

Port Colborne Historical and Marine Museum Board Meeting Agenda

Date: Tuesday, June 17, 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. 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
 - a. 50th Anniversary Committee

11.5 Fundraising Committee

11.6 Policy Committee

11.7 Accession Committee

11.8 Heritage Committee

12. Confidential Items

13. New Business

14. Adjournment

Port Colborne Historical and Marine Museum Board Meeting Minutes

Date: Tuesday, May 20, 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
J. Piniak
G. Hoyle
L. Brazeau
E. Beauregard, Councillor
J. van Dillen
M. Hili
A. Lessard
B. Schneider
M. Heaslip

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

Others Present: Bryan Boles, C.A.O., and Steve Shyposwkyj, Director of Public Works

1. Call to Order

The Chair called the meeting to order at 7:00pm.

2. Disclosures of Interest

None to report.

3. Adoption of Agenda

Moved by C. MacMillan
Seconded by C. Brema

That the agenda dated May 20, 2025 be confirmed, as circulated or as amended.

Carried

4. Presentation: CAO Bryan Boles

Presentation 1: Bryan Boles reported that the budget has been approved for the accessibility ramp at the Roselawn Centre. There has been a lot of discussion about the location of the ramp and what is best for years to come.

Director of Public Works, Steve Shypowskyj reported on the two options.

- Option A: Ramp would run along the side of the Presidents room and enter through the current south windows of the President's room. This would require moving gas meters and vents, adding a door near the historic entrance, and altering the façade of the historic, designated mansion.

- Option B: Ramp would come from the sidewalk in the rear parking lot and enter through the west side of the building into the interior ramp. The interior ramp is very steep and would have to be regraded and have a bigger landing at the bottom. This would also require moving the doors to the washrooms (washrooms would be upgraded and made accessible). There are some vents and downspouts that would have to be moved, but could be worked through the ramp. There is also an unknown oil tank pipe that would have to be taken out. The bar would have to be taken out/relocated to create a visitors' centre/reception/gift shop that could be seen from both the historic entrance and the accessible entrance, which would be much more accessible than the current reception area. This option keeps the historical integrity of the house, and does change the the front of the mansion.

Steve said that his team needs 6 more weeks to explore the options, and that at a minimum work would begin in October. The work on the inside will be scheduled to create the least amount of disruption.

Discussion followed with suggestions to move the bar to the back bar area as it has historical value because of its use for so many events over the decades. Councillor Beauregard will review by-law regarding heritage designations for interior features. Other suggestions were to keep the women's washroom door on the same wall, and not moved closer to the kitchen entrance, and removing the 2 lifts if they were no longer needed.

Steve will come back in 6 to 8 weeks with an update.

Presentation 2: Bryan reported that City Council has set aside money to do a study on whether or not to introduce the Community Benefit Charge (CBC) to developers.

The CBC would be paid by developers (4% of property's value) buying land to build a multi-unit building of 10 units or more. Many municipalities have already brought in the CBC or are considering it.

The CBC funds could go toward the Museum, since already existing Development Charges (DC), under legislation, do not provide funds to Museums, only to extend facilities, infrastructure and utilities.

Bryan requested the Board and staff of the Museum and Culture department to think about how these funds could be used to expand our services over time as the city grows (eg: capital projects, expansion of archives, etc) to help with the study. The CBC would allow such projects to be funded without using tax dollars.

Moved by L. Brazeau

Seconded by B. Heaslip

That the Board accept Option B for the accessibility ramp at Roselawn.

Carried

5. Approval of Minutes

Moved by L. Brazeau

Seconded by B. Heaslip

That the minutes from the previous meeting dated April 15, 2025, be confirmed as circulated or amended.

Carried

6. Business Arising from the Minutes

None to report.

7. Correspondence

Tami that 3 pieces of correspondence had been received.

1. Thank You card to Katelynn Best from the McKay staff for her generous support in providing and exhibiting artifacts at the school's Centennial Celebration.

2. Thank You card to Katelynn Best from Cheryl MacMillan for attending McKay School's 100th anniversary event with a great display and representing the Museum on her normally scheduled day off.

3. A note with a book from Fred Addis, pointing out that the events (Uboat Gerry) described on pg. 47 of his new book of poems about the Second World War Merchant Marine, took place at the Port Colborne Historical and Marine Museum. His book will be added to the research collection.

8. Council Report

None to report.

9. Curator's Report

Michelle reported that the Members' Reception and Exhibit Preview for Step Right Up went very well with 75 members attending. The comments were very positive and visitors were astonished with the exhibit space's transformation. It was a great way to launch the Museum's 50th anniversary! Way to go Tami!

On May 1st, CAO Bryan Boles gave a presentation to the Museum and Culture Department to keep us up-to-date on the projects the City is working on. He is visiting all the departments with these updates. May 1st was also the City's Annual Volunteer Banquet.

Kari Fitoski has been hired as the Bilingual Heritage Interpreter to edit and translate the Francophone histories. The project is being funded by Young Canada Works.

Miles Brant is returning this year as the Ecotourism Officer. Miles will be working on creating a pioneer garden by the Sherk House, as well as identifying and tagging all the trees, plants and flowers.

Stephani McDougall was awarded the Outreach Coordinator position. Stephani is working on the Community Curators project which will be turned into an exhibit that will be displayed at Roselawn this fall.

The Francophone Exhibit Designer, funded by the Museum Assistant Program, was awarded to Carlie Pagliacci. For the next 10 months Carlie will be creating travelling exhibits based on the Francophone oral histories. Raconter Nos Histoires exhibits will be going to Le Centre Polyvalent des Aines de Port Colborne, the Welland Museum, Lighthouse Theatre and some Francophone schools.

The Pie Social is coming up on Sunday.

Michelle also reported that the Archives' Cemetery Tours held in April and May were successful and the Urban History Walking Tours will begin in June. Poster and flyers with the schedules are available, please help spread the word.

Michelle Vosburgh spoke at the Port Colborne Historical Society meeting on May 12, with about 30 people in attendance.

Darius Maddalena has returned to work for the summer at the archives. Rheanna Bruining, student from Mohawk College's Library and Information Sciences program, is completing her placement at the archives for 6 weeks this summer.

We are included in a day tour being offered by CAA Niagara on July 25. Archives staff will be providing a brief Welland Canal history walking tour along West St. and tour of the museum grounds.

It has been confirmed that we will be participating again in the Travelling Welland Canal Bicentennial Lecture Series, which will be held in November. Michelle Vosburgh will be giving a lecture on conflict on the first and second Welland Canals.

The 2024 Annual Report was designed by Shianne Stephens, Digital Communications Officer for the City.

A new promotional publication about the Museum and Culture Department to give out to sponsors and out of towners is now available.

10. Auxiliary Report

Marianne reported that on May 14th, 10 batches of biscuit mix were made. May 20 was the cleaning party to get the Tea Room ready for the Pie Social and season. Please make pies for the Pie Social and drop off at the Tea Room on Sunday morning.

11. Friends of Roselawn Centre Liaison Report

Arlene congratulated the staff and volunteers for putting together the Beneath the Mansard Roof exhibit: Olivia, Carole, and Michelle Vosburgh for the research; Elyse, Sloane, and Tami for putting together the exhibit, and Kalissa who is making it a permanent online exhibit.

The Friends of Roselawn's Annual General Meeting will be held on June 2nd at 6pm.

The Port Colborne Art Club is having their Annual Art Show and Tea on Saturday, May 24, from 12-4pm. Tickets are \$12.

12. Committee Report

12.1 Finance Committee

Bonnie reported that as of to date we have received \$1320 in memberships, \$640 in donations with memberships, and \$663.69 from CanadaHelps donations.

12.2 Membership Committee

Claudia reported that to date we have 20 senior members, 6 individual members, 24 family members, and 11 life patrons, for a total of 61 memberships sold.

12.3 Building and Property Committee

Brian reported that the annual walkabout the grounds took place, and some small maintenance items have been added to the list of projects.

Concrete stairwell at Roselawn was completed last week, and work in the basement continues. Barnboard on Blacksmith shop needs replacing in sections this summer. The white picket fencing at the Museum needs to be replaced ASAP with iron fencing to match the original. Brian provided an update on fencing quotes:

- Fence Source: \$20,500
- St. Catharines Suppliers: \$39,737
- both would use Touch Stone Installers: \$15,750. Touch Stone Installers said the iron would only have to be repainted every 20-25 years.

Brian will also look at a composite material to compare.

Moved by B. Heaslip

Seconded by James van Dillen

That the Building and Property committee recommends that the white picket fencing at the Museum be replaced with iron fencing to match the original.

Carried

12.4 Programme Committee

Cheryl reported that Sloane has been in contact with the local Girl Guide until to offer programming and tours during the guiding year (September-June).

DeWitt Carter kindergarten class will be visiting the Museum on May 23 to complete a scavenger hunt.

On May 27 to the Tea Room Auxiliary will be visiting Roselawn and getting a tour of the Beneath the Mansard Roof exhibit.

The next PD Day is on June 6th from 10:30-12:30. It is a free drop in program, creating rocking ships.

On June 10 the Port Colborne Historical Society will be visiting the Roselawn exhibit, the Tea Room, and the Step Right Up exhibit.

This year's Hands on Heritage dates are June 28, July 12, and August 9.

a. 50th Anniversary Committee

Cheryl reported that a meeting in June will be held to finalize all the details.

12.5 Fundraising Committee

Claudia reported that the first Music on the Lawn concerts of 2025 is coming up on June 8, from 1pm-3pm, with the Marty Allen band performing. Set up will begin at 10:30am on June 8.

12.6 Policy Committee

Cheryl reported that all policies should be reviewed annually. They are bringing forward the Digitization Policy to this meeting.

Moved by C. MacMillan
Seconded by Michael Hili

That the Policy Committee recommends the Board accept the Digitization Policy as presented.

Carried

12.7 Accession Committee

Luke reported that the Second quarter meeting will be scheduled soon.

12.8 Heritage Committee

Luke reported that item 2025-78 is moving forward with the renovations of Humberstone Townhall for a daycare. The changes will come to the Heritage committee for review with Council having the final say.

All of the minutes from the previous 2 years, as well as all property recommendations and properties not recommended were brought to Council by Diana Vasu.

There have been proposed amendments to the Heritage Act, which would give the provincial government more power to overrule Heritage committees. As well, the Cultural Heritage Evaluation Report (CHER), which costs \$10,000/property could deter property owners from designating their properties.

The Tennessee Ave gate project is complete, as well as the landscaping.

13. Confidential Items

None to report

14. New Business

Stephanie reported that Katelynn volunteered to chaperone the youth dance at the Archives.

Sloane is helping the Seniors Advisory Committee with the upcoming Seniors Expo on June 12.

Stephanie had a preliminary meeting with the architect for the high concept drawings for the Archives expansion last Friday. She will find out the financials and bring back to the June meeting or have a special meeting for anyone who would like the details.

15. Adjournment

The Chair adjourned the meeting at approximately 8:05pm.

Chair

Staff Liaison