

## Port Colborne Historical and Marine Museum Board Meeting Agenda

**Date:** Tuesday, May 20, 2025  
**Time:** 7:00 pm  
**Location:** Roselawn Centre  
296 Fielden Ave, Port Colborne, ON L3K 4T6

Pages

1. Call to Order
2. Disclosures of Interest
3. Adoption of Agenda
4. Presentation: CAO Bryan Boles
5. Approval of Minutes
6. Business Arising from the Minutes
7. Correspondence
8. Council Report
9. Curator's Report
10. Auxiliary Report
11. Friends of Roselawn Centre Liaison Report
12. Committee Report
  - 12.1 Finance Committee
  - 12.2 Membership Committee
  - 12.3 Building and Property Committee
  - 12.4 Programme Committee

a. 50th Anniversary Committee

12.5 Fundraising Committee

12.6 Policy Committee

12.7 Accession Committee

12.8 Heritage Committee

**13. Confidential Items**

**14. New Business**

**15. Adjournment**

## **Port Colborne Historical and Marine Museum Board Meeting Minutes**

**Date:** Tuesday, April 15, 2025  
**Time:** 7:00 pm  
**Location:** Roselawn Centre  
296 Fielden Ave, Port Colborne, ON L3K 4T6

**Members Present:** B. Heaslip  
C. MacMillan  
T. Huffman  
C. Brema  
G. Hoyle  
L. Brazeau  
J. van Dillen  
M. Hili  
A. Lessard  
B. Schneider  
M. Heaslip

**Member(s) Absent:** J. Piniak  
E. Beauregard, Councillor

**Staff Present:** M. Mason, Museum Curator  
Tami Nail  
S. Powell Baswick, Director of Museum and Culture

### **1. Call to Order**

The Chair called the meeting to order at 6:55pm.

### **2. Disclosures of Interest**

Nothing to report.

### **3. Adoption of Agenda**

Moved by C. MacMillan  
Seconded by C. Brema

That the agenda dated April 15, 2025, be confirmed as circulated or as amended.

Carried

**4. Approval of Minutes**

Moved by G. Hoyle

Seconded by B. Heaslip

That the minutes from the previous meeting dated March 18, 2025, be confirmed as circulated or amended.

Carried

**5. Business Arising from the Minutes**

Stephanie reported that she had received an update from Steve Shypowskyj, Director of Public Works, on the ramp at Roselawn. A high level summary was completed, and a design proposal from a consultant is to be received next week. The design proposal will be reviewed by staff and the Chief Building Officer to ensure accuracy before awarding the design. The following timeline was provided:

- Consultant proposal submission: 1 week
- Review and approve proposal: 2 weeks
- Design: 8-12 weeks (Stephanie to present to the Board in late July)
- Tendering: 6 weeks
- Construction: 4-6 weeks (completion: September 19th)

Stephanie to look into if it is possible to have some concepts for the May meeting.

Stephanie has applied for a grant to help with costs of ramp.

**6. Correspondence**

Nothing to report.

**7. Council Report**

Nothing to report.

**8. Curator's Report**

Michelle reported that all Corporate Drive donors who donated \$50 or more will receive a "Propel us Forward" pin. All Life Patrons will get 50th Anniversary pins.

Two part-time Visitor Services Assistants have been hired. Garry Turner for the Museum and Christine Nicholson for Roselawn.

The Museum and Archives have been approved for two Young Canada Works grants. The Archives' student will continue to digitize the photo collection and document collection. The Museum's student will be editing and translating the Francophone oral histories and having them printed and made into booklets. Interviews were conducted for both positions and the candidates will start May 5.

The Museum was approved for a Museum Assistant Program grant. It is a ten month contract to design and create a travelling bilingual exhibit, pop-up exhibit, and online exhibit from the oral histories of the Francophone community. Artifacts from the Museum's collection will connect with the stories. The travelling exhibit is set to go to Le Centre Polyvalent des Ainees de Port Colborne, the Welland Museum, the Lighthouse Theatre, and French schools. Interviews to be held shortly. The start date is May 26.

Still waiting for a Summer Employment Opportunities grant for a Community Engagement Officer, and a Canada Summer Jobs grant for an Ecotourism Officer.

The Tea Room Students, Nicole Berry and Jasmaya Echlin, have been hired.

The newsletter, along with 2025 Navigator and Members' Reception invite, will be mailed out tomorrow.

Michelle also reported that new Port Colborne High School digitized collection of yearbooks on ourontario.ca was made available to the public in time for Archives Awareness week. Even before the official announcement, there were more than 3 dozen views of the new materials online. Many thanks to Meghan Chamberlain for her work on promoting the Archives during Archives Awareness Week on social media.

A student from Mohawk College in the Library and Information Sciences Technician program requested to complete a 105 hour unpaid placement at the Archives. It is anticipated that she will start in early May.

On May 12, the Archivist will be speaking to the Port Colborne Historical Society, presenting the lecture on the debate regarding the Lake Erie Terminus of the Canal in the late 1820s and early 1830s.

We are in discussions with CAA Niagara to be included on the itinerary for a new day tour of South Niagara they are organizing. Archives staff will be providing a brief Welland Canal history walking tour along West St. and tour of the museum grounds. Lezlie Harper of Niagara Bound Tours Inc. has been into the archives

to discuss and research a bus tour which includes areas of interest for Black history in the local area.

The Archivist has completed the new scripts and training for the guides for the Historic walking Tours offered to the cruise ship passengers in 2025. There will be 60 cruise ship visits to Port Colborne this year. We are anticipating much larger participation this year. Viking and Victory will have approximately 15-20 passengers per tour, while Pearl Seas tours will have about 40 passengers per tour - divided between two tour guides. All the tours will include the museum grounds.

On April 26 and May 3, the Archives will be offering our Walking Through History Cemetery Tours - Overholt Part 1 and 2 on April 26, and Oakwood on May 3. The Friday morning Urban History Walking Tours will begin in June and run to the end of August.

## **9. Auxiliary Report**

Marianne reported that the Annual General Meeting was held on April 2024. Reported number show that The Tea Room had a very good 2024 season. Elections were held and all positions remain the same. 500 mint tins with Arabella's Tea Room on lid will be donated to the 50<sup>th</sup> Anniversary picnic and the leftovers will be sold at the Tea Room. A thorough cleaning of the Tea Room will take place May 20-22.

## **10. Friends of Roselawn Centre Liaison Report**

Arlene reported that the Friends of Roselawn have an upcoming meeting on on April 30. The Annual General Meeting will be held on June 2.

## **11. Committee Report**

### **11.1 Finance Committee**

Bonnie reported that to date this year the following has been received:

\$1035 in memberships

\$530 from the Membership Drive

\$580 in donations from Canada Helps

### **11.2 Membership Committee**

Claudia reported that to date the membership for 2025 stands at:

17 Student/Seniors

6 Individuals

11 Families

10 Life Patrons

### **11.3 Building and Property Committee**

Brian reported that the committee have been building displays for the Step Right Up exhibit opening in May. Weather pending, they will do a walk through of the grounds on Thursday at 3:30 with Michelle. The fencing quote updates have been provided to the Auxiliary for comments.

### **11.4 Programme Committee**

Cheryl reported that Sloane ran a PD Day program on April 4 with 8 participants.

Sloane also judged the Garrison Road Public School and McKay Public School History Fairs.

Katelynn attended McKay's 100th Anniversary event with a display of yearbooks and artifacts.

Coming up on May 23, Dewitt Carter Public School will be coming for their annual visit to the museum for the Scavenger Hunt activity. On June will be a free PD Day ship craft program from 10:30am-12:30pm.

Cheryl also reminded the Board Members that Sunday, April 27 is the Members' Reception and Exhibit Preview from 2-4pm, and to bring goodies for the refreshments table. Also, to start thinking about pies for the Pie Social on May 25, 45 pies are needed.

#### **a. 50th Anniversary Committee**

Cheryl reported that everything is ready for the July 6 event, including the pins and banners.

### **11.5 Fundraising Committee**

Claudia reported that the first Music on the Lawn concert is on June 8. The Marty Allen Band will be performing from 1pm-3pm.

### **11.6 Policy Committee**

Cheryl reported that the committee reviewed the recommended revisions for the Collections Policy and that they will next be reviewing the Digitization Policy and will bring it back to the next board meeting.

Moved by C. MacMillan

The Policy Committee recommends the Board to accept the Collections Policy as revised in 2025.

Carried

#### **11.7 Accession Committee**

Luke reported that the next quarterly meeting is to be determined.

#### **11.8 Heritage Committee**

Luke reported that no meeting was held this month.

Luke also reported that Council has approved the proposal to expand Old Humberstone Hall for daycare services provided by the YMCA. The Heritage committee will approve any changes made to designated features and will comment on the design which will be brought back to Council.

#### **12. Confidential Items**

Nothing to report.

#### **13. New Business**

Stephanie reported that she met with Gary Long and Paul Faris (ambassador for Port Colborne with Japan) regarding opportunities with funding with Ashai Kasei. Paul Faris will further explore ideas, such as Japanese reading room/ reflection room at Roselawn, exchange of travelling exhibits, celebrating the 100th anniversary of Canadian - Japanese relationship in 2028, there is already a Japanese Sugi tree and a piece of marble at the entrance of Roselawn to Japanese which are significant within the Japanese culture.

#### **14. Adjournment**

The Chair adjourned the meeting at approximately 7:45pm.

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Chair

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Staff Liaison



