



Grande Prairie Museum Building

FUNCTIONAL & SPATIAL REVIEW

OCTOBER 2016



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ltd.

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I.0 PURPOSE



In 2016, capital funding was approved for a 2,000 sq. ft. addition to the Grande Prairie Museum building – 1,000 sq. ft. to the Collections area of the Museum and 1,000 sq. ft. to South Peace Regional Archives. This functional and spatial Review was commissioned as a means of determining the most appropriate location and configuration for the addition.

A sprinkler system failure in recent years at the **Grande Prairie Museum** necessitated the removal of the artefacts from the storage trailers that are situated at the southwest of the Building. These artefacts are currently stored in the work and preparatory spaces of Collections, in a sea can at the northwest side of the Building, in four off-site rental units and at the Heritage Discovery Centre. All these areas are beyond capacity, which impedes organization, limits access and significantly increases the potential for damage to the artefacts.

The existing overcrowded condition of the **South Peace Regional Archives (SPRA)** is hampering both the collection and preservation of historical records. This situation is expected to increase in severity as the volume of acquisitions grows and the time from acceptance to processing increases.

The intent of the Building expansion is to repatriate all Museum artefacts to the Building and to provide adequate working and storage space for the SPRA. The time frame on which the recommendations are to be based is ten years.

It is further acknowledged that enhancements to customer service, communications, materials flow and operational efficiencies can be achieved through some internal re-organization. The Study was purposed to identify such improvements and to propose building alterations that could support necessary changes.

Review and evaluation of the exhibition spaces (Galleries) at the Museum and the sister locations, Heritage Discovery Centre and Forbes Homestead and programming expansions, was not included in the parameters of this Study.



2.0 PROCESS

The work involved in the preparation of this Study was comprised of three parts: Investigation, Determination and Report Preparation.

The Investigation Phase had two components. The first, involved interviews with each of the six divisions of Culture and Heritage that are situated in the Building and with the tenant, the South Peace Archives Society. Discussions centred around the purpose of each division, staffing, tasks performed, working relationships, facility features necessary to support work, anticipated growth and desirable evolution.

Additionally, discussions were undertaken with Facilities Management to ascertain the general condition of the Building and that department's perspective on the proposed expansion. A conversation with the Director of Community Living occurred in an effort to gain a broader understanding of the project within the capital plans and the City's support for preservation of its history.

The second component of the Investigation Phase included a tour of the Building and all the off-site artefacts storage and exhibition locations. Based on the tour, an estimate of the size and composition of the Museum Collection was prepared. The inventory was unavailable from the City, due to previous software issues that caused the electronic database to become outdated and difficult from which to extract the required information.

The Determination Phase entailed the calculation of the space requirements for each division and the South Peace Regional Archives, identification of spaces that are and/or may be shared and the development of a working relationship matrix. Unique building features, such as fire protection, humidification control, floor loading, and the like were noted.

Expansion options, suited to the next ten years, were prepared based on the space requirements, working relationships and necessary building features. Life span and budget information were attached to each option.

Thirdly, this Report was prepared as an assessment tool in determining the most appropriate means of expanding the Building, achieving operational efficiencies and ensuring the ongoing collection and preservation of the history of Grande Prairie and Region.

3.0 EXISTING CONDITIONS

3.1 Building

Size:

16,470 sq. ft.	permanent construction, gross
620 sq. ft.	northwest trailer, gross
1,240 sq. ft.	southwest trailer, gross
18,330 sq. ft.	total main floor
1,270 sq. ft.	attic
19,600 sq. ft.	total area

Original Building: 1970

South Addition: 2002

Construction: slab on grade, wood frame, steel post / beam / joists



top left photo: Museum Exterior
bottom left photo: SPRA Office

top right photo: Northwest Trailer
bottom right photo: Attic

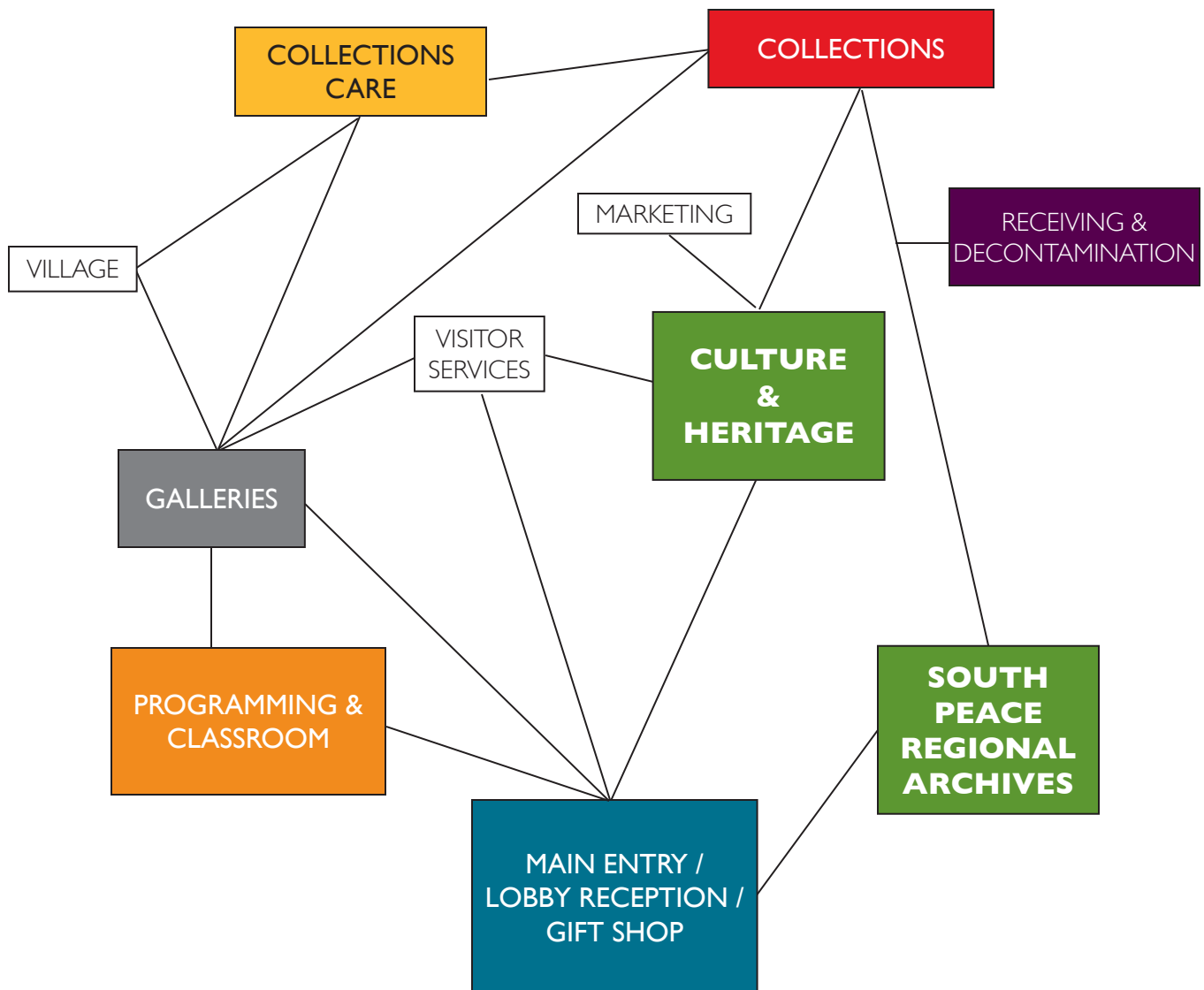
3.2 Occupants

The Grande Prairie Museum houses a number of divisions of the Culture and Heritage Department. The Director and support staff of Culture and Heritage are located in the Building together with staff directly engaged in the Museum operation.

A small portion of the Building (8.5% plus usage of common areas) is leased to the South Peace Regional Archives.

In terms of building organization, several occupants require immediate access by the general public while others have limited need. Each division and the tenant share a strong working relationship and, depending on the group, require the same or similar type of facility features.

These relationships are best illustrated in the diagram below.



3.3 Storage

The Museum Collections and the South Peace Regional Archives require immediate expansion - artefacts storage for Collections and archival storage and workspace for the SPRA. A summary of the current conditions follows.

The space required for in-house storage of archives and artefacts, currently and into the future, is based on the usage of high density mobile shelving. While implementation costs are higher, payback will be realized in a short period of time as the space required for this type of storage is approximately 40% less than if static, fixed storage systems are employed.

COLLECTIONS

- The off-site storage (rental units and Heritage Discovery Centre) at 1,000 sq. ft. (total) and the on-site sea can storage at 250 sq. ft. are over capacity as no circulation aisles exist and items are piled, somewhat haphazardly on each other. These locations house medium to extra-large sized artefacts.
- A number of artefacts are stored in a shed (approximately 170 sq. ft. in size) located in immediate proximity to the Building. This is less than ideal due to the unsprinklered condition, type of construction and easy access by non-curatorial staff.
- Approximately 300 sq. ft. of the Exhibition Preparation Work Room has been converted to storage for medium and large size artefacts. The items are piled onto shelving and on each other in an effort to retain as much area as possible for the compilation of exhibits.
- The 770 sq. ft. Attic storage is haphazardly placed, is limited by low headroom and stair access all of which present risks for injury and falls.
- Other dedicated artefacts storage areas within the Building are adequate in the short term, but are reaching capacity.
- Growth projections are based on the previous five year average expansion rate of the existing collections. In addition, allowances have been included for the development of the currently under-represented collections.

The intended expansion of 1,000 sq. ft. cannot address the immediate storage requirements for the current collections. The existing off-site and out-of-building locations (rental units, HDC, sheds, sea can) occupy 1,350 sq. ft. that are without proper shelving and circulation aisles. This storage is in addition to the 2,730 sq. ft. of artefacts storage space within the Building.

Without expansion of the Galleries, storage areas must accommodate all acquisitions for the foreseeable future. Warehouse style space is best suited to safely and densely house that portion of the Collection that is not included in ongoing displays. Medium, large and extra large sized items are best suited to racked, fork-lift accessible storage. It is anticipated that by ten years, 5,050 sq. ft. of warehouse storage will be required.

SOUTH PEACE REGIONAL ARCHIVES

- The growth of the SPRA has necessitated the conversion of much of the Processing Work Room into storage for unprocessed materials. The remaining space is occupied, primarily, by workstations and equipment with little space remaining for layout, processing space and circulation.
- The time span from accession to processing of new materials is anticipated to creep from 3 to 5 years within the near future.
- The library/reading room has become shared workspace for volunteers, staff and visitors.
- Half of the preservation/office supplies area has been converted into unprocessed archival storage.
- Library reference files have been relocated to the Collections Work Room of the Museum.
- Climate controlled, processed archival storage is adjacent to the Collections Work Room and is at approximately 75% capacity.
- Public access to the SPRA is through a corridor that requires escorted travel and the location within the Building lacks a public profile.
- Growth projections are based on the previous eight year average expansion rates. In addition, an allowance has been made for the acquisition of two large size collections.

The existing space occupied by the SPRA is no longer adequate. The intended expansion of 1,000 sq. ft. will address the space needs for the next ten years only if high-density storage solutions continue to be employed.

Collections Current Storage

LOCATION	ITEM HOUSED	CAPACITY	SQ. FEET OCCUPIED
ON SITE			
	Northwest Trailer	Extra small items, stored in trays, such as knives silverware, jewelry, watches, small tools, etc. Small artefacts: housewares, small furnishings and household accessories, typewriters, cameras, trophies, sports equipment, pails, hand tools, etc	100% 620
	Central Storage Room	Clothing and clothing accessories Textiles Saddlery/Leather Firearms Documents Miscellaneous	90% 680
	Collections Workroom	Conservation supplies and materials, equipment Small and extra small artefacts Historic files	110% 360**
	Exhibition Preparation	Medium and small artefacts, as above Equipment such as carts, ladders, dollies, etc.	90% 300**
	Attic	Medium and large artefacts, as above	100% 770*
	Sea Can	Medium and large artefacts, as above	125% 250*
	Sheds	Medium and small artefacts; primarily tools and outdoor equipment	65% 100
Total Currently Occupied On Site Storage			3,080

LOCATION	ITEM HOUSED	CAPACITY	SQ. FEET OCCUPIED
OFF SITE			
	R. Wald Unit 1	Medium and large artefacts, as above	125% 100*
	R. Wald Unit 2	Medium and large artefacts, as above	125% 100*
	R. Wald Unit 3	Medium and large artefacts, as above	125% 100*
	R. Wald Unit 4	Medium and large artefacts, as above	125% 200*
	Heritage Discovery Centre	Medium and large artefacts, as above	90% 800*
Total Currently Occupied On Site Storage			1,300
TOTAL, CURRENT STORAGE			4,380

* no circulation / aisles existing

** limited circulation existed (less than adequate)

South Peace Regional Archives Storage Summary



LOCATION	ITEM HOUSED	CAPACITY	SQ. FEET. OCCUPIED
ON SITE (within building)			
Receiving	Unprocessed materials	100%	25**
Central Work Room	Unprocessed materials	100%	160**
Supplies	Conservation supplies and materials, equipment	80%	60
Reading Room	Reference files and documents	80%	65
Offices / Workstations	Conservation and office supplies and materials	100%	50**
Collections Work Room	Reference files Processed and catalogued documents - non-climate controlled	100%	150**
Central Storage	Processed and catalogued documents - climate controlled	80%	625
TOTAL, CURRENT STORAGE			1,135

* no circulation / aisles existing

** limited circulation existed (less than adequate)

PROGRAMMING

Dedicated Programming storage space is adequate but ineffective and presents organizational risk. Properties such as spinning wheels, churns, looms and costumes are stored in approximately 500 sq. ft. of the Attic.

- The storage is haphazardly placed, is limited by low headroom and stair access which presents risks for injury and falls. This space is accessed on a regular basis by volunteers, who are often middle aged and more.
- The path of travel to the Attic is through the Collections workrooms. Non-staff must be escorted and the movement of properties and persons presents the potential for unintended damage to the artefacts that are in the workroom.
- Volunteers currently are required to change into costumes in the public and/or staff washrooms and store their personal effects in the staff office. A dressing area with lockers is required to foster ongoing volunteer involvement.

4.0 OBSERVATIONS & INFLUENCING FACTORS

A number of factors have influenced the preparation of this report. In general, these are related to the Site and Building and the Museum mandate, Collection and operations.

4.1 Site

The Museum Site is located on the west side of Bear Creek immediately north of 100 Avenue at the base of the incline into the Bear Creek corridor/Muskoseepi Park and the creek itself. It is comprised of the Museum proper (the Building) and the outdoor gallery known as the Heritage Village. Occupancy of the Site is at more than 80%.

The direction of future Site expansion is limited. The Village is fully occupied with the exception of one plot. The expansion to the north and east is impossible due to the slope and creek, and to the south by the location of the Building, and to the west by the slope and roadway. Undeveloped property is available to the south of the Building where parking and heritage trees are currently located. This portion of the Site is adjacent to a high visibility corridor and provides the most viable option for an expansion of the Building and/or the Village.

The Site offers few options for vehicular access. Emergency, delivery and maintenance vehicles are only able to access the Site from 100 Avenue via the service road that runs past Tim Horton's and Alden Arms apartment. Small to medium size vehicles only are able to enter the Village via the road that is immediately adjacent to the west side of the Building. Turning of emergency vehicles is limited to the parking area to the south of the Site.

Pedestrians have access to the Site via the service road or the foot bridge over Bear Creek on the east side of the Building.

Drainage of the Site is an ongoing issue. The Building is located at the base of an incline along the Bear Creek corridor and water from the surrounding residential and commercial development above flows through the Site towards the creek. Civil work is required to improve the Site sloping and to better direct run-off.

A Site plan is located in Appendix F.





4.2 Building

The Building is comprised of three components: the permanent structure, a single wide trailer at the northwest and a double wide trailer at the southwest. Both trailers are integrated into the Building by breezeways. It appears that the Building is in good condition, although evaluation of the structure and systems did not form a component of this report.

The interior configuration of the Building, which was considered during this review, while serviceable, does presents some operational challenges. The shape of many existing spaces is irregular and often subdivided into small areas. This type of planning generally hampers efficient footprint usage and sometimes limits activities and tasks that can be undertaken. It is noticeable that many activities have evolved to suit the space available.

The Culture and Heritage staff (Programming, Visitor Services, Marketing, Director) offices and workstations are located immediately adjacent to the main Lobby. Due to the layout, workstations/offices are directly accessible by non-staff, paperwork is easily viewed and the spoken word overheard. The risk to personnel and information security is high.

The South Peace Regional Archives, which is located in the northwest corner of the Building, lacks a public profile. Direct access by researchers, historians and members of the general public, is impeded by the requirement for a staff escort through the secured corridor to the rear of the Building.

As a consequence of the inability to maintain the sprinkler system in the southwest trailers, artefacts from this location have been moved to off-site storage and to all available in-house space. Preparatory and restoration space has been converted to storage and artefacts tightly packed into all available areas. This condition compromises the ability of the staff to undertake curatorial tasks.

A significant portion of the permanent Museum artefacts storage is housed in an office style trailer that is attached to the northwest side of the Building. The trailer is currently in good condition, is sprinklered and is exhibiting no significant shifting on the foundations. However, the life span of a mobile (temporary) Building is more limited than a permanent structure. Therefore, the replacement of this unit with a permanent structure should be considered in the medium future as a means of protecting the Collection long term.

Similar style trailers are located at the southwest of the Building. These were placed on blocking and experience ongoing shifting due to drainage that flows around and under the foundations. Sprinklering of the space is impossible for this reason. Re-installation or replacement structures on this Site should only be considered if drainage issues are resolved and permanent foundations constructed. Vehicular access along the west will restrict the size and placement.

4.3 Museum Mandate and Collection

Currently the Grande Prairie Museum houses 4 collections:

- Pioneer history – artefacts up to and including World War 2
- Natural history – animals and mineral specimens
- Pre-historic history – dinosaurs and archaeology
- Archeology – First Nations / Métis artefacts

The original mandate of the museum was reflected in its name 'Pioneer Museum'. However, the use of the word pioneer was discontinued in recent years and the Museum is "responsible for the preservation, protection and interpretation of the history of Grande Prairie and Peace Region (Policy, January 2014).

A small and slowly growing component of the Collection is artefacts that can be deemed as Modern history (post WW2). The current mandate (January 2014) speaks to the evolution of the collection by "continuous growth". It can be assumed, then, that

Modern history artefacts will be accessioned, and at a rate that will likely equal or surpass the average annual Collection growth rate. Additionally, the current mandate states, "The Collection shall represent the full range of cultures within our community". If curation is true to this vision, the growth of the Collection, in excess of the average annual rates, can also be anticipated as the diversity of the region's settlers and indigenous populations is presently under represented.

The Collection includes duplicates, triplicates and more of a number of artefacts. The potential for the de-accession of such items exists. However, due to the incomplete nature of the Collections inventory and the length of time necessary to research histories, contact donors and make application for de-accession (to Council), the impact of such an activity within the next ten years is deemed as negligible.

A failure in the Museum's computerized inventory program during the past five years has resulted in an incomplete database of the Collection artefacts; numerous items were not inputted and it is not clear if all previously inventoried items remain in the listing. However, based on paper records maintained by the staff and the visual inspection of the existing artefacts, it is believed that the extent of the existing Collection and the projected growth rates are relatively accurate.

4.4 Operations

As preparation of this report moved forward, it became apparent that in addition to fulfilling the storage goals of this study, that there is the potential to address a number of operational issues at the same time. The issues include the:

- Lack of public profile of the South Peace Region Archives.
- Lack of easy, un-escorted and direct public access to the SPRA.
- Poor location of properties and costumes used for Museum Programs. The Attic, accessible only by stairs and through the Collections Work Room (a restricted area), is a hindrance to Programming volunteers and staff.
- Low head room and projecting beams of the Attic is a safety concern for individuals accessing the area and limits the size of items to be stored in this location.
- Usage of the Classroom as Programming preparation space restricts both the quantity of programming that is offered and influences the type of programming due to the available preparation time.
- Potential for the compromise of the oral and written information and communications of Visitor Services, Programming and Culture and Heritage support staff, due to location of offices/workstations that are directly open to Lobby.
- Potential for harm to persons and property due to the unencumbered public access to the offices and workstations of the Visitor Services, Programming, Marketing and Culture and Heritage staff.
- Storage of flammable materials, such as paint and solvents, within the Building. Should a disaster occur such goods present a high hazard to the collections.
- Lack of a decontamination area and holding area for the receipt of acquisitions to both the Museum and SPRA. Items require examination and cleaning before entering the remainder of the Building in order to prevent tainting of accessioned artefacts and documents.

4.5 Budget

Cost projections are based on current, 2016, construction conditions and rates. As the project moves forward, factors will need to be added to reflect annual cost of living increases and to accommodate changes to the local economic conditions.

Costs that are included, as appropriate, in each option include:

- Disconnection, removal and relocation of southwest trailers and sea can.
- Construction of new fixed structure.
- Sprinklering of all new spaces, trailer type or permanent.
- Moderate renovation of all existing areas that are being re-assigned and/or altered to accommodate addition, including SPRA.
- Shelving systems for new and re-assigned Museum spaces, on and off-site; SPRA shelving, fixtures, etc. are extra.
- Cleaning and minor renovations of new off-site storage.
- Industrial style racking for new off-site storage.
- Moving costs for relocation of artefacts from temporary to permanent/off-site storage.
- Office trailer costs are included for Options 1 and 2 because of the limited lifespan of these options, the repurposing potential of these structures and the lower cost as compared to permanent structure construction. Should permanent construction be desired in lieu, additional construction costs will need to be assigned. New construction, in comparison to, will increase costs by between double and triple that which is budgeted for the new space.
- Additional funds should be allocated to all options for fees, alterations to areas not directly affected by proposed reconfigurations, contingencies and unforeseen conditions.
- Ongoing Museum operational costs will increase by the value rental of off-site artefact storage. The space should be clean, dry and sprinklered in order to mitigate the risk of damage to the artefacts. Rental rates of this type of space should be budgeted at between \$13.00 and \$16.00 sq. ft. If sprinklered space is deemed as unnecessary or this feature is to be installed by the City, the rental rate budget should be decreased by as much as twenty five percent.
- Costing is forecasted for the areas identified under the parameters of the study only. The condition of the base building, building systems and site work has not been considered. Additionally, since review of the Galleries was not included in the scope of this project, no costs for improvements or alterations are included other than for those portions that may be relocated and/or converted to another usage. Alterations to displays, fixtures, etc. are not budgeted as these may be considered ongoing operational costs.

5.0 SPACE REQUIREMENTS

The types and sizes of space required to support each work group was determined based on staff interviews, a review of the existing operations, an assessment of artefact and archive volumes, and on our expertise on space usage and human occupancy. In some instances the amount of space exceeded what currently exists and in other areas less.

Where additional space is identified, the tasks and/or the methods by which they are currently completed are often dictated by the available space or where existing storage methods are inadequate. This is not ideal and often compromises what work or programming is undertaken and how intensely spaces can be used.

Where necessary space is identified as less than currently exists, the reductions were most often achieved through efficiencies in storage systems and reshaping of spaces. The employment of high-density mobile filing, multiple tiered storage and similar solutions will densify floor usage and limit the extent of expansion requirements. As a rule of thumb, mobile shelving will reduce the amount of floor space required for storage by approximately 40%. While the initial capital costs are higher for this type of shelving, the payback period is rapid when rental rates, utility costs, construction cost, etc. are amortized.

As a means of comparison, the summary below highlights the existing occupancies, what is necessary to support current functions and storage requirements and a projection for ten years from this date. Detailed summaries for each division are included in Appendix C of this report.



Space Requirements Summary

	EXISTING (SQ. FT.)	CURRENT REQUIRED (SQ. FT.)	10 YEAR REQUIRED (SQ. FT.)
MAIN FLOOR - MUSEUM BUILDING			
Division or Department			
Culture and Heritage	300	175	175
Marketing and Development	175	150	165
Programming	1,865	2,325	2,425
Visitor Services	540	775	960
Collections	2,530	2,875	3,450
Collections Care	1,525	925	1,075
South Peace Regional Archives	1,690	2,200	2,780
Sub-Total	8,625	9,425	11,030
Galleries			
Collections	5,780	5,780	5,780
Sub-Total	5,780	5,780	5,780
Shared Spaces			
Office Equipment and Workroom	2,000	2,600	3,600
Lobby / Crush Space / Display			
Coats / Lockers			
Washrooms			
Building Services (Mechanical, Electrical and Data Rooms)			
Janitor / Laundry			
Staff Room / Kitchen			
Meeting Room / Consultation			
Receiving			
Sub-Total	2,000	2,600	3,600
Building Features and Circulation (within building)			
All Divisions / Departments and Galleries, shared	1,925	3,000	3,500
Sub-Total	1,925	3,000	3,500
TOTAL SPACE WITHIN BUILDING	18,330	20,805	23,910*

**This space is required in conjunction with the Outside Building and Off-site Storage noted below and presumes that no Galleries growth will occur.*

continued on next page

Space Requirements Summary continued

	EXISTING (SQ. FT.)	CURRENT REQUIRED (SQ. FT.)	10 YEAR REQUIRED (SQ. FT.)
ATTIC - MUSEUM BUILDING			
Programming	500	0	0
Collections	770	500	500
Collections Care	0	200	200
Sub-Total	1,270	700	700
SITE (outside building)			
Programming Properties (Sheds)	200	200	225
Artefacts (Sheds and Sea Can)	350	0	0
Collections Care Workshop (Firehall)	existing	existing	existing
Flammable Storage (Freestanding)	50	100	100
Sub-Total	600	300	325
OFF SITE			
Collections Storage	1,300	2,950	5,050
Collections Care Storage	0	150	200
Sub-Total	1,300	3,100	5,250

6.0 SOLUTIONS



Four options have been developed as potential solutions to the storage needs of Collections and the space crunch of the South Peace Regional Archives. The options also address some of the operational and functional issues identified during the investigation undertaken for this Study. The solutions are based on life span and budget considerations and include implications to existing operations and projected artefacts and archives growth. In highlight, they are:

- | | |
|-----------------|---|
| OPTION 1 | Installation of trailers/ to provide extra space.
Immediate resolution current Collections and SPRA storage issues.
High profile for South Peace Regional Archives
Partial address of functionality issues throughout Building.
Repository of history in one location.
Off-site Collections storage required.
Outside of established budget.
5 – 7 year life span; consider as a bridge to long term building expansion. |
| OPTION 2 | Installation of trailers/ to provide extra space.
Immediate resolution current Collections and SPRA storage issues.
Partial address of functionality issues throughout Building.
Repository of history in one location.
Off-site Collections storage required.
Outside of established budget.
4 – 6 year life span; consider as a bridge to long term building expansion. |
| OPTION 3 | No addition required.
SPRA relocated to another site.
Immediate resolution current Collections storage issues.
Partial address of functionality issues throughout Building.
Repository of history split between two separate locations.
Off-site Collections storage required.
At maximum of established budget.
5 – 7 year life span; consider as a bridge to long term building expansion. |
| OPTION 4 | Permanent addition to Building.
Immediate resolution current Collections and SPRA storage issues.
Partial address of functionality issues throughout Building.
High profile for South Peace Regional Archives.
Off-site Collections storage required.
Well beyond established budget.
10 – 15 year life span. |

Blocking schematics that illustrate and describe these options more fully are included in Appendix E.

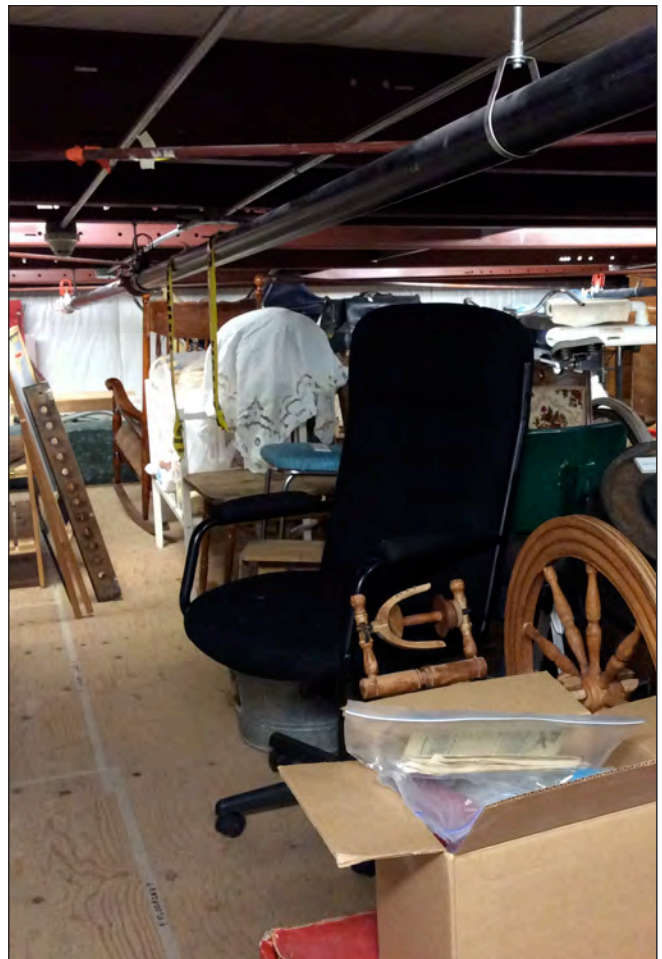
7.0 CONCLUSIONS

1. The conclusions discussed below, and the potential expansion/renovation schematics illustrated in Appendix E, will fulfill the requirements of the Museum and SPRA for between 4 and 10 years, given the current average rates of growth. After that time storage will be at capacity and additional solutions will need to be implemented.
2. The location of an addition to the Building, whether temporary or permanent, will be dictated by Site conditions and development. Bear Creek to the east, the creek slope to the west and the Pioneer Village to the north eliminate significant expansion in those directions, leaving the south as the viable location. Consideration as to the aesthetics of an expansion on this side of the Building, which parallels a high visibility roadway, should be of importance.
3. The intended 2,000 sq. ft. addition, for storage purposes, will not solve the space issues within the Building. This report was asked to explore the best options for the assignment of 1,000 sq. ft. to both the Museum collections and the South Peace Regional Archives.
4. The Museum artefacts, that were relocated due to the sprinkler system failure, occupy approximately 1,300 sq. ft. of unorganized and inaccessible space that is at overcapacity. An area of a greater size is required so that these artefacts can be individually placed, accessed and safely preserved. Storage for the remainder of the Collection, that is currently housed within the Building and that was unaffected by the system failure, is reaching full capacity so there is little opportunity to create sufficient artefacts storage without a significant expansion of the Building.
5. Sufficient space exists within the Building to house the extra small, saddlery, textiles, clothing, firearms, documents and 25% of the medium artefacts for the next 10 years if the following occurs:
 - reconfiguration of existing interior layout to accommodate more efficient space usage
 - acquisition of high density shelving systems to permit maximum densification of space occupancy and to meet the target space allocations indicated elsewhere in this report
 - acquisition and fit-up of off-site warehouse type space for medium, large and extra-large artefacts
6. An off-site warehouse style storage location will provide a practical and cost effective means of addressing the housing needs of all the large and extra large artefacts and 75% of the medium artefacts. Such a location should include tiered warehouse style racking and be sized to incorporate pallet jack and forklift access to the storage. The location must be dry, secure and within reasonable distance of the Museum; sprinklering should be strongly considered.
7. In-house storage allocations for Collections, Programming properties and the SPRA have been calculated using high-density mobile storage systems. Such units maximize the densification of space occupancy. Usage of fixed, static storage units will increase space requirements for such areas between 35 and 40 percent.

Currently, a portion of the Collections storage is comprised of fixed units that have been converted to mobile; the configuration cannot be expanded or altered without a complete re-build.
8. The Attic, with its immediate proximity to the Collections workroom and storage, has been re-assigned as holding and overflow space for Collections. The low beam at the top of the stairwell increases the risk of personal injury to individuals and the sloping ceiling allows for safe use of only about 700 sq. ft. of the Attic. Access should be limited in terms of frequency and to Museum staff only.
9. New fireproof flammable material storage should be constructed or acquired in a location outside the Building. This will reduce the risk of damage and destruction of both collections and return a decontamination area to the Building.
10. Significant shifting, on an ongoing basis, of the southwest trailers makes it impossible to maintain the fire suppression system in this section of the Building and thereby negates the use of the area for storage of artefacts and preservation materials. The remote location from all functions other than Collections Care does not permit usage by other Divisions.



11. The condition of the southwest trailers, as identified by the City Facilities Maintenance Department, is good and relocation is possible. Therefore, these units have been incorporated into Options 1 and 2.
12. A number of functional issues were identified that hinder the operations to all divisions housed within the Building. In a number of instances, the Building configuration and/or size hampers or compromises the programming, exhibitions, acquisitions and other activities that are related to the mandate of the Building occupants. Interior renovations as a component of an expansion will offer the advantage of improving operational issues, placement and sizing of functions in efficient and appropriate locations and extend the effective lifespan of the Building addition.
13. A 1,000 sq. ft. expansion will accommodate the current and ten year storage and work space requirements of the South Peace Regional Archives. Whether the SPRA should be relocated off-site or to a renovated area within the Building will depend on the space efficiencies and adjacencies that will be realized through detailed planning during the implementation process.
14. The relocation of the South Peace Regional Archives, within the Building, to a position that adjoins the Lobby should be strongly considered. This will support the independent nature of the organization and provide immediate public access. From a Museum perspective this will provide space immediately adjacent to the Village for Collections Care and improve the quality of the Collections preparation and storage area.



8.0 RECOMMENDATIONS

Through the course of the work on this report, it has become evident that a long term plan for the expansion of this facility is warranted. The mandate of this report did not include the needs of the facility beyond ten years, nor were any changes to programming, services or exhibition anticipated. The study focus was on the storage and minor operational issues only.

The development of longer term vision for the purpose and function of the Grande Prairie Museum Site and Building is an appropriate next step following the implementation of the recommendations of this report. As identified, the expansion, both on and off site will resolve the current storage and operational issues for a limited period of time. Further expansion will be necessary or the collections, exhibitions and programming will need to be declared as finite due to the limitations of the space. The site plan, located in Appendix F illustrates the capacity of the Site for long term expansion. Of particular note, the layout highlights the:

- landlocked position of the Building and Site
- limited property available for the expansion/addition to the existing Building footprint
- limited access for emergency purposes to the Site
- current maximized occupancy of the Village

The short term options, identified in Appendix E provide for no expansion of programming or exhibition space. These are the components that draw the public to the Museum and that, in turn, keep our history alive and meaningful. Increased opportunities to view and interact with the past will increase the viability of the Site in many aspects.

Therefore, prior to further expansion of the Building, it is our recommendation that a long term vision for historic preservation be developed by the City of Grande Prairie. The commitment should be reinforced by the development of a clear statement of purpose and inclusion in City capital and operational plans.

Museum specific, a more precise statement of the future of the Collection is required – what is to be collected and what time frames and populations are to be represented. The current mandate states that the history of the region is to be preserved through the collection of artefacts. Eras, the type of history and similar characteristics, other than cultural diversity, are not defined. Clarity would permit a more accurate forecast of the growth of the Collection and as a consequence the future requirements for storage and exhibition space.

The report does not identify any growth or expansion exhibition (Gallery) or program delivery (Classroom) space. The permanent and pre-historic Galleries are at capacity and the Features Gallery in-use on a rotation and constant basis. Without Gallery expansion, new acquisitions will need to be placed in storage or on display by the replacement of artefacts currently included in an exhibition. It is conceivable that within ten years the demand for programming and the expanded collection will require an expansion of these aspects of the Building.

The growth of the Village, which is in essence an outdoor gallery, requires attention in the near future. Currently only one space for the placement of a 'new' building/installation remains. Should additional structures become available, the relocation to this Site may be difficult if not impossible. Expansion, as an overall component of the Site should be considered.

Additionally, it may be appropriate to consider the future and purpose of the Museum, Heritage Discovery Centre and Forbes Homestead as a unified trio of exhibition sites, as well as the Museum relationship with regional facilities such as the South Peace Centennial Museum and the Philip J Currie Dinosaur Museum. Should the purposes and roles of these City facilities be redefined this might impact the anticipated alterations and expansion of the Building and Site.

The sustained and long-term co-location of the South Peace Regional Archives on this site should be considered. There exists a commonality in purpose between the Museum and the Society and many similarities between their operations. Co-location would produce facility and operational efficiencies for both organizations. The general public does not make any distinction between artefacts and archives and a mutual location would create a "one-stop shop" for donations and historic information access. Perhaps most importantly, this approach would solidify the Site as the historic repository for Grande Prairie and surrounding region and signal the City of Grande Prairie's commitment to its past.



APPENDIX A

Definitions

DEFINITIONS

Archive	a document or record relating to the history of a person/family, business, community, region or nation; may be paper, digital, photographic or similar in nature
Archives	the documents or records, as a whole, of the South Peace Regional Archives
Artefact	an object made by a human being, typically of cultural or historical interest and, in this context, in possession of the Grande Prairie Museum
Building	Grande Prairie Museum proper
City	City of Grande Prairie
Collection	artefacts, as a whole, of the Grande Prairie Museum
Collections	the archives and artefacts of the Grande Prairie Museum and South Peace Regional Archives, collectively
Museum	Grande Prairie and District Museum
SPRA	South Peace Regional Archives
Site	the entire property occupied by the Grande Prairie Museum, including the Building, Heritage Village, parking and landscaping that is located to the west of Bear Creek
Village	Heritage Village in its entirety





APPENDIX B

Photos of Existing

STORAGE SPACES



Northwest Trailer

Southwest Trailer



▲
Sea Can

Off Site Storage at R Wald and Son's Moving and Storage Ltd



Off Site Storage at Heritage
Discovery Centre



Receiving Area



SPRA Storage Room



SPRA Workroom and Unprocessed Storage

STORAGE SPACES continued ...

East Collection Storage Room



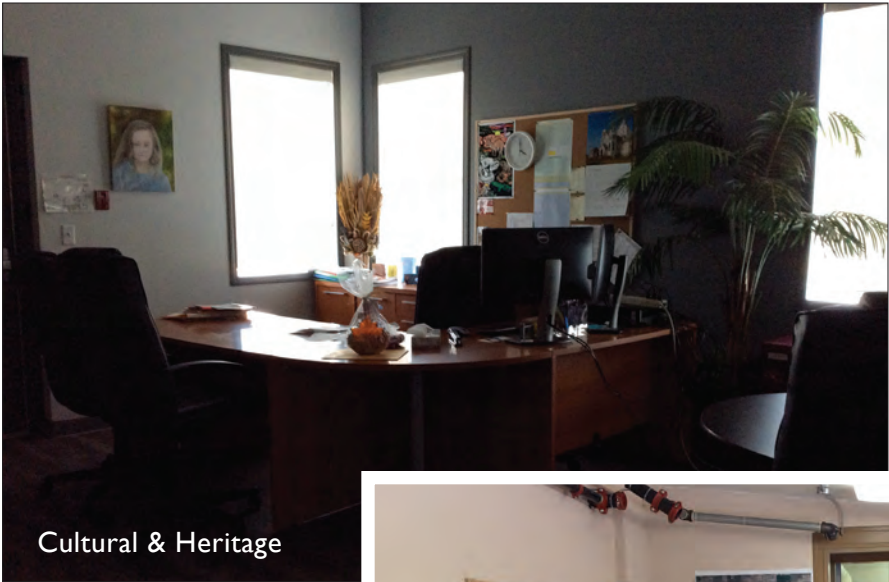
SPRA Reading Library & Office



Attic



OFFICE & CLASSROOM / MULTIPURPOSE SPACES



Collection Care Office
▼



Cultural & Heritage



Classroom / Multipurpose Space



Visitor Services ►

PREPARATION & WORKSPACE SPACES

Display / Prep Area ▼



▲ Collections & Collections Care Work Room

MAIN LOBBY



STAFF ROOM / KITCHEN SPACE



TECHNICAL / HVAC & ELECTRICAL SPACES



◀ Data (Server) Room

▼ Mechanical & Electrical Room



EXTERIOR



Exterior East Main Entrance



▲ Exterior South Receiving Entrance



▲ Exterior West Collection Care Entrance



APPENDIX C

Division Summaries

DIVISION SUMMARIES

a. CULTURE AND HERITAGE

Interviewee: Karen McGriskin

Date: May 19, 2016

Tasks:

- City department to which the Grande Prairie Museum reports.
- Support, promotion and education of cultural and heritage activities throughout City.
- Management of City owned cultural and heritage facilities.
- Support to community groups, not-for-profits through funding, joint initiatives, etc. related to culture and heritage.
- Management of community group profiles.

Facility Requirements:

- Reception.
- Easy access to Visitor Services and Marketing, who report to Manager.
- Meeting Room 6 – 10 persons.

Storage Requirements:

- Manager's files, located in office.

Staff Requirements:

- Manager's office
- Additional requirements as noted in other divisions discussed herein.

Interactions:

- Other culture and heritage sites: Montrose Cultural Centre, Heritage Discovery Centre, Muskoseepi Park Pavilion, City Hall, Forbes Homestead
- City departments and administration

Comments:

- Long term location in building not essential to operation of Museum; if located elsewhere, a site manager would be required; Visitor Services to remain on site but Marketing could be relocated with Manager.

CULTURE & HERITAGE SPACE SUMMARY

	EXISTING (SQ. FT.)	CURRENT REQUIRED (SQ. FT.)	10 YEAR REQUIRED (SQ. FT.)
Dedicated - Main Floor within Building			
Manager Office	300	175	175
Total	300	175	175
Dedicated - Attic within Building			
None Required	0	0	0
Dedicated - Site outside Building			
	0	0	0
Dedicated - Off Site			
None Required	0	0	0
Shared - Main Floor Building			
Reception	refer to Shared Spaces indicated on page 13		
Meeting Room			
Office Equipment / Workroom			
Staff Room			

b. MARKETING & DEVELOPMENT

Interviewee: Pam Trerice

Date: May 11, 2016

Tasks:

- Development and implementation of marketing strategies for Culture and Heritage Department.
- Lead for all department communications; public relations liaison.
- Coordination of special events for Department.
- Management of Gift Shops in Culture and Heritage Sites.

Facility Requirements:

- Reception.
- Meeting Room 6 – 10 persons.

Storage Requirements:

- Marketing materials and props.

Staff Requirements:

- Coordinator's Office
- No anticipated growth within next 5-10 years.

Interactions:

- Visitor Services
- Manager of Culture and Heritage
- Collections
- General Public/Stakeholders/Sponsors

Comments:

- Coordinator on telephone and in meetings on a regular basis; privacy of certain conversations important.
- Relocation of common equipment (i.e. plotter) to central workroom would eliminate numerous interruptions to work.
- Central Workroom housing shared office equipments (i.e. large volume copier, plotter, laminator, etc.) with sufficient storage and layout space for large format items necessary to production of materials by all divisions.
- Anticipating increased public and stakeholder contact in future and decreasing amount of hands-on preparatory type work. Hands-on preparation work undertaken by Visitor Services.
- Will acquire responsibilities for marketing of other facilities as developed by City; may require additional support from Visitor Services to accommodate growth in responsibilities.
- Isolation of Reception from other workstations/areas to prevent disruptions/distractions and interruptions in work flow and completion. May require dedicated staff to this position; currently staff rotates through this location.

MARKETING & DEVELOPMENT SPACE SUMMARY

	EXISTING (SQ. FT.)	CURRENT REQUIRED (SQ. FT.)	10 YEAR REQUIRED (SQ. FT.)
Dedicated - Main Floor within Building			
Coordinator Office	150	100	100
Materials and Props Storage	25	50	65
Total	175	150	165
Dedicated - Attic within Building			
None Required	0	0	0
Dedicated - Site outside Building			
None Required	0	0	0
Dedicated - Off Site			
None Required	0	0	0
Shared - Main Floor Building			
Reception	refer to Shared Spaces indicated on page 13		
Meeting Room			
Staff Room			
Office Equipment / Workroom			

c. PROGRAMMING

Interviewee: Heather Schultz

Date: May 4, 2016

Tasks:

- Creation and implementation of programs for schools, organizations, youth, cultural groups and the general public.
- Creation and implementation of special and holiday events.
- Provision of interpretive events within the Galleries, Village and other cultural and heritage sites operated by the City.

Facility Requirements:

- Welcome area at Building entry for visitors; needs to be large enough to accommodate groups of 30 - 35 persons.
- Classroom of sufficient size to accommodate 25 – 30 persons engaged in interactive activities.
- Common Room for community activities such as meetings, teas, etc. to accommodate 50 – 60 persons.
- Gathering/orientation area for groups touring Galleries and Village.
- Classroom/Common Room and Gathering Area may be housed in one room/space.
- Classroom booked for programming on average 50 – 60% of time year round, peaking in May/June to 80 – 90%.
- Easy access to Village, preferably direct from Gathering or Welcome Area.
- Program Preparation Area. Currently no dedicated preparation space exists; staff office and other available/ vacant space is used on an ad hoc basis. Limits type and extent of program preparation and/or the availability of the Classroom for programming and other divisions within Building.
- Access to food preparation area; shared use with Staff Room acceptable if of suitable size (current condition).
- Coat and washrooms in near proximity to Classroom. Requires supervision for theft reasons and so that access by underage program participants does not require absenting supervisors from ongoing programming.
- Change area and lockers for volunteers who are involved in interactive programming; currently using of Classroom and Programming Office.
- Easier access to programming props; currently housed in attic. Stairs present mobility and safety issues for some volunteers and access limited due to escort requirements as stairs are located in the Collections preparatory area.

Storage Requirements:

- Dedicated Storage Area; existing storage is undersized and shared with the Gift Shop and/or in small closets located in main Gallery. Size of storage currently limits programming opportunities.
- Main Floor Properties Area with easy access to properties by staff and volunteers and adequate/appropriate storage system.
- Relocation of approximately half of Village Properties into heated space. Currently all are stored in one of two unheated, wooden sheds located in the Village proper.
- Additional season décor storage required.

Staff Requirements:

- Staff workstations/offices for one full time staff and touchdown space for special projects, summer students and volunteers. Staff areas do not require immediate adjacency to Classroom.
- Access to office supplies and equipment.
- No growth anticipated within 10 years.

Interactions:

- Visitor Services
- Volunteers
- Collections (limited)

Comments:

- Programming limited by availability of existing Classroom and by lack of Preparation Area.
- Location of props limits the number of volunteers able to participate in interactive programs; not all individuals able or willing to access attic.
- Dedicated preparation area required to enhance availability of Classroom for other usages; currently Classroom must be booked for preparation area when such work cannot be accomplished in the Programming Office.
- Location of Supervisor's workstation opening into Lobby exposes equipment and information to access by public.
- Without Preparation Area, expansion of programs within the site and to other locations will be very limited.
- Classroom booked by Community Groups and other City departments for non-Museum events.

PROGRAMMING SPACE SUMMARY

	EXISTING (SQ. FT.)	CURRENT REQUIRED (SQ. FT.)	10 YEAR REQUIRED (SQ. FT.)
Dedicated - Main Floor within Building			
Offices / Workstations	130	100	100
Touchdown Workstations	0	50	50
Classroom	1,425	1,450	1,450
Program Storage and Preparation	20	175	200
Properties	170	300	350
Volunteers Lockers / Change Area	0	80	80
Furnishings Storage	120	150	175
Total	1,865	2,305	2,405
Dedicated - Attic within Building			
Properties	500	0	0
Dedicated - Site outside Building			
Properties	200	200	225
Total	200	200	225
Dedicated - Off Site			
None Required	0	0	0
Shared - Main Floor Building			
Office Equipment / Workroom	refer to Shared Spaces indicated on page 13		
Staff Room / Food Preparation Area			
Welcome / Gathering Area			

d. VISITOR SERVICES

Interviewee: Richelle Richardson

Date: April 27, 2016

Tasks:

- Greeting and serving visitors to Museum and functions.
- Operation of Gift Shop.
- Assistance to City Public Relations department.
- Provision of clerical support to Collections and Heritage and Culture.
- Set-up/tear down for Classroom.
- Provision of assistance to Programming and host Gallery tours when additional staff support is required.
- Provision of bookkeeping services for Museum and Heritage Discovery Centre (HDC).
- Supervision of Visitor Services representatives.

Facility Requirements:

- Welcome area as groups/visitors enter Building
- Coat/locker area for site visitors; on view to reception area or similar type of supervision.
- Expanded Gift Shop with sufficient space for Regional/City souvenirs and additional Museum related items.
- Display area for information regarding other City and Regional heritage and cultural sites.
- Display area for tourist information.

Storage Requirements:

- Dedicated Gift Shop Storage Area; existing storage is undersized and shared with the Programming; inventory management difficult.

Staff Requirements:

- Staff workstations/offices for one full time supervisor and 3 Visitor Services Representatives.
- Visitor Services Representatives: 5 part-time temporary and 5 casual hires.
- Visitor Services Representatives rotate through reception duties; no dedicated receptionist.
- Visitor Services Representatives share workstations; three scheduled to work at one time.
- Access to office supplies, equipment and related work area.
- Meeting room for staff and site discussions.
- Anticipate part-time Visitor Services Representative positions becoming full-time within next 10 years; no additional space required due to ongoing sharing of workstations by different shifts.

Interactions:

- Heritage and Culture
- Programming
- Collections
- Finance Department (on-line)

Comments:

- Anticipate growth in programming, special events and other site related activities.
- Lack of Supervisor's workstation privacy hampers job performance and ability to hold confidential conversations.
- Location of Supervisor's workstation in Lobby exposes equipment and information to access by public.
- Shared Programming Food Preparation and Staff Room does not allow for private relaxation/rest area for staff as the current area is often booked for activities.

VISITOR SERVICES SPACE SUMMARY

	EXISTING (SQ. FT.)	CURRENT REQUIRED (SQ. FT.)	10 YEAR REQUIRED (SQ. FT.)
Dedicated - Main Floor within Building			
Office	85	100	100
Workstations	65	200	250
Touchdown Workstations (temporary, students, etc.)	0	150	150
Reception Desk	110	100	100
Gift Shop	220	200	250
Gift Shop Storage	60	75	85
Total	540	825	935
Dedicated - Attic within Building			
None Required	0	0	0
Dedicated - Site outside Building			
None Required	0	0	0
Dedicated - Off Site			
None Required	0	0	0
Shared - Main Floor Building			
Reception	refer to Shared Spaces indicated on page 13		
Meeting Room			
Staff Room			
Office Equipment / Workroom			

e. COLLECTIONS

Interviewee: Rhonda Lawton

Date: May 9, 2016

Ongoing Conversations: Charles Taws

Tasks:

- Preservation of local and regional history through development of artefacts collection that is reflective of Grande Prairie and Peace Region development.
- Management of Museum collection.
- Accession, conservation and de-accession of artefacts.
- Preparation and dismounting of permanent, temporary and travelling exhibitions.
- Liaison with donors, potential and ongoing.
- Volunteer coordination.

Facility Requirements:

- Receiving dock/area including temporary storage and decontamination area. Needs to be close to Collections but not included in area; may be shared with SPRA.
- Work area for processing, conservation and restoration of artefacts
- Work area for preparation of exhibits.
- Work area for volunteer activities such as sewing, sorting, signage/label preparation, etc.
- Meeting Room 4 - 6 persons located for easy public access.

Storage Requirements:

- Collections storage – see below.
- Storage for maintenance and display materials and related equipment (i.e. ladders, carts, etc.); may be common to both work areas and Collections Care.

Staff Requirements:

- Curator's office/workstation.
- Technician workstations for 2 persons.
- No anticipated growth within next 5 – 10 years.

Interactions:

- Donors
- Archives
- Collections Care
- Culture and Heritage Administration
- Programming
- Visitor Services
- Marketing
- Other Culture and Heritage locations: Heritage Discovery Centre and Forbes Homestead, primarily.

Comments:

- Restriction of public and non-Collections volunteers from Collections area of building.
- Separate, but adjacent work areas will permit exhibition preparation and artefact related work to occur at the same time and/or to overflow larger projects into other area. Current work/preparation areas used primarily for storage which hampers/limits preservation and preparation activities.
- Preparatory areas to include workstation(s) for volunteer activities such as sewing, sorting, signage/label preparation, etc.

- Receiving Area may be shared with Archives since many donations include items for both. Area to include a decontamination area and storage for goods that have been recently received.
- Locate Meeting Room outside of Collections area for discussions with donors and for artefact evaluations which are an increasing request of the Curator.
- Anticipate increased liaison with other sites as purpose of various Culture and Heritage sites evolve.
- Existing medium, large and extra large items are housed in various locations without shelving; items are tightly spaced and stacked on each other. All such items should be housed in one location on appropriate storage system.
- Artefacts require shelving appropriately sized and designated to reduce potential damage and to permit visual and physical access without having to remove adjacent item; inventory tagging should be easy to view.
- Existing medium, large and extra large items may be stored off-site if location is properly equipped, dry and temperature controlled. Sprinklering, fire alarm, security system, etc. recommended for protection of Collection. Access should be restricted to Museum staff only.

Consultant Notes:

- No de-accession factor included in storage projections. Process is very slow and staff intensive. It is anticipated that the work load required to update and reorganize the current collection while maintaining and mounting exhibits will leave little time for de-accession activities in the near future.
- 70 – 80% of the space occupied by Collections in the building is given over to storage of artefacts. The remaining space is occupied (5%) by staff workstations, (9 – 12%) by collection maintenance/preparation and the remainder by circulation space.
- Attic area should not be factored into available storage area for permanent collection storage due to low head space throughout, poor accessibility (narrow stairs only) and potential over overloading of floor if storage is densified and/or heavy items require storage. Space suitable for small and extra small items and some medium; racking (not existing) would be required.
- Available main floor Collections area ±2,670 sq. ft. total, including circulation, offices and work room.

COLLECTIONS SPACE SUMMARY

	EXISTING (SQ. FT.)	CURRENT REQUIRED (SQ. FT.)	10 YEAR REQUIRED (SQ. FT.)
Dedicated - Main Floor within Building			
Curator's Office	125	125	125
Workstations	75	75	150
Volunteers Work Area	0	100	100
Collections Workroom	360	550	550
Exhibition Preparation Area	250	350	400
Collections Storage			
Extra Small and Small Artefacts	620	650*	850*
Medium, Large and Extra-large Artefacts	420	300	350
Miscellaneous: Clothing / Accessories, Textiles, Saddlery / Leather; Documents and Firearms	680	600	1,000
Total	2,530	2,750	3,525
<i>*Required space calculated using new high density storage systems to maximize capacity; space requirements will increase by approximately 40% if fixed, static style storage units are employed.</i>			
Dedicated - Attic within Building			
Collections Holding and Overflow	770	700	700
Total	770	700	700
Dedicated - Site outside Building			
Artefacts (Shed and Sea Can)	350	0	0
Total	350	0	0
Dedicated - Off Site			
Collections Storage			
Medium Artefacts	300	1,400	2,100
Extra Large and Large Artefacts	1,000	1,550	2,800
Delivery and Processing	0	150	150
Total	1,300	3,100	5,050
Shared - Main Floor Building			
Receiving	refer to Shared Spaces indicated on page 13		
Decontamination			
Staff Room			
Meeting Room			
Reception			
Office Equipment / Workroom			

f. COLLECTIONS CARE

Interviewee: Tim Moore

Date: May 9, 2016

Tasks:

- Ongoing Maintenance of Collections, Galleries, Forbes Homestead, Heritage Discover Centre, Village and surrounding grounds; buildings proper are responsibility of City Facility Management.
- Assistance with mounting and demounting exhibitions.
- Volunteers liaison and supervision.

Facility Requirements:

- Easy access to Village.
- Weatherized entrance to Village.
- Volunteers coat area including space for small meetings and coats.
- Receiving dock.
- Broad doors for easy movement of items.
- Workshop for repairs and maintenance (existing in replica Firehall).

Storage Requirements:

- Building materials, i.e. light fixtures, hardware, materials.
- Display fixture and display accessories storage.
- Mannequins.
- Travelling exhibition cases.
- Holding area for small goods coming and going from site; locate adjacent to Supervisor's workstation.
- Fireproof storage required for flammable materials (i.e. paint, thinners, propane, etc.).

Staff Requirements:

- Supervisor workstation including area/workbench for repair of small items requiring work and storage of related tools and materials.
- Summer student/volunteer workstation/touch-down.

Interactions:

- Collections
- Village
- Other heritage sites

Comments:

- Volunteers access Staff Room for coffee and lunch breaks.
- Staff, volunteers, tradesmen, deliverymen, etc. come and go constantly over day; workstation area should be sufficiently sized to permit work in progress to remain undisturbed.
- Can share Collections Workroom for larger restoration/maintenance work if that room is sufficiently sized.
- Consider flammable storage location outside of building in fire and explosion proof location.
- Collections Care entry from Village open (unlocked) throughout day; entry available to everyone.
- Building location to permit supervision of contractors, volunteers, vehicular traffic, into and out of Village and for ease of access by deliveries.

COLLECTIONS CARE SPACE SUMMARY

	EXISTING (SQ. FT.)	CURRENT REQUIRED (SQ. FT.)	10 YEAR REQUIRED (SQ. FT.)
Dedicated - Main Floor within Building			
Workstations	145	250	250
Village Entry / Volunteers	70	175	175
Maintenance and Display Materials Storage	1,260	500	500
Flammable Storage	50	0	0
Total	1,525	925	925
Dedicated - Attic within Building			
None Required	0	0	0
Dedicated - Site outside Building			
Flammable Storage	50	100	100
Maintenance and Repairs Workshop (Firehall)	existing	existing	existing
Total	50	100	100
Dedicated - Off Site			
Large Display Cases & Crates	0	150	200
Total	0	150	200
Shared - Main Floor Building			
Collections Workroom	refer to Shared Spaces indicated on page 13		
Receiving			
Staff Room			

g. SOUTH PEACE REGIONAL ARCHIVES

Interviewee: Mary Nutting

Date: May 9, 2016

Tasks:

- Preservation of local and regional documentary (letters, journals, ledgers, maps, certificates, photos, film, sound recordings, etc.) history.
- Management of Archives collection.
- Accession, conservation and de-accession of documents.
- Preparation and dismounting of exhibitions.
- Liaison with donors, potential and ongoing.
- Volunteer coordination.

Facility Requirements:

- Receiving dock/area including temporary storage and decontamination area; needs to be close to SPRA but not included in area.
- Work area for processing, conservation and restoration of documents; sufficient sized for two projects to be worked on concurrently. One area sized for large format layout.
- Workstation(s) for volunteer activities such as cataloguing, research, transcription, etc.
- Preservation material, office supplies and office equipment storage.
- Reading Room.
- Meeting Room for 6 - 8 persons for donors and general public.
- Classroom for programming and Board meeting.

Storage Requirements:

- Storage of documents that have been inspected and decontaminated but unprocessed.
- Storage of processed documents.
- Storage for maintenance and display materials and related equipment (i.e. light table, pressing station, freezers, etc.); may be common to both work areas.
- Reference files and documents storage (may be included in Reading Room).

Staff Requirements:

- Executive Director's office/workstation.
- Administrative Assistant and Archivist workstations.
- Volunteers workarea/station.
- No anticipated growth within next 5 – 10 years.

Interactions:

- Donors
- Researchers
- Collections

Comments:

- Co-location with Museum is an acceptable situation since donations, displays and information requests often include both documents and artefacts. Both collections are complimentary in nature but exclusive in scope.
- Easy and direct access to Reception and Reading areas from the building Lobby or directly from the exterior.
- Restricted access to other areas of Archives.
- Separate, but adjacent work areas will permit exhibition preparation and artefact related work to occur at the same time and/or to overflow larger projects into other area. Current work area used primarily for storage which hampers/limits preservation and preparation activities.

- Receiving Area may be shared with Collections since many donations include items for both. Area to include a decontamination area and storage for goods that have been recently received.
- Future of 'Friends of the SPRA' unknown; currently one staff member who may require workspace if the two organizations become blended.
- Processed storage requires climate control conditions; access through Collections, as currently exists, is less than ideal.
- Future preservation techniques and standards for digital material unknown; professionally, discussions are ongoing and research is being conducted in this regard.

SOUTH PEACE REGIONAL ARCHIVES SPACE SUMMARY

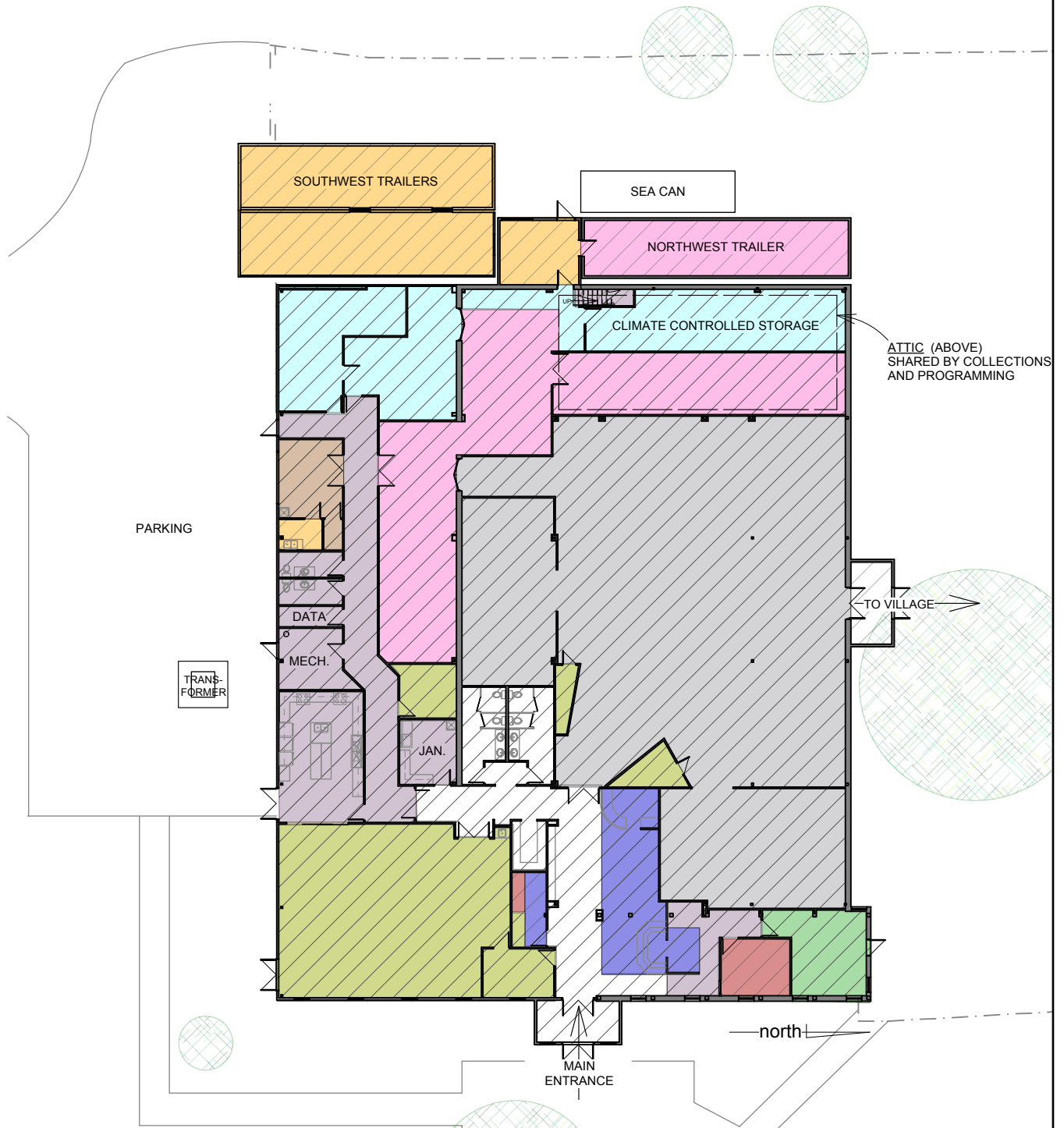
	EXISTING (SQ. FT.)	CURRENT REQUIRED (SQ. FT.)	10 YEAR REQUIRED (SQ. FT.)
Dedicated - Main Floor within Building			
Archivist's Office	90	125	125
Workstations	100	150	150
Volunteers Work Area	75	120	150
Reception / Display	0	80	80
Reading Room / Library	200	300	425
Processing Workroom	150	400	400
Office and Preservation Materials Storage	110	100	100
Unprocessed Storage	160	175*	375*
Processed Storage - Climate Controlled	625	650*	800*
Processed Storage - Non-Climate controlled	180	75	75
Total	1,690	2,175	2,680
Dedicated - Attic within Building			
None Required	0	0	0
Dedicated - Site outside Building			
None Required	0	0	0
Dedicated - Off Site			
None Required	0	0	0
Shared - Main Floor Building			
Receiving	refer to Shared Spaces indicated on page 13		
Decontamination			
Staff Room			
Meeting Room			
Classroom			
Reception			



APPENDIX D

Existing Building Schematic

EXISTING



LEGEND

EXISTING LOCATION

NEW LOCATION

COMMON AREAS - RESTRICTED ACCESS
SHARED SPACE AND CIRCULATION

COMMON AREAS - PUBLIC ACCESS
SHARED SPACE AND CIRCULATION

SOUTH PEACE REGIONAL ARCHIVES 1,690 SQ. FT.

RECEIVING

225 SQ. FT.

CULTURE & HERITAGE 300 SQ. FT.

MARKETING & DEVELOPMENT 175 SQ. FT.

COLLECTIONS
INCLUDING ATTIC 3,300 SQ. FT.

COLLECTIONS CARE 1,565 SQ. FT.

GALLERIES 5,780 SQ. FT.

PROGRAMMING
INCLUDING ATTIC 2,365 SQ. FT.

VISITOR SERVICES 540 SQ. FT.



APPENDIX E

Expansion Schematics

OPTION I

Option I entails the relocation of the two existing office trailers from the west to the south side of the Building and the attachment of an additional unit for an expansion of approximately 1,800 sq. ft. Off-site storage warehouse storage will be developed to house Museum artefacts.

Option I, including the trailer relocations, minor interior renovations to the Building and the development of the warehouse artefact storage, will meet the current storage and functional requirements of the Museum and SPRA.

Planning modifications include the relocation of the SPRA to the area currently occupied by the Pre-historic Gallery, Culture and Heritage, Marketing and Visitor Services. Collections will assume the vacated SPRA space and the Pre-historic Gallery will be relocated to a portion of Collections Feature Gallery. The Lobby, Gift Shop and Reception will be reconfigured and Culture and Heritage, Marketing and Visitor Services together with Programming support areas will be located in the trailers.

Description (un-noted areas to remain as existing):

1. Removal of existing trailers.
2. Relocation of two existing and one new office style trailers.
3. Link to new trailers; minimal downsizing of Staff Room required to create access corridor.
4. Reception and Gift Shop.
5. Visitor Services: office/workstations, Gift Shop storage and office equipment workroom.
6. Culture and Heritage and Marketing: offices.
7. Small Meeting Room.
8. Programming: office/workstations, preparation area and storage, volunteers area.
9. Collections: exhibition preparation, workroom, materials storage.
10. Collections Care: storage and workstations/workbench including sea can conversion to storage area.
11. Pre-historic and Feature Galleries: reconfigured.
12. South Peace Regional Archives. Climate controlled, processed archival storage to remain where existing.
13. Decontamination/Cleaning Room.
14. Attic: artefacts holding area and general overflow storage for Building.
15. Collections: off-site warehouse for medium, large and extra-large artefacts.

Comments:

- Direct public access and visibility for SPRA.
- Relocation of Culture and Heritage, Marketing, Visitor Services and Programming offices, consolidates office areas in one locations, provides easy access to common areas such as meeting rooms and equipment/office supplies workroom.
- Relocation of Culture and Heritage, Marketing, Visitor Services and Programming offices removes these functions from entry area of Building and permits highlight of main purposes (Museum and SPRA) of Site.
- All on-site sensitive materials (artefacts and archives) housed in existing fire protected spaces.
- Insufficient on-site space available for permanent storage of medium, large and extra-large artefacts.
- Off-site storage may/may not be housed in fire-protected space.
- High-density racking/shelving (mobile) required to achieve storage allocations indicated.
- Location of addition maintains vehicle access to the Village, permits improvements to grading and drainage to the Site and creates potential southwest site access improvements.

Anticipated Life Span:

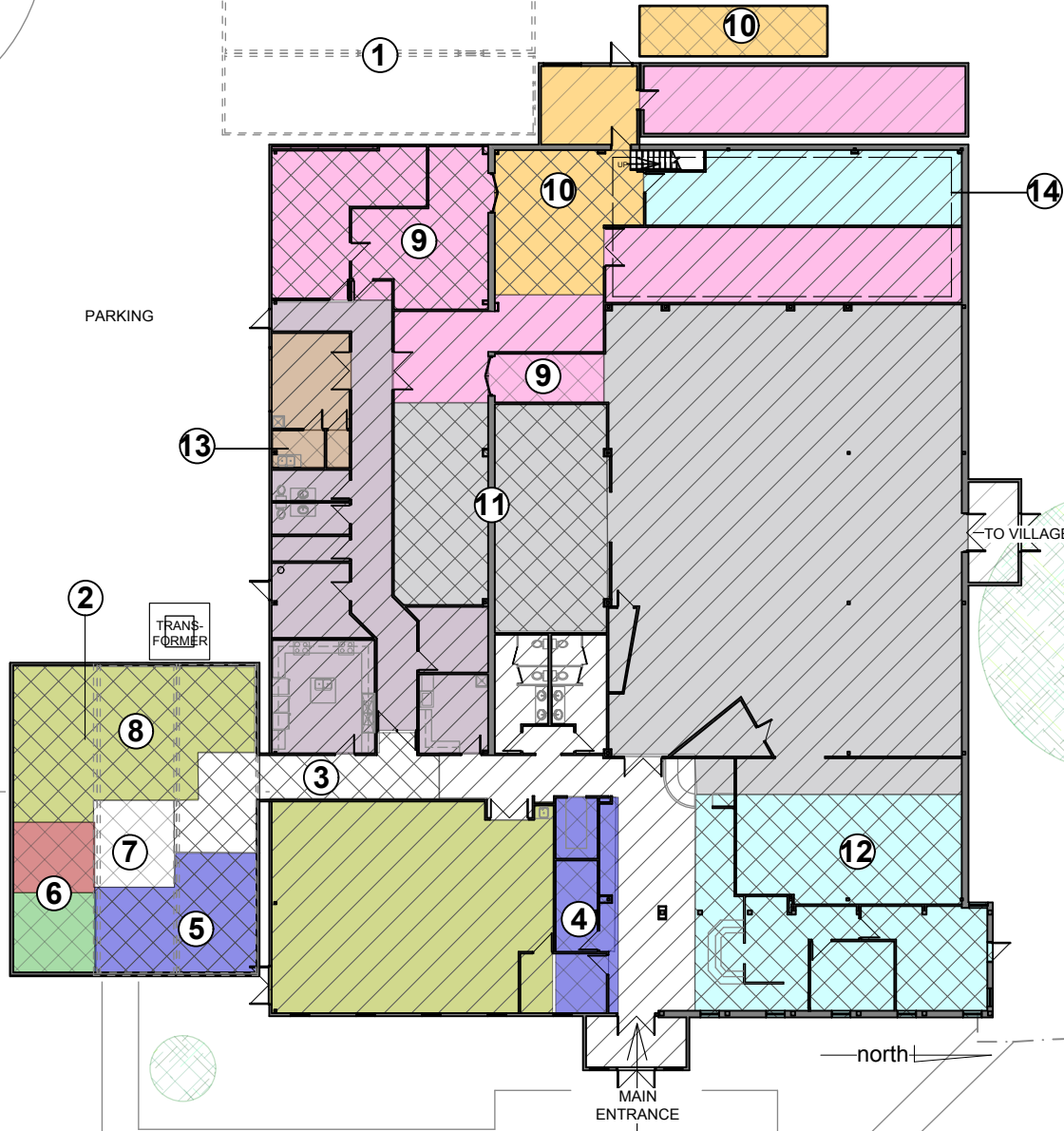
- 5 - 7 years

Anticipated Cost:

- \$950,000 - \$1,100,000

OPTION 1

15 STORAGE WAREHOUSE OFF SITE



LEGEND

EXISTING LOCATION

NEW LOCATION

COMMON AREAS - RESTRICTED ACCESS
SHARED SPACE AND CIRCULATION

COMMON AREAS - PUBLIC ACCESS
SHARED SPACE AND CIRCULATION

SOUTH PEACE REGIONAL ARCHIVES 2,200 SQ. FT.

RECEIVING

290 SQ. FT.

CULTURE & HERITAGE

175 SQ. FT.

MARKETING & DEVELOPMENT

150 SQ. FT.

COLLECTIONS
NOT INCLUDING ATTIC

2,875 SQ. FT.

COLLECTIONS CARE

925 SQ. FT.

GALLERIES

5,780 SQ. FT.

PROGRAMMING

2,325 SQ. FT.

VISITOR SERVICES

775 SQ. FT.

OPTION 2

Option 2 entails the relocation of the two existing office trailers from the west to the south side of the Building for an expansion of approximately 1,200 sq. ft. Off-site warehouse storage will be developed to house Museum artefacts.

Option 2, including the trailer relocations, minor interior renovations to the Building and the development of the warehouse artefact storage, will meet the current storage and functional requirements of the Museum and SPRA.

Planning modifications include the relocation of the South Peace Regional Archives to the Features Gallery and Collections Exhibition Preparation Workroom and Storage Area. Collections assumes the space vacated by the SPRA and the sea can is converted into Collections Care storage. Programming support areas and offices are relocated to the trailers. The Gift Shop and Lobby will be expanded by the consolidation of the Culture and Heritage, Marketing and Visitor Services offices and a small shared meeting room added adjacent to the Lobby.

Description (un-noted areas to remain as existing):

1. Removal of existing trailers.
2. Relocation of two existing office style trailers.
3. Link to new trailers; minimal downsizing of Staff Room required to create access corridor.
4. Gift Shop and Marketing: storage.
5. Programming: office/workstations, preparation area and storage, volunteers area.
6. Culture and Heritage, Marketing and Visitor Services: offices.
7. Common Area: Small Meeting Room and Copy/Workroom.
8. South Peace Regional Archives. Climate controlled, processed Archival Storage to remain as existing.
9. Collections: exhibition preparation, workroom, materials storage.
10. Collections Care: storage and workstations/workbench.
11. Pre-historic and Feature Galleries.
12. Decontamination/Cleaning Room.
13. Attic: artefacts holding area and general overflow storage for Building.
14. Collections: off-site warehouse for medium, large and extra-large artefacts.

Comments:

- Features and Prehistoric Galleries combined and downsized; exhibitions require reconfiguration.
- SPRA located in secure area; lacks public profile and access requires escort.
- All on-site sensitive materials (artefacts and archives) housed in existing fire protected spaces.
- Greater adjacency to properties by Programming, elimination of access through Collections and safer access by volunteers.
- No improvements to information security and personal safety for Culture and Heritage, Marketing, Visitor Services and Programming.
- Insufficient on-site space available for permanent storage of medium, large and extra-large artefacts.
- Off-site storage may/may not be housed in fire-protected space.
- High-density racking/shelving (mobile) required to achieve storage allocations indicated.
- Location of addition maintains vehicle access to the Village, permits improvements to grading and drainage to the Site and creates potential southwest site access improvements.

Anticipated Life Span:

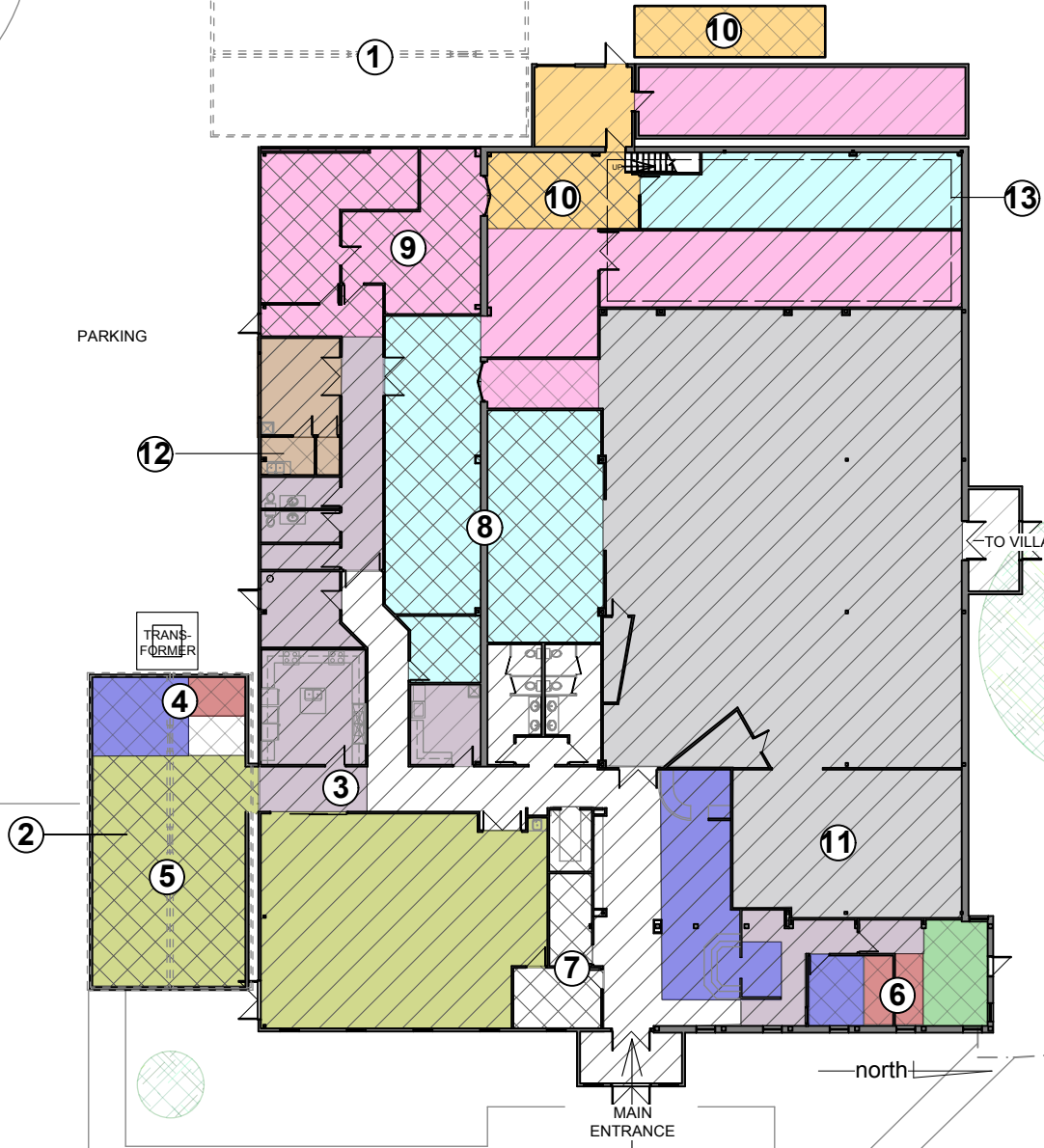
- 4 – 6 years

Anticipated Cost:

- \$850,000 - \$950,000

OPTION 2

14 STORAGE
WAREHOUSE
OFF SITE



LEGEND

EXISTING LOCATION

NEW LOCATION

COMMON AREAS - RESTRICTED ACCESS
SHARED SPACE AND CIRCULATION

COMMON AREAS - PUBLIC ACCESS
SHARED SPACE AND CIRCULATION

SOUTH PEACE REGIONAL ARCHIVES 2,200 SQ. FT.

RECEIVING

290 SQ. FT.

CULTURE & HERITAGE

175 SQ. FT.

MARKETING & DEVELOPMENT

150 SQ. FT.

COLLECTIONS
NOT INCLUDING ATTIC

2,875 SQ. FT.

COLLECTIONS CARE

925 SQ. FT.

GALLERIES

5,780 SQ. FT.

PROGRAMMING

2,325 SQ. FT.

VISITOR SERVICES

775 SQ. FT.

OPTION 3

Option 3 entails the relocation of the South Peace Regional Archives out of the Building and the development of off-site warehouse storage to house Museum artefacts.

Option 3, including the minor interior renovations to the Building and the development of the warehouse artefact storage, will meet the current storage and functional requirements of the Museum.

Collections will assume the space vacated by SPRA and Collections Care will take over the northwest trailer for storage purposes and a portion of the Collections Workroom. Programming will assimilate the Collections Exhibition Preparation area and adjacent storage. The Gift Shop and Lobby will be expanded by the consolidation of the Culture and Heritage, Marketing and Visitor Services offices. No addition (trailers) will be required nor alterations to the existing Galleries or Classroom.

Description (un-noted areas to remain as existing):

1. Removal of existing trailers and sea can.
2. SPRA relocated out of Building to another site.
3. Culture and Heritage, Marketing and Visitor Services: offices.
4. Programming: preparation area and storage, volunteers area.
5. Collections: exhibition preparation, workroom, materials storage.
6. Collections: small and very small artefacts storage.
7. Collections Care: storage and workstations/workbench.
8. Decontamination/Cleaning Room.
9. Attic: artefacts holding area and general overflow storage for Building.
10. Collections: off-site warehouse for medium, large and extra-large artefacts.

Comments:

- Relocation of SPRA off-site will permit that organization to expand to its optimum size immediately. The move will disrupt collaboration between Museum and SPRA and split the repositories of regional history into two locations.
- All on-site sensitive materials (artefacts) housed in existing fire protected spaces.
- Greater adjacency to properties by Programming, elimination of access through Collections and safer access by volunteers.
- No improvements to information security and personal safety for Culture and Heritage, Marketing, Visitor Services and Programming.
- Insufficient on-site space available for permanent storage of medium, large and extra-large artefacts.
- Off-site storage may/may not be housed in fire-protected space.
- High-density racking/shelving (mobile) required to achieve storage allocations indicated.
- Trailer removal maintains vehicle access to the Village, permits improvements to grading and drainage to the Site and creates potential southwest site access improvements.

Anticipated Life Span:

- 4 – 6 years

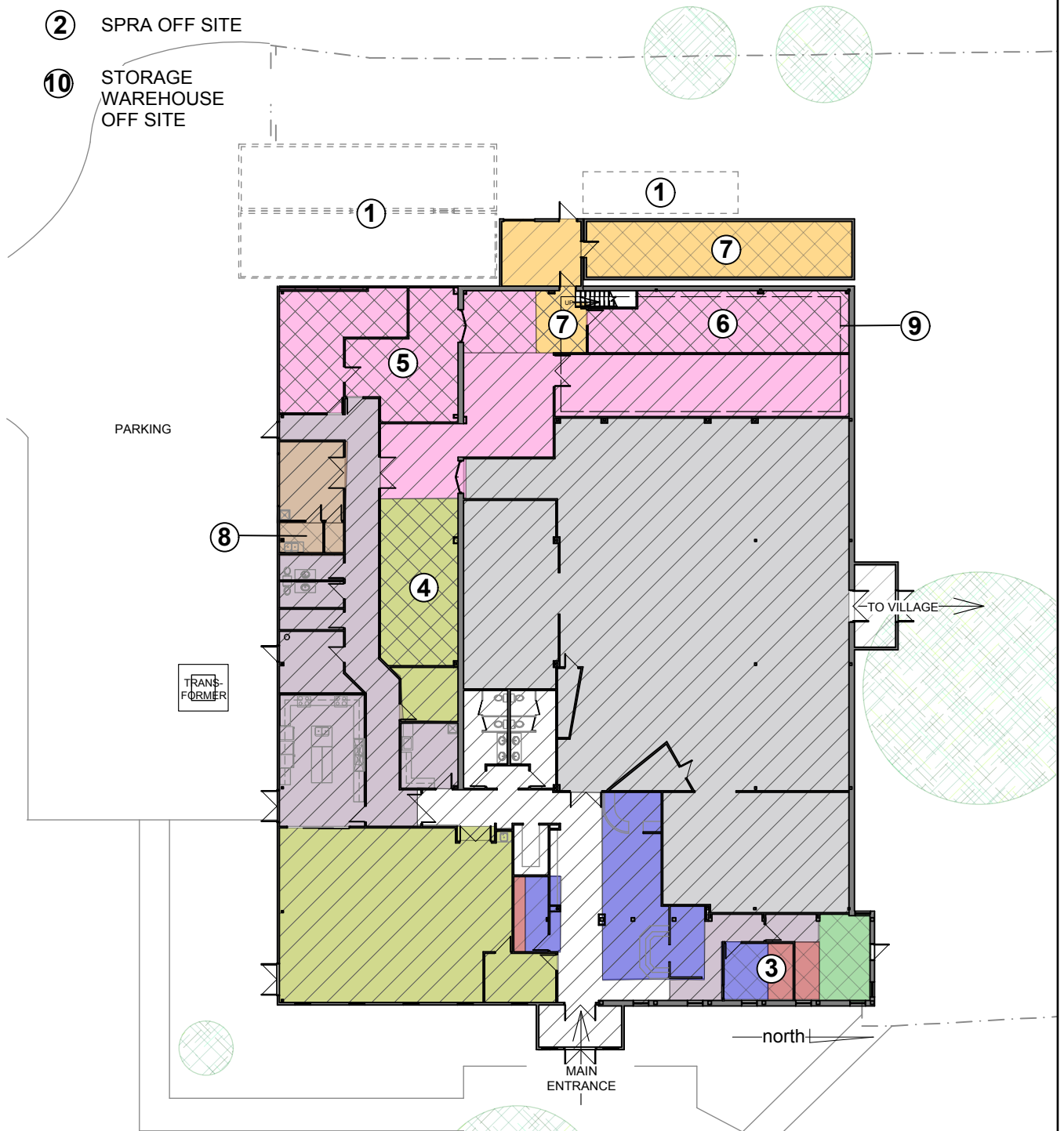
Anticipated Cost:

- \$725,000 - \$800,000

OPTION 3

② SPRA OFF SITE

⑩ STORAGE WAREHOUSE OFF SITE



LEGEND

EXISTING LOCATION

NEW LOCATION

COMMON AREAS - RESTRICTED ACCESS
SHARED SPACE AND CIRCULATION

COMMON AREAS - PUBLIC ACCESS
SHARED SPACE AND CIRCULATION

SOUTH PEACE REGIONAL ARCHIVES OFF SITE

RECEIVING

290 SQ. FT.

CULTURE & HERITAGE

175 SQ. FT.

MARKETING & DEVELOPMENT

150 SQ. FT.

COLLECTIONS
NOT INCLUDING ATTIC

2,875 SQ. FT.

COLLECTIONS CARE

925 SQ. FT.

GALLERIES

5,780 SQ. FT.

PROGRAMMING

2,325 SQ. FT.

VISITOR SERVICES

775 SQ. FT.

OPTION 4

Option 4 illustrates the construction of an addition of approximately 5,600 sq. ft., that will meet the storage requirements of the Museum and South Peace Regional Archives for the next ten years.

Installation of office style trailers, as a compliment to the expansions proposed in Options 1 and 2 is impractical due to the amount of space required and the long, narrow configuration of trailers which would result in less efficient usage. Adoption of this approach would likely necessitate the addition of more space than what is identified.

The addition will house the SPRA, Culture and Heritage, Marketing, Visitor Services, Programming and new common spaces such as washrooms, office equipment and workroom and meeting rooms. Lobby expansion permits a larger crush space and Gift Shop, small exhibition space, and direct access to the Village. Receiving and Decontamination will be relocated and expanded. Collections storage and workrooms are enlarged and re-shaped to a more usable floor plate. The Galleries are expanded by approximately 300 sq. ft. and no alterations to the Classroom is required.

The size of the addition is insufficient to meet the existing and future storage requirements of the Museum; the development of off-site warehouse space is necessary as a compliment to this development. The vacated space will be assimilated by Collections and a portion of Collections by Programming. Improvements to administration and safety will be accomplished through the reconfiguration of the office area in the southeast area of the Building.

Description (un-noted areas to remain as existing):

1. Removal of existing trailers and sea can.
2. Construction of 5,600 sq. ft. addition.
3. Link to addition constructed at east side of existing Staff Room; minimal downsizing of room required to create access corridor. New common spaces such as washrooms, mechanical rooms, meeting rooms, etc.
4. Gift Shop and Reception.
5. Culture and Heritage, Marketing and Visitor Services: offices.
6. Programming: office/workstations, preparation area and storage, volunteers area.
7. South Peace Regional Archives, including processed archival storage.
8. Collections: exhibition preparation, workroom, materials storage, small and very small artefacts storage.
9. Collections Care: storage and workstations/workbench.
10. Galleries: expansion.
11. Decontamination/Cleaning Room.
12. Attic: artefacts holding area and general overflow storage for Building.
13. Transformer: relocated.
14. Collections: off-site warehouse for medium, large and extra-large artefacts.

Comments:

- Increased capacity for gathering and welcoming in Lobby and small exhibitions to highlight feature displays and other sites. A new Village access creates a greater invitation to visit this Gallery.
- Relocation of Culture and Heritage, Marketing, Visitor Services and Programming offices, consolidates office areas in one locations, provides easy access to common areas such as meeting rooms and equipment/office supplies workroom.
- Relocation of Culture and Heritage, Marketing, Visitor Services and Programming offices removes these functions from entry area of Building and permits highlight of main purpose (Museum) of Site.

- SPRA location will permit the organization to appear as an independent entity while sharing common spaces within Building. Access can be achieved either from the exterior or through the Museum main entry. This may prove to be a cost effective operational strategy for the SPRA.
- All on-site sensitive materials (artefacts) housed in existing fire protected spaces.
- Greater adjacency to properties by Programming, elimination of access through Collections and safer access by volunteers.
- Improvements to information security and personal safety for Culture and Heritage, Marketing, Visitor Services and Programming.
- Insufficient on-site space available for permanent storage of medium, large and extra-large artefacts
- Off-site storage may/may not be housed in fire-protected space.
- High-density racking/shelving (mobile) required to achieve storage allocations indicated.
- Trailer removal maintains vehicle access to the Village, permits improvements to grading and drainage to the Site and creates potential southwest site access improvements.

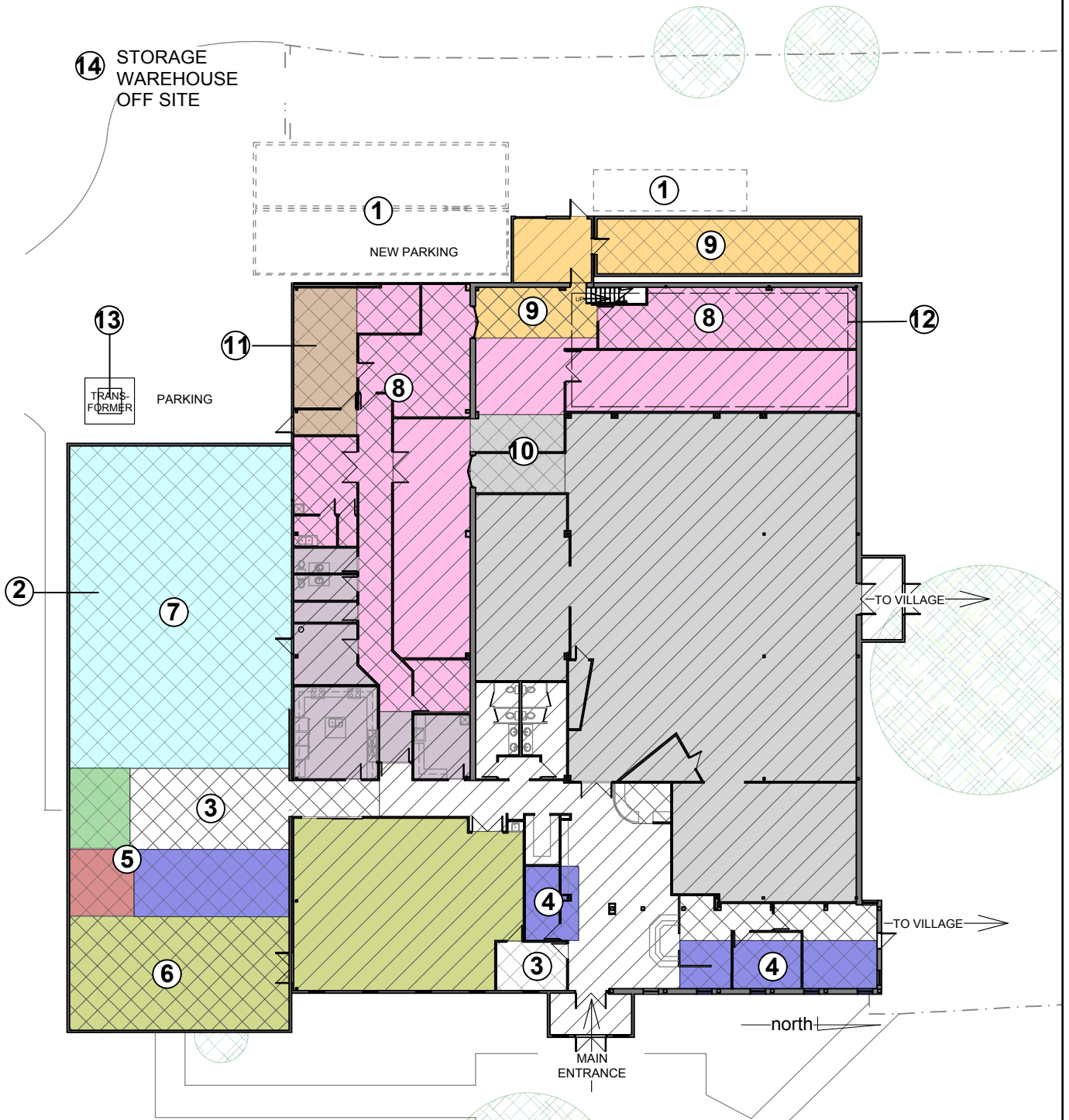
Anticipated Life Span:

- 10 – 15 years

Anticipated Cost:

- \$1,800,000 - \$2,200,000

OPTION 4



LEGEND

EXISTING LOCATION

NEW LOCATION

COMMON AREAS - RESTRICTED ACCESS
SHARED SPACE AND CIRCULATION

COMMON AREAS - PUBLIC ACCESS
SHARED SPACE AND CIRCULATION

SOUTH PEACE REGIONAL ARCHIVES 2,780 SQ. FT.

RECEIVING

360 SQ. FT.

CULTURE & HERITAGE

175 SQ. FT.

MARKETING & DEVELOPMENT

165 SQ. FT.

COLLECTIONS
NOT INCLUDING ATTIC

3,650 SQ. FT.

COLLECTIONS CARE

1,075 SQ. FT.

GALLERIES

6,050 SQ. FT.

PROGRAMMING

2,425 SQ. FT.

VISITOR SERVICES

960 SQ. FT.



APPENDIX F

Site Schematic

SITE PLAN

