MUNICIPALITY OF NORTHERN BRUCE PENINSULA
HISTORY PROJECT COMMITTEE (Northern Area)
No. 13-05
May 1, 2013 at 1:30 p.m.
The Meeting Place

MEMBERS PRESENT: Ruth Bainbridge, Chair
Jan Pugsley
Glenda Clarke
Graham Draper
Judy Caulfeild-Browne
Councillor Ray Burns

STAFF PRESENT: Cathy Addison, Municipal Deputy Clerk

GUESTS: Suzanne Shearer, Assistant Editor/Researcher

ABSENT: Barney Hopkins
Cathy Robins
Darla Campbell
Lynn Watson

1. CALL TO ORDER

Chair Bainbridge called the meeting to order at 1:43 p.m.

2. APPROVAL OF AGENDA

Moved by G. Draper
Seconded by G. Clarke

THAT the agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES – Meeting No. 13-04, April 3, 2013

Moved by G. Clarke
Seconded J. Caulfeild-Browne

THAT the minutes of History Committee Meeting No. 13-04 – April 3, 2013, be approved as printed and circulated.

CARRIED
4. CONSIDERATION OF AGENDA ITEMS

(1) Update from Assistant Editor/Researcher for Volume Two (2)

Assistant Researcher/Writer, Suzanne Shearer, updated the Committee on her activities to date, which included the following:

- Attended the Job Fair in Tobermory and spoke to commercial business owners;
- Designed and distributed a template to assist in completing commercial business information;
- Has contacted some of the clubs and organizations;
- Attended the Carving Club for their club details to date;
- Prepared and published article in the April 28 edition of the Bruce Peninsula Press;
- Continues to develop business information that is slowly being received and
- Preparing article for the next edition of the Press with regards to club and group information needed for Volume Two (2).

With regrets, Ms. Shearer noted her previous place of employment has offered her an earlier start date to commence employment on May 10, 2013. Originally she had anticipated working on Volume Two (2), under the JCP funding until mid-June.

Graham Draper offered to continue to develop the Facebook page and respond to email enquiries following Ms. Shearer’s departure. Access information will be forwarded to Mr. Draper.

Chair Bainbridge requested Committee members to research and develop articles pertaining to small rural communities throughout the former Township of St. Edmunds.

(2) Archives Committee Update

Chair Bainbridge noted the Archive Committee has not met recently; however, some new members wish to join. It is anticipated a meeting will be scheduled in the next couple of weeks.

The candidate working under the JCP funding at the Museum has compiled information regarding the artifacts located at the St. Edmunds Museum. This has been stored on software and will be forwarded to Chair Bainbridge.

Jan Pugsley attended the Bruce County Archives visit to the Tobermory Library on April 10, 2013. Ms. Pugsley was delighted with the event and information received, some of which will be scanned and emailed to the Committee members.
Update on JCP Funding

Prior to today’s meeting, some Committee members had a teleconference call with Linda Briggs from the Ontario Trillium Foundation. Ms. Briggs outlined the relationship between nonprofit organizations and funders with emphasis on capacity within projects that might be eligible for funding.

Following a lengthy discussion, it was determined an application should be submitted for the November 1, 2013 deadline. This item will be placed on the September 4, 2013 agenda.

Recently, Chair Bainbridge met with Noreen Steinacher, Bill Jones and Nichole Lafontaine to discuss alternative possibilities for the JCP funding. This meeting was necessary since all the selected candidates are or will be returning to their regular seasonal employment.

Ongoing discussion will continue with the Ministry of Training, since the term of these positions hasn’t been completed to date.

Alternative Funding Sources Update

Following a conversation with CAO, Bill Jones, Chair Bainbridge noted that it may be possible to use the Northern History Committee 2013 budget allocation to possibility hire a contract employee. This would follow the completion of Assistant Editor/Researcher, Suzanne Shearer’s term, as Ms. Shearer will be returning to her regular seasonal employment.

It was noted that the budget funds were to be associated with the printing and production of Volume Two (2) and this could be considered an eligible expense.

Moved by J. Pugsley
Seconded J.Caulfeild-Browne

**THAT** the Northern History Committee access funds from the 2013 budget allocation to hire a contract individual to continue research and development for Volume Two (2); and

**THAT** this contact position will commence following the Assistant Editor/Researcher, Suzanne Shearer’s term, ending May 10, 2013.

CARRIED

Graham Draper will compile a draft contract outlining the compulsory requirements of this contract.
(5) **Update from Editorial Working Group & Volume Two (2)**

Graham Draper presented the following updates:

- Received a number of articles;
- Pleased with articles received to date;
- Will approach the Writing Group to see if interested in writing and/or assisting with articles;
- Will follow-up with Parks Canada article to ensure accuracy of article;
- Historical place names needs to be included in this production;
- Moving along slowly and still require key commercial establishments.

5. **OTHER BUSINESS**

The Vice Chair position will be investigated by Judy Caulfeild-Browne and discussed at the next meeting.

6. **UNFINISHED BUSINESS**

(1) **Museum**

Chair Bainbridge has scheduled a meeting for a possible “Friends of the Museum” group on May 9, 2013 at 1:00 p.m. at the Meeting Place. Any interested people are invited to attend. Chair Bainbridge noted she had discussions with a member of the “Friends of Cabot Head” on the initial set-up of their organization, which she found very enlightening.

At a recent meeting of the Municipality (Bill Jones and Marshall Tigert), Tobermory Chamber of Commerce (Nichole Lafontatine and Ashley Miller) and The Northern History Committee (Ruth Bainbridge and Judy Caulfeild-Browne) it was determined that the Museum would be open seven (7) days per week during July and August. The Chamber staff will staff the facility five (5) days per week and a group of volunteers the other two (2) days per week. The Chamber will also staff weekends in the shoulder months.

Municipal staff will be undertaking the budgeted repairs on Jacob’s Cabin. It was suggested that a possible “Open House” could be arranged following completion of this project.

7. **NEXT MEETING DATE**

Wednesday, June 5, 2013 at 1:30 p.m. at The Meeting Place.

8. **ADJOURNMENT**

Moved by G. Draper  
Seconded by G. Clarke  

**THAT** this meeting does hereby adjourn at 3:02 p.m.  
CARRIED