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## The Corporation of the Township of Billings

### Museum Committee Agenda

Monday September 11, 2023 7:00 pm

Old Mill Heritage Centre, Kagawong

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#### Members Present

Councillor Michael Hunt, Chair

Barb Edwards

Deb Flaxman

Dianne Fraser

Diane Larocque

Brad MacKay

Wes Newburn

#### Staff

Rick Nelson, Museum Curator

Tina Beckerton, Recording Secretary

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#### 1. Call to Order

Chair Michael Hunt to call the meeting to order

#### 2. Approval of Agenda

##### Motion to approve the agenda

Motion

Moved By                      Seconded By

THAT the Billings Museum Committee hereby approves the September 11, 2023 agenda as presented.

#### 3. Disclosure of Pecuniary Interest

#### 4. Adoption of Minutes

Motion

Moved By                      Seconded By

THAT the Billings Museum Committee hereby approves the August 14 minutes as presented.

#### 5. Financial Report

*The Township is in the process of updating the financial reporting for Boards and Committees the new report will be available at the October meeting. Verbal report will be provided.*

## **6. Curators Report**

### 6.1. **CU-2023-09-04-** September 2023 Curator Report

Motion

Moved By    Seconded By

THAT the Township of Billings Museum Committee hereby receives for information Curators Report – September 2023

## **7. Old Business**

### 7.1. Museum Committee Working Chart discussion- September 11, 2023

*The recording secretary will go through the chart with the committee.*

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. Christmas in Kagawong Plans

### 8.2. Remembrance Day Partnership

### 8.3. Other

## **9. Council Report**

### 9.1. Councillor Hunt to provide an update on recent Council Developments.

## **10. Meeting Schedule**

Monday October 2, 2023 7:00 pm Museum

Monday November 6, 2023 7:00 pm Museum

## **11. Adjournment**

### 11.1.        Motion to Adjourn

Motion

Moved by    Seconded by

THAT the Billings Museum Committee hereby adjourns at

## **Document Accessibility**

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**The Corporation of the Township of Billings**  
**Museum Committee Minutes**  
Monday August 14, 2023 7:00 PM  
Old Mill Heritage Centre, Kagawong

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Members Present

Councillor Michael Hunt, Chair  
Barb Edwards  
Deb Flaxman – Regrets  
Dianne Fraser  
Diane Larocque  
Brad MacKay  
Wes Newburn

Staff

Rick Nelson, Museum Curator  
Tina Beckerton, Recording Secretary

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**1. Call to Order**

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

**2. Approval of Agenda**

**Motion to approve the agenda**

Motion

Moved By Wes Newburn                      Seconded By Diane Larocque

THAT the Billings Museum Committee hereby approves the August 14, 2023 agenda as presented.

Carried

**3. Disclosure of Pecuniary Interest**

No disclosures noted.

**4. Adoption of Minutes**

There was a discussion on previous motions regarding the purchase of tokens of appreciations for the speakers at the events. They were inadvertently missed and will be included as notes for future references. (Section 11)

Motion

Moved By Barb Edwards                      Seconded By Diane Larocque

THAT the Billings Museum Committee hereby approves the July 10, 2023 minutes as presented.

Carried



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## 5. Financial Report

Staff reported that there was an error in the reporting of the bank balance at the last meeting. The correct balance is \$64,847.15. The Committee requested more detailed banking information for upcoming meetings.

Motion

Moved By Brad MacKay                      Seconded By Barb Edwards

THAT the Billings Museum Committee hereby received the verbal financial report.

Carried

## 6. Curators Report

6.1. **CU-2023-08-03-** July 2023 Curator Report

Motion

Moved By Dianne Fraser                      Seconded By Wes Newburn

THAT the Township of Billings Museum Committee hereby receives for information Curators Report – August 2023

Carried

## 7. Old Business

7.1. Museum Committee Working Chart discussion- August 14, 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.

Carried

## 8. New Business

- Future Exhibit
- Township Budget
- Debit Machine
- Park Centre: Stage & Steps, status of lower level
- Entrance Way: Inside & Out
- History Day
- Banner & Signs: Tubes
- Historical Sign still on the ground
- Plaque for sailors lost at sea

Motion

Moved by Barb Edwards                      Seconded by Diane Larocque

THAT the Billings Museum Committee hereby approves the actions regarding new business AND FURTHER that the actions be included in the working chart for further reference.

Carried



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## 9. Council Report

9.1. Councillor Hunt provided an update on recent Council Developments.

## 10. Meeting Schedule

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. Notes from July 10 2023 Billings Museum Meeting

### Tokens of Appreciation

- 8 members 7/4 box & 1/8 box of chocolates
- Picture for Mark
- Steve Large Hoodie
- Art Mills CHQ +
- Mantha XL Quarter Zip
- Jib box of chocolates 16 pieces

### Sub Committee

- Deb, Diane, Dianne to p/u cheese and gifts
- Diane and Deb to be responsible for refreshments (already at PC)

## 12. Adjournment

12.1. Motion to Adjourn

Motion

Moved by Barb Edwards      Seconded by Wes Newburn

THAT the Billings Museum Committee hereby adjourns at 7:57PM

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Chair Michael Hunt

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Recording Secretary Tina Beckerton

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## **CURATORS REPORT**

**Date: September 11, 2023**

**Report Number: CU-2023-09-04**

**File: September 2023 Report**

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### **Recommendation:**

THAT the Township of Billings Museum Committee hereby receives for information Report CU2023-09-04

### **Discussion:**

Attendance as of September 3<sup>rd</sup>, 2023 is 1820. Last year at this time it was 2500. That works out to 680 less.

Donations as of September 3<sup>rd</sup> are \$8,820.

As of September 3<sup>rd</sup>, the store has brought in approximately \$2180.00.

Hanako successfully completed her summer employment on August 22<sup>nd</sup>. I asked her to apply again if her availability permitted it.

The museum is now on fall hours. Will operate 5 days a week from Wednesday to Sunday. Closed Monday & Tuesday. We will operate until Thanksgiving.

Manitoulin Transport turned down the donation application to finance the Cenotaph Board Veteran's banner display project. The future of the project, at least for 2023 is uncertain.

The historical Old Mill Plaque is back up and in a new location. Big thanks to the municipal staff and public works for doing that.

I've looked into some options for the Mariner's memorial plaque. Details to follow.

Next big event for the museum will be our participation in Christmas in Kagawong, scheduled for the weekend of November 18<sup>th</sup>. If all goes as planned, we will have a vendors table and supplying the lunch downstairs.

Looking ahead long-term, I spoke with Ethel about helping us organize vendors for the rink, should Jabbawong go forward next summer. She has agreed to get us vendors. Further details will come forward later as we get closer to the event.

### **Respectfully Submitted By:**

Rick Nelson, Museum Curator

September 11, 2023

	Description	Comments	Status IP = In Progress OG = On going CO= Complete OH= On hold DE = Deferred
1.	Exhibit	Exhibit for 2023	CO – working session complete, opened May long weekend. Council has been invited for a tour.
2.	Post Office Museum	Preparation for 2023 season	CO - people enjoying, added a cell phone from the 1980's, accounts box added.
3.	Signs	Signage for Old Mill Heritage Museum to be placed on the flywheel Old Mill Heritage Sign to be placed at the discretion of Township staff	CO – Sign installed underneath the flywheel CO Staff directed to install the sign by the Old Mill Heritage building. Public Works installed on August 15, 2023.
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) Installation of covered structures to preserve the artifacts – look for grant opportunities.	CO PW placed the artifacts on the cement pad water side of the Old Mill Heritage Building. I/P – the Committee (Brad) will look for contractors that can supply a quote to be ready if/when a grant opportunity comes available.
6.	Water pooling at entrance to washroom	Water is pooling at the entrance due to grading issue. Committee would like to see a temporary fix sooner than 2024.	IP –Money is set aside in the 2023 budget to fix the problem.
7.	Museum Cleaning	Cleaning of the museum and museum/office entrance.	CO – staff have confirmed the cleaners clean the museum 1 hour per week sweeping only, does not dust artifacts.
8.	Debit Machine - Museum	With the change to more on-line and card payments suggest a debit machine for the Museum – Staff to look into	I/P – There is costs involved with machine transactions, the Township has a commercial account that we could order a machine for the 2024 season as a test. Staff confirmed a “square” does not fit within the financial security parameters for the municipality. Suggest an e-transfer option for 2024. Staff is currently reviewing electronic payment options for the Municipality as a whole. Information will be shared when available.
9.	Shad Flies	Concerns raised on shad flies	CO – Staff sweep the entrance daily to control the flies. Entrance will be included in the accessible entrance grant to eliminate the crack at the bottom of the door.

September 11, 2023

10.	Future Exhibit -2024	Decommission Harbour Island Exhibit Exhibit to honour Lester B. Pearson / Aus Hunt Exhibit Order of Canada (HUNT) to be displayed	IP – Museum Committee and Curator to arrange.
11.	Park Centre Stage and Steps	Stairs to be replaced for stage Purchase premade from reputable company for liability reasons Ramp option Dispose of “half legs”  Trillium Grant monies to be used for stage options?  Will the lower level of the PC be available for Christmas in Kagawong?	IP –Brad to reach out to Ontario Staging for options and pricing.  CO – Staff confirmed a new stage was not included in the Trillium Grant  IP – It is not known yet if Christmas in Kagawong will request the lower level and if it will be available.
12.	Entrance Way: Inside & Out	Replacement of doors / accessibility entrance?  Directional signage, arrows, foot prints, colour coding, Sandwich board	IP – Within the accessibility grant for the accessible entrance. Grant requires the project to be completed by end of 2024.  IP Committee to provide suggestions on what they would like done, and type of signage. Can be included in the upcoming budget.
13.	Banner & Signs: Tubes	New vertical + horizontal banners 1 each.	I/P - Brad to get pricing from Julie at Beacon Images Alternatively, Vistaprint may be another option. To be included in the 2024 Museum budget
14	Plaque for sailors lost at sea	Plaque commemorating Sailors lost at Sea General in memorial plaque to pay tribute lives lost on Huron, Georgian Bay, the North Channel. Plaque similar in nature to a historical plaque, bronze, etc.  Unveiling at Blessing of the Boat 3rd Sunday in July (21JUL24).	I/P – Museum Curator to look into further. Collaboration with the church, municipal & museum. Staff to investigate a supplier.
15	Museum Phone	Request for upgraded phone for the museum	I/P – Staff will order a new phone for the 2024 season.