

Schedule A - Deliverables

Standard Museum Deliverables:

- a) Stewardship and display of Artifacts at the Boundary Museum
- b) Stewardship of the Community Archives
- c) Stewardship of the City Archives
- d) Showcasing the communities' culture and heritage
- e) Provide Quarterly (March, June, August/September, December) a report on the Deliverables and Finances at a Committee of the Whole meeting
- f) Provide annually by the Renewal Date described in Schedule C, to the City, a written Fee for Service request for the following year that includes:
 - a. What benefits are delivered to the community as a result of City funding
 - b. how the Fee for Service funding from the City was used in the current year
 - c. the next years deliverables and what the funding from the City would be used for
 - d. other current and previous funding partners/sources and if the RDKB is contributing
 - e. for the current year, clearly show any operating surplus
 - f. clearly show any financial reserves or accumulated surplus totals
 - g. for the next year, what is the overall total funding request of all funding partners, and which other organizations were asked for any and/or additional funding
 - h. for the next year, which other funding streams were applied for (e.g. grants).
- g) Provide annually, to the City, a copy of the "compilation engagement" of the Museum's finances as part of the Fee for Service Request.
- h) Where appropriate, use of the City's logo and branding to recognize the City's contribution to funding the organization.

Specific 2023 Museum Deliverables:

As proposed from the Museum:

- a) Implement the museum's strategic plan.
- b) Launch of new programming and new exhibits
- c) Promotional materials
- d) Grant writing for operations and projects
- e) Continue to host a variety of events

As requested from the City:

- a) Implement a web-based archives collections catalogue through the AtoM (Access to Memory) server (continued project with the City Archives)
- b) Prepare plans for proper storage and preservation of the artifacts in the museum's custody and begin implementing those plans
- c) Ensure that the museum has temporary exhibitions on display that change at least once a year to attract new visitors.
- d) As per Council Resolution R094/21/04/12: a member of Council has been appointed to be the City's liaison and be a participating member of the Boundary Museum board.
- e) Subject to acquiring a large-format document scanner, begin process of digitizing historical bylaws and minutes of Council meetings.

Schedule B – Financial Terms

Invoice Date*	Payment Date*	Amount
May 30	June 24	\$ 30,000
August 8	September 2	\$ 30,000
November 7	December 2	\$ 30,000

* on or before the date listed

Schedule C – Dates

Start Date:	January 1, 2023
End Date:	December 31, 2023
Renewal Date:	October 1, 2023