



The Corporation of the Township of Billings
Museum Committee
Agenda

Monday July 10, 2023 7:00 pm
Old Mill Heritage Centre, Kagawong

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
Emily Dance, CAO/Clerk

1. Call to Order

Chair Michael Hunt to call the meeting to order

2. Approval of Agenda

Motion to approve the agenda

Moved By Seconded By

THAT the Billings Museum Committee hereby approves the July 10, 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 June 5, 2023 minutes as presented.

5. Financial Report

Not available

6. Curators Report

6.1. **CU-2023-07-02-** July 2023 Curator Report

Motion

Moved By Seconded By



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

7. Old Business

7.1. Museum Committee Working Chart discussion- July 10, 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.

7.2. Museum Committee Terms of Reference Amendment

By-Law No. 2023-61

8. New Business

8.1. 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 recent Council Developments.

10. Meeting Schedule

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

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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. Newman
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

Chair

Committee Secretary

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CURATORS REPORT

Date: July 10, 2023

Report Number: CU-2023-07-02

File: July, 2023 Report

Recommendation:

THAT the Township of Billings Museum Committee hereby receives for information Report CU CU-2023-07-02.

Discussion:

The Museum BBQ was held on July 8th at Jabbawong.

Speakers Night in Kagawong with Steve Paikin is this Thursday. Discussion about the event to follow.

Plans continue for History Day in Kagawong, set for Thursday, August 10th. Discussion to follow.

We were nominated for a Governor General's award. Deadline to submit an application is July 15th. Application is almost ready to be sent. An announcement will likely be made in the fall.

On June 6th Wiky Tourism brought in a bus load of students visiting the Island from Richmond Hill. They made a \$250 donation.

On Canada Day members of the Lloyd Family came in to see the Moses Lloyd exhibit for the first time, including the family member who donated all the items. They were most impressed and had high praise for Dianne, who had painstakingly put it all together.

As of Monday, July 3rd attendance was approximately 480, down 40 from the same time last year.

As of Monday, July 3rd donations (between May 20th to July 2nd) were approximately \$2200.00, compared to \$2336.00 from this time last year. That does not include the \$300 donation we just got from one of the local townsfolk.

As of Sunday, July 2nd the store has brought in approximately \$450.00 since May 20th.

Received new rack cards featuring the camera exhibit. I delivered half a batch to the Ferry and the other half to the Tobermory terminal. I delivered another batch to the tourist centre in Little Current, the Kagawong marina, Hideaway Lodge and the Carter House.

The Jack Whyte painting is now hanging proudly at the entrance along with an explanation of its relevance to Kagawong.



Cooperation with the Billings Cenotaph Committee and the township continues with plans to erect banners around the village depicting our local veterans. Waiting for permission from hydro to place the banners on their polls.

Got good coverage in the newspapers. More to come. Manitoulin Expositor and the Sudbury Star have covered the new camera exhibit, plus the Governor General's nomination and the upcoming public events. The cost of ads for the Paikin event in the Expositor were waved in exchange for sponsorship. Lots of spinoff chatter about our activities courtesy of social media.

Respectfully Submitted By:

Rick Nelson, Museum Curator

July 10, 2023

	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 - 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 I/P – Staff directed to install the sign by the Old Mill Heritage building.
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. Installation of covered structures to preserve the artifacts – look for grant opportunities.	IP – 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 – 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. Short Term I/P – Staff looking for options for a temporary fix.
7.	Museum Cleaning	Cleaning of the museum and museum/office entrance.	OG – staff have confirmed the cleaners will include the museum on their schedule
8.	Fundraising- Jabbawong Festival	Jabbawong Festival Saturday July 8, 2023	I/P -Committee determined to purchase 100 slices of cheese and pre-cooked burgers. Diane to ask the vendors at the market if they will be interested in participating. Brad to check with Martin about the safety of the bbq under the cover at the rink, if not and its raining cooking could go underneath the covered entrance. Volunteers for cooking – Rick, Brad, Al,

July 10, 2023

			Wes(tentative) Deb offered to take the money Committee members will also supply baked goods Deb – cookies, Dianne – squares
9.	Fundraising Speakers Night	Speakers Night Thursday July 13, 2023	Sponsored by Manitoulin Expositor, Plants at Brads will put on the stage, set up on Wednesday July 12 8-8:30am. Format – Johnny Carson format. John Turner, Mantha will be the MC, Art Milnes, historian speech writer for Harper and Brian Mulroney. Refreshments – cheese crackers and water- Committee discussed providing an honorarium of \$ 400 for Art Milnes. (motion provided in the minutes) Rick Motion - \$400 Moved Diane Second Deb Flaxman



BY-LAW NO 2023-61

BEING A BY-LAW TO AMEND THE TERMS OF REFERENCE FOR THE
BILLINGS MUSEUM COMMITTEE

WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(1), as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the Township of Billings Procedural By-Law 2021-40 as amended Section 26 provides that Ad-Hoc Committees may be established by Council to consider a specific matter of municipal concern;

AND WHEREAS the Corporation of the Township of Billings established the Billings Museum Committee and adopted an associated Terms of Reference;

AND WHEREAS by motion on June 20, 2023 Council of the Corporation of the Township of Billings deemed it expedient to amend the Terms of Reference for the Billings Museum

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BILLINGS ENACTS AS FOLLOWS:


- 1.0 THAT Schedule 'A' to By-Law No. 2019-19 is hereby repealed and replaced with the attached Schedule 'A'
- 2.0 THAT all other provisions of By-Law No. 2019-19, remain in full force and effect.
- 2.0 THIS By-Law shall come into force and effect upon passing.
- 3.0 THIS By-Law may be cited as "Billings Museum Committee Terms of Reference Amendment (1) By-Law"

READ a FIRST and SECOND TIME this 4th day of July, 2023

READ a THIRD TIME and FINALLY PASSED this 4th day of July, 2023



Bryan Barker, Mayor



Emily Dance, CAO/Clerk

Schedule 'A' to By-Law No. 2023-61
THE CORPORATION OF THE TOWNSHIP OF BILLINGS

TERMS OF REFERENCE
BILLINGS MUSEUM COMMITTEE

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PREAMBLE

In 2005, a group of volunteers formulated a vision and a place to create the Old Mill Heritage Centre in the historical Old Mill building. This vision was fully realized at the Old Mill Heritage Centre and Post Office Museum grand opening in July 2009.

The mandate of the Old Mill Heritage Centre Committee is to collect, record, research and exhibit historical information, data and items for the preservation and enjoyment of our rich heritage by presenting a visual history of Billings Township and Manitoulin Island for present and future generations.

ROLE OF THE COMMITTEE

- (1) The Billings Museum Committee (the "Committee") shall:
 - i. advise council on the operations of and matters related to the Old Mill Heritage Centre and Post Office Museum, including the collection, recording, research and exhibition of historical information, data and items;
 - ii. identify and advise council of issues, concerns and government policies that may affect the operations of the Old Mill Heritage Centre and Post Office Museum, including new legislation and funding opportunities;
 - iii. advise council on the development of Old Mill Heritage Centre and Post Office Museum programming and exhibits;
 - iv. liaise with the community, including individuals, groups and organizations, to get input and encourage support for the Old Mill Heritage Centre and Post Office Museum;
 - v. Promote the activities and programs of the Old Mill Heritage Centre and Post Office Museum;
- (2) In providing advice to council, the Committee shall have regard for the township's Strategic Plan, the mission statement for which states:

"Billings Township is a vibrant community where new people are excited to relocate and existing residents are happy to stay because of the sustainable economy, the artistic and cultural diversity, and the beauty of the environment. Guided by the vision of its citizens, Billings Township is a safe and progressive community that practices environmental responsibility, provides dependable services, and maintains its rich cultural heritage."

COMMITTEE STRUCTURE

- (1) The Billings Museum Committee is hereby established as a standing advisory committee and is comprised of the following members as appointed by council:
 - i. one (1) member of council, sitting as Chair;
 - ii. six (6) members of the general public;
 - iii. Mayor sitting *ex officio*, with voting privileges when present; and
 - 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.
 - v. The museum curator will act as a resource to provide support and advice to the Committee

APPOINTMENT OF MEMBERS

- (1) All Committee appointments shall be made by council.
- (2) Council shall make all Committee appointments by resolution, whether appointing council members or public members.
- (3) The Mayor shall be an *ex officio* member of the Committee, with voting privileges when present.
- (4) A Council member shall sit as Chair for all standing advisory and statutory Committees, unless otherwise noted in the Committee terms of reference. The Chair for ad hoc Committees may be

- a member other than the council member as appropriate.
- (5) Any eligible elector in the Township of Billings is entitled to apply for appointment to a Board or Committee and such appointment, subject to any statutory limitations, and/or removal is at the sole discretion of council.
 - (6) Where possible, appointments to Committees made by council shall be for the term of council, generally from January 1st following a municipal election until December 31st of the next election year.

CODE OF CONDUCT FOR MEMBERS AND OTHER APPLICABLE POLICIES

- (1) At the beginning of their term, Committee members shall be required to review the following Acts and policies and confirm such review by submitting a signed acknowledgement to the Clerk within 30 days of appointment:
 - the Code of Conduct for Members of Council and Local Boards of the Township of Billings
 - the *Municipal Conflict of Interest Act*
 - the Township of Billings Procedural By-law
 - the Township of Billings Workplace Harassment, Discrimination and Violence in the Workplace Policy
 - the Township of Billings Council-Staff Relations Policy
 - the Township of Billings Accountability and Transparency Policy
 - The Township of Billings Procurement Policy
 - the Township of Billings Health and Safety Policy
- (2) All Committee members shall comply with the provisions of the Code of Conduct for Members of Council and Local Boards of the Township of Billings at all times for the duration of their appointment to the Committee and thereafter for any ongoing obligations in relation to confidentiality or otherwise.
- (3) All Committee members shall comply with the provisions of all other applicable Acts and policies, including but not limited to:
 - the *Municipal Act*
 - the *Municipal Freedom of Information and Protection of Privacy Act*
 - the *Occupational Health and Safety Act*
- (4) Members shall disclose any pecuniary interest to the chair, and shall absent herself/himself from meetings for the duration of the discussion and voting (if any) with respect to that matter.
- (5) No individual member nor the Committee as a whole, has the authority to make direct representations of the township to Federal or Provincial governments.

AGENDAS AND MINUTES

- (1) Agendas shall be prepared in accordance with the format and notice requirements for council agendas, as set out in the Township's Procedure By-law.
- (2) Agendas shall be prepared by staff with the assistance 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
- (4) Committee meeting minutes shall be submitted to the Clerk for inclusion in the next regular council meeting agenda package for receipt.
- (5) Committee agendas and minutes will be posted on the township website by the Clerk.

COMMITTEE REPORTING AND FINANCE

- (1) Any recommendations made by the Committee shall be in the form of a written report.
- (2) By November 1 of each year the Committee shall prepare an annual report to council outlining:
 - i. The Committee's achievements during the year
 - ii. Goals and objectives for the upcoming year
 - iii. Members' meeting attendance during the year, including details of any consent sought

- or provided by council to a member for missing three (3) or more consecutive meetings.
- iv. Any recommended revisions to the Committee mandate or structure, including number of members.
 - v. An evaluation of whether the Committee is still required or effective.
- (3) The Committee will prepare an annual work plan and budget request to submit to the Treasurer in accordance with the annual budget timetable.
 - (4) Any expenditures by the committee will be approved by council during the annual budget process or otherwise in accordance with the township's Procurement By-law.
 - (5) Monies collected through fundraising, donations or any other means shall be submitted to the Treasurer as soon as possible following collection, to be deposited in a township account for use by the Committee in accordance with the approved annual budget or as otherwise authorized by council.

MEETING TIMES AND PROCEDURES

- (1) The Committee shall meet monthly at the Old Mill Heritage Centre or Park Centre, at a consistent day and time to be established by the Committee.
- (2) The Committee shall establish a meeting schedule for the year during their first meeting of the year.
- (3) Meetings may be cancelled and/or rescheduled if necessary, as determined and announced by the Chair.
- (4) Meetings shall follow the provisions of the township's Procedure By-law, including notice and agenda requirements.
- (5) Committee members will respect the requirements of the *Municipal Act* and the township's Procedure By-law.

ATTENDANCE

- (1) No Committee member shall miss three (3) or more consecutive meetings without prior approval from the Chair and council.
- (2) All requests for permission to be absent from three (3) or more consecutive meetings will be submitted to the Chair and council in writing.

RESIGNATION AND TERMINATION

- (1) A Committee member shall be deemed to have resigned where:
 - i. The member delivers written notice of resignation to the Chair and council; or,
 - ii. The member is absent from three (3) consecutive meetings without prior approval from the Chair and council.
- (2) Council will provide notice of termination in writing.
- (3) Council may terminate any Committee appointment for just cause.
- (4) Without limiting the generality of the foregoing, council may terminate the appointment of a Committee member where:
 - i. The member has been absent from three (3) or more consecutive Committee meetings without obtaining prior approval from the Chair and council;
 - ii. The member has been found by council to have engaged in conduct in breach of the Code of Conduct for Members of Council and Local Boards of the Township of Billings; or,
 - iii. The member has been found by council to have engaged in conduct that council considers inappropriate.

REVISIONS TO TERMS OF REFERENCE

- (1) Council may, at its discretion, revise the Terms of Reference (TOR) for this Committee at any time by by-law.
- (2) Any revisions proposed to these TOR shall be presented to council through an appropriate report.
- (3) The committee may be dissolved by a resolution of council.