MINUTES: Hamilton Historical Board  
Tuesday, March 10, 2009 – 12:30 pm – 2:30 pm  
Fieldcote Memorial Park and Museum

CHAIR: Bill Manson  
MINUTE TAKER: Jason Ryan

PRESENT: Graham Crawford, Susanne Noordyke, Pat Saunders, Michael Sangermano, Mary Anderson, Rob Hamilton, Christine Lei, Bob Williamson, Deborah Eker, Carolyn McCann, Councillor Russ Powers

STAFF: Ian Kerr-Wilson

REGrets: Walter Peace, Robin McKee

CHAIR’S REMARKS  
See attached item; ‘Chairman’s Remarks’

1. APPROVAL OF AGENDA
   1.1. Item 5.5 – Grounds Use Requests, three for consideration
   1.2. Item 5.1.3.1 – Bailey Award Report
       That the March Agenda of the Hamilton Historical Board as amended be approved.  
       (Anderson/Crawford)  
       APPROVED

2. DECLARATION OF INTEREST
   None

3. APPROVAL OF MINUTES – February 10, 2009 (attached)
   That the February 10, 2009 minutes of the Hamilton Historical Board be approved.  
   (Hamilton/McCann)  
   APPROVED

4. OUTSTANDING BUSINESS ITEMS  
   4.1. 1812 Bi-Centennial Proposal
       - Proposal for pursuance of the adoption of a revised version of the “Maple Leaf Forever”
       - Direction required in order to pursue this topic any further

   Motion to adopt:
   (a) That the 1812 Bicentennial Project Proposal be adopted,
   (b) That an ad-hoc sub-committee of HHB be formed under the chairmanship of Robert Williamson to develop a plan for the implementation of the project, and to report monthly to the HHB.  
   (Hamilton/Sangermano)  
   CARRIED

   Discussion
   - Concerns regarding associated political issues
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- Initiative to be taken to Provincial level politicians; Pat & Bob meeting with local MPP for support
- Councillor Powers has indicated that the best approach would be to use the internal workings of City staff by way of E&CS and City Council – Councillor Powers would support such an initiative

4.2. Communications Handbook Approval
Motion to approve the attached draft Communications Handbook
(Manson/Hamilton) CARRIED

4.3. Walking Tours Proposal
Motion that the HHB Walking Tours Proposal be approved and referred back to the HHB Communications and Education Sub-committee for development and implementation.
(Manson/Anderson) CARRIED

4.4. Branded Posters Proposal
That any recommendations from the discussion of HHB branded posters be referred back to the Communications and Education Sub-committee for consideration.
(Hamilton/Anderson) CARRIED

Discussion
- City Council approves/supports the production of promotional materials, with the disclaimer that all materials must have the City of Hamilton “Triple H” logo included in the production
- Original concept/theme of architecture was chosen for two reasons
  o Graham takes/has pictures of buildings/architecture
  o The general public typically know/are able to distinguish local buildings/architecture before most other themes
- Appropriate term may be “Material Culture”, including surroundings, purposes and uses to those who used, utilized, etc. the people, culture, city who experienced this
- Determination of the purpose of these posters
- Ensure that buildings (and their usages, info, etc.) and other adopted themes include locations from across the entire City Of Hamilton
- Build on the point that Hamilton is a “City of many communities”; buildings, symbolisms, nature, history – things that are synonymous with Hamilton’s many communities
- Iconic imagery: Before and after imagery, integrating both images into a single image
- Use of historic people

5. BUSINESS ITEMS 1:15 pm

5.1. HHB Sub-Committee Reports
5.1.1. Communications & Education Sub-committee – Bill Manson
- Website; work between Bill and Jason to clean up outstanding items, such as Speakers Bureau and Heritage Events
- Carolyn McCann and Bob Williamson to present Ward Fact Sheets to school boards in March,

5.1.1.1. Editorial Team – Christine Lei
- Increase the production numbers for circulation, as readership is growing and current placements are quickly running out
- Create a distribution list, in order increase readership
- Future issues will include ad seeking
That the March report of the Communications & Education Sub-committee be received.

\[(\text{Anderson/Eker})\]  \[\text{CARRIED}\]

5.1.2. Joint Plaquing Sub-Committee – Bob Williamson 1:25 pm

- Bob Williamson regrets to inform that Brian Henley has resigned from the Joint Plaquing Sub-committee
- Joint Plaquing Sub-committee has agreed to move to a new style of plaque. This decision was made based on production costs, maintenance costs and re-installation costs (if stolen) are all reduced with this new style.

Motion that the Hamilton Historical Board approve the new plaque style as outlined in the Joint Plaquing Sub-committee report

\[(\text{Williamson/Anderson})\]  \[\text{CARRIED}\]

Motion to develop design criteria/template for all future plaques, to ensure all plaques appear to come from the same ‘source’, and then referred back to HHB for approval

\[(\text{Crawford/Anderson})\]  \[\text{CARRIED}\]

Discussion

- Imagery will be included on future plaques, where available and appropriate
- New plaque style will be a pilot program for 2009; the committee will review the process and make a final decision based on that review
- Committee has deferred the Loretto Academy plaque until 2011, as a result of pending construction at the site
- The Municipal Heritage Committee members of the Joint Plaquing Sub-committee have requested the inclusion of MHC branding on all future plaques

Motion that in addition to the “Hamilton Historical Board”, the “Municipal Heritage Committee” also be included on all future plaques

\[(\text{Williamson/McCann})\]  \[\text{CARRIED}\]

Motion that the previous motion be tabled until the next meeting, pending results of Ian’s meeting with David Cuming

\[(\text{McCann/Hamilton})\]  \[\text{CARRIED}\]

That the March report of the Joint Plaquing Sub-committee be received.

\[(\text{Williamson/Anderson})\]  \[\text{CARRIED}\]

5.1.3. Heritage Events Sub-Committee – Pat Saunders 1:30 pm

- Michael Sangermano has agreed to put together PowerPoint presentation on the renaming of the Civic Holiday endeavour in order to present to Emergency & Community Services Committee
- The Heritage Events s/c is in support of the creation of Student Heritage Awards and their inclusion in the Heritage Awards
- The Heritage Events s/c is in support of pursuing the revival of the Marketplace, but in concert with a pre-existing event during festival season

5.1.3.1. Bailey Award Report – Bill Manson

- Feedback on the 2009 Award and its recipient, to date has been positive
- Special thanks to Jason Ryan for his diligence and hard work around the process
  - There are four recommendations
    - 1. The standards, content, and process as outlined in Appendix A of the HHB Communication Hand Book worked well this year, and should be followed by the Lead for next year’s Award.
    - 2. HHB should be more aggressive in marketing the Award, and in soliciting nominations for 2010.
3. The appointment of a Lead in June 2009 for the 2010 Award should be added to the Outstanding Business chart at the end of the agenda.
4. Recommendation that the City not send out a RFP for the design of a permanent Award, but instead - at least for next year - the Lead again should purchase an existing art piece by a local artist with appropriate Hamilton historical/heritage associations.

Motion that the Bailey Award report and its recommendations be received.
(Manson/Anderson) CARRIED

That the March report of the Heritage Events Sub-committee be received.
(Saunders/McCann) CARRIED

5.2. Other Reports/Projects 1:35 pm
5.2.1. Manager’s Report – Ian Kerr-Wilson
5.2.1.1. Bicentennial
- New regions may be developed for the Bicentennial celebration; Hamilton is included in this discussion
- The posting for the Major Events Project Manager (will be taking over Bicentennial and other projects) has closed; interviews planned for April

5.2.1.2. Work Plan
- Little Africa: Report received from Adrienne Shadd; will review and share results
- Box Office cash handling is being revisited at some sites
- Attending workshop on accessibility in public places; Civic Museums would benefit, however some sites would remain only partially accessible in order to maintain historic integrity of the site/building
- Collections Management software process almost complete; should know the successful program by next meeting

5.2.2. Municipal Heritage Committee Report – TBA 1:40 pm
No Report

5.2.3. Gore Master Plan Report – Graham Crawford 1:40 pm
- “Walk-about” involving committee, some City Councillor’s and City Staff
  - Discussion on how best to utilize this space
  - Suggestion to focus the space on the Cenotaph to reflect a respectful space that properly honours the City’s Veterans
  - Suggestion to consider the Park in three spaces, the third being the parking space in front of the Royal Connaught

5.2.4. Thank yous / Media Coverage 1:40 pm
None

5.2.5. Volunteer Opportunities 1:40 pm
- Annual Heritage Fair
  - May 4th & 5th, judging taking place in A.M. on May 5th, at Dofasco Recreation Centre (Stoney Creek Mountain), requesting volunteers judges (May 5th A.M only) from HHB
    - Contact Carolyn McCann for more details or to submit your name as a volunteer
Motion to request that the Board advise Council of the project/initiative
(Crawford/Williamson) CARRIED
Doors Open; seeking volunteer assistance over the Doors Open weekend (first Saturday/Sunday of May)
- Contact home museum for volunteer opportunities
Note: Doors Open Hamilton has been scaled back for 2009, essentially including Civic Museums

5.3. **HHB Budget/Work Plan**  
1:40 pm

5.3.1. **2009 Budget – Bill Manson/Ian Kerr-Wilson**  
No Update

5.3.2. **2009 Work Plan – Bill Manson**  
No Update

5.4. **Other HHB Business**  
1:45 pm

5.4.1. **Museum of Hamilton**  
No Update

5.5. **Grounds Use Requests**  
1:50 pm

- Dundurn National Historic Site
- Battlefield House Museum
- Whitehern Museum House Garden

Motion to approve the above Grounds Use Requests, as they are presented in the request  
(Williamson/Hamilton) **APPROVED**

5.6. **Issues Arising from Museum Reports (2 minutes each)**  
1:55 pm

5.6.1. **Battlefield House Museum & Park – Michael Sangermano**  
- Susan has received a letter regarding cost sharing of the Battle Re-enactment

5.6.2. **Hamilton Children’s Museum – Carolyn McCann**  
- New floors have been installed
- Former group Friends of the HCM have raised money for museum expansion, this money sits in a trust account

5.6.3. **Dundurn National Historic Site – Pat Saunders**  
- Sales in the Gift Shop is up from February
- Attendance at the Museum is also up

5.6.4. **Fieldcote Memorial Park & Museum – Christine Lei**  
- Attendance is down
- Arrested in Time exhibit ends in April, to allow for upcoming exhibit on Mount Mary

5.6.5. **Griffin House – Robin McKee**  
- Will be open for Doors Open and stat holidays

5.6.6. **Hamilton Museum of Steam & Technology – Rob Hamilton**  
- Mac has recognized that spring break is coming, this is typically the busiest time of year for HMST
- Posting of Interpreter position received 60 applicants, successful candidate has been chosen
- SHERK grants (for university students) are now available to business students only

5.6.7. **Whitehern Historic House & Garden – Mary Anderson**  
- Attendance is down
- Sonia is preparing cook book focusing on three generations at Whitehern
Sonia/Mary working on restoring the McQuesten Garden
Mary searching for the McQuesten Rose

5.6.8. Hamilton & Scourge Project – Ian Kerr-Wilson
- Expecting to be on site in May
- Performing next stage of archaeological work

5.6.9. Conservation – Rob Hamilton
- No report

5.6.10. Marketing – TBA/Staff
- No Report

5.6.11. Programme Committee – Bill Manson
- No Report

6. New Business 2:15 pm

6.1. 2010 Vanoc Torch Run
- Taking place Saturday, December 19, 2009 on the Dundurn park grounds; Grounds Use Request will follow at a future meeting

7. Adjournment
On motion, the meeting was adjourned at 2:28 p.m.

(Hamilton/Anderson) CARRIED

Next Meeting: Tuesday, April 14, 2009 – 12:30pm – 2:30pm
City Centre, Suite 305
Large Board Room

Dates to remember: Note-this list is not intended to replace the Community Happenings list prepared by Robin McKee, it is provided as a reminder of HHB events and upcoming events at the Hamilton Civic Museums.

OUTSTANDING BUSINESS
Hamilton Historical Board

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date Action Initiated</th>
<th>Lead Dept/Div</th>
<th>Status</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Board Member to sit on Collections Committee</td>
<td>2008 Work Plan</td>
<td>Board</td>
<td>TBD</td>
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<tr>
<td>B</td>
<td>Presentation to E&amp;CS Committee</td>
<td>February 2009</td>
<td>Board</td>
<td>September 23/09</td>
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Chairman’s Remarks

Thanks
On behalf of the current, and a past, Boards, I want to sincerely thank Walter Peace for his many years at the helm of the HHB as Chair. His knowledge, skills, dedication, and leadership have fostered the growth and development of the Board into the proactive volunteer committee it is today.

Heritage Awards Day
The City of Hamilton Heritage Awards ceremony, held on February 14 at South Gate Presbyterian Church was a great success Stewart Ralph Leslie, the first recipient of the Reverend T. Melville Bailey Heritage Award, is well-recognized for his many efforts and accomplishments in the presentation and preservation of Hamilton's history and heritage. The award is even more fitting, given Stewart’s long friendship with Mel Bailey.

Thanks
To the efforts of Pat Saunders and her Heritage Events Sub-committee for producing such a fine Heritage Day Program, which recognized the volunteer efforts of so many other deserving individuals.

Congratulations
To our own Graham Crawford on his nomination for the Tourism Hamilton Volunteer of the Year Award; there could not be a more deserving recipient.

And also to the City of Hamilton/Civic Museums for its nomination of a Tourism Hamilton Award for the current Civic Museums Iure brochure.

Thanks
To Lois Corey and her staff for having us out to Fieldcote today; we look forward to meeting and touring at the conclusion of today’s Agenda.

Changes to the HHB Agenda
You will notice some changes in this month’s agenda. Hopefully these will allow more time for discussion and decision-making. Also, you will note that there is a great deal of unfinished business from last month to deal with at today’s meeting, and I ask you to adhere to the times indicated in the Agenda.

Beginning with next month’s Agenda there will be a new Section 5 entitled “Notice of Motion”. I am asking all subcommittee chairs, liaisons, leaders, and leads to extract any items from their reports that will require debate and approval at each meeting. When approval is being sought, the individual should submit a properly worded motion to that effect for debate. These topics should be submitted, under separate cover, from regular reports, as “Notice of Motion”, to Jason by 4 pm on the Wednesday before each scheduled HHB meeting for inclusion in the Agenda. Jason will send out a reminder of this for next month’s meeting.

Dealing with important matters early on in the Agenda will ensure appropriate debate and action. The times for consideration of reports, later in the Agenda, will be shortened accordingly.