

Port Colborne Historical and Marine Museum Board Meeting Agenda

Date: Tuesday, September 19, 2023
Time: 7:00 pm
Location: L.R. Wilson Heritage Research Archives
286 King St, Port Colborne, ON L3K 4H2

Pages

1. Call to Order
2. Disclosures of Interest
3. Adoption of Agenda
4. Approval of Minutes
5. Business Arising from the Minutes
6. Correspondence
7. Council Report
8. Curator's Report
9. Auxiliary Report
10. Friends of Roselawn Centre Liaison Report
11. Committee Report
 - 11.1 Finance Committee
 - 11.2 Membership Committee
 - 11.3 Building and Property Committee
 - 11.4 Programme Committee
 - 11.5 Fundraising Committee

11.6 Policy Committee

11.7 Heritage Committee

11.8 Accession Committee

12. Confidential Items

13. Director's Report

13.1 2024 Capital Budget 7

14. New Business

14.1 Terms of Reference Review 10

15. Adjournment

Port Colborne Historical & Marine Museum Board Meeting Minutes

Date: Tuesday, July 18, 2023
Time: 7:00 pm
Location: L.R. Wilson Heritage Research Archives
286 King St, Port Colborne, ON L3K 4H2

Members Present: B. Heaslip
M. Tanaszi
C. Brema
J. Piniak
J. Maloney
G. Hoyle
L. Brazeau
B. Schneider
A. Lessard
M. Heaslip

Member(s) Absent: C. MacMillan
E. Beauregard, Councillor
T. Huffman
B. Murphy

Staff Present: S. Powell Baswick, Director of Museum and Culture
M. Mason, Curator
M. Chamberlain, Staff Liaison

Others Present: Rick Hall (Member of the Public)

1. **Call to Order**

Arlene Lessard called the meeting to order at 6:59 p.m.

2. **Disclosures of Interest**

N/A

3. **Adoption of Agenda**

Moved by B. Schneider

Seconded by C. Brema

That the agenda dated July 18, 2023, be confirmed, as circulated, or as amended.

Carried

4. Approval of Minutes

Moved by L. Brazeau

Seconded by J. Maloney

That the minutes dated June 20, 2023, be approved, as circulated, or as amended.

Carried

4.1 Museum Board Meeting Minutes - June 20, 2023

5. Business Arising from the Minutes

N/A

6. Correspondence

Meghan Chamberlain reported one item of correspondence received from the Auxiliary thanking the Board of Management and Museum staff for arranging a 45th-anniversary celebration for volunteers on July 2, 2023.

7. Council Report

No report.

8. Curator's Report

Michelle Mason reported that the Canadian Museum Operation Grant (CMOG) was submitted at the end of June. Also, the summer 2023 Museum Musings newsletter has been completed and sent out to Museum members.

Lastly, Michelle shared that Dave Johnson from The Tribune interviewed herself and Port Colborne Art Club members about the upcoming Roselawn Exhibit, 'Centennial Art Show', that will be showcasing pieces from Port Colborne High School alumni in celebration of their 100th anniversary.

9. Auxiliary Report

Marianne Heaslip reported that Arabella's Tea Room has serviced approximately 100 more visitors in June 2023 than in June 2022. Marianne also reported that on July 7, 2023, the ignitor in the kitchen stove went out which caused the Tea Room to close for the day.

Lastly, on July 2, Auxiliary volunteers enjoyed a 45th Anniversary party with goodies served by Board members and a special visit from Mayor Bill Steele.

10. Friends of Roselawn Centre Liaison Report

Arlene Lessard reported that the FORC now has 97 annual members and 46 life members. On July 15th, members were invited to a special reception that featured a sneak peek at the Discovery of the Titanic exhibit and a presentation from professional explorer Adam Shoalts.

Arlene also reported that the Music on the Lawn series has been a great success and that there has been good engagement with the 50/50 draw.

11. Committee Report

11.1 Finance Committee

Bonnie Schneider reported that as of July 18, 2023, the Museum has received \$1600.00 in Life Patron donations and \$637.00 in Membership donations.

Bonnie also reviewed the 2024 Requested Operating Budget (Excluding Payroll), which had been sent out to members in advance for assessment.

Seconded by B. Heaslip

To accept the recommended 2024 Requested Operating Budget (Excluding Payroll)

Carried

11.2 Membership Committee

Claudia Brema reported that Memberships have increased by six since the last Board of Management meeting.

11.3 Building and Property Committee

Brian Heaslip reported the following property updates: The second-floor window on the Heritage Resource Centre has been replaced, new gravel

was brought in by the City, the captain's quarters of the Yvonne Dupre were painted, and two of the workbenches in the blacksmith shop were repaired. The committee will be focusing on repairing the Hochelaga in the coming weeks.

Luke Brazeau and Rick Hall inquired about outdoor signs on the Museum grounds and City branding. Stephanie Powell Baswick responded that the department has been working to update and improve signage for all facilities in coordination with the City's Infrastructure team.

Bonnie Schneider requested that Arabella's gate signage and Roselawn also be considered in these upgrades, to which Stephanie suggested that they would begin an inventory of all signs.

11.4 Programme Committee

John Maloney reported that Archivist Michelle Vosburgh's Urban History Walking Tours have continued to grow in popularity with very good feedback from the public. John also reported that the Music on the Lawn concert series at the Roselawn Centre has been successful thus far.

John concluded his report by reminding the Board of the upcoming 45th Annual Canal Days and Marine Heritage Festival. The Museum will be open for festivities from August 5th to 6th with heritage demonstrations from HMS Psyche, Niagara Antique Power, Blackthorn Productions, and more. This year other local businesses produced Canal Days t-shirts, this may be an issue we will need to address or consult before next year's fundraiser. Brian Heaslip suggested it could present an opportunity for a partnership that we could look into.

11.5 Fundraising Committee

Claudia Brema reported that the Music on the Lawn concert series has been a success with 300 visitors in attendance for The Nu-Tones and 311 present for Second Hand News. The weather has been great on both occasions and the final show will be on August 27, for the Toronto All-Star Big Band. A full report will be prepared for the October meeting.

Claudia also reported that the Discovery of the Titanic exhibit at the Roselawn Centre will also serve as a fundraising event, where visitors can participate in a silent auction of the items on display and the proceeds will assist in the installment of ultraviolet window protection for artifacts.

11.6 Policy Committee

No report.

11.7 Accession Committee

No report.

11.8 Heritage Committee

Stephanie Powell Baswick reported that the committee met on July 17, and Luke Brazeau has been elected committee chair. Stephanie also provided an update on the status of Humberstone Township Hall.

Luke Brazeau also alerted the Board that another committee meeting will take place in July to discuss heritage designation guidelines. Luke noted that if anyone wishes to know more about committee meetings, minutes will also be available online.

12. Confidential Items

N/A

13. Director's Report

Stephanie Powell Baswick reported that a draft copy of the Department's 5-year accessibility plan has been completed and will be sent to the Policy Committee for review. The Capital Budget is still in progress and awaiting documents from the consultant's report.

Stephanie also reported that she had met with Luke Brazeau, John Maloney, and senior management at the museum to complete new terms of reference, and a draft will be prepared for an upcoming meeting.

14. New Business

Bonnie Schneider asked if Canal Days volunteer t-shirts would be provided again this year, to which Michelle Mason replied that they would be supplied by the City.

Claudia Brema asked about the status of the popcorn machine for the Canal Days festival. Michelle supplied that the Port Colborne Volunteer Fire Co. would be lending us their machine for the festival and Stephanie Powell Baswick added that we are awaiting a grant approval to purchase a new one for the Museum.

15. Adjournment

John Maloney motioned to adjourn.

Mayor

Staff Liaison

Proposed Projects: Roselawn & Museum

\$284,500



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- L.1 - Heritage Research Archives Capital Improvements
- L.2 - Heritage Resource Centre Capital Improvements
- L.3 - Museum Capital Improvements
- L.4 - Roselawn Capital Improvements
- L.5 - Lighthouse Capital Improvements
- L.6 - Museum Digital Communication

Funding

2024 Capital Levy	\$ 258,000
Roselawn Reserve	\$ 26,500
	<hr/>
	\$ 284,500



Project Summary

Item	Project Title	Capital Funding									
		2024 Non-Debt Funding				1x Grants (Current Year)	Grants (Prior Year)	Reserves	Internally Financed	Other	Total
		Levy	Rate	Recurring Grants	Total						
Total Capital Requests - Facilities		656,000	-	-	656,000	155,000	-	-	-	-	811,000
Total Capital Requests - Fleet and Equipment		498,316	500,000	-	998,316	-	-	-	-	196,684	1,195,000
Total Capital Requests - Information Technology		675,000	80,000	-	755,000	-	-	60,000	-	1,250,000	2,065,000
Total Capital Requests - Land Development		-	-	-	-	-	-	-	300,000	-	300,000
Total Capital Requests - Parks		440,000	-	-	440,000	-	-	-	-	-	440,000
Total Capital Requests - Cemetery		128,100	-	-	128,100	-	-	-	-	-	128,100
Total Capital Requests - Planning		175,000	50,000	-	225,000	-	-	50,000	-	225,000	500,000
Total Capital Requests - Roads		827,093	-	1,766,772	2,593,865	-	294,815	-	-	-	2,888,680
Total Capital Requests - Storm Sewer		-	884,000	-	884,000	-	-	-	-	-	884,000
Total Capital Requests - Wastewater		-	10,384,000	-	10,384,000	-	-	-	-	-	10,384,000
Total Capital Requests - Water		-	960,000	-	960,000	-	-	-	-	-	960,000
Total Capital Requests - Library		168,000	-	-	168,000	-	-	-	-	-	168,000
Total Capital Requests - Roselawn & Museum		258,000	-	-	258,000	-	-	26,500	-	-	284,500
Total Capital Requests		3,825,509	12,858,000	1,766,772	18,450,281	155,000	294,815	136,500	300,000	1,671,684	21,008,280
Less: Net Debt Financed			- 9,350,000		- 9,350,000						- 9,350,000
Total Capital Requests and Transfers to Reserve		3,825,509	3,508,000	1,766,772	9,100,281	155,000	294,815	136,500	300,000	1,671,684	11,658,280

Reserves

	2023 Forecasted Year-End Reserve Balance	2024 Proposed Capital Budget (transfer in)	2024 Proposed Repayment (2004 Operating Budget)	2024 Proposed Capital Budget (transfer out)	2024 Forecasted Year-End Balance
Museum Bequest Reserve	229,382				229,382
Museum Capital	312				312
Roselawn	515,799			(26,500)	489,299
Marina Internal Financing	(719,464)		100,000		(619,464)
Cemetery Reserve	-	53,100			53,100
Building Department Reserve (RF)	136,045			(110,000)	26,045
Eco Dev Internal Financing Reserve (W)	(1,420,813)			(300,000)	(1,720,813)
Development Charges (RF)	980,350				980,350
City Facilities Reserve	131,386	306,000			437,386
City Facilities Reserve (Library Building)	67,018	97,500			164,518
Fleet and Equipment Reserve	-				-
General TCA Reserve	1,632,462				1,632,462
Storm Sewer Reserve	155,348	884,000			1,039,348
Wastewater Reserve	2,420,906	384,000			2,804,906
Water Reserve	832,456	693,300			1,525,756
Total Capital Reserves	4,961,187	2,417,900	100,000	(436,500)	7,042,587

- ← Headstones and consolidation costs
- ← 2/3 Parks related - Waterfront
- ← Future reports will come to council based on Building Condition Assessments that are currently on-going
- ← DMAF Grant
- ← DMAF Grant
- ← Looking Forward: Project



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Committee/Board: Museum, Heritage and Culture Board

Date Approved:

Date Revised: N/A

Approval: Council

Board Resource: Museum Curator and Planner

1. Purpose

The Museum, Heritage and Culture Board (the “Board”) is an Advisory Board of Council established to oversee the maintenance, control, operation and management of the Port Colborne Historical and Marine Museum, Heritage Village, L.R. Wilson Heritage Research Archives, Arabella’s Tea Room, J.W. Sharpe Heritage Resource Centre and Roselawn Centre. The Board is to offer advice and recommendations to Council and to provide local perspective, guidance and expert strategic advisement in the delivery of museum, heritage and cultural services in the City of Port Colborne.

2. Mandate

Mandate for the Board

The mandate of the Board is to oversee the maintenance, control, operation and management of Port Colborne Historical and Marine Museum, Heritage Village, L.R. Wilson Heritage Research Archives, Arabella’s Tea Room, J.W. Sharpe Heritage Resource Centre and Roselawn Centre and to provide advice to Council on matters relating to the delivery of various museum, heritage, and culture services in the City including, but not limited to:

- 2.1 Fixing the payment of fees or charges for admission to or for the use of properties under its control or supervision.
- 2.2 Selling or distributing objects and literature of historical significance or interest, and selling, within the properties under its control and supervision, souvenirs, articles and refreshments at such prices as the Board may decide.



2.3 Applying revenue received, excluding private donations, to the payment of its expenses in the performance of its functions, and applying any private donations in such manner as it deems advisable but not inconsistent with the terms upon which any amount was donated.

- 2.4 Fixing visiting hours when any of the properties under its supervision may be open.
- 2.5 Representing the Corporation in matters of historical and cultural significance assigned to it by Council.
- 2.6 Advising and recommending to Council on strategic plan priorities relating to the facilities under mandate.
- 2.7 Encouraging and supporting the facilities to meet or exceed recognized professional standards and ethics in all areas including administration, research, dissemination of information, collection acquisition, exhibition education, programming and visitor services.
- 2.8 Carrying out such other duties relating to the history and development of heritage and culture in Colborne as may be assigned by Council.

Mandate of the Heritage Subcommittee (the "Subcommittee")

The mandate of the Heritage Subcommittee is to make recommendations to Council on the identification, conservation, and preservation of cultural heritage properties in the City of Port Colborne. It is the responsibility of the Subcommittee to provide advice to Council on matters relating to Heritage services including, but not limited to:

- 2.9 Establishing criteria for the evaluation of properties of cultural heritage value or interest.
- 2.10 Preparing and maintaining a Municipal Register in compliance with the *Ontario Heritage Act*, R.S.O. 1990, as amended ("Heritage Act").
- 2.11 Advising Council on means of conserving heritage properties and areas.
- 2.12 Advising Council on current heritage conservation legislation to conserve heritage properties and areas.
- 2.13 Implementing programs and activities to increase public awareness and knowledge of heritage conservation issues and heritage sites.



2.14 Advising and assisting Council on all matters relating to Parts IV and V of the Heritage Act.

3. Membership Composition

The Board shall consist of the following voting and non-voting members:

- 3.1 12 voting members shall be appointed from the public at large by resolution of Council.
- 3.2 One non-voting member of Council will be appointed to the Museum, Heritage and Culture Board to act as a liaison. The Mayor is an ex-officio non-voting member of the Board.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Board. Additional members of staff may be called on for specific subject matter expertise as a resource.

The Heritage Subcommittee shall consist of the following voting and non-voting members:

- 3.5 Five citizen voting members shall be appointed by resolution of Council from the Board's membership complement each year.
- 3.6 One non-voting member of Council will be appointed to the Heritage Subcommittee to act as a liaison. The Mayor is an ex-officio non-voting member.
- 3.7 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Subcommittee. Additional members of staff may be called on for specific subject matter expertise as a resource.



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4. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of new members to the Museum, Heritage and Culture Board as well as the Heritage Subcommittee, the following criteria will be considered. The aim is to achieve a diverse Board/Subcommittee with a combination of technical experts and community representatives.

- 4.1 Residency – Members must be at least 18 years of age and a tenant or owner of land in the City of Port Colborne, or the spouse of such owner or tenant.
- 4.2 Technical Expertise – Consideration shall be given to applicants with academic qualifications and/or work experience with demonstrated interest and participation in museum/heritage/culture matters.
- 4.3 Community Representatives – Consideration shall be given to the individual's level of participation and knowledge of museum/heritage/culture services within the community. The relevance of their interests to the mandate of the Board/Subcommittee will be an important factor.
- 4.5 Availability – It is imperative that an applicant be able to attend as many Board/Subcommittee meetings as possible and undertake work outside of the regular meetings.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Board/Subcommittee shall consist of appointments by Resolution of Council.

6. Term

The Board/Subcommittee appointments shall follow a four-year term in order to maintain the staggered structure. Each member of the Board/Subcommittee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.



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7. Resignation

A voting member of the Board/Subcommittee shall cease to be a member upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Board/Subcommittee without being authorized to do so by a resolution of the Board/Subcommittee entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Board, the members shall appoint, from among their number, a Chair and Vice-Chair of both the Board and Subcommittee. Members of Council are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Board/Subcommittee in accordance with the City's Procedural By-law and keep discussion on topic.
- 9.2 Provide leadership to the Board/Subcommittee to encourage that its activities remain focused on its mandate.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the work of the Board/Subcommittee.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other Board/Subcommittee members.
- 9.7 Make delegations, presentations, etc. before Council.
- 9.8 Prepare a report with recommendations for Council in coordination with Staff Liaison on the prescribed template.



10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Board/Subcommittee Members

The role of Board/Subcommittee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between Board/Subcommittee members and staff.
- 11.2 Ensure that the mandate of Board/Subcommittee is being fulfilled.
- 11.3 Conduct research to help inform outreach campaigns, by-laws, etc.
- 11.4 Provide the Chair with accurate information regarding agenda items.
- 11.5 Fairly represent the field of expertise, interest and involvement in the field of study of the Board/Subcommittee.
- 11.6 Notify the Staff Liaison if they are unable to attend Board/Subcommittee meetings to ensure that quorum will be available for all meetings.

12. Meetings

- 12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 12.2 All matters pertaining to a closed meeting must first be approved by the City Clerk to ensure it is appropriately being dealt with in closed session.
- 12.3 The Board shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Board/Subcommittee.



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12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.

12.5 Meetings will be held on a set day and time as may be determined by the Board/Subcommittee or at the call of the Chair. The Board/Subcommittee will establish a meeting schedule taking into account the business needs and the schedule of Council.

12.6 The location of the meetings will be set by the Board/Subcommittee at a City facility.

13. Minutes

The minutes of all Board/Subcommittee meetings shall be recorded and distributed to Board/Subcommittee Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

14. Quorum

A quorum of the Board/Subcommittee shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

If a quorum for the Board/Subcommittee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Board/Subcommittee may proceed without a quorum, provided that at least three Members are present. The recording secretary/Staff Liaison is not required to be present, and no motions will be passed, or minutes prepared.

15. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Board or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.



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Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board/Subcommittee, at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Boards/Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

16. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law as well as Robert's Rules of Order.

17. Remuneration

All members of the Board/Subcommittee shall serve without remuneration.

18. Staff Liaison

City staff from key positions within the Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of the Board/Subcommittee. The Staff Liaison will provide administrative, procedural, and technical support to the Board/Subcommittee. The Staff Liaison will co-ordinate all requests for advice from the Board/Subcommittee, through meeting agendas.



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An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the Board/Subcommittee.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Board/Subcommittee at any time. Any changes proposed to these Terms of Reference by the Board/Subcommittee shall be recommended to Council via the City Clerk through a report.

21. Resources

- 21.1 *Ontario Heritage Act*
- 21.2 Procedural By-Law
- 21.3 *Municipal Act*
- 21.4 Code of Conduct
- 21.5 Appointment to Boards/Committees Policy
- 21.6 *Conflict of Interest Act*
- 21.7 Robert's Rules of Order
- 21.8 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
- 21.9 *Department of Canadian Heritage Act*