

## **Nipissing Township Museum Board Meeting**

**\*\*\* AGENDA \*\*\***

**Wednesday, March 1, 2023**

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

1. Disclosure of pecuniary interest.
2. Motion: Approve the Minutes of the Board Meeting held February 1, 2023.
3. Motion: Approve the updated Museum Manager Position Description and Seasonal Position Ad.
4. Discussion: Student/Additional Positions – Advertisement Review and Grant Application updates.
5. Discussion: Area Museums and Rosseau Road Collaboration update.
6. Discussion: Artifacts/Inventory priorities review, set 2023 expectations.
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>

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# MINUTES

Nipissing Township Museum Board of Management  
February 1, 2023

A meeting of the Nipissing Township Museum Board of Management was held on Wednesday, February 1, 2023 starting at 7:00 p.m.

The meeting was held in person at the Township of Nipissing Community Centre, and livestreamed to the Township of Nipissing YouTube Channel.

**Present:** Councillor Steve Kirkey; Councillor Dave Yemm; Liz Moore; Brenda Lennon; Chris Johnston; Mary Heasman and Gladys Bateman.

**Staff:** Municipal Administrator-Clerk-Treasurer Kris Croskery-Hodgins, Secretary to the Board.

Disclosure of pecuniary interest: None.

## **MOTION NUMBER 2023-01**

**Moved by: Dave Yemm                      Seconded by: Liz Moore**

That we appoint Steve Kirkey as Chairperson of the Township of Museum Board for 2023. **Carried.**

## **MOTION NUMBER 2023-02**

**Moved by: Liz Moore                      Seconded by: Chris Johnston**

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

## **MOTION NUMBER 2023-03**

**Moved by: Chris Johnston                      Seconded by: Brenda Lennon**

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

March 1, 2023

April 5, 2023

May 3, 2023

June 7, 2023

July 5, 2023

August 2, 2023

September 6, 2023

October 4, 2023. **Carried.**

The 2023 Draft Operating and Capital Budget was discussed by the Board. Figures were provided for a draft submission to Council. A grant application has been submitted to the Trillium Foundation for assistance with foundation repairs.

Dave Yemm put forward that heating of the crawlspace and foundation be a priority for 2023 and going forward.

2023 Museum Manager Position was discussed. The current position description was circulated to members for review. Direction was provided to the Secretary to amend the description to better articulate the duties expected by the Board members for this position. The draft to be provided to the Board at the March 1, 2023 meeting for review. Advertising for the position will begin once the description is approved by Council.

Museum Manager starting date will be Monday, May 1, 2023.

Museum Manager ending date will be Friday, September 29, 2023.

2023 Student positions were discussed. The Federal and Provincial student grant applications have been submitted but no decisions have been received. Advertising for the positions will take place in Spring.

2023 Event Schedule was discussed.

The following events have been planned:

Heritage Day – Sunday, August 13, 2023

Fall Festival – Sunday, September 10, 2023

The Museum will remain open later on July 1, 2023 in conjunction with the Township of Nipissing Recreation Committee's Canada Day Celebrations. A table will be set up in Heritage Park offering candy from the Museum for sale.

Museum Opening Day: Wednesday, May 24, 2023

Museum Closing Day: Sunday, September 10, 2023

Discussion of the Area Museums and Rosseau Road Collaboration will be moved to the March 1, 2023 meeting.

Discussion of the Artifacts/Inventory Priorities will be moved to the March 1, 2023 meeting.

**MOTION NUMBER 2023-04**

**Moved by: Dave Yemm**

**Seconded by: Brenda Lennon**

That the Board meeting is hereby adjourned at 8:32 p.m. Next meeting will be held March 1, 2023.

**Carried.**

Chairperson:

Secretary:

Minutes prepared as per Section 228 (1)(a) of the Municipal Act, S.O. 2001, c. 25.

Clerk to record, without note or comment, all resolutions, decisions and other proceedings of the council.

Minutes to be approved by the Board at the next scheduled Board Meeting.

## 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 March 7, 2023

#### POSITION SUMMARY:

This position has a dual reporting relationship to both the Municipal Administrator and the Museum Board of Directors. This position is responsible for the seasonal operation of the Township's Museum (From May to October – open for operations June to August, Wednesday through to Sunday).

The position acts as a link between community and tourism engagement through the celebration of the Township's history, highlighting the recreational and rural value to the region. The position is responsible for the operation of the museum through the exhibits of the historical information, preservation of the antiquities, collection and safeguarding of information and providing an engaging platform to share the experience with residents and guests. In additions, the incumbent is responsible for the efficient operation of the retail side of the museum, the candy and gift store. Maintaining inventory, presentation and cleanliness are the priorities.

#### MAJOR DUTIES AND RESPONSIBILITIES:

- Overall hands-on leadership ensuring success of museum events, fundraising and programming.
- Supervision and leadership of students and/or volunteers in the operation of the museum and events.
- Conducting and/or facilitating tours of the facility for groups and/or individuals.
- Working with the Museum Board of Management, establish annual priorities for events and heritage focal points, plan and execute the events.
- Contribute and provide innovative ideas to the Museum Board of Management to assist in the annual objectives and overall vision of the Board.
- Maintain, clean and use preservation techniques for items in the museum, including completing the cataloguing priorities as set out by the Museum Board of Management.
- Apply creative retail design ideas, motivate staff and/or volunteers to provide feedback and ideas to increase foot traffic and interest in all areas of the Museum.

##### Administration:

- Provide written reports on progress, issues, suggestions and working plans to the Museum Board of Management at meetings. Attendance at meetings is also expected during the operating season.

##### Retail Management:

- Inventory maintenance, cleaning requirements and marketing of candy and gifts within the Museum Gift Shop. Working with the Township Office, ensure the financial sustainability of the inventory and sales.

**EDUCATION/EXPERIENCE/SKILLS:**

- Education:** Post-secondary education in Historical studies and preservation techniques is an asset.  
Post-secondary education in business or an equivalent combination of education and experience is an asset and will be considered.
- Experience:** Related work or volunteer experience with a knowledge of the area and history an asset.



The Corporation of the Township of Nipissing  
45 Beatty Street  
Nipissing ON P0H 1W0  
Telephone 705-724-2144 Fax 705-724-5385  
[www.nipissingtownship.com](http://www.nipissingtownship.com)

March 8, 2023

### 2023 Museum Manager Position

The Nipissing Township Museum Board is actively seeking a Museum Manager for the 2023 Season and in the future.

The goal of this position is to find someone with historical knowledge of the Township of Nipissing area from May to October each year assisting the Museum Board with the planning and implementation of events as well as operating the Museum and Candy Store.

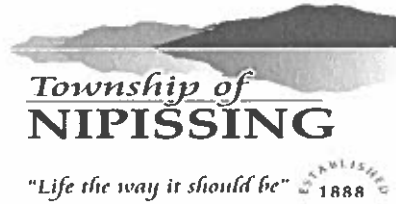
If you are interested in this opportunity, please visit [www.nipissingtownship.com](http://www.nipissingtownship.com) for a complete Position Description and more information on the Nipissing Township Museum.

Although this is a Seasonal Contract position, the Board is looking to contract a person who will be willing to return each season and assist in the enrichment of the Museum.

Please contact the Township of Nipissing Office if you have any questions.

Resume and Cover Letter will be accepted until Monday, April 3, 2023 at 4:30 p.m.

Thank you.



## MOTION

**DATE:** March 1, 2023

**MOTION NUMBER:** 2023-06

**MOVED BY:**

**SECONDED BY:**

That we approve the Museum Manager Position Description update as presented and request Council approval for the 2023 Season;

And that we approve the Museum Manager Position Advertisement for the 2023 Season as circulated.

**For    Against**

<b>G. Bateman</b>		
<b>M. Heasman</b>		
<b>C. Johnston</b>		
<b>S. Kirkey</b>		
<b>B. Lennon</b>		
<b>L. Moore</b>		
<b>D. Yemm</b>		

Carried

Chairperson: