

Port Colborne Museum, Heritage and Culture Board Meeting Agenda

Date: Tuesday, January 20, 2026
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

11.7 Accession Committee

11.8 Heritage Committee

12. Confidential Items

13. Director's Report

14. New Business

15. Adjournment

Port Colborne Historical and Marine Museum Board Meeting Minutes

Date: Tuesday, November 18, 2025
Time: 7:00 pm
Location: Roselawn Centre
296 Fielden Ave, Port Colborne, ON L3K 4T6

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

Member(s) Absent: C. Brema
E. Beauregard, Councillor

Staff Present: Tami Nail
S. Powell Baswick, Director of Museum and Culture
M. Chamberlain, Community Engagement Officer

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 Bonnie Schneider
Seconded by G. Hoyle

That the agenda dated Tuesday, November 18, 2025, be confirmed, as circulated or as amended.

Carried

4. Approval of Minutes

That the minutes from the previous meeting dated October 21, 2025, be confirmed as circulated or as amended.

Moved by C. MacMillan

Seconded by Michael Hili

Carried

5. Business Arising from the Minutes

None to report.

6. Correspondence

Tami reported that three pieces of correspondence were received:

- From the Port Colborne-Wainfleet Clergy and Ministry Leaders Fellowship to Stephanie Powell-Baswick: Thanking Museum and Culture Department staff and supporters for making it possible to have their monthly meetings at Roselawn. A special commendation to Sloane McDowell and her colleagues for being welcoming and facilitating set-up and take-down for each meeting. Prior to seeing the "My Place" article in the Museum's newsletter they had to wander from place to place for each meeting. They are truly enjoying meeting at Roselawn. They also said that the current newsletter is very well done and attracts attention and a full read through.

- From the Museum Auxiliary to Museum Staff: A thank you for the beautiful Victorian fans that were given to each volunteer at the Appreciation Tea.

- From Jeanette Brown received with her Corporate donation: Thank you for all your good work.

7. Council Report

Councillor Beauregard was not present. Nothing to report.

8. Curator's Report

Tami gave the Curator's report on behalf of Michelle Mason.

Michelle thanked the board for their support, help, understanding, guidance and advice during her time as Curator. Working with the board has been a pleasure, and that they are a very dedicated and engaging group.

Carlie Pagliacci has finished creating, "Nos Histoires/Our Stories", the bilingual travelling exhibit which was just installed at Saint-Joseph elementary school this morning. The goal of the exhibit is to share the stories of some members of Port Colborne's Francophone community and to highlight their efforts to establish a community and keep their language and culture alive. The exhibit showcases various aspects of Francophone life based upon their stories. The exhibit will also go to the Vale Centre in January, Saint-Jean-de-Brebeuf church in March, the Centre Polyvalent Des Aines Francophones de Port Colborne in April, and later in the spring it will go to Welland at Saint-Jean-de-Brebeuf high school.

Meghan Chamberlain sent the nominee applications for the 2026 Ontario Volunteer Awards on November 15. Six volunteers from the museum, 6 from the Auxiliary, and 3 Youth were nominated, which is one more in each category than previous years.

The Property Research Workshop at the Archives was over capacity at 14, as two people who had not registered showed up and were able to be accommodated by Archives staff. It went well, and staff were pleased to be able to show participants both online resources, and some of the materials available at the archives.

The Speakers Series lecture on November 15, part of the Welland Canal Bicentennial Travelling Lecture series, was very well attended with 56 people in the audience - this was more than at the St. Catharines or Welland lectures. Several inquiries were made about giving the presentation for local historical societies and other groups. Interest in the canal and its history is high right now, and Michelle V. had a chance to speak with the organizer from St. Catharines Museum after the lecture about keeping the momentum going both with the Travelling Lecture Series, and other coordinated events in the upcoming years.

9. Auxiliary Report

Marianne reported that a letter from Stephani McDougall was received thanking the Auxiliary for the \$2000 donation to the Community Curator project. The donation helped to fill the gap from the funding.

The Auxiliary made 367 puddings this year. Two hundred are for the Christmas Festival.

Hours will be 12-4 on December 7 for the Christmas Festival, and 12pm-4pm from December 8-13 for Shopping Week.

December 1-4 will be pudding sauce making.

November 28 is the Volunteer Appreciation dinner at Walters.

Thank you to Barry for painting the windowsill above the kitchen sink.

10. Friends of Roselawn Centre Liaison Report

Arlene reported that Adam Shoalts' presentation and Q&A session was successful.

The Christmas Makers' Market will be on November 22, 10am-4pm. It will include 19 vendors, 50/50 draw, penny and bake sale, pizza, and a visit from Santa.

11. Committee Report

11.1 Finance Committee

Bonnie reported that to date:

CMOG: \$24,093

Memberships: \$2,511

Donations from membership and donation boxes: \$3,025

Corporate Drive: \$2,925

Museum Auxiliary: \$24,000

Canada Helps: \$1,758.69

11.2 Membership Committee

Since last month, one new individual membership has been added for a total of 98 memberships to date this year.

11.3 Building and Property Committee

Brian reported that they have completed the shed for the storage of the Replica Neff Steam Buggy. The replica will be moved to the new storage once the Community Curators exhibit at Roselawn is finished.

The committee has gained 2 new members!

The accessible ramp at Roselawn will need to include a heated element to help with the build up of snow and ice due to its length. It will be easier and more efficient to add this in while being built, rather than waiting to do

so after the fact. To add the heated element it will cost an additional \$34,403.75. Stephanie has applied for an Enabling Accessible Spaces for Everyone Grant for \$60,000. If approved it will cover the cost for heating the ramp, and the rest could go towards the new accessible washrooms.

11.4 Programme Committee

Cheryl reported that Lantern Tours were held at the Museum on October 24 and 25. October 24 had 15 participants and made \$150. October 25 had 20 participants and made \$200. Sloane thanked the volunteers who gave their time and assisted in making the event successful.

October 31 was the special Halloween Paranormal tour at Roselawn. There were 16 participants with a revenue of \$480. \$80 will go the paranormal group, making the total revenue \$400.

On November 19 the Port Colborne Historical Society will tour the Community Curators' exhibit at Roselawn and be given a presentation on some of the behind the scenes on creating the exhibit by Stephani, Meghan, and Tami.

An update on the My Space rentals at Roselawn:

- The Port Colborne and Wainfleet Clergy meet monthly. They have been renting since 2024 and are looking forward to another year of using our space.
- November 14, Niagara Tourism Network hosted one of their regular programs at Roselawn. Staff had the opportunity to join and share the programs and events offered by the Department of Museum and Culture.
- Also on November 14, a community member used the space for quiet reading in the afternoon.

11.5 Fundraising Committee

Terry reported that 3 or 4 bands have reached out with their interest to perform at Music on the Lawn next year. One of the bands is a Juno award winning band.

11.6 Policy Committee

Nothing to report.

11.7 Accession Committee

Luke reported that the next meeting will be held on November 25 at 10am.

11.8 Heritage Committee

Luke reported that a meeting has not been held due to the lack of support from the Planning Department. A committee member resigned due to the frustration of the continuing situation.

12. Confidential Items

None to report.

13. New Business

Stephanie reported that Pamela Bunnin, the Project Manager for the Roselawn accessibility ramp construction, has moved her office to Roselawn for the duration of the project. It has been great having her on site and available to answer questions and issues that arise.

Digging for the ramp has begun and has revealed an old staircase. For historical integrity, the stairs won't be removed or damaged and will be worked around. The new washrooms are now framed. Plumbing and electrical have started. The construction team and Pamela will be working through the holidays to meet deadlines.

A reprint of the Community Curator Guide has been ordered as approval from the grant organization has finally been received and recognition will be added to the guide, as well a few errors corrected.

The Community Curators' Finale Event will be held on December 12 from 6-8pm at Roselawn. It will be a joint event with the Volunteer Christmas Appreciation party.

Michelle Mason's Retirement will be held at Roselawn on Friday, December 19th from 4pm-6pm at Roselawn. For anyone who cannot make it, Michelle will be working at Reception at the Museum on that day so you can stop by to see her and say goodbye. Auxiliary, Board, and City staff are encouraged to bring photos, images, or any items to add to the collage that will be made that night as part of her gift.

The recruitment for a new Curator is ongoing. Stephanie, Arlene, and Mary Murray from HR department, are currently conducting interviews.

Stephanie will be presenting at Council on November 15 at 7pm with the Archives Expansion report and the one million dollar donation towards it.

Some Board members expressed interest in knowing more about upcoming exhibition ideas. They are encouraged to join the Programming committee and call a meeting.

The following Board members terms are up shortly: Cheryl MacMillan, Brian Heaslip, Arlene Lessard, Gary Hoyle. Clarification from the Clerks dept will be needed on how to proceed to re-apply. Gary Hoyle stated that he will not be re-applying for another term due to health reasons.

The retirement gift for Michelle Mason from the Board will be the original Log Cabin pen set. The pen is made from the original timbers used in 1820 to build the Log Cabin, which is made of 300 year old chestnut. On the lookout for a nice wooden box that can have carved padding for the pen and a plaque.

Fixing and levelling the floor of the gallery in the Williams' House is still on the Capital list. Two assessments of the floor have been completed.

The next Capital project is the Sherk Cabin roof.

14. Adjournment

The Chair adjourned the meeting at approximately 8:10pm.

Chair

Staff Liaison