artists. The gift shop is managed by a staff member.

Programming and Exhibits

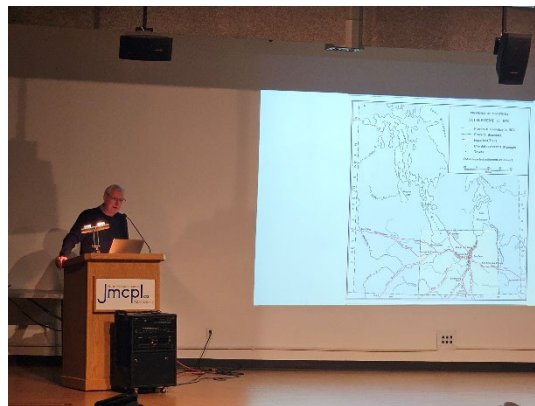
Submitted by Connie Gerwing

In the first months of 2024 the programming and exhibits committee concentrated on revamping the exhibits at the Evolution of Education Museum. We found photos of many of the schools in the Prince Albert area, enlarged them and put them into the back of each display cabinet. Jeri developed some new materials to use when school groups come to the museum as well.

Coffee and Conversation programs on Sunday afternoons were all well-attended. We lost our sponsor for refreshments when Grant Thornton closed their office here but we are managing with our own coffee and donated or purchased baking. There is a lot of local interest in these presentations and we get very good coverage from the Prince Albert Daily Herald as well.

We had a very successful book launch partnering with the Prince Albert Public Library. Historian, Gerald Friesen, who grew up in Prince Albert wrote The Honourable John Norquay: Indigenous Premier, Canadian Statesman. He discussed the connections between the Red River colony and early Manitoba and the English Métis settlers in the Prince Albert area during the late nineteenth century. His book is available in our shop.

For our November 11 Remembrance Day opening, we had John Brady MacDonald present on Indigenous veterans. He used his own explorations into his family's military history as a beginning and widened his presentation to include many other examples from our area.



There is always a need to update our exhibits and this work will continue in 2025 with a major overhaul of the second floor of the Historical Museum.

Fundraising

Submitted by Mary Brown

The Crocus Tea was held on Wednesday May 8, 2024, from 2 pm to 4 pm. A limit of 80 guest was set, divided into two sittings and booked by reservation. The menu consisted of one savory item and a choice of one piece of cheesecake with five different varieties to choose from.

This event does not make a large amount of money but it does provide an opportunity for people to experience the museum. Thank you to all the volunteers who helped set up the tables, serve the tea, make the tea, clean up and dishwashers.

Saskatchewan Archaeological Society Chapter

Submitted by John Thompson, Chapter Representative

The main emphasis during 2024 was to bring the SAS into compliance with the revised Non-Profit Societies Act 2022. Going forward, the Historical Society will continue to receive a \$500 grant but we will have no direct

representation on the SAS Board of Directors. That is of course, if the Bylaw changes are approved at the SAS Annual General meeting in April. The intent of the Bylaw changes are to replace unelected appointed Chapter Representatives with two elected Members at Large.

The SAS will be holding its Annual Gathering in Prince Albert in either August or September. The Annual Gathering is an opportunity to visit local archaeological sites and to present scientific reports and student research papers to their peers and colleagues.

The SAS is also in the preliminary search process for a new Executive Director. Dr. Karin Steuber is the interim Executive Director until August 31, 2025.

Programming and Outreach

Through the PAHS Programs and Outreach there have been approximately 4,702 interactions in 2024. In January and February, Michael Dormuth filled in while Jeri was on leave. Jeri returned in February and hit the ground running.

1. Group Tours:

There were 1,004 people on booked tours throughout the year. 476 visitors toured the museums in the winter months and the remainder were school tours led by summer staff. The majority of those tours were schools- pre-K to post-secondary. Some of these tours requested additional resources during or after their visit.

2. Programs:

Off-site programs can be led by PAHS staff and volunteers or by borrowing organizations. There were over 4,200 people who participated in our programs in 2024. That is approximately one half the total number of visitors to the museums this year.



The Society participates in many outreach opportunities throughout the year. In 2024, tables and information were put out at events like Kidzfest, Family Literacy Day, and the Teacher's Convention. Our goal is to engage families to promote understanding about our city.

This past year we had a number of Jr. Society and adult volunteers help with driving, decorating and riding on the float for the PA Exhibition Parade.



a. Senior Outreach

During 2024, Senior Outreach was held once a month January to April and September to December at the Herb Bassett and Pineview Homes which included a PowerPoint presentation with a script and sometimes artefacts.

Due to volunteer and staff constraints, self-serve programming was offered to interested Senior's residences. Only one residence decided to continue. Nine presentations were delivered to the residence for their use.

b. Member Tours

In 2024 we offered two tours for members only at Keyhole Castle and the King's Bench Courthouse. They were well attended and we gained five new members. After the Keyhole Castle tour, we followed up with an Ice Cream Social at the Historical Museum. All ages attended. We hope to grow this program in 2025.



c. Coffee & Conversation

This program is usually well attended with an average of about 30 plus people attending. The presenters were booked by Jeri and the Programming Committee. Presentations were recorded with permission and added to our YouTube channel. There were seven presentations on various aspects of Prince Albert history. Thank you to Paul van Pul, Connie Gerwing, Michelle Hassler, Anne Hyrniuk, Garry Prokop, John Daisley, and Keri Sapsford for providing presentations.



d. Junior Society

Junior Society meets once a month during the school year. This year there was enough interest by the PA Homeschool group to start a second weekday Jr. Society. The weekend group has remained consistent in size and participants learn about how history helps researchers and museums staff. After two years of offering the program for free, we have now instituted a small membership fee.

e. Summer Camps

There were three camps held in July and August. Two ½ day week long camps and a third ½ day mini camp. Junior leaders from the Junior Society aided at both full week long camps.

History Hunters Camp - In this camp, campers compete in "Minute to Win It" type games to win clues that are used to solve missing locations on a map of River Street. Each location is considered to be an important piece of Prince Albert history. They learn how to research and problem solve to find the answers.

Camp-ology - At this camp, every day campers learn about a different "ology" that helps historians tell the story of Prince Albert. "Ologies" including hydrology, glaciology, and archaeology were learned about.



A new camp called Mini-Explorers focused on activities for children ages 5-7 with an adult. The campers participated in the best activities from the other camps such as an archaeological dig, games, crafts and a tour of the museum.

f. Culture Days



There were three Culture Days events held in September and October: A Walk and Talk with Dr. Leo Omani, Living Sky Farms and the Bison Ridge Tour. The events were well advertised and free to attend. Costs for the events were sponsored by the City of Prince Albert Culture Days hub funding.

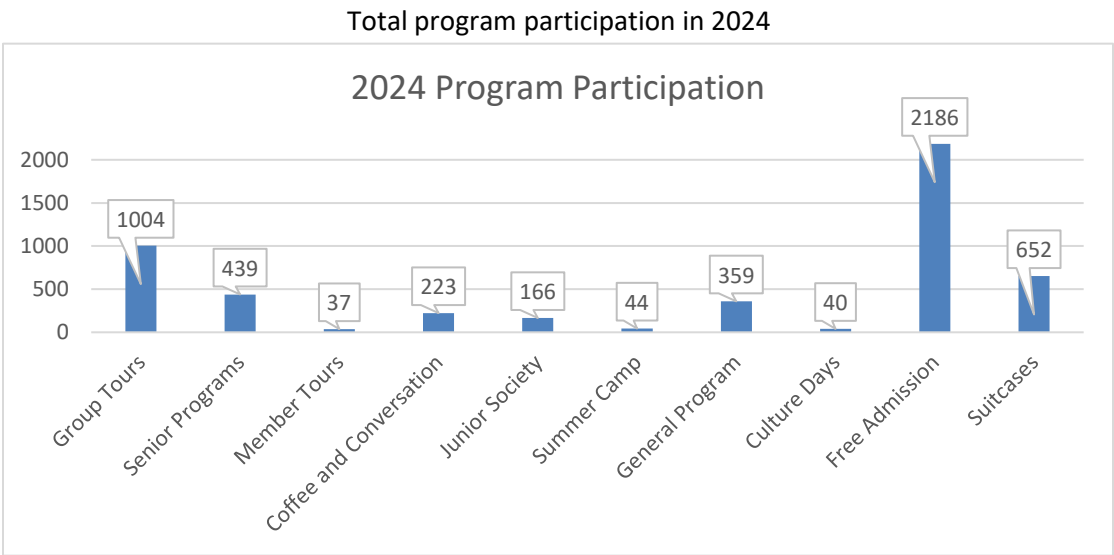


g. Free Admission Days

On set days throughout the year the Historical Museum or all museums are open for free, including Family Day, Remembrance Day, Street Fair, Canada Day and Truth and Reconciliation Day. For the winter openings, there is usually a program or other activities (scavenger hunt, colouring, a simple craft, and a themed display on the bulletin board or table) and self-guided tours. Because of reduced staff in the winter, these openings rely on volunteers to open. Street Fair is the largest draw and this year there were 1,940 people that came into the museum.

h. Travelling Museum Suitcase Program

There are ten suitcases complete and ready to be signed out, while six more are at various stages of development. A main goal is to make teachers and group leaders aware of this resource that is available at no cost to them. The feedback on the suitcases has all been very positive. The suitcases have been used at presentations, in classrooms, and with community groups.



Bill Smiley Archives

The Bill Smiley Archives has had a busy year. Those using the archive have remained stable from past years and the number of researchers has increased due to Society members regularly coming in to complete their own research. Much of this research can be found in both Fred Payton and Morley Harrison's columns. This year there were 174 individual research occasions and 224 archive requests, where staff or volunteers find the required information.

There has been a tremendous amount of work completed by volunteers and summer staff to ensure the accuracy and completeness of our photo database, including scanning, updating descriptions and even de-accessioning (removing from our collection) when needed. This work affected over 20,000 individual images. Some of this work has been backlogged because of time and volunteer constraints. Archival and library holdings have also been organized and updated in the database, completed solely by volunteers.

Archival donations have continued to come in, whether photographic, document and maps, increasing the archival holdings to over 17,000 photographs and negatives, 20,800 documents and maps, hundreds of books, and the Prince Albert Daily Herald morgue which includes negatives, microfilm and past paper issues.

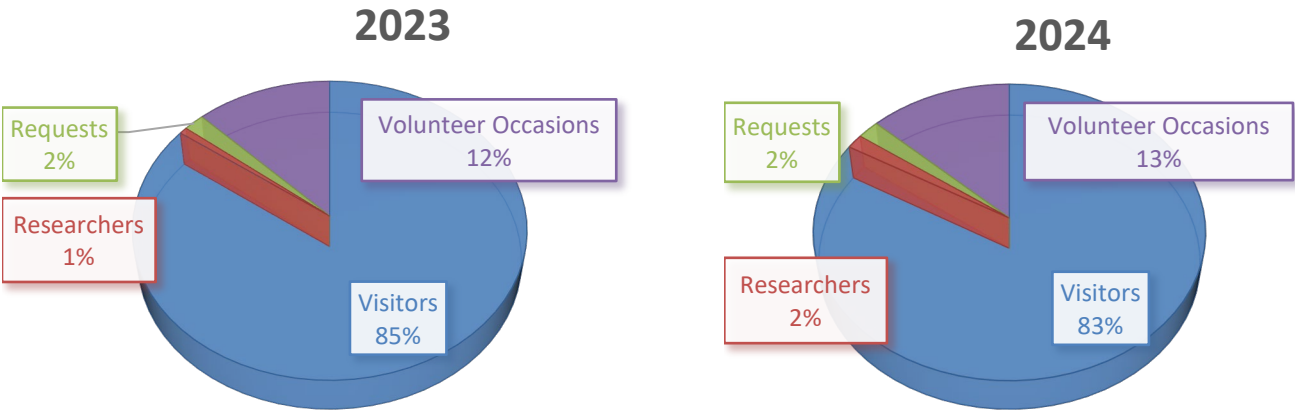
Once again, the Society received a Saskatchewan Council for Archives and Archivists grant to digitize Daily Herald microfilm reels, from 1956 to 1982. These are not yet available online, but are available to view within the Historical Museum. Reels from 1982 to 1995, will be digitized in 2025 with aid of the same grant.

Visitation

Since 2020, there have been fluctuations in museum visitor numbers, but there is a general upward trend. As compared to 2023, there was a drop in visitors- 11,810 down to 9,356. Some of the drop can be attributed to the lack of a contractor in the tea room. Overall, we should be proud to have over 9,000 people come into the museums. We are working hard to create opportunities from September to May that bring researchers and visitors to the museums. Our programs became better known and dynamic in 2024 which allowed for a variety of new interactions. The Society and museums are being recognized for knowledge and fun! Still, nearly half our visitors come to the museums during the summer season (May to August), meaning there is work to do to promote winter activities. Below are the number of visitors that went to each museum in the summer.



However, the physical visitor numbers are only part of how the Society counts how the museums get used throughout the year. Other factors include researchers, archive requests, volunteers’ occasions and social media engagements. For the last two years social media numbers have included Facebook, Instagram and YouTube, which are significantly larger than physical visitors. They use our resources online but we cannot be sure if they actually set foot in the buildings. We need these physical interactions to create revenue for the Society.



This comparison for the last two years shows that regardless of our final visitor tally, the breakdown of museum users remains stable. Social media is left out so we can see what the actual physical usage is. As we move into 2025, the Society is confident that museum users will remain stable or increase due to the programs and activities we have in place.

Finance

The Historical Society is in a strong financial position thanks in part to our funders. We have ensured that funds are available for projects, future stability, and day to day operations. The Endowment Fund, started in 2023 has grown to over \$14, 600. We will continue to add funds in 2025 and we rely on your support to ensure its growth.

In 2024, the Society received \$139, 053 from funders to support our operations and projects. This funding is consistent from previous years. We will see a significant increase in 2025 due to the City of Prince Albert’s increased funding.

PAHS Bylaws

Section	Old Bylaws	2025 Revisions	Reasoning
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Intro		The Prince Albert Historical Society is incorporated as a non-profit charitable corporation. The Prince Albert Historical Society operates under the governance of the Non-Profit Corporations Act, 2022 of Saskatchewan. The following Bylaws are for the convenience and efficiency of the management of the corporation and are used to supplement the Articles of the corporation. Bylaws are developed by reviewing the Act to see which requirements can be changed.	
Name	The name of the Society is the Prince Albert Historical Society and hereafter within this document will be referred to as the Society.	No change	
Purpose	The purpose of the Society is to collect, preserve, research and display artefacts, historic documents, books, photographs, and other types of archival material to foster the history of Prince Albert and area.	To preserve and promote the heritage of Prince Albert and area for residents, visitors and researchers to understand the past and inform the future.	To remain consistent with the Society's purpose in the strategic plan.
Membership	The Society shall consist of membership open to all, subject to such conditions that may be determined at the Annual General Meeting.	No change	
Life Membership	A nominating committee of the President and two members who have already been honoured with life memberships shall make a maximum of two nominations a year at a general meeting for majority approval. This award is to be made for outstanding contributions to the activities of the Society. The award shall not be made posthumously.	A nominating committee of the President and two life members shall make a maximum of two nominations a year at an annual general meeting for majority approval. This award is to be made for outstanding contributions to the activities of the Society. Members who have met the criteria of life membership through member benefits can be nominated. The award shall not be made posthumously.	Clean up of the language and added member benefit nomination criteria
Honourary Membership	Honourary membership may be awarded by the executive committee for service to the Society	Honourary membership may be awarded by the Board of Directors for service to the Society.	Changed to meet updated definitions
Annual General Meeting	The Annual General Meeting will be held within 90 days of the fiscal year end	The annual General Meeting will be held within four months of the fiscal year end.	To align with the updated Non-Profit Corporations Act, 2022.
Executive/ Board of Directors	The Executive Committee shall consists of a President, a first Vice President, a second Vice President, a Secretary, a Treasurer, a Past President (if available) and directors sufficient in number to ensure the Executive Committee comprises a minimum of eight in number and maximum twelve	The Board of Directors shall consist of a President, a first Vice President, a second Vice President, a Secretary, a Treasurer, a Past President (if available) and directors sufficient in number to ensure the Board of Directors comprise a minimum of eight in number and maximum twelve members. All members of the Board of Directors shall be elected for a term of one year at the Annual General Meeting	Changed to meet updated definitions

PAHS Bylaws

	members. All members of the Executive Committee shall be elected for a term of one year at the Annual General Meeting		
Nominations	The Executive Committee will select a committee to prepare a slate of potential candidates to fill the Executive Committee positions. Nominations may also be made from the floor at the Annual General meeting. Only Society members in good standing shall be nominated, vote or hold office.	The Board of Directors will select a committee to prepare a slate of potential candidates to fill the Board positions. Nominations may also be made from the floor at the Annual General meeting. Only Society members in good standing shall be nominated, vote or hold office.	Changed to meet updated definitions
Elections	Elections will be made by a show of hands; however, a member can request that elections be held by secret ballot and such request must be complied with. If a member of the Executive Committee fails to fulfill the term of office for whatever reason he/she, will be replaced by an election at the next general meeting, if necessary.	Elections will be made by a show of hands; however, a member can request that elections be held by secret ballot and such request must be complied with. If a member of the Board of Directors fails to fulfill the term of office for whatever reason he/she, will be replaced by an election at the next annual general meeting, if necessary.	Changed to meet updated definitions and clarification of the meeting.
Meetings	The Executive Committee shall meet at least once a month from September 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. A general meeting will be held as determined by the Executive Committee but no less than seven times per year and the minutes of any previous unread minutes of the executive committee will be read to those attending and they will also be apprised of any noteworthy matters pertaining to the Society.	The Board of Directors shall meet at least 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. A membership meeting will be held as determined by the Board of Directors but no less than four times per year. The President, Manager/Curator or designate will provide a summary of the business conducted by the Board of Directors since the last meeting. Members will also be apprised of any noteworthy matters pertaining to the Society.	Changed to meet updated definitions, clarification in meetings, to change the number of meetings and what is shared with the members at the meetings
Special Meetings	A special meeting shall be convened upon written notice signed by not less than twenty members in good standing. The President shall call such meeting within ten days of receiving such request. If such meeting be not called within ten days, the petitioning members may call their own meeting and elect a chairman.	No change	
Quorums	The quorum for a General Meeting will be 15 members in good standing. A quorum for an Executive Committee meeting will be 50 percent of the total number of executives.	The quorum for all meetings other than Board meetings will be 15 members in good standing. A quorum for a Board of Directors meeting will be 50 percent of the total number of executives.	Changed to meet updated definitions and clarification

PAHS Bylaws

Duties of Office	<p>The President shall preside at all meetings and enforce order and observance of the bylaws. The President shall exercise a general supervision and control over the officers and business of the Society. The President shall transact other business as may by custom appertain to the office and shall cast the deciding vote when necessary to decide any question. In the absence of the President all rights and powers of the President shall, for the time being, be vested in the first Vice President or, in the absence of both, in the second Vice President. In the event the President and both Vice Presidents are missing, the meeting will be called to order by the recording secretary and a temporary chairperson elected. Business of a financial nature or that which might affect the welfare of the Society shall not be conducted at a meeting presided over by a temporary chairperson.</p> <p>The Treasurer shall be responsible for keeping the financial accounts of the Society and the preparation of a budget for the operation of the Society. The budget shall be submitted to the Executive Committee for approval and any changes shall be submitted for further approval.</p> <p>The Treasurer shall present an operating statement and bank statement of accounts and investments at Executive Meetings and an annual financial statement for the Annual General Meeting.</p> <p>The Recording Secretary shall be responsible for recording and safekeeping of all the minutes of Executive and General meetings.</p>	The duties of office are covered in the "A01 Board Structure and Function" policy.	Information is now available in policy.
Cheques	The Executive Committee shall appoint a number of its members for the purpose of signing cheques. This group must include the Treasurer. Each issued cheque must be signed by two members of this group.	The Board of Directors shall appoint a number of its members and the Manager/Curator for the purpose of signing cheques. This group must include the Treasurer. Each issued cheque must be signed by two members of this group	Changed to meet updated definitions and the addition of Manager/Curator as a signer
Financial Year	The Financial year of the Society shall be from January 1 st to December 31 st of each year	The Financial year of the Society is from January 1 st to December 31 st of each year	Clean up of language
Gifts	Donations to the Society shall become the property of the Society.	No change	

PAHS Bylaws

Exclusion from Office	Employed staff may not hold an executive office during their period of employment.	No change	
Duties of Society	The Society shall be responsible for approving all displays, programs and activities and usage of the museums in their domain. The hiring, dismissal and duties of all paid staff shall be the ultimate responsibility of the Society.	No change	
Disposal of Assets	In the event the Society ceases to exist and after all exceptions, contracts and special instructions have been discharged, the remaining assets will become the property of the City of Prince Albert, Saskatchewan to dispose of as they see fit.	No change	
The Society	<p>(A) Oversees the operation of the Prince Albert Historical Museum, Diefenbaker House Museum, The Rotary Museum of Police and Corrections, the Evolution of Education Museum, the Bill Smiley Archives and the historic buildings presently in Kinsmen Park in the City of Prince Albert namely the original log Church/school constructed by James Nisbet in 1867 and the log building known as the Block House.</p> <p>(B) Shall ensure the security of all artefacts, documents, books and, photographs both physically and by records to the best of ability of staff and volunteers. A copy of computerized records will be maintained outside the museums.</p> <p>(C) Shall ensure conservation of artefacts, documents, books, and photographs to the best of ability of staff and volunteers that the museum structures will allow.</p> <p>(D) Shall ensure all buildings and equipment within their control are maintained and secured to the best of ability that budgetary controls permit.</p> <p>(E) Shall encourage and financially support training of staff and volunteers relating to the Society's collection and operations</p>	<p>(A) Oversees the operation of the Prince Albert Historical Museum, the John and Olive Diefenbaker Museum, National Historic Site of Canada, the Rotary Museum of Police and Corrections, the Evolution of Education Museum, and the Bill Smiley Archives.</p> <p>(B) (C) (D) (E) No change</p>	To accurately name the buildings the Society operates
Amending Formula	Bylaws may be adopted, amended or deleted by a two-thirds majority vote of those present at any General Meeting, providing notice of such is provided to the president at least thirty days prior to such meeting.	Bylaws may be adopted, amended or deleted by a two-thirds majority vote of those present at any Annual General Meeting, providing notice of such is provided to the president at least thirty days prior to such meeting.	Clarification in meeting

PAHS Bylaws

Fees	Membership fees of the Society or admission fees to the museums will be determined by the Executive Committee	Membership fees of the Society or admission fees to the museums will be determined by the Board of Directors.	Changed to meet updated definitions
Operating Schedules	The museum operating schedules will be determined by the Executive Committee	The museum operating schedules will be determined by the Board of Directors in consultation with the Manager/Curator.	Changed to meet updated definitions and the addition of Manager/Curator
Keys	The manager and /or the president will determine who will be issued keys. Keys will only be issued for the efficient operation of the museums and archives.	Keys to the museums will be issued based on the policies of the Society.	Information is now available in policy
Liability	The Society will not be responsible for the loss or damage to any artefact or materials relating to the operation of the museums.	No change	
Expenditures	Executive approval is not required if the expenditure is within the terms of the approved budget. Expenditures not included in the budget require prior approval of the Executive Committee. In emergency situations the President or Manager may contact at least three other members of the Executive Committee and such a group can authorize the expenditure. The expenditure shall be reviewed at the next Executive Committee meeting.	Board of Directors approval is not required if the expenditure is within the terms of the approved budget. Expenditures not included in the budget require prior approval of the Board of Directors. In emergency situations the President or Manager/Curator may contact at least three other members of the Board of Directors and such a group can authorize the expenditure. The expenditure shall be reviewed at the next Board of Directors meeting.	Changed to meet updated definitions
Tax Receipts	Tax receipts may be issued for any monetary donation and such receipts may be issued by either the treasurer or manager. Tax receipts for the donation of gifts in kind shall only be issued by the treasurer following directions from the Executive Committee.	Tax receipts may be issued for any monetary donation and such receipts may be issued by the Manager/Curator or designate. A tax receipt may be issued for the donation of gifts in kind, which complies with the requirements of the Canadian Revenue Agency and does not exceed the fair market value of the property.	Update to align with how the Society operates and the addition of CRA requirements
Donations	All donations to the Society must have the donor transfer ownership outright to the Society. These donations become the exclusive property of the Society and a hardcopy record of the donation must be kept in the Society's office. The Society will not purchase any historic artefacts, documents or photographs. The Society may issue a tax receipt, which conforms to the requirements of the Canadian Revenue Agency and does not exceed the fair market value of the property.	All donations to the Society must have the donor transfer ownership outright to the Society. These donations become the exclusive property of the Society and a hardcopy record of the donation must be kept in the Society's office. The Society will not purchase any historic artefacts, documents or photographs.	Tax receipt information is now in the above section.

PAHS Bylaws

Control of Artefacts	<p>ACCEPTING LOANS: The executive committee may accept the loan of artefacts. Such loans shall be documented in a contractual type form which outlines the conditions of the loan and signed by the manager, a member of the executive committee and the lender. Such transactions shall be included in the official minutes of the Society and appropriate entries made on the Society's computer records.</p> <p>MAKING LOANS: The executive committee may make a loan of an artefact. Such a loan will be recorded on a contractual type form which outlines the conditions of the loan and signed by the manager, a member of the executive committee and the borrower or official of the organization receiving the loan. Such transactions shall be included in the official minutes of the Society and appropriate entries made on the Society's computer records.</p> <p>MOVEMENT OF ARTEFACTS: The movement of any item in the collection must be authorized by the manager or by the president. A hardcopy record of such movement must be kept in the Society's office.</p> <p>DE-ACCESSIONING: Any member of the Society may make a recommendation that any item in the collection be de-accessioned and such a recommendation will be dealt with at an Executive Committee meeting.</p>	Control of artefacts belonging to the Society are managed under the Society's "B: Collection Management" policies.	Information is now in policy
Manager/Staff Contracts	In the event that a new manager is hired or a change of contract is requested, a new contract shall be drawn up covering the position of the manager. If no request is made to alter the existing contract, the present contract automatically will remain in force for the ensuing year.	In the event that a new staff member is hired or a change of contract is requested, a new contract shall be drawn up covering the position. If no request is made to alter the existing contract, the present contract automatically will remain in force for the ensuing year.	Change in language to account for multiple PAHS staff.
Use of Facilities	Requests by individuals or organizations for use of facilities or assets will only be approved at an Executive Committee meeting. Should such approval be forthcoming, the Society's manager or President will appoint a person to be responsible for the security of the facility or asset.	Requests by individuals or organizations for use of facilities or assets will only be approved at a Board of Directors meeting. Should such approval be forthcoming, the Society's Manager/Curator or President will appoint a person to be responsible for the security of the facility or asset	Changed to meet updated definitions



2024 Unreviewed Financial Statements

Comparative Balance Sheet

	<u>December 31, 2024</u>	<u>December 31, 2023</u>
ASSET		
Current Assets		
Affinity - Chequing Account	16.90	28.90
Affinity - Savings Account	318.45	310.68
Affinity - Term deposit	84,309.60	81,655.79
Affinity - Term Dep Accrued Int	130.32	174.54
Cash on Hand	395.00	425.00
Conexus - Debit Account	279.59	672.42
Conexus - Chequing Account	63,462.63	95,643.36
Conexus - Term Deposit	43,322.53	41,752.52
Conexus - Term Dep Accrued Int	84.75	90.08
PayPal Account	595.00	1,285.66
Clearing Acct - Debit Machine/ROA	62.32	32.00
Can West Bank - Savings	82,622.76	81,057.54
Total Cash	275,599.85	303,128.49
Accounts Receivable	314.00	606.65
Store Inventory	5,998.74	6,303.31
Allowance for doubtful accounts	-58.00	-162.00
AR - CRA - GST rebate	0.00	369.02
Other Prepaid Expense	570.60	2,757.27
Total Assets	282,425.19	313,002.74
Clearing Accounts		
Clearing - Charitable Donations	200.00	0.00
Total Clearing Accounts	200.00	0.00
Long Term Investments		
SCF Endowment Fund	14,686.73	14,084.14
Long Term Assets		
Collection	1.00	1.00
COOP Equity	108.28	108.28
Conexus Membership	5.00	5.00
Affinity CU Membership	5.00	5.00
Non-Current Assets	119.28	119.28
TOTAL ASSET	297,431.20	327,206.16

LIABILITY**Current Liabilities**

Accounts Payable	910.06	3,019.45
Accrued payables	6,645.00	6,645.00
Conexus Mastercard	42.68	16.05
PST Payable	85.06	192.11
Holiday Pay Payable	3,857.02	494.77
Earned Hours Off Banked	519.40	1,165.20
Overtime banked hours	137.19	793.79
Earned Sick Time Off Banked	7,387.50	6,463.95
Unearned Society member fees	1,120.00	920.00
Unearned Revenue	141,948.89	231,916.38
Total Current Liabilities	162,652.80	251,626.70
TOTAL LIABILITY	162,652.80	251,626.70

EQUITY**Members Equity**

Members Equity - Previous Year	75,684.07	95,138.02
Current Year Addition	59,094.33	-19,558.56
Total Members Equity	134,778.40	75,579.46
TOTAL EQUITY	134,778.40	75,579.46
LIABILITIES AND EQUITY	297,431.20	327,206.16



Comparative Income Statement

2024 Unreviewed Financial Statements

	Actual Jan 01, 2024 to Dec 31, 2024	Actual Jan 01, 2023 to Dec 31, 2023
REVENUE		
Sales Revenue		
Tours	1,908.00	2,007.00
Walking Downtown Tours	70.00	24.00
Events	2,830.00	6,094.56
Fundraising	840.00	0.00
Admission - Adult	6,792.00	7,230.00
Admission - Student	286.00	346.00
Admission - Family (2017=Child)	459.00	660.00
Admissions - Day Pass (All Museums)	760.00	715.00
Admissions - Groups (No Tours)	40.00	0.00
Tea Room	0.00	1,000.00
Publications	2,805.05	1,615.75
Garage Sale	807.39	1,017.20
Souvenirs (All museums)	1,362.78	3,071.07
Archives Sales	50.00	55.00
Sales - other	42.45	106.65
Total Sales	19,052.67	23,942.23
Donations - Tax Receipt		
Donations - Tax Receipt - Cash	5,691.38	6,058.13
Donations - Tax Receipt - in Kind	0.00	934.46
Total Donations - Tax Receipt	5,691.38	6,992.59
Other Donations		
Donations (all museums)	439.99	206.50
Donations - deaccessioned / other	204.00	0.00
Archive Donations	0.00	30.95
Donations - other	1,043.74	968.55
Total Other Donations	1,687.73	1,206.00
Grants		
Canadian Heritage (MAP) Grant	0.00	56,000.00
SaskCulture Museums Assistance	28,000.00	22,000.00
Northern Lights Comm Dev Corp	0.00	1,101.25
SCAA (IGP) Grant	5,000.00	0.00
City P.A. - Society budget support	88,850.00	57,450.50
City P.A. - Manager's wages	0.00	13,327.50
City P.A. - Vehicle Allowance	0.00	302.00
SCF Granting Allowance	456.53	0.00
Other Grant - Projects	13,823.89	17,000.00
Other Grants	30.00	586.00
Total Grants	136,160.42	167,767.25

Other Revenue

Memberships	2,580.00	2,020.00
Federal GST rebate	334.49	1,297.46
Chequing Interest	1,883.10	2,075.28
Investment Interest	5,202.76	3,758.11
Misc. Revenue	101.41	259.32
Rent	75.00	770.00
Administrative Fee Revenue	0.00	10,000.00
Project Partners Expense Recovery	6,076.00	4,500.00
Total Other Revenue	16,252.76	24,680.17

Deferred Revenue

Deferred Grants - From Prior Year	131,231.85	128,139.62
Deferred Donations - From Prior Yr	76,442.58	71,066.41
Deferred Revenue - From Prior Year	6,337.30	2,370.30
Deferred Grants - End of Year	-62,900.95	-131,366.50
Deferred Donations - End of Year	-79,047.94	-76,442.58
Deferred Revenue - End of year	0.00	-6,337.30
Total Deferred Revenue	72,062.84	-12,570.05

TOTAL REVENUE	250,907.80	212,018.19
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EXPENSE**Cost of Goods Sold**

Events	1,192.29	1,353.12
Fundraising expenses	0.00	147.20
Publications for resale	1,814.00	951.42
Souvenirs (CD's etc.)	515.61	1,215.58
Other Items for resale	18.46	81.70
Total Cost of Goods Sold	3,540.36	3,749.02

Payroll Expenses

Wages	111,550.92	95,227.73
Retroactive Wages	1,133.86	771.43
Holiday Pay	7,223.26	8,569.32
Employer EI Expense	2,666.08	2,400.44
Employer CPP Expense	6,450.13	5,745.75
Employer WCB Expense	1,191.17	961.43
Pension Benefit	1,249.92	1,249.92
Vehicle Allowance	1,190.00	960.00
Cell phone allowance	345.00	360.00
Banked Hours	-378.85	3,955.54
Chamber Benefits	2,184.78	1,898.35
Total Payroll Expense	134,806.27	122,099.91

Communication Expenses

Advertising & promotion	2,172.17	4,670.62
Promo - Staff Party	510.61	321.67
Collection Communication	1,053.28	657.72

Exhibit Galleries Display	278.62	2,490.50
Programing Supplies	1,033.89	1,700.52
Programing Supplies - Archives	139.03	0.00
Total Communication Expense	5,187.60	9,841.03
Collection Expense		
Reference material	227.99	422.29
Collection Supplies	1,464.60	1,039.46
Archives Supplies	712.66	1,142.70
Collection equip. purch.	74.78	0.00
Purchase of Artifacts or Archive	102.11	0.00
Tax receipted Gift in Kind	0.00	934.46
Total Collection Expense	2,582.14	3,538.91
Other Expenses		
Building Maint. & Occupancy Costs	1,133.46	480.82
Janitor/Cleaning supplies	915.34	734.55
Bldg maint & minor repairs	57.92	177.98
Snow Sweeping	275.64	278.26
Building equip. purchase	144.81	278.56
Renovations	0.00	16,847.23
Office equip. purch.	0.00	9,379.77
Office Expenses	404.22	241.74
Kitchen Supplies	48.13	198.17
Office Supplies	995.85	2,753.16
Postage	714.11	443.36
Debit Machine fees	466.17	466.20
Licenses & Memberships	1,115.25	1,235.28
Meals	900.48	394.91
Meeting expenses	346.50	169.26
Training	1,355.36	623.55
Travel	3,198.23	172.20
Review engagement	4,995.00	4,995.00
Contracts	13,286.47	33,595.06
Honouraria	1,310.00	835.00
Financial Service Charges	746.08	335.52
Agency Fund Granting Allowance	456.53	0.00
Cash Short (Over) on tills	72.55	12.93
Membership Benefits	50.51	331.00
Bad debts	0.00	58.00
Administrative Costs	0.00	10,000.00
Rental Expenses	6,600.00	6,600.00
IT - Information Technology	3,960.09	2,305.39
Deferred program costs - end of yr	2,148.40	-2,283.05
Deferred program costs - from py	0.00	688.03
Total Other Expenses	45,697.10	92,347.88
TOTAL EXPENSE	191,813.47	231,576.75
NET INCOME	59,094.33	-19,558.56

Research and Reproduction Price List

Service	Cost
Research conducted by volunteers less than 30 minutes	Free
Research conducted by PAHS greater than 30 minutes	\$15.00/hour
Photocopies and print outs	\$0.25 per page
Digital image (documents (pdf) or pictures(jpg))- scanned and emailed at 150dpi	\$5.00 per item
Digital image (documents or pictures) – scanned and emailed at either 300 or 600dpi (choose one)	\$20.00 per item
Digital image (documents or pictures) on CD	Above price plus postage or by WeTransfer
Image for publication	\$20.00 per image
Postage	\$6.00 per envelope/ cost recovery
<p>A publication fee will be charged for commercial use. Publication fees will not be charged for non-profit, educational use or by local newspapers or media.</p> <p>If the research/material is used in any form of publication or exhibition, the Prince Albert Historical Society requests acknowledgement as follows:</p> <p>“Courtesy of the Prince Albert Historical Society, Bill Smiley Archives”</p>	
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