



The Corporation of the Township of Billings
Museum Committee
Agenda

June 5, 2023 7:00 p.m.
Old Mill Heritage Centre, Kagawong

Members

Mayor Bryan Barker, ex-officio

Councillor Hunt, Chair

Dianne Fraser

Diane Larocque

Barb Edwards

Wes Newburn

Deb Flaxman

Staff

Rick Nelson, Museum Curator

Emily Dance, CAO/Clerk

1. Call to Order

Chair Michael Hunt to call the meeting to order

2. Approval of Agenda

Confirm approval of the agenda.

Motion to approve the agenda

Moved By Seconded By

THAT the Billings Museum Committee hereby approves the June 5, 2023 agenda as presented.

3. Disclosure of Pecuniary Interest

4. Adoption of Minutes

Moved By Seconded By

THAT the Billings Museum Committee hereby approves the May 1 2023 minutes as presented.

5. Financial Report

5.1. January 1, 2023 to May 30, 2023

Moved By Seconded By

THAT the Billings Museum Committee hereby approves the financial report as presented.

6. Curators Report

6.1. **CU-2023-06-01**- June 2023 Curator Report



7. Old Business

7.1. Museum Committee Working Chart discussion- June 5, 2023

Motion

Moved By Seconded By

THAT the Township of Billings Museum Committee hereby approves the direction as given regarding the museum committee working chart.

8. New Business

8.1. Staff Report MUS-2023-06-01 – Code of Conduct

Motion

Moved By Seconded By

THAT the Township of Billings Museum Committee hereby approves report MUS-2023-06-01 AND confirms review and compliance of the Code of Conduct and other application policies.

8.2. Staff Report MUS-2023-06-02 Terms of Reference

Motion

Moved By Seconded By

THAT the Billings Museum Committee hereby approves report MUS-2023-06-02 AND recommends to Council that the Terms of Reference for the Billings Museum Committee be amended as outlined in the report.

8.3. Other

Members are provided with an opportunity to bring forward other items not included in the agenda for discussion and consideration.

9. Council Report

9.1. Councillor Hunt to provide an update on Council Developments

10. Meeting Schedule

Monday July 10, 2023 7:00 pm Museum

Monday August 14, 2023 7:00 pm Museum

Monday September 11, 2023 7:00 pm Museum

Monday October 2, 2023 7:00 pm Museum

Monday November 6, 2023 7:00 pm Museum

11. Adjournment

11.1. Motion to Adjourn

Moved by Seconded by

THAT the Billings Museum Committee hereby adjourns at

Document Accessibility

The Township of Billings is committed to providing information in the format that meets your needs. We have made every attempt to make documents for this meeting accessible but there may still be difficulty



in recognizing all the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.

Please note that third party documents received and found within this document will not be converted to an accessible format by the Township of Billings. However, upon request, we will attempt to obtain these documents in an appropriate accessible format from the third party.

For assistance or to make a request please call (705) 282-2611 or email tmills@billingstwp.ca



The Corporation of the Township of Billings
Museum Committee
Minutes

May 1, 2023 7:00 p.m.
Old Mill Heritage Centre, Kagawong

Members

Councillor Hunt, Chair
Dianne. Fraser
Diane. Larocque
Barb. Edwards
Wes. Newburn
Deb. Flaxman - *absent*

Staff Present

Rick Nelson, Museum Curator
Cheryl McCulligh, Committee Secretary
Emily Dance, CAO/Clerk

1. Call to Order

Chair Michael Hunt called the meeting to order at 7:00 PM.

2. Approval of Agenda

Confirm approval of the agenda.

Motion to approve the agenda

Moved By Edwards Seconded By Larocque

THAT the Billings Museum Committee hereby approves the May 1, 2023 agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

None noted

4. Adoption of Minutes

Moved By Fraser **Seconded By** Edwards

THAT the Billings Museum Committee hereby approves the November 7, 2022 minutes as presented.

Carried

Moved By Edwards **Seconded By** Edwards

THAT the Billings Museum Committee hereby approves the April 3, 2023 minutes as presented.

Carried

5. Financial Report

5.1. January 1, 2023 – March 30, 2023 Statement

Moved By Fraser **Seconded By** Edwards

THAT the Billings Museum Committee hereby approves the financial report as presented.

Carried

6. Old Business

6.1. **Exhibits:** Cases are in place, grid is up. Pre 1920,30,40,50,60,70,80 picture gallery ready, foam blocks and picture frames are mounted. The Committee discussed a working session to finish up before opening.

6.2. **Post Office Museum:** Brief discussion

6.3. **Signs:** are scheduled to go up.

6.4. **Trillium Grant:** A discussion was held regarding the recently announced Trillium Grant and suggestions for an application. The Committee supported the suggestion of renovations to the Park Centre and noted concerns with the acoustics and lack of window covering.

THAT the Township of Billings Museum Committee hereby recommends that the Township of Billings apply to the Ontario Trillium Foundation Grant for improvements to the interior of the Park Centre including but not limited to, refinishing of hardwood flooring, installation of acoustic system and sound system, installation of window treatment, and lighting upgrades.

Should a second grant application be permitted the Township of Billings Museum Committee hereby requests support from Council to apply for outdoor artifact display cases.

7. New Business

7.1. **Emily Dance, CAO/Clerk Township of Billings**

Ms. Dance introduced herself to the Committee and explained a new format for meeting management, and noted the new Code of Conduct.

7.2. **Other**

The Committee noted concerns with the water pooling and flooding by the entrance to the washrooms. The Committee questioned the cleaning schedule for the museum.

8. Council Report

8.1. Councillor Hunt gave the Committee a report on current Council decisions and issues.

9. Meeting Schedule

Monday June 5, 2023 7:00 pm, Museum



Monday July 10, 2023 7:00 pm Museum
Monday August 14, 2023 7:00 pm Museum
Monday September 11, 2023 7:00 pm Museum
Monday October 2, 2023 7:00 pm Museum
Monday November 6, 2023 7:00 pm Museum

10. Adjournment

10.1. Motion to Adjourn

Moved by MacKay Seconded by Edwards

THAT the Billings Museum Committee hereby adjourns

Carried

Chair

Committee Secretary

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TOWNSHIP OF BILLINGS-HERITAGE MUSEUM

2023

	DATE	CHEQUE #	PAYEE	Cheque	DEPOSIT	BALANCE	NOTES	
						68,023.36	Bank Balance @ Jan 1 2023	
x	Jan 25 2023		Bell Canada		76.84	68,100.20	Refund	
x	Jan 30 2023	78	Manitoulin Cedar Products	- 4,746.00		63,354.20	Projects Completed in Musuem	
	Feb 28 2023	N/A	No Transactions			63,354.20	No Statement Available	Balances to BS
x	Mar 1 2023		Donation		25.00	63,379.20		
x	Mar 10 2023	79	Rick Nelson	- 501.92		62,877.28	Travel, Supplies & Print	
x	Mar 10 2023	80	R.C. Designs	- 271.20		62,606.08	Cloud Hosting, Back-up Server	Balances to BS
x	Mar 10 2023	81	Yellow Pages	- 44.16		62,561.92	Advertising	
NA	Mar 30 2023	82	N/A	-	-	62,561.92	Cheque Writing Error	
x	Mar 30 2023	83	Manitoulin Cedar Products	- 529.52		62,032.40	Picture Hanging Project	Balances to BS
x	Apr 1 2023	N/A	Opening Balance			62,606.08	ck 81, 83 cleared	
x	Apr 30 2023	N/A	Closing Balance			62,032.40		Balances to BS
x	May 1 2023	N/A	Opening Balance			62,032.40		
OS	May 30 2023	84	Rick Nelson	-336.05		61,696.35	CD's, Amazon, Go Daddy	
OS	May 30 2023	85	Dianne Larocque	-323.23		61,373.12	Fabric for Camera Displays	
OS	May 30 2023	86	Yellow Pages	-22.48		61,350.64	Advertising	
OS	May 30 2023	87	RC Design	-101.61		61,249.03	Domain	
OS	May 30 2023	88	Brad Mackay	-726.33		60,522.70	Lighting for Displays	



CURATORS REPORT

Date: June 5, 2023

Report Number: CU-2023-06-01

File: June 2023 Report

Recommendation:

THAT the Township of Billings Museum Committee hereby receives for information Report CU-2023-06-01

Discussion:

The 2023 season opened on the Victoria Long Weekend. For the first time in two years, we are able to open the Post Office Museum to the public. A big thank you to the Museum Committee for the hard work in getting a brand new exhibition up and running. Also, the cooperation of the township (office staff & public works) is very much appreciated.

The Museums will operate 7 days a week, 10-5 until the Labor Day Weekend.

An invitation has been sent out for council to tour the museum prior to their meeting tomorrow night. All museum committee members are invited to join in.

The new season features two new exhibits, the story of the Lloyd Family and the pioneers from that family who were here for the early years of Kagawong, plus the Vintage Camera & Photographic Exhibition. A big two thumbs up to Dianne Fraser for researching the project and supervising its creation. The camera exhibit was made possible through the loan of over 100 vintage cameras from 4 collectors from Little Current, Espanola and Sudbury.

Our summer student Hanako started today and will be with us until the third week of August.

As of now, 3 major summer events are scheduled. The museum BBQ will be July 8th, at the Jabawong Festival. Speaker Night in Kagawong featuring Steve Paikin is July 13th at the Park Centre. History Day in Kagawong is August 10th (two shows) at the Park Centre.

The Trillium Grant application is in the process of being submitted through the township.

The Jack Whyte Family donated one of his paintings this spring. It portrays the 1882 SS Manitoulin disaster in Manitowaning Harbor. It indirectly has significance for Kagawong as one of the Henry Brothers (Robert) died in the accident. The painting will hang behind the reception entrance.

Respectfully Submitted By:

Rick Nelson, Museum Curator

	Description	Comments	Status IP = In Progress OG = On going CO= Complete OH= On hold DE = Deferred
1.	Exhibit	Exhibit for 2023	OG – working session complete, opened May long weekend. Council has been invited for a tour.
2.	Post Office Museum	Preparation for 2023 season	OG
3.	Signs	Signage for Old Mill Heritage Museum to be placed on the flywheel	CO – Signs are installed
4.	Trillium Grant	Application for Trillium Grant for renovations to the Park Centre	IP – Council approved the application, waiting for decision.
5.	Artifacts	Moving the exhibits to a location in front of the Old Mill (water side) PW staff to move and place on wood.	IP – PW to move to location within the upcoming days.
6.	Water pooling at entrance to washroom	Water is pooling at the entrance due to grading issue	IP – staff is aware of the issue and are researching options. Township has been approved for an accessible entrance the project has been extended to December 2024. Could investigate the issue further during the project.
7.	Museum Cleaning	Cleaning of the museum	OG – staff have confirmed the cleaners will include the museum on their schedule
8.	Fundraising	Jabbawong Festival Saturday July 8, 2023 Speakers Night, Thursday July 13, 2023	
9.	Washrooms		



COMMITTEE REPORT

Department: Museum

Date: June 5, 2023

Report Number: MUS-2023-06-01

File: Code of Conduct and other Applicable Policies

Recommendation:

THAT the Township of Billings Museum Committee hereby approves report MUS-2023-06-01 AND confirms review and compliance of the Code of Conduct and other application policies.

Background:

As outlined in the Terms of Reference for the Museum Committee, it is the responsibility of all appointed committee members to comply with the following Acts and Township policies:

- [The Municipal Conflict of Interest Act](#)
- [The Code of Conduct for members of Council and Local Boards of the Township of Billings.](#)
- [The Township of Billings Workplace Harassment, Discrimination and Violence in the Workplace Policy](#)
- [The Township of Billings Accountability and Transparency Policy](#)
- [The Township of Billings Procedural By-Law](#)
- [The Township of Billings Council-Staff Relations Policy](#)
- [The Township of Billings Health and Safety Policy](#)
- [The Municipal Act](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Occupational Health and Safety Act](#)

Discussion:

If any members have any questions on the policies (linked above) please forward to the CAO/Clerk edance@billingstwp.ca

Financial Impacts

There are no financial impacts associated with this report.

Respectfully Submitted By:

Emily Dance, CAO/Clerk



COMMITTEE REPORT

Department: Billings Museum Committee

Date: June 5, 2023

Report Number: MUS-2023-06-02

File: Terms of Reference Review

Recommendation:

THAT the Billings Museum Committee hereby approves report MUS-2023-06-02 AND recommends to Council that the Terms of Reference for the Billings Museum Committee be amended as outlined in the report.

Background:

[The Billings Museum Committee Terms of Reference](#) was passed by Council in 2019. The mandate is to collect, record, research and exhibit historical information, data and items for the preservations and enjoyment of our rich heritage by presenting a visual history of Billings Township and Manitoulin Island for present and future generations.

Discussion:

The CAO/Clerk has reviewed the Terms of Reference and has made the following recommendations for more streamlined meeting management and clarity on staff attendance.

COMMITTEE STRUCTURE

iv. One (1) staff member to assist in committee administration, keep minutes and act as a resource person/liaison. Additional staff may attend as required.

Add - The museum curator will act as a resource to provide support and advice to the Committee.

AGENDAS AND MINUTES

(amend and revise as follows)

(1) Agendas shall be prepared in accordance with the format and notice requirements for council agendas, as set out in the Township's Procedural By-Law.

(2) Agendas shall be prepared by staff in consultation with the Chair and members of the Committee.

(3) The Committee Secretary shall prepare the minutes in a form as approved by the CAO/Clerk

INPUT FROM MEMBERS

The Terms of Reference was circulated to Committee members. Members will be provided with an opportunity to bring forward additional requests for amendments to be brought forward to Council for consideration.

Financial Impacts

There are no financial impacts related to this report.

Respectfully Submitted By:

Emily Dance, CAO/Clerk