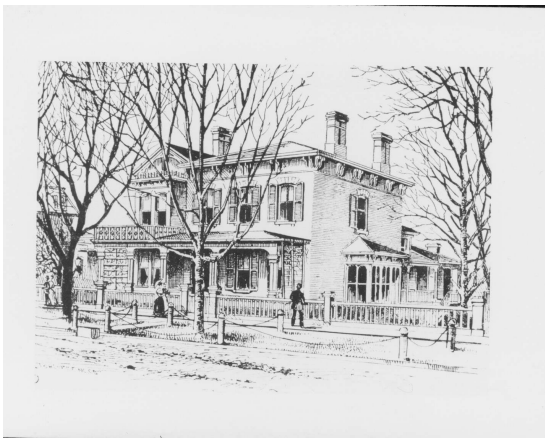
Description of Property – Brant Museum & Archives, 57 Charlotte Street



The original dwelling is a two-storey Italianate design located on the east side of Charlotte Street and is described as Part Block P West of the Wilkes Tract and Part Block C in the Wilkes Tract plus Right of Way.

Statement of Cultural Heritage Value or Interest

The original structure is representative of an Italianate style Victorian-era residential dwelling with three two-flue chimney stacks. The plan has a large, square main black with a slight recessed rectangular side block with a slightly recessed rectangular side block with a gabled roof over a two-storey square bay window. The stylistic brackets rest on a single corbelled stretcher course. The side light and transom over the entryway are original fixtures to the façade with the original gas lamp fixture that has been modified with electric lighting. The addition to the property mimics the design elements of the Victorian dwelling with the continuation of bracketing and blind windows with voussoirs.

In addition to the stylistic elements, the building has significant persons from early and institutions that are significant to Brantford. The original builder was a local druggist, Frederik Benton; His business was located at the northwest corner of King and Colborne Street. The property was then sold to Reverend William Cochrane, Minister of Zion Presbyterian (now St. Andrew's United) Church. Cochrane was a famous travelling minister in the area, an author of over a dozen titles, and a founder of the Brantford Ladies College who saw such graduates as Adelaide Hunter Hoodless, Sara Jeanette Duncan, and Pauline Johnson. The building then moved to the possession of Emma Verity and her family associated with Verity Plow Company and the Trepanier Verity Lawyer's office directly to the north. In 1951, the property was purchased by the Brant Historical Society and become the first local history museum in Brant County.

Finally the building is a landmark of the community and forms a dominant feature of the streetscape. It is visible on Charlotte Street from Darling to Chatham Streets (4 intersections) and from the Victoria Park Heritage Conservation District. An additional stunning view is offered from George Street through the walkway between City Hall and The Provincial Offences Court building, giving the building a dominant and important link to these two buildings.

Maintenance Inspection Report

The Brant Museum & Archives had two existing Maintenance Manuals that has not been used for sometime and conducted assessments using these forms. The intended end result of this project would be to create a maintenance manual for the museum that can be produced each year and sign by appropriate staff for accountability.

Our methodology consisted of using the existing Maintenance Manual for the museum that is located in Appendix A. The Maintenance Manual is well outlined with a purpose and a table of contents and outline which employees are responsible for which tasks. This manual only contains an inspection of the interior, not of the exterior. It is clear that since Joan Kanigan left in 2012, this was abandoned as the Job titles are indicative of the time period and do not reflect current staff levels. Person-Harm and Cooper (2014, pp. 21) notes that most museums do not consider hiring a part-time maintenance worker until the operational budget exceeds $125,000 or the facility exceed 8,000 square feet. Both of these conditions exist at the Brant Museum & Archives and we only have 4 hours a week of cleaning. The assigned tasks must be updated for the current titles in the position.

The existing schedules of maintenance duties are outlined on Page 2 of the manual with daily to annual timelines and are vastly out of line with existing staff capabilities. Daily inspections should be based on visual observations through daily operations and notes made on the monthly inspection sheet for the next month to document. The weekly cleaning tasks are completed by our custodian suggested that a written inspection be done once a month. Finally, quarterly and annual requirements can be organized with more leisure. However, these must be regularly checked to ensure they are not being forgotten.

The forms for the assessments are simplistic in their design and do not offer space to plan for when issues should be addressed. We completed the survey using the second maintenance manual (Appendix B) noting redundancies and required updates. This form mentions specific elements to observe rather than the three metrics of walls, floors, and ceilings in Appendix A. With an assessment like this for the interior and exterior, it is much easier to prioritize which project should happen and when they should happen to keep the building work efficiently.

As part of this assessment, I made a phone call to the City of Brantford's Facilities Operations who forwarded me to their Conservation Program Advisor, Patrick Balina. Patrick put forward a number of suggestions for simple ways to improve our $15,000 water and electricity costs a year. We have found that most of these capital investments would pay for themselves in less than 5 years.

This report has highlighted the neglect of a facility manager for a number of years. Changes have been made to the form so that is can once again becomes used to manage the culture heritage of the building. Additional cost savings have been found through additional assessments stemming from this project. But utilizing the resources we posses, we will be able to better take care of our facility and serve our purpose of providing access to heritage in our community.

Risk Assessment

Based off of the summary written above, we assessed the ten issues that affect the heritage attributes of the building, that impede access to the heritage building, or that are environmentally sustainable. It has been noted that other than the "inherent environmental benefits, doing so often achieves cost savings for the organization and pleases potential donors" (Person-Harm and Cooper, 2014, pp. 10). These three metrics helped assess what we are hoping to gain through the risk assessment.

The risk assessment model that was employed was a 3 x 3 risk matrix suggested by Risk Assessment Org (2015). We assessed each of the ten risks with the likelihood of the risk occurring and the severity of the outcome if the risk became a reality. We summarized these in the table below:

Risk and Description	Likelihood	Severity	Risk Level
1. Walkway – The interlocking brick is crumbling resulting in a tripping hazard for guests	Likely	Harmful	High Risk
2. Ceiling – The front office ceiling is showing structural fatigue likely due the storage of metal artifacts room above the office.	Highly Unlikely	Extremely Harmful	Medium Risk
3. Environmental Controls – Water-cooled HVAC system (2.5 tons) and electric dialed baseboard heating extremely inefficient and outdated systems. Replace with 2 gas fireplaces downstairs and two gas ductless air conditioning unit.	Likely	Harmful	High Risk
4. Security List – The Security Call List Order needs to be updated to reflect the new Board elected in March	Highly Unlikely	Extremely Harmful	Medium Risk
5. Front Enclosure – Glass pane was recently broken and attempted to fix. Warned repaired about black mold on floor of enclosure and went in without protective equipment. Refused to replace pane until mold is remediated. Water is leaking into enclosure when it rains.	Likely	Extremely Harmful	Extreme Risk
6. Doors and Exits – The original wood based board and Doric columns are decaying. 4" lip at	Highly Unlikely	Slightly Harmful	Insignificant Risk

door framer prevents access to those with mobility devises. Existing cement pad will allow a slight ramp to be constructed with the correct 1:18 ratio.			
7. Downspouts – Several downspouts discharge directly next to the building allowing seepage into the stone and cement foundation.	Unlikely	Extremely Harmful	High Risk
8. Fascias and Brackets – Paint is flaking and wood is exposed. Brackets to be replaced and repainted and Fascia to be sanded and repainted	Highly Unlikely	Slightly Harmful	Insignificant Risk
9. Gutters – Paint on gutters is flaking. Gutters have not been cleaned while I have been there (~3 years). Should be checked to ensure water is draining properly for when downspouts are fixed.	Highly Unlikely	Harmful	Low Risk
10. Roof – The roof was last replace around 1992 and normally last 25 years meaning the roof is at end of life. Roof should be replaced with capital grant application through Canadian Cultural Spaces Program and City of Brantford Capital Grant Program. New roof should include access hatch to roof for access.	Unlikely	Extremely Harmful	High

The main project that we wish to accomplish at the Brant Museum & Archives is the Environmental Controls of the facility. The main portion of the building was a residence and is heated with baseboard heating. The attic is the only portion that has a 2.5 ton cooling and humidity controls. The Centennial Addition includes its own 2.5 ton furnace and 2.5 ton air conditioner. The facility therefore has capacity to heat and cool about 5000 square feet, which is not sufficient for the facility.

The current site costs are roughly $15,000 with $5,000 in water, $9,000 in electricity, and $1,000 in gas. It is estimated that by upgrading these facilities, we still be able to save $5,000 a year in electricity and water cost, for a small increase in the cost of gas. It is estimated that the investment in capitals costs of $20,000-$25,000 and will have a return on investment of about 5 years. Below is our the RFP that we will send out to applicants:

Request for Proposal

Project Name: Brant Museum & Archives HVAC Improvements

Institutional History: The Brant Historical Society was founded in 1908 establishing it as the oldest heritage institution in Brant County. In 1951, the not-for-profit and registered charity purchased its current location and was expanded as a Centennial Project. The organization functions on an annual budget of about $250,000. The Centennial expansion covers about 3,500 square feet and has adequate heating and cooling that is not part of this project. The original building is 4,500 square feet with a basement and 2.5 storeys and forms the basis of this project.

Summary of Project: The facility is frequently has temperature and relative humidity and the building has 15 dial-controlled electric baseboard heating units. Located in the attic is a 2.5 ton water-cooled HVAC system. The project must include ideas for the following:

1. Removal of existing baseboard heating and HVAC system;
2. Installation of new heating system that fits the requirements of the building;
3. Installation of new cooling system that fits the requirements of the building;
4. Respect for the heritage attributes of the building;
5. A proposed budget; and,
6. That the project will be completed during the month of August.

Assessment Criteria: The proposals will be assessed on the budget costs that fits within the current finances of the organization, the long term cost of the proposed system to the organization, that fulfills the requirements outlined above, experience in heritage buildings, and overall excellence.

Please include in your proposal information about your company, contact information for the project manager, your proposed solution and methodology, 3rd party costs, a list of deliverables, and vendor references of previous work, highlight experience in heritage structures.

Submit your proposal by Wednesday, May 31st, 2017 by 4PM to:

Nathan Etherington
Program and Community Coordinator
Brant Historical Society
57 Charlotte Street
Brantford, ON
N3T 2W6

References

Brantford Heritage Committee. (1989). *From Past to Present: partners in preserving Brantford's Heritage* [Pamphlet]. Brantford: City of Brantford.

Government of Ontario. *Ontario Heritage Toolkit: Designating Heritage Properties*. (2006). Toronto: Queen's Printer for Ontario.

Ontario Heritage Act: Criteria for determining Cultural Heritage Value or Interest. (1990). Retrieved from https://www.ontario.ca/laws/regulation/060009

Person-Harm, Angela and Cooper, Judie. (2014). *The Care and Keeping of Cultural Facilities*. Toronto: Rowman & Littlefield