



Nipissing Township Museum Board Meeting

***** AGENDA *****

Wednesday, February 1, 2023

****START TIME 7:00 p.m.****

1. Disclosure of pecuniary interest.
2. Motion: Appoint a Chairperson.
3. Motion: Approve the Minutes of the Board Meeting held October 5, 2022.
4. Motion: Set the 2023 Board Meeting Schedule.
5. Discussion: 2023 Operating Budget and Capital Forecast – Museum.
6. Discussion Items: 2023 Museum Manager Position.
2023 Student Positions.
2023 Event Schedule.
Area Museums and Rosseau Road Collaboration.
Artifacts/Inventory Priorities.
7. Motion: Adjourn.

Board meetings will be held in person at 2381 Highway 654, Township of Nipissing Community Centre and virtually utilizing the Zoom platform; and will be livestreamed to the Township of Nipissing YouTube channel.

<https://www.youtube.com/channel/UC2XSMZqRNHbwVppelfKcEXw>

4363 Highway 654
General Delivery
Nipissing, ON P0H 1W0
705-724-2938 Phone
museum@nipissingtownship.com



MOTION

DATE: February 1, 2023

MOTION NUMBER: 2023-01

MOVED BY:

SECONDED BY:

That we appoint _____ as Chairperson of the Township of Museum Board for 2023.

	For	Against
G. Bateman		
M. Heasman		
C. Johnston		
S. Kirkey		
B. Lennon		
L. Moore		
D. Yemm		

Carried

Chairperson:



MOTION

DATE: February 1, 2023

MOTION NUMBER: 2023-02

MOVED BY:

SECONDED BY:

That the Minutes of the October 5, 2022 Board meeting are approved as circulated.

	For	Against
G. Bateman		
M. Heasman		
C. Johnston		
S. Kirkey		
B. Lennon		
L. Moore		
D. Yemm		

Carried

Chairperson:

Nipissing Township Museum

Board Meeting Minutes

October 5, 2022

7 p.m., Nipissing Township Community Centre

1. **Call to Order** – The meeting was called to order at 7:00 p.m. by Liz Moore.
2. **Declaration of Pecuniary Interest** – There were no declarations of pecuniary interest.
3. **Acceptance of Agenda** – The agenda was accepted as presented by Chris Johnston and seconded by Steve Kirkey.
4. **Acceptance of Previous Minutes** – The minutes of the previous minutes were accepted by Gladys Bateman and seconded by Mary Heaseman.
5. **Standing Agenda Items**
 - i. **Finance:**

The museum total gross revenue for the season was \$10,333. 00. The museum was open for 81 days and had 847 visitors. The Fall Festival generated \$451.91 in revenue.
 - ii. **Managers Report:**
 - The Ladies T-shirts have not been delivered yet.
 - It was noted that running the 'Mystery Objects' at events was a popular activity.
 - The museum's 150 year anniversary will occur in 2024. It was suggested planning for this event begin now. Partnering with other area museums may be a possibility and Brenda will investigate.

Collections:

All artifacts stored at the community centre have accession numbers except for those contained in the banker's boxes. Dust covers are needed for artifacts stored in this area.

The inventory of the Church is almost complete, but cataloguing is only 25% complete.

The inventory of the storage room is incomplete.

The inventory of the Hardware has not started, but the cataloguing is complete.

The next steps required for the inventory/cataloguing is to check that all accession numbers are in the main inventory in MS Access.

It was decided to decline the Halifax riots newspaper clippings, plaster of paris cast and native artifacts from the Jane Russell collection. Also, it was decided to keep the cloth flag that may have connections to the Orange Lodge.

A tour of the museum by home schooled children will take place this Friday before closing.

6. Business Arising:

- i. Fall Festival Update – The festival was the most successful event the museum hosted this season and coverage of the event in BayToday was very good exposure. The best exposure leading up to the event occurred through vendors on Facebook.
- ii. Manager's Last Day – Gillian's last day for the season will be Friday, October 7th. She will ensure all motors are stored inside, all outside artifacts will be tarped and all inside artifacts will be draped after the school tour.
- iii. Additions to Museum Store – It was suggested that a history booklet regarding the Nipissing-Rosseau Road may be a good addition to sell for the anniversary in 2024. Cost is \$25. An 'Author Night' could be an event for the anniversary as the author is also writing a book on the Alsace Rd. Gillian will send the information to Brenda.
- iv. July 2023 Event – There was discussion over the feasibility of Piefest and Strawberry Festival events. This will be discussed again at our meetings in 2023.

7. New Business:

- i. Board Membership – It was decided that all members would remain on the Township of Nipissing Museum Board in 2023.

8. Next Meeting – The next meeting of the Nipissing Township Museum will be on Wednesday, February 1, 2023.

9. Adjournment – Liz Moore adjourned the meeting at 8:00 p.m. This was accepted by Brenda Lennon and seconded by Steve Kirkey.



MOTION

DATE: February 1, 2023

MOTION NUMBER: 2023-03

MOVED BY:

SECONDED BY:

That the Board meeting schedule for 2023 will be as follows:

	For	Against
G. Bateman		
M. Heasman		
C. Johnston		
S. Kirkey		
B. Lennon		
L. Moore		
D. Yemm		

Carried

Chairperson:



2023

January						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

National Holidays - Federal/Local Holidays - Daylight Saving Time

**Nipissing Township Museum
2023 Budget Projections**

	2022		2023	NOTES:
	Budget	Actual	Budget Estimate	
REVENUE				
Donations	\$ 1,000.00	\$ 3,725.70		
Book Sales	\$ 300.00	\$ 282.65		
Merchandise/Gift Sales	\$ 1,000.00	\$ 834.76		
Candy/Yogurt/Drinks Sales	\$ 5,000.00	\$ 3,312.32		
Special Events Revenue	\$ 3,500.00	\$ 2,389.50		
Federal student Grant	\$ 2,800.00	\$ 2,100.00	\$ 2,200.00	Application for 1 student submitted, no results yet
Provincial student Grant	\$ 2,500.00	\$ -	\$ 2,200.00	Application for 1 student submitted, no results yet
Other Grants	\$ 1,000.00	\$ -	\$ 82,000.00	Application for Resilient Communities Grant for foundation repair
TOTAL REVENUE	\$17,100.00	\$12,644.93	\$ 86,400.00	
EXPENSES				
Staff Salaries, deductions	\$ 37,049.00	\$ 33,920.43	\$ 38,345.00	
Amount to Reserve	\$ 2,800.00	\$ 11,800.00	\$ 3,500.00	
Staff Development	\$ 500.00	\$ -		
Structural/Other	\$ 5,750.00	\$ 5,650.27		Annual Fire Extinguisher inspection \$55 required.
Hydro	\$ 1,500.00	\$ 1,124.53	\$ 1,500.00	
Telephone	\$ 800.00	\$ 740.62	\$ 800.00	
Janitorial supplies	\$ 500.00	\$ 272.16		Include maintenance person garbage removal weekly \$275 for season.
Insurance	\$ 1,750.00	\$ 1,684.80	\$ 1,825.00	
Brochures/Advertising	\$ 500.00	\$ -		
Office Supplies	\$ 3,000.00	\$ 1,541.48		Include bank fees for debit machine \$250 set up and 3 months
Special Event Supplies	\$ 1,750.00	\$ 1,188.07		
Candy/Yogurt/Drinks	\$ 5,000.00	\$ 1,739.28		
Merchandise/Gifts	\$ 1,000.00	\$ 947.69		
Store Supplies/Merchandising	\$ 500.00	\$ 22.02		
Books for Sale	\$ 250.00	\$ -		
Programs, Garden	\$ 700.00	\$ 461.51		
Yard Maintenance	\$ 2,000.00	\$ 404.51	\$ 2,000.00	Provided by municipal staff
Capital Expenses	\$ 500.00	\$ -	\$ 82,000.00	Foundation Repair
TOTAL EXPENSES	\$65,849.00	\$61,497.37	\$ 129,970.00	
Surplus/Defecit to actual	\$ 48,749.00	\$ 48,852.44		
Amount in Reserve for museum		\$ 13,420.00		

MUSEUM CAPITAL FORECAST			
YEAR	PROJECT DESCRIPTION	ESTIMATE	METHOD
2023	Foundation Repair Office Building	\$82,000	Grant/Taxation
2024	Heritage Window Repair – Church	\$20,000	Grant/Taxation
2025			
2026			
2027			
2028			
2029			
2030			
2031			
2032			
2033			

MUSEUM RESERVES PLAN			
YEAR	RESERVE DESCRIPTION	AMOUNT	FOR USE
2023	Building reserve	\$3500.00	
2024	Building reserve	\$3500.00	
2025	Building reserve	\$3500.00	
2026	Building reserve	\$3500.00	
2027	Building reserve	\$4000.00	
2028	Building reserve	\$4000.00	
2029	Building reserve	\$4000.00	
2030	Building reserve	\$4000.00	
2031	Building reserve	\$4000.00	
2032	Building reserve	\$4500.00	
2033	Building reserve	\$4500.00	

E.T. ENGINEERING INC.

**R.R. No. 1
Corbell, Ontario, P0H 1K0**

Phone 705-845-1109 Fax 705-752-2589 Email engineer@hiway11.com

**Nipissing Museum
4363 Highway 654
Nipissing, ON**

Sept. 23, 2022

To: Cameron Karpenko - CBO

From: Eugene Longstreet, P. Eng.

Project: Nipissing Museum Evaluation,
Site Visits May 10, July 18, 2022

Present: Dan Macinnis – Manager of Operations
Cameron Karpenko - CBO
Eugene Longstreet, P. Eng. – E. T. Engineering Inc.

Particulars:

- The museum building is not heated during Winter months.
- The existing wood framed building structure is 24'w x 36'l and is founded on a concrete block wall supported from concrete strip footings.
- A floating barrier free access ramp and front deck was installed in 2019.
- The South foundation wall had been replaced some years before this site visit.
- An exterior walk was done about the existing building structure.
- It was observed the grade around the building had settled and was now sloping in towards the building foundations.
- On the North side of the building, the existing foundation concrete blocks were pushed inward by about 3" more or less and were separated at the exposed horizontal joint.
- The East side blocks were also pushed inward but not as severe as the North side.

- The South side foundation appeared straight with no obvious movement. This side of the foundation had been repaired some years ago.
- On the West side there appeared to be some movement between the main structure and the floating deck and ramp.
- No access was available on the West side due to a skirting that covered the elevated deck wall.
- The crawl space under the floor was also accessed for viewing.
- The center of the floor of the Museum is supported by a built up wood beam supported off concrete block piers and the foundation end walls.
- The exposed soil in the crawl space is a granular material.
- There is no ground sheet over the crawl space granular.

Conclusions & Recommendations:

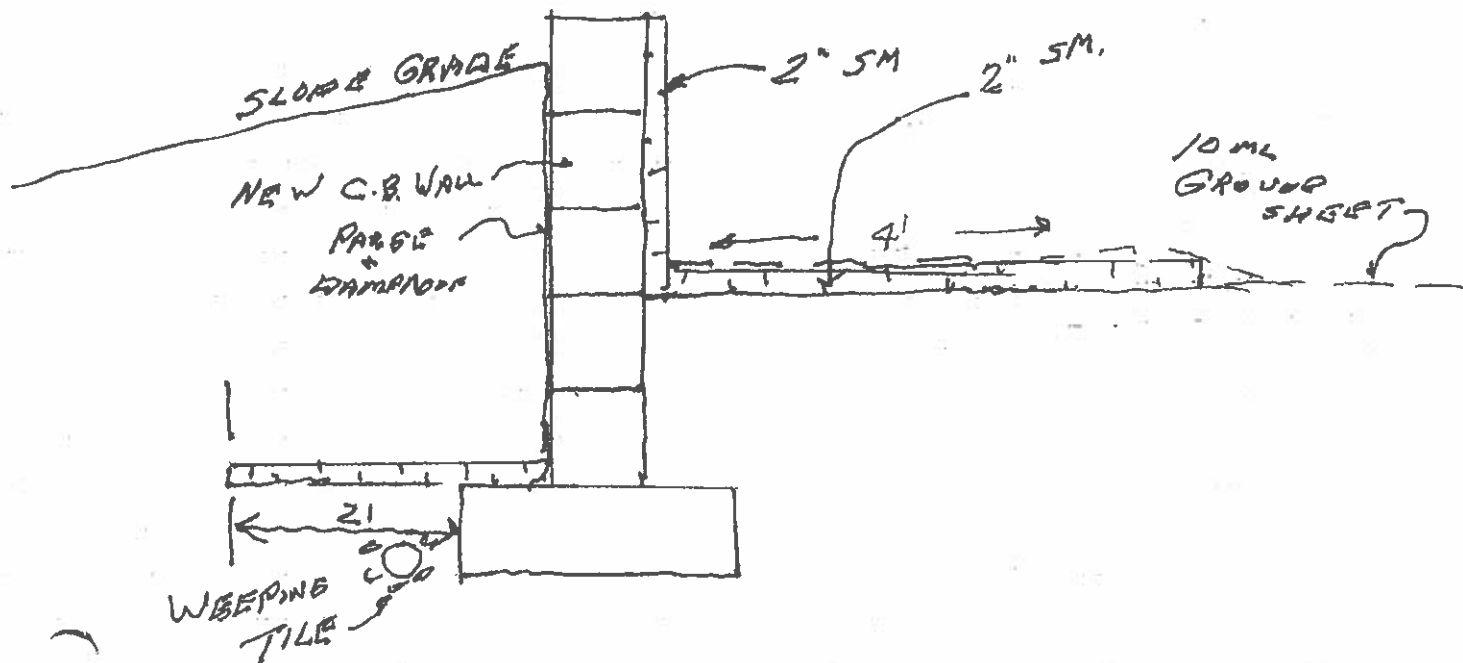
- ❖ There are currently no safety concerns with the building structure.
- ❖ There are some structural issues that should be addressed i.e. North and East foundation walls.
- ❖ The existing block walls on North and East sides should be replaced.
- ❖ New backfill installed along these exterior walls should be a free draining granular material. In addition 2" SM should be installed 2' out horizontally on top of the footing.
- ❖ The grade around the entire building should be adjusted in order to have a positive flow of surface water away from the building.
- ❖ The entire perimeter at top of the granular fill in the crawl space should also be insulated with 4 feet of 2" horizontal rigid SM insulation and covered over with 2" of granular. In addition 2" of vertical SM insulation should extend vertical from top of crawl space fill to top of the concrete block wall. (see sketch)
- ❖ The footings of the elevated deck should be insulated with 2 layers of 2" horizontal rigid SM insulation extending at least 4' past the existing footings.
- ❖ A new weeping tile system should be installed around the building footings and drained to a sump or ditch for disposal. If the existing nearby ditch is not deep enough

an interior insulated sump should be installed in the crawl space and discharge pipe heat traced as required.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Eugene Longstreet', with a long horizontal flourish extending to the right.

Eugene Longstreet, P. Eng.



SK-1



Web site: www.degagnecarpentry.com

E-mail: Alain@gusnorthbay.com

ESTIMATE

Clients: Nipissing Township
Address: 45 Beatty St
Nipissing, ON P0H 1W0
Date: December 7, 2022

Renovation

- Dig and install new blocks on the north, east and west wall
- Lift the building in order to install new blocks
- Excavation allowance 5000\$ with labour
- Electrical allowance 2800\$ with labour
- Aggregate allowance 4000\$ with labour
- Plumbing allowance 3000\$ with labour
- Remove west deck from building and reset
- Condition of footings unknown will be an extra if deemed not suitable



Note: Any extra work or upgrades will be charged 20% on all material and sub- contractors. \$95.00 per hour, per man for labour. All waste will be removed by the contractor. This estimate is only valid for 30 days.

COST	<u>\$70,636.80</u>
HST	<u>\$9,182.78</u> (#782483929RT0001)
TOTAL	\$79,819.58

D. Degagne

December 7, 2022

DAN DEGAGNE – OWNER
250562 ONTARIO INC.
O/A Gus North Bay
452 QUAE QUAE ROAD
CORBEIL, ON P0H 1K0
T: (705) 752-4872 F: (705) 752-2496

TOWNSHIP OF NIPISSING

POSITION DESCRIPTION *Season Contract Position*

Position: Museum Manager	Date approved:
Reports to: Municipal Administrator	Approved by:
Position #: 2016-C008	Revision date: November 26, 2018 February 2023

POSITION SUMMARY:

This position has a dual reporting relationship to both the Municipal Administrator and the Museum Board of Directors and is responsible for the seasonal operation of the Township's Museum (from June to August/Wed. through to Sun.)

The position is responsible for community and tourism engagement to celebrate the Township's history and the recreational and rural value of the region. This involves looking after the collection, operations, staff and volunteers, and to develop ways in which objects, archives and historical information is maintained and interpreted through exhibits, publications and events. In addition, the incumbent is responsible for the efficient operation of the retail side of the business – maintaining inventory, financial management and overall cleaning and presentation of the facilities.

The Museum Manager works with other colleagues in conservation, education, design and marketing the heritage value of the community served.

Major Duties and Responsibilities:

- Overall hands-on leadership ensuring success of museum events, fundraising and programming.
- Supervision of students and/or volunteers in the operation of the museum.
- Conduct tours of the facility to groups and/or individuals
- Plan, organize and host events at the museum to maximize visibility and enrich the reputation of the museum and the township.
- Manage and oversee all marketing and promotion initiatives including social media (Facebook) and maintain up-to-date information on news and events to encourage visitors.
- Maintain the candy and gift store retail operations including ensuring adequate stock; care of inventory; financial management; customer service; and general cleaning supervision.
- Apply creative retail design ideas to create an attractive and inviting environment that increases foot traffic.
- Maintain, clean and use preservation techniques for items in the museum.
- Aligned with the Museum Board of Management's annual objectives: plan, create, and maintain displays, exhibits and promotional events. Contribute and provide innovative ideas to the Board as they develop subsequent annual objectives that are aligned with the overall vision.
- Network and interact with the local community to build interest in, and support, for the museum.
- Provide written reports on progress to the Museum board and participate in regular museum board meetings.

Education/Experience/Skills:

- Education:** Post-secondary education in business or an equivalent combination of education and experience.
- Experience:** Related work or volunteer experience is an asset.
- Skills:** Excellent interpersonal and communication skills (oral and written)
Excellent management skills with the ability to prioritize, organize and manage multiple priorities/projects simultaneously.
Self-starter with strong problem-solving skills.
Excellent customer service and relationship management skills
Ability to work in a small, dynamic team environment.

Independence of Action:

The job requires the adapting of established methods and procedures. There is some degree of latitude and creativity expected.

Impact of Errors:

Dealing with the public requires a high degree to tact and diplomacy. Errors in judgement could result in embarrassment for the organization and Township.

Contacts:

Multiple contacts with co-workers; council; the public; other communities and government agencies.

Leadership:

There are no direct reports with this position, however, depending on work-load, students, part-timers or volunteers may be recruited throughout the season. Responsibility is in the form of recruitment, training and on-going performance management.

Physical Demands/Sensory Demands:

Minor and/or infrequent physical or sensory demands.

Working Conditions:

Work is performed in a retail/museum/office type setting.

Township of Nipissing Recreation Committee Event List 2023

Month	Event	Lead
January		
February 19	<ul style="list-style-type: none"> Family Skate/Fun Night 	Shelly Foote, Tom Piper
March 4	<ul style="list-style-type: none"> Spaghetti Dinner 	Terri Reidt, James Scott Shelly Foote
March 18	<ul style="list-style-type: none"> Bat Boxes/Bird Houses 	James Scott
April 8	<ul style="list-style-type: none"> Easter Egg Hunt 	Shelly Foote, Kathy Shaw Shelly Bateman
May 6	<ul style="list-style-type: none"> Trivia Night Soccer Registration Date TBD 	Terri Reidt, Kristin Linklater Kristin Linklater
June 22	<ul style="list-style-type: none"> Soccer 	Andrew Barry, Tom Piper Chris Johnson
July 1 July 29	<ul style="list-style-type: none"> Canada Day Soccer Season End Party 	Kristin Linklater, Will Bateman Andrew Barry, Tom Piper Chris Johnson
August August 19	<ul style="list-style-type: none"> Archery Movie Night (Aug 26 Back Up Date) 	TBD Andrew Barry, Will Bateman
September 23	<ul style="list-style-type: none"> Trunk Sale 	James Scott, Terri Reidt
October 31	<ul style="list-style-type: none"> Halloween 	Andrew Barry, Will Bateman Kristin Linklater
November 18	<ul style="list-style-type: none"> Chili Cook Off 	Shelly Foote, Kathy Shaw
December 9	<ul style="list-style-type: none"> Christmas Run 	Andrew Barry, James Scott Will Bateman



MOTION

DATE: February 1, 2023

MOTION NUMBER: 2023-04

MOVED BY:

SECONDED BY:

That the Board meeting is hereby adjourned at: _____.
(time)

Next meeting will be held: _____.
(date)

For Against

G. Bateman		
M. Heasman		
C. Johnston		
S. Kirkey		
B. Lennon		
L. Moore		
D. Yemm		

Carried

Chairperson: