



## Nipissing Township Museum Board Meeting

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

**Wednesday, August 2, 2023**

**\*\*START TIME 6:30 p.m.\*\***

1. Disclosure of pecuniary interest.
2. Motion: Approve the Minutes of the Board Meetings held May 25 and June 7, 2023, deferred from the July 5, 2023 meeting.
3. Motion: Approve the Minutes of the Board Meeting held July 5, 2023.
4. Discussion:               Heritage Day planning update.  
                                    Fall Fest planning discussion.
5. Motion: - Approval of Nipissing Township Museum Operating Standards including:
  1. Statement of Purpose.
  2. Statement of Intent.
  3. Program Objectives.
  4. Public Programs.
  5. Additional Services.
  6. Exhibition Policy.
  7. Collection Management Policy.Deferred from the July 5, 2023 meeting.
6. 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>



## MOTION

**DATE:** August 2, 2023

**MOTION NUMBER:** 2023-25

**MOVED BY:**

**SECONDED BY:**

That the Minutes of the May 25 and June 7, 2023 Board meetings are approved as circulated.

	For	Against
<b>G. Bateman</b>		
<b>M. Heasman</b>		
<b>N. Jackson</b>		
<b>S. Kirkey</b>		
<b>D. Rennette</b>		
<b>D. Yemm</b>		

Carried

Chairperson:

# MINUTES

Nipissing Township Museum Board of Management  
May 25, 2023

A special meeting of the Nipissing Township Museum Board of Management was held on Thursday, May 25, 2023 starting at 7:00 p.m.

The meeting was held in person at the Township of Nipissing Community Centre.

This meeting was not recorded or livestreamed due to unforeseen technical issues.

**Present:** Councillor Steve Kirkey; Councillor Dave Yemm; Liz Moore; Norah Jackson; Mary Heasman and Gladys Bateman

**Staff:** Kris Croskery-Hodgins, Secretary to the Museum Board.

Disclosure of pecuniary interest: None.

## **MOTION NUMBER 2023-14**

**Moved by: Liz Moore**      **Seconded by: Gladys Bateman**

That this part of our meeting will be closed to the public as authorized by Section 239(2) of the Municipal Act, 2001, c. 25, for consideration of the following subject matter:

b) personal matters about an identifiable individual, including municipal or local board employees;  
Reason for closed session is to discuss the Museum staff position. Time: 7:00 p.m. **Carried.**

## **MOTION NUMBER 2023-15**

**Moved by: Dave Yemm**      **Seconded by: Mary Heasman**

That we resume to an open public meeting. Time: 7:22 p.m. **Carried.**

## **MOTION NUMBER 2023-16**

**Moved by: Gladys Bateman**      **Seconded by: Liz Moore**

That the museum will operate on weekends when staffing and supervision are available until a full staffing can be achieved. **Carried.**

## **MOTION NUMBER 2023-17**

**Moved by: Dave Yemm**      **Seconded by: Norah Jackson**

That the Board meeting is hereby adjourned at 7:27 p.m. Next meeting will be held June 7, 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.

# MINUTES

Nipissing Township Museum Board of Management  
June 7, 2023

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

The meeting was held in person at the Township of Nipissing Community Centre, in the Training Room of Fire Station #1.

**Present:** Councillor Steve Kirkey; Councillor Dave Yemm; Norah Jackson; Mary Heasman and Gladys Bateman

**Staff:** Will Bateman, Fire Chief-CEMC-MLEO and Kris Croskery-Hodgins, Secretary to the Museum Board.

Disclosure of pecuniary interest: None.

## **MOTION NUMBER 2023-18**

**Moved by: Norah Jackson      Seconded by: Mary Heasman**

That the Minutes of the May 3, 2023 Board meeting are approved as circulated. **Carried.**

Discussion Items:

Update on Trillium Grant Application – the application has not been approved. More funding options are being explored for the repair of the foundation.

Engineer's Report on Foundation – the building is deemed safe for use for the 2023 season, requiring repairs in 2024.

Working Discussion:

Working documents of Statement of Purpose, Statement of Intent, Program Objectives, Public Programs, Additional Services, Exhibition Policy and Collection Management Policy were reviewed, changes were discussed and suggested.

A draft document containing all suggested changes to be provided at the next regular meeting.

Ideas for working collaboratively with the Powassan District Union Public Library were discussed. These will come forward at the next regular meeting.

## **MOTION NUMBER 2023-19**

**Moved by: Gladys Bateman      Seconded by: Dave Yemm**

That the Board meeting is hereby adjourned at 8:05 p.m. Next meeting will be held July 5, 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.



## MOTION

**DATE:** August 2, 2023

**MOTION NUMBER:** 2023-26

**MOVED BY:**

**SECONDED BY:**

That the Minutes of the July 5, 2023 Board meeting are approved as circulated.

	For	Against
G. Bateman		
M. Heasman		
N. Jackson		
S. Kirkey		
D. Rennette		
D. Yemm		

Carried

Chairperson:

## MINUTES

Nipissing Township Museum Board of Management  
July 5, 2023

A regular meeting of the Nipissing Township Museum Board of Management was held on Wednesday, July 5, 2023 starting at 6:30 p.m. \*\*Start time of 6:00 p.m. was posted on the Agenda, corrected within the Minutes and start time.

The meeting was held in person at the Township of Nipissing Community Centre, 2381 Hwy 654.

**Present:** Councillor Dave Yemm(arrived after Item #3 on Agenda); Norah Jackson; Mary Heasman and Gladys Bateman

**Regrets:** Councillor Steve Kirkey

**Staff:** Will Bateman, Fire Chief-CEMC-MLEO and Kris Croskery-Hodgins, Secretary to the Museum Board.

### **MOTION NUMBER 2023-20**

**Moved by: Mary Heasman    Seconded by: Gladys Bateman**

That we appoint Norah Jackson as Chair for the July 5, 2023 Museum Board meeting. **Carried.**

### **MOTION NUMBER 2023-21**

**Moved by: Gladys Bateman    Seconded by: Mary Heasman**

That we amend the Museum Board meeting start time to 6:30 p.m. **Carried.**

Agenda Item Number 2, motion to approve the Minutes of the Board Meetings held May 25 and June 7, 2023 was deferred to the next meeting to allow for more time to review the documentation.

### **MOTION NUMBER 2023-22**

**Moved by: Mary Heasman    Seconded by: Gladys Bateman**

The Heritage Day 2023 Theme shall be "Tools used in Homesteading", event date August 13, 2023. **Carried.**

### **Discussion Items:**

Letter from Knox United Church regarding donation of artifacts. Members of the Museum Board will meet with members from the Church to review items for consideration.

Offer of donation of 2 deer heads from Huron County Museum. These items will not be accepted at the Museum due to space/storage concerns and lack of display space.

Agenda Item Number 5, motion to approve the Nipissing Township Operating Standards was deferred to the next meeting to allow for more time to review the documentation.

### **MOTION NUMBER 2023-23**

**Moved by: Dave Yemm    Seconded by: Gladys Bateman**

That we participate in the Pictorial History program with the Powassan and District Union Public Library;

And that we will provide copies of pictures and information on the history of the Township of Nipissing to be included in the rotation of the program. **Carried.**

**MOTION NUMBER 2023-24**

**Moved by: Dave Yemm**

**Seconded by: Mary Heasman**

That the Board meeting is hereby adjourned at 6:53 p.m. Next meeting will be held August 2, 2023 at 6:30 p.m. **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.



## MOTION

**DATE:** August 2, 2023

**MOTION NUMBER:** 2023-27

**MOVED BY:**

**SECONDED BY:**

That we approve and adopt the Nipissing Township Museum Operating Standards,

1. Statement of Purpose
2. Statement of Intent
3. Program Objectives
4. Public Programs
5. Additional Services
6. Exhibition Policy
7. Collection Management Policy

As presented and circulated.

### For Against

<b>G. Bateman</b>		
<b>M. Heasman</b>		
<b>N. Jackson</b>		
<b>S. Kirkey</b>		
<b>D. Rennette</b>		
<b>D. Yemm</b>		

Carried

Chairperson:



# **Nipissing Township Museum**

## **Statement of Intent**

As a community museum complex owned and operated by the Township of Nipissing, the Nipissing Township Museum functions within the community as an educational institution working symbiotically with formal and in-formal education systems, and in active response to the community's history, celebrations and current affairs. Therefore, programming at the museum operates on all levels and attempts to make optimum use of resources and facilities for educational recreational use. Programming serves a range of people within the community and region, and welcomes tourists and visitors.

## **Statement of Purpose**

To provide a safe repository for the historical artifacts of the Township of Nipissing and area, and to make them available for public viewing.

To encourage the preservation of our cultural heritage by holding annual events that invite participation by residents and visitors.

To welcome members of the community and visitors to the Nipissing Township Museum and provide educational tours of the buildings and contents.

To play a role in identifying and celebrating the history of the founding families of our area.

To maintain a high standard of preservation of buildings, grounds and collection of artifacts.

## **Program Objectives**

The programs strive to achieve the following objectives:

- To develop and maintain the museum as a dynamic institution committed to providing the Township of Nipissing and surrounding region innovative, informative and historically accurate educational and social resources.
- To provide public learning opportunities and promote involvement through interactive educational experiences and educate the community about the function of museums in our culture and society.
- To develop and maintain the museum as a current and relevant resource for the community.

### **Public Programs**

The following public program opportunities are offered:

- Visitors are greeted, provided with information about the site and given a tour of the site.
- Occasional public programs to be provided such as workshops and lectures, particularly in conjunction with temporary exhibits and community celebrations.
- Special events cover a range of topics in order to raise the community profile of the museum, including cultural events involving children's activities as well as adult oriented attractions.
- The Museum endeavors to complement programs offered by other local institutions, museums and clubs.

### **Additional Services**

Guided tours are offered during Museum operating hours or may be arranged in advance, by appointment, to accommodate a special interest group.

Special assistance with research is provided by appointment.

### **Policy Review and Approval**

The Nipissing Township's Museum's Program and Education Policy is approved by the Nipissing Township Museum Board.

The Program and Education Policy shall be reviewed at a minimum of every four years or anytime that changes are deemed necessary.

## **Exhibition Policy**

The Nipissing Township Museum Exhibition Policy sets the guidelines for the museum with respect to exhibits displayed at the museum. It must uphold the museum's Statement of Purpose, and also meet the needs and interests of the residents and visitors to the Township of Nipissing.

### **Exhibitions:**

The Nipissing Township Museum hosts two types of exhibits; (a) permanent, (b) temporary.

### **PERMANENT:**

Before the acquisition of any artifact, the Museum Board and Museum Manager shall ensure that the item is an appropriate representation of the purpose of the museum and that it will complement the overall appearance of the exhibits currently on display in the museum. Each article shall be carefully researched to verify its authenticity and relevance to the history of the Township of Nipissing.

Once it has been determined that an item will be an asset to the museum, it shall be carefully catalogued, with a brief description of the item, the date that it was acquired and the name of the person(s) who donated it.

The exhibits in the museum are designed with a general theme. For example, visitors will see an 18<sup>th</sup> century schoolroom or a portion of a general store.

Each artifact that is displayed shall be accepted into the Township of Nipissing utilizing the approved Collection Management Policy and the Cataloguing Procedure.

Many items in each display in the museum may be rotated with other items in storage on a regular basis to ensure preservation and a fresh look in the museum.

The Museum Manager or assistants are always available to greet visitors and provide personal tours of the museum.

Every season, the displays in the Nipissing Township Museum are evaluated, maintained, or re-designed as needed. New displays are constructed using the portion of the museum's budget specifically allocated for this purpose.

## **TEMPORARY:**

Every year, the Nipissing Township Museum holds a "Heritage Day". The theme for this event is changed each year, however it remains consistent with the museum's Statement of Purpose and is always relevant to the history of the Township of Nipissing.

Members of the community are invited to set up and display any artifacts or information that they may own that relate to the year's theme.

## **Nipissing Township Collection Management Policy**

The Nipissing Township Museum was founded to preserve and display the history of the Township of Nipissing and the surrounding area. This area was one of the first settlements in Northern Ontario and on Lake Nipissing. The collection should reflect this fact. The Museum Board is appointed by the Township of Nipissing Council each term, and the Board's duty is to ensure that the collection is consistent with the Museum's purpose.

### **Collection:**

Objects should be of historical significance to this area and contribute to a clearer understanding of some former custom, activity, happening, or person. Due to limited storage space, the Museum must be very selective in choosing objects for the collection. Proper care and storage must be taken into account.

### **Acquisition:**

Objects for display in the Museum can be acquired through donation or purchase. If by donation, the Museum must ensure that the donor is the true owner of the item and complete a signed transfer of ownership. For purchases, the Museum shall receive a bill of sale with information of the vendor included.

*1. Gift Form.*

### **Management of the Collection:**

The Museum Manager decides whether to accept an object for display, but consults with the Museum Board before finalizing. The Museum Manager and the Board also decide when an artifact does not meet the criteria of the Collections Management Policy. In that case, the artifact(s) is removed from the collection and offered first to the donor or the donor's family. If this step cannot be taken, then another Museum can be approached to see if they want it, or would exchange for something more significant to the collection. Another option would be to sell it, with the proceeds going toward acquisition of other items. If an artifact is in bad repair, a conservator should be consulted and if nothing can be done, the artifact should be destroyed in a safe and ethical manner.

*2. Deaccession Form.*

## **Cataloguing:**

The Museum Manager may take an object on consideration until a Board decision can be made, then the item is either returned to the donor or included in the Museum's collection. At that point, a gift form is completed, the artifact is assigned a number, and it is added to the Accession Register. An accession card is made out, one copy of which is filed in the Museum records kept securely within Township of Nipissing records retention and one is sent to the donor along with a letter of acknowledgement. The item itself is then numbered in an inconspicuous place to correspond with the Accession Register. The Museum Manager adds it to their work sheet, along with a condition report, historical significance, and the specific care required for the artifact.

*3. Accession Form.*

*4. Cataloguing Form.*

## **Artifacts on Loan:**

The number of artifacts on display in the Museum that are on loan are kept to a limited percentage. The Museum is not equipped to care for, store, nor guarantee the security of items on loan. If an artifact is taken on loan, it is only for a short-term and is registered on a specific form for loans. This includes a condition report and the potential for any damage. It is also assigned a loan number.

*5. Loan Agreement.*

*6. Condition Report.*

## **Outgoing Loans:**

All loan requests must be in writing and the borrower must be from a reputable institution. A condition report is made up before the item goes out on loan and updated immediately upon its return. An Outgoing Loan Agreement Form is filled out and signed by the borrower who takes total responsibility for the artifact.

## **Policy Review and Approval**

The Collection Management Standard shall be reviewed and updated as required, at a minimum of every four years, by the members of the Nipissing Township Museum Board.

### **Forms attached:**

1. Gift Form
2. Deaccession Form
3. Accession Form
4. Cataloguing Form
5. Loan Agreement
6. Condition Report

## NIPISSING TOWNSHIP MUSEUM

### GIFT FORM

I hereby give and bequeath to the Nipissing Township Museum the objects listed herein and in so doing, I understand and agree that they may be displayed, loaned, retained or disposed of in such manner as the discretion of the Nipissing Township Museum Board may seem to be in the best interest of the Museum and artifact.

Accession # or Catalogue #	Object Name	Description/Distinguishing Features

#### Donor Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

If the Nipissing Township Museum decides against accepting these objects, should they be returned to you or disposed of? (If choosing to have it returned to you, please provide information for contacting a succession person should you not be available.)

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Acceptance of Gift Authorized by:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

In the event that the Museum Board decides against accepting any gifts described above into the Museum's artifact collection, the Donor will be notified as directed above. The Donor has one (1) year from contact to collect the item from the Museum. After one year, the museum may dispose of it according to the Collection Management Policy.

## NIPISSING TOWNSHIP MUSEUM

### DEACCESSION FORM

By Deaccessioning redundant artifacts and those that do not contribute to telling the story of the Township of Nipissing, we can better care for the artifacts that remain in the Museum's collection, and tell the stories of the Township of Nipissing.

**Artifact Number:** \_\_\_\_\_

**Artifact Description:**

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**Proof of Donation: (example Gift Form) \*Include Donor Name and information if available.**

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**Reason for Deaccessioning:**

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**Location in Museum:** \_\_\_\_\_

**Date of Deaccessioning:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Disposal**

**Date:** \_\_\_\_\_

**Method:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## NIPISSING TOWNSHIP MUSEUM

### ACCESSION FORM

Accession Number: \_\_\_\_\_

Location of Number on Object: \_\_\_\_\_

Object: \_\_\_\_\_

#### Artifact Description:

Title: \_\_\_\_\_

Artist/Maker: \_\_\_\_\_

Detailed Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inscription: \_\_\_\_\_ Colour: \_\_\_\_\_

Material(s): \_\_\_\_\_

Dimensions: \_\_\_\_\_

Condition: \_\_\_\_\_

\_\_\_\_\_

#### Relevance to Collection:

History: \_\_\_\_\_

Donor: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Information: \_\_\_\_\_

\_\_\_\_\_

Procedure completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Photo of artifact on file: Yes No If yes, where is the photo saved? \_\_\_\_\_

Board Approval obtained on: \_\_\_\_\_

(Date of meeting and Minutes)



# **NIPISSING TOWNSHIP MUSEUM**

Accession #	Description of object/document	Known History	Condition	Current Location

Cataloguing Form

Page # \_\_\_\_\_ Last Accession # on previous page: \_\_\_\_\_ Date: \_\_\_\_\_ Completed By: \_\_\_\_\_

## NIPISSING TOWNSHIP MUSEUM

### LOAN AGREEMENT

#### Lender/Receiver

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

#### The following artifacts will be displayed for viewing:

Location: \_\_\_\_\_

Timeframe/Duration of Exhibit: \_\_\_\_\_

Other terms/details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date from: \_\_\_\_\_ to: \_\_\_\_\_

#### LIST OF ARTIFACTS AND CONDITIONS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

## NIPISSING TOWNSHIP MUSEUM

### CONDITION REPORT

Accession Number: \_\_\_\_\_

Object: \_\_\_\_\_

**Artifact Description:**

Title: \_\_\_\_\_

Artist/Maker: \_\_\_\_\_

**Material(s):**

Organic Materials (Plant – wood, bark, fibres: cotton/linen/hemp, etc. or Animal – leather/skin, bone, ivory, beak, claws, horn, wool/hair, etc.): \_\_\_\_\_

Inorganic Materials (Metals or non-metals, ceramic, glass, plaster, stone, etc.): \_\_\_\_\_

Synthetic Materials (Plastic): \_\_\_\_\_

Structure and Fabrication: \_\_\_\_\_

Colour(s): \_\_\_\_\_

**Condition**

Overall Condition: \_\_\_\_\_

Stability:              Stable \_\_\_\_\_              Unstable \_\_\_\_\_

Evidence of previous repair: \_\_\_\_\_

Was repair done before or after accession to the museum? \_\_\_\_\_

Chemical Damage (corrosion/oxidation, dry rot, powdering, red rot, etc.): \_\_\_\_\_

## NIPISSING TOWNSHIP MUSEUM

### Condition Report Continued

Biological Damage (mould, insects, vermin): \_\_\_\_\_

\_\_\_\_\_

Physical Damage (abrasion, accretion, embrittlement, cracking/crazing, delamination, dents/chips/pitting, holes, dirt/dust, warping, scratches, tears, water damage/stains):

\_\_\_\_\_

Structural Problems: \_\_\_\_\_

\_\_\_\_\_

Additional notes: \_\_\_\_\_

\_\_\_\_\_

### Treatment

Treatment Recommendations: \_\_\_\_\_

\_\_\_\_\_

### Display and Storage Requirements

Storage Recommendations: \_\_\_\_\_

Support Recommendations: \_\_\_\_\_

Handling Recommendations: \_\_\_\_\_

\_\_\_\_\_

Purpose of Examination: \_\_\_\_\_

Examiner: \_\_\_\_\_ Date: \_\_\_\_\_

Photo of artifact on file: Yes No If yes, where is the photo saved? \_\_\_\_\_



## MOTION

**DATE:** August 2, 2023

**MOTION NUMBER:** 2023-28

**MOVED BY:**

**SECONDED BY:**

That we adjourn the meeting at \_\_\_\_\_ p.m.

Next meeting will take place September 6, 2023 beginning at 6:30 p.m.

**For    Against**

<b>G. Bateman</b>		
<b>M. Heasman</b>		
<b>N. Jackson</b>		
<b>S. Kirkey</b>		
<b>D. Rennette</b>		
<b>D. Yemm</b>		

Carried

\_\_\_\_\_  
Chairperson: