

Port Colborne Museum, Heritage and Culture Board Meeting Agenda

Date: Tuesday, March 17, 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

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11.6 Policy Committee

11.7 Accession Committee

11.8 Heritage Committee

12. Confidential Items

13. New Business

14. Adjournment

Port Colborne Museum, Heritage and Culture Board Meeting Minutes

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Members Present: B. Heaslip
C. MacMillan
T. Huffman
J. Piniak
L. Brazeau
E. Beauregard, Councillor
M. Hili
A. Lessard
B. Schneider
M. Heaslip

Member(s) Absent: C. Brema
G. Hoyle
J. van Dillen

Staff Present: Tami Nail
S. Powell Baswick, Director of Museum and Culture
S. Kaufman

1. Call to Order

The Chair called the meeting to order at 6:57pm.

2. Disclosures of Interest

None to report.

3. Adoption of Agenda

Moved by L. Brazeau
Seconded by Michael Hili

That the agenda dated February 17, 2026, be confirmed as circulated or as amended.

Carried

4. Approval of Minutes

Moved by C. MacMillan

Seconded by B. Heaslip

That the minutes from the previous meeting (AGM) held on January 20, 2026, be confirmed as circulated or as amended.

Carried

5. Business Arising from the Minutes

None to report.

6. Correspondence

None to report.

7. Council Report

Councillor Beauregard reported that the proposed four-year budget will be determined with the new, incoming Council.

8. Curator's Report

Sarah reported that the Garden Club wants a stone to commemorate their 125th Anniversary. They will be preparing the plans for it and will connect with the Building and Property Committee. They will bring their plans forward to the Board once the look and size are determined.

The Clerk's Department has requested a work plan for the Board committees. They will be based off of the strategic plan that was created previously by the Board. Sarah plans to have that completed by the next Board meeting.

Tami gave an update on the progress of the Putting Port Colborne on the Map exhibit. Building and Property are helping with an elevated metal map. Hopefully Lakeshore Catholic High School will be able to help build the base. Tami also reported that her and Saah are working on a 3-year exhibit plan.

Sarah gave Capital Projects updates:

The restoration work to the hardwood floor in the main foyer of the Roselawn Centre has been scheduled to begin on February 19-20. The final coating/stain will be made to the area February 23-27.

Quotes are being obtained for the stabilization of the Williams House. Staff are cleaning out the basement. Most of the items are materials for events and programs and will be moved to the schoolhouse for storage until project is completed. Other items to be donated or sent to the junk.

9. Auxiliary Report

None to report as Tea Room is closed for the season.

10. Friends of Roselawn Centre Liaison Report

Bonnie reported that a meeting was held on February 11th to plan the events for 2026: Art Auction, Music on the Lawn, Fashion Show, Makers Market. Volunteers are always welcome.

11. Committee Report

11.1 Finance Committee

Bonnie reported that a \$40 donation was received from Canada Helps.

11.2 Membership Committee

A meeting was held preceding the Board Meeting. A sample of the new proposed membership form and letter was presented. A postage fee was proposed for those members who prefer to have their newsletters and correspondence sent via mail. The new form has a checkbox option to receive e-mails. Members will be notified of postage fee during membership drive.

Discussion of raising membership fees followed. Fees for 2026 have already been approved by council.

Moved by T. Huffman

Seconded by C. MacMillan

To request \$5 postage fee per year for members who would like to receive all correspondence via mail.

Carried

11.3 Building and Property Committee

Brian reported that they continue to work on the Roselawn renovations and the fence for the Museum. They will also help Museum staff with the clean out of the basement.

11.4 Programme Committee

Cheryl reported that on January 15th and 16th Port Colborne High School art classes visited Roselawn again for the Community Curators' art project where students create artwork based on the community curator exhibit. Artwork will be displayed at the library from March to April. A total of 80-100 students from grade 9-12 have participated.

February 13th – PD Day program: Kids drop-in 'make your own Victorian valentines day card'

Upcoming:

March 8th – Culture Crawl hosted by Niagara Geopark at the Meridian Community Centre in Fonthill.

March 12th – Brock University Heritage and Culture Networking Fair. Gives Brock students a chance to connect with heritage sites in the region.

March Break, March 16th – 20th:

- Monday, March 16th – Teen Tile Painting
- Tuesday, March 17th – St. Patrick's Day Crafts
- Wednesday, March 18th – Edwardian tea Party
- Thursday, March 19th – Teen Lino Cutting

- Friday, March 20th - Museum Buccaneers

Sloane is also planning a one week summer camp which will run from 9am-4pm with marine themed activities and with community partnerships.

11.5 Fundraising Committee

Terry reported that a meeting was held preceding the Board Meeting to firm up the schedule for 2026 Music on the Lawn.

June 14: No Illusions

July 5: Andrew Colins Trio

August 3: Toronto All Star Big Band

September 13: Nu-Tones

The events will include the hotdog vendor, Friends of Roselawn Centre 50/50 draw, popcorn/chips and water sold.

Discussions about increase in artist fees and sponsorship, possibly having Opening Acts, and wine and beer for sale. Roselawn does have a liquor license.

11.6 Policy Committee

None to report.

11.7 Accession Committee

Luke reported that the next meeting will be held on either March 24 or 30.

11.8 Heritage Committee

Mike reported that a meeting still has not been held as the committee is still waiting for a liaison from the Planning Department. Councillor Beauregard will look into getting a liaison.

It is Heritage Week. There are online posts every day on how to access heritage. A proclamation was made by the mayor.

12. Confidential Items

None to report.

13. New Business

Stephanie reported that L.R. Wilson passed away. He made significant contributions and impact on the Archives. Stephanie has sent condolences to the foundation. Although the L.R. Wilson foundation made a \$1,000,000 donation for the Archives expansion in 2025, no announcement has been made publicly yet. Stephanie is asking the family and foundation how and when they would like the announcement made. Stephanie has also requested that the flag at City Hall be lowered during L.R. Wilson's Celebration of Life at McMaster University in the spring.

All board member's terms that are expiring/expired will continue until the election.

On Friday, Stephanie will attend the Niagara Peninsula Aboriginal Area Management Board (NPAAMB) meeting, where she is hoping for a partnership for a one-year contract for a Culture Manager.

On February 25th there will be The Lunch, Learn and Look Ahead with Bryan Boles. All board members are welcome. Please RSVP to Stephanie.

Julian Mulley, a co-op student from Port Colborne High School, has just started at Roselawn and is helping to inventory the art collection. An interview will be held with a potential co-op student from Lakeshore Catholic School to work in the Archives.

14. Adjournment

The Chair adjourned the meeting at approximately 7:57.

Chair

Staff Liaison