

Port Colborne Historical and Marine Museum Board Meeting Agenda

Date: Tuesday, September 16, 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
 - 11.5 Fundraising Committee

11.6 Policy Committee

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11.8 Heritage Committee

12. Confidential Items

13. New Business

14. Adjournment

Port Colborne Historical and Marine Museum Board Meeting Minutes

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

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

Member(s) Absent: C. MacMillan
C. Brema
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 6:59pm.

2. Disclosures of Interest

None to report

3. Adoption of Agenda

Moved by Michael Hili
Seconded by Bonnie Schneider

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

Carried

4. Approval of Minutes

Moved by L. Brazeau
Seconded by J. Piniak

That the minutes from the previous meeting date June 17, 2025, be confirmed as circulated or amended.

Carried

5. Business Arising from the Minutes

The Accessible Parking spots in front of Tea Room are still scheduled to be marked this summer.

5.1 Roselawn Ramp Update

Steve Shypowskyj gave an update on the previously Board approved Option B for the accessibility ramp to come from the back parking lot into the interior hallway/ramp. Concrete ramp estimate \$360,000 or a wood ramp would be an estimated \$295,000 but would require a lot more upkeep and maintenance. This project will include re-grading the interior ramp, starting by the bathroom doors, and enlarging the door at the bottom of the ramp. The washrooms, including a new accessible washroom will all have entrances side by side. The bar area will be turned into a reception area (with the potential to keep a small part of the bar). Consideration of different cost of a heating element on the exterior ramp to keep the concrete ice free was discussed.

Earliest would be a late September start, which makes it tight for pouring concrete before it gets too cold. Could move forward with removal of oil tank while waiting for Council approval. Estimated completed project is late Spring/early Summer of 2026. Inside work could be done throughout the winter. The drawings are stamped and ready to issue a request for proposal (RFP) once budget is approved.

Next steps:

- Recommendations from Board
- Funding
- Council Approval

- Request for Tender
- Construction
- Grand Opening

Stephanie reported that the early drawings have been approved for the expansion of the L.R. Wilson Heritage Archives. A special meeting with the Board and Archives staff will be held on Tuesday, August 19 at 7pm at the Archives to discuss the expansion.

Moved by James van Dillen
Seconded by L. Brazeau

That the Board recommend that Stephanie and Steve move forward to present the concrete ramp option to Council in September to get budget approval for a contractor to be obtained this fall.

Carried

6. Correspondence

Tami reported that seven pieces of correspondence were received.

1. A Thank you note to Tami, Sloane, and Stephanie from the Library for partnering with the Library on the Etched in Time Show.
2. A Thank you to the Museum from the Niagara Antique Power Association to express their gratitude for the donation to the Association for their annual heritage show.
3. A congratulations card from the Library Board and Staff for the Museum's 50th Anniversary.
4. An e-mail to Michelle Mason from Virginia Anger congratulating the the Museum for the wonderful 50th anniversary picnic. Virginia said it felt like a reunion and she was proud to show the Museum off to her grandsons.
5. An email to Stephanie and Michelle from the Gardening gilming crew expressing their thanks for the organization, kindness and generosity in sharing the Port Colborne Museum's grounds and gardens. They said the sense of community that they felt was both heartwarming and contagious.
6. A facebook post from Merrittville Memories regarding the great time they had at the car show at the 50th anniversary picnic and it brought back a lot of memories.

7. An e-mail from Robert Eros congratulating the Museum staff on having the Port Colborne High School Tattlers (yearbooks) digitized and accessible online for the public. He had lost his from 40 years ago and was delighted to be able to recover memories from his high school years.

7. Council Report

Nothing to report.

8. Curator's Report

Michelle thanked the 50th anniversary committee for all their work planning the 70's picnic. It was a great event!

On July 10, Sebastian Chabot and Michael Slack of Films Reflektor, creators of "Some Time in the Garden", filmed an episode at the Museum grounds and interviewed Monica Szabo and Sylvia Fannon from the Port Colborne Garden Club. Each episode reveals hidden treasures and untold stories about gardens. Films Reflektor have won awards for their film "The Gardener".

The Community Museum Operation Grant application was submitted at the end of June.

The Canal Days t-shirts are selling well. The Museum's point of sale system has been able to be brought to the Market for the first time this year and has helped significantly with the sells at the Market.

Michelle reported that the Urban History Walking Tours continue to go well. There have been two groups who requested tours outside of the schedule so far this summer, so Michelle Vosburgh conducted a tour for a group on West Street on July 2, and another on July 21 for a group on Tennessee Avenue.

CAA Niagara has confirmed they have met the minimum number of guests to run their upcoming day tour on the Hidden Gems of South Niagara. Michelle Vosburgh will be meeting the group at 1pm on July 25 for a one-hour tour along West Street highlighting the importance of the canals, and their history to Niagara.

Archives staff collaborated to put together a slide show, trivia cards, and pop-up exhibit on the 1970s in Port Colborne, and 50 years of the museum for the July 6 anniversary picnic. They also put out scrapbooks and photo albums from the museum's own archives.

The Archives staff have been very busy with researchers and research requests over the last couple of months, along with their work supporting the Heritage committee. Digitization of photos and archival material continues to go well.

9. Auxiliary Report

Marianne reported that the Tea Room had 44 visitors the day of the July 6 Anniversary picnic. The free mints in the Arabella's tin were well received by visitors. There are still plenty of tins of mints left, and they can be handed out to the Tea Room visitors at Canal Days.

There is a leak in the bulkhead between the front and middle dining rooms. A new seal has been put on the toilet in the upstairs washroom, but it may be coming from the sink, so the water has been shut off to the upper washroom and it has been closed while the city facilities team continues to monitor and work on the issue.

10. Friends of Roselawn Centre Liaison Report

Arlene thanked Terry, Claudia and the volunteers for their help with the 2025 Music on the Lawn series. As well as thanked the 50th Anniversary committee for including the Friends of Roselawn Centre's 50/50 draw at the event.

The FoRC will be having their annual art auction, September 19-October 3. It will be online, bids through the Friends of Roselawn Art Auction Facebook page, and in person at the exhibit at Roselawn Wednesday-Saturdays from 1pm-3pm. Staff will be helping to keep the online and in-person bids up to date in both places. There will be an opening reception for the artists and members on September 19th from 4pm-6pm. Artists can donate 50% or 100% of the proceeds to FoRC.

On October 30, with partnership from the Lighthouse Theatre, Canadian Author and Canadian Geographic photographer, Adam Shoalts, will be presenting. More details to come.

11. Committee Report

11.1 Finance Committee

Bonnie reported that to date the following has been received:

- Memberships: \$1,956
- Donations from Memberships: \$754.45
- CanadaHelps donations: \$1278.69
- Admission Donations: \$155
- Young Canada Works: \$4,725
- Seniors' Community Grant: \$14,170

11.2 Membership Committee

To date memberships stand at:

- 33 Seniors
- 7 Individuals
- 31 Families
- 16 Life Patrons (a new record for one year!)

For a total of 77 members

11.3 Building and Property Committee

Brian reported that the Building and Property Committee have installed the last of the UV film on the windows in the sunroom and are now finished at Roselawn.

They are continuing their work at the Museum of replacing the boards on the Blacksmith shop.

11.4 Programme Committee

Tami reported that Hands on Heritage workshop on lino cutting took place on June 28 with 10 participants and that the Hands-on Heritage workshop on tile painting took place on July 12 with 12 participants. The last Hands-on Heritage, on making your own tea blend will be held on August 9.

The 50th Anniversary picnic had an estimated 450 visitors, and that the gift shop did well, and that 5 memberships were bought, including 2 Life Patrons.

On July 10, the Metis Nation brought a group of 10 summer camp students to the Museum for a self-guided tour.

St. John Bosco Daycare will be visiting the Museum grounds for a scavenger hunt on July 21.

Sloane will be also taking a loom course through Niagara Handweavers and Spinners from July 14-18. Once completed she has the option to move on to the floor loom course, which will give her experience and insight into the Graf loom in the Timber cabin.

The Museum has received the Seniors Community Grant on behalf of the Seniors Advisory Committee under Council. This grant will support age-

friendly workshops and activities that will run from the end of summer to next March.

Tami passed around a sheet with available Canal Days shifts for Board members to sign up for.

a. 50th Anniversary Committee

The July 6, 50th Anniversary Picnic was well attended with 450 visitors. Very many good compliments were received. Thank you everyone for your hard work.

11.5 Fundraising Committee

There were approximately 240 visitors at the No Illusions Music on the Lawn.

The final Music on the Lawn concert for 2025 will be held on the Monday of Canal Days, August 4 with the Toronto All-Star Big Band. Set-up will begin at 10:30am. There was discussion regarding having a dog friendly section.

11.6 Policy Committee

Board requests a Policy meeting to be set by Stephanie Powell-Baswick.

11.7 Accession Committee

Concerns regarding the Replica Neff Steam Buggy have been raised about it not being officially accessioned into the Museum's collection. Katelynn is going to assign it an education collection number. It will be discussed in more detail at the next accession committee meeting.

The replica will be on the grounds during Canal Days and will be temporarily stored in the Blacksmith shop.

Brian suggested building a small wooden shed (8ftx12ft or 9ftx12ft under 100sq ft) with a cedar roof on the back of the Blacksmith shop to store it permanently. The replica will be winterized properly. It will not allow for viewing, have a gravel floor, and a contact alarm on the door. The funds are in the Building and Property operating fund. A thank you will be sent to the Volunteer Fire Association for storing the replica for the past few years.

11.8 Heritage Committee

Luke reported that the Heritage committee voted against the permit to allow the Shickluna garage owner to modify any of the designated heritage features. However, the decision was overruled by Council with the condition that the planning department attends the next Heritage committee meeting to provide more detail. The Shickluna garage could lose its heritage designation if the heritage features are changed. Councilor Beauregard declared a conflict on interest in regard to the project, so Councilor Bagu will attend in his place. The next meeting will be held on July 21.

There is a special meeting being held August 8 at 4pm at City Hall with the CAO, Planning Department, and Steve Shypowskyj regarding the modifications to Humberstone Hall. If you have any concerns, please speak to Luke and he can bring them forward at the meeting.

12. Confidential Items

Nothing to report.

13. New Business

Brian brought up concerns about there being dogs at the 50th anniversary picnic and Music on the Lawn. All the dogs were on leashes and caused no disturbances, and Stephanie reported that since the grounds are considered a park dogs are allowed as long as they are leashed, according to the City's By-law.

Stephanie gave a huge kudos to everyone for the all the projects and work for the perfect 50th Anniversary Picnic and she is very excited for the future.

14. Adjournment

The Chair adjourned the meeting at approximately 8:43pm

Chair

Staff Liaison

Port Colborne Museum, Heritage and Culture Board Meeting Minutes

Date: Tuesday, August 19, 2025
Time: 7:00 pm
Location: L.R. Wilson Heritage Research Archives
286 King St, Port Colborne, ON L3K 4H2

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

Member(s) Absent: L. Brazeau
E. Beauregard, Councillor
M. Heaslip

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

Others Present: Michelle Vosburgh

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 B. Heaslip
Seconded by C. MacMillan

That the agenda dated August 19, 2020⁵ be confirmed, as circulated or as amended.

Carried

4. Archives Discussion

Director of Museum and Culture, Stephanie Powell Baswick addressed the board regarding the history of the Archives Expansion project to provide content for discussions, including the Accession Committee's acceptance of archives from the Wilson Foundation and needs for expansion of space for archives services.

The Museum, Heritage and Culture Board approved expense for an Archive Expansion design in 2025 to come from the Museum Bequest and Memorial Reserve account. Staff from the Operations and Museum and Culture Department worked together with Whiteline Architects to realize a preliminary plan for the expansion. Additional work was done to create a study for the financial expectations of the project this August.

Archivist, Michelle Vosburgh lead the Board through slides to present the draft plan for the Archives expansion, as well as areas required to be revised.

Moved by T. Huffman

Seconded by Michael Hili

The Museum Heritage and Culture Board move to move forward with the expansion of the L. R. Wilson Heritage Research Archives west and direct staff to contact private donor to support the expansion of this cultural resource.

Carried

5. Adjournment

The Chair adjourned the meeting at approximately 8:00pm.

Chair

Staff Liaison