

Minutes of May 24, 2016
Palmerston Railway Heritage Museum Notes
Palmerston Library Community Room 6:30 p.m.

Present: Mayor/Chair George Bridge, Councillor Mary Lou Colwell, Chad Martin, Delanie Toner, Bob McEachern, Susan Welsh, Wayne Martin, Manager of Economic Development Belinda Wick-Graham, and Economic Development Assistant Taylor Pridham.

Regrets were received from Andrew Gowan and Recreation Facilities Manager Al Carr.

Mayor George Bridge opened the meeting at 6:30 p.m. and welcomed those in attendance.

Those in attendance reviewed the previous meeting notes.

The Palmerston Railway Heritage Steering Committee members will be appointed by by-law at the June 7, 2016 Council Meeting. Members will include: Mayor Bridge, Councillor Mary Lou Colwell, Chair of the Cultural Roundtable Andrew Gowan and Members of the Public Susan Welsh, Bob McEachern, Chad Martin and Wayne Martin.

Mayor Bridge explained that a Terms of Reference for the Steering Committee has been drafted by Wick-Graham. Wick-Graham reviewed the Terms of Reference with the Committee. A copy of the Terms of Reference is attached as Schedule "A". It was agreed that this Terms of Reference would cover 2016-2018 and could be reviewed annually for changes.

Those in attendance reviewed the Palmerston Railway Heritage Museum Steering Committee Action Plan for 2016 attached as Schedule B.

Wick-Graham reported that Phil Dietrich the Museum Technician with the County of Wellington would be coming to the Museum Wednesday May 25, 2016 to take pictures and measure for a 3D Model of the Museum space.

The group briefly discussed storage and shelving. Wick-Graham explained that Solutions has shelving. Unfortunately this shelving contains practical board and is therefore not suitable for our storage needs at the Museum. Wick-Graham was directed to follow up with Al Carr about the OPP shelving and to have Al follow up with Kash about the shelving that the Library left in his building.

Bob McEachern reported that Carr would be supplying a recreation staff person to assist with providing handcar rides. The plan was originally for Thursdays and Fridays but everyone agreed that it would get used more Fridays and Saturdays when the Market is taking place.

Wick-Graham highlighted that Ms. Hindley suggested that those interested should make a visit to Doon Heritage Village to see the Railway Station there and get ideas for how it is staged. Those interested in participating in a visit are asked to notify Wick-Graham so that she can arrange transportation and a date.

Bob McEachern reported that the Museum is open June 1 – August 27 Wednesday – Sunday from 9:00 am – 5:00 pm

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Delaine Toner presented the Summer Plan for the Museum which included a Photo Contest in June, Circa by Live History July 26th (theatre company specializes in bringing local history to life), Handcar Races on August 13, History Book, Genealogy Research, Kids Activities, and School Visit.

Wayne Martin highlighted that the Museum, Norgan and Library provide three great venues for school and public programming.

Bob McEachern noted that next year will be 150 years of Railway Heritage in Wellington County and the opportunity of connecting rails, trails and stations.

Wick-Graham stated that she would let those in attendance know about a date, time and place for the next meeting after speaking to Janice Hindley at the County Museum & Archives.

Adjournment at 8:00 pm

Taylor Pridham
Economic Development Assistant

Schedule A

Palmerston Railway Heritage Museum



Palmerston Railway Heritage Museum Steering Committee Terms of Reference

1.0 GOAL

The Palmerston Railway Heritage Museum Steering Committee provides direction and key decision-making on the on-going development of the Palmerston Railway Heritage Museum.

2.0 PRINCIPLES

Principles that guide the work of the Palmerston Railway Heritage Museum Steering Committee include:

- Inclusive engagement – engaging citizens in ways that cross boundaries and builds shared understanding and empathy.
- Valuing grassroots – celebrating the energy and capacity of the community at the grassroots level.
- Emergence and purpose – balancing a commitment to dialogue that generates new understandings and builds relationships, with advancing concrete plans and actions.
- Asset Based Approach - appreciating and mobilizing individual and community talents, skills and assets (rather than focusing on problems and needs).

3.0 MANDATE

The mandate of the Palmerston Railway Heritage Museum Steering Committee is to give guidance and input related to development of the Palmerston Railway Heritage Museum.

Initial objectives of the Steering Committee include:

- Open the three main rooms (ladies' waiting room, main waiting room, telegraph room) as an operating museum showcasing Palmerston and Wellington County railway history circa 1940s for September 2016 so that tours from the IPM can come through and experience the heritage site.
- Develop a dedicated research room in the existing computer room (2017)
- Determine an operating framework (2017)
- Determine public and school programming (2017)
- Develop the Cook Car, Box Car and Crew Station into public sites with exhibits and activities connected to those offered at the Main Station. (2018)

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4.0 MEMBERSHIP AND RESPONSIBILITIES

The Palmerston Railway Heritage Museum Steering Committee shall consist of 8 members appointed by Resolution of Council. This membership shall be comprised of:

- Mayor
- One member of Council
- Chair of the Cultural Roundtable
- Four members of the public

Staff Resources:

- Manager of Economic Development
- Economic Development Assistant
- Tourism & Culture Assistant (Summer Student)
- Manager of Facilities or designated Recreation Staff
- Railway Museum Staff

4.1 Members shall be appointed for the term of Council.

4.2 Mayor will act as Chair of the Palmerston Railway Heritage Museum Steering Committee until the end of 2016. In 2017, the Palmerston Railway Heritage Museum Steering Committee will elect a Chair from the publicly appointed membership at the first meeting every year. The role of the Chair is to; facilitate the agenda discussion, maintain order, act as official spokesperson.

4.3 All members will be expected to devote some time between meetings to work on matters before the Committee.

4.4 In the absence of the Chair, the Palmerston Railway Heritage Museum Steering Committee will select an interim Chair for the meeting.

5.0 REPORTING

5.1 The Palmerston Railway Heritage Museum Steering Committee is a Sub-Committee of the Minto Cultural Roundtable, which is a Community of Council. The Palmerston Railway Heritage Museum Steering Committee is established by Municipal Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and are responsible to Municipal Council.

5.2 The Palmerston Railway Heritage Museum Steering Committee reports to the Minto Cultural Roundtable, under the signature of the Chair or designate. The Minto Cultural Roundtable reports and communications will be directed to Council through the Town Clerk.

5.3 As part of its ongoing reporting requirements, the Palmerston Railway Heritage Museum Steering Committee shall prepare an annual Status Report and Work Plan,

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which shall be submitted to Council in January of each year. The report shall, among other things:

- a. Summarize the activities and achievements of the Palmerston Railway Heritage Museum Steering Committee over the previous year.
- b. Describe ongoing activities and issues and identify new priorities/concerns.
- c. Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.

- 5.4** When appearing before Town Council on behalf or as a representative of the Committee, Committee members shall present the Committee's official position on a particular matter. However, where a Committee member appears before Council and clearly indicates that they are appearing on behalf of another organization or as a citizen at large and not in their capacity as a member of the Committee, they may present a position which is their personal position or is the position of that organization they represent.

6.0 FINANCING

- 6.1** Financial support for the Committee will be reviewed annually as part of the Municipality's regular budget preparation process. Additional, special project funding requests may also be submitted by the Committee from time to time for consideration by Council.

- 6.2** Committee members will receive no remuneration for their involvement in Committee activities.

7.0 CONFLICT OF INTEREST

- 7.1** Committee members, who are not Municipal Councillors, are not bound by the Municipal Conflict of Interest Act. Committee members have an obligation to disclose any issues of pecuniary interests or if they are personally affected by a matter before the Committee where there may be a perceived interest in the matter under consideration by the Committee. Members shall declare the interest at the beginning of the meeting and shall not discuss or vote on the particular matter.

8.0 STAFF LIAISON AND SUPPORT SERVICES

- 8.1** Administrative support to be provided by the Town will include: the coordination of Palmerston Railway Heritage Museum Steering Committee related communications and correspondence; recording minutes, preparing agendas, reports and speaking points, research and data collection. Additional support is to be requested by the Committee and not provided by staff until approved by Council.

- 8.2** The Palmerston Railway Heritage Museum Steering Committee budget will be administered by the Town Treasurer as a line item within the Minto Cultural Roundtable Budget.

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9.0 MEETINGS

- 9.1** The Committee shall normally meet once every month, or at the call of the Chair with adequate notice to be given to all members. The meetings will generally take place at the Palmerston Railway Heritage Museum or Palmerston Library. All Committee meetings are public.
- 9.2** The Committee may, from time to time, invite resource persons to attend a meeting.
- 9.3** The Committee may establish Sub-Committees for various topics, issues or proposals as required. Such Sub-Committees may include non-Roundtable members, with the approval of the Chair, provided the Sub-Committee is chaired by a Roundtable member. Sub-Committees shall report to the Cultural Roundtable through the Sub-Committee chair.
- 9.4** Quorum will be 50% + 1 of appointed members of the public (i.e. 12 appointed members; quorum = 7).
- 9.5** On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus or majority position to Council. On matters where there is a significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair generally does not vote, unless deemed necessary to break a tie.

10.0 AGENDAS AND MINUTES

- 10.1** An agenda for the upcoming Palmerston Railway Heritage Museum Steering Committee meeting will be prepared by Staff for approval by the Chair and e-mailed and/or mailed to Roundtable members within one week in advance of their meeting.
- 10.2** Formal minutes of the Palmerston Railway Heritage Museum Steering Committee meeting will be prepared by Staff and e-mailed and/or mailed to Roundtable members two weeks following their meeting. These minutes will be considered draft until adopted by the Palmerston Railway Heritage Museum Steering Committee at their next meeting.
- 10.3** Once adopted by the Palmerston Railway Heritage Museum Steering Committee, minutes will be posted on the Town website.

11.0 AMENDMENTS

- 11.1** The Palmerston Railway Heritage Museum Steering Committee may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.
- 11.2** Amendments to the Terms of Reference can only be made by Council.

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Schedule B

PALMERSTON RAILWAY HERITAGE MUSEUM STEERING COMMITTEE ACTION PLAN