



**MOTION**

**DATE:** March 4, 2026

**MOTION NUMBER:** 2026-01

**MOVED BY:**

**SECONDED BY:**

THAT we hereby appoint \_\_\_\_\_ Chairperson of the Nipissing Museum Board of Management for 2026.

**For Against**

<b>J. Aultman</b>		
<b>G. Bateman</b>		
<b>M. Heasman</b>		
<b>S. Kirkey</b>		
<b>D. Rennette</b>		
<b>A. Rice</b>		
<b>D. Yemm</b>		

Carried

---

Chairperson:



**MOTION**

**DATE:** March 4, 2026

**MOTION NUMBER:** 2026-02

**MOVED BY:**

**SECONDED BY:**

THAT we approve the Minutes of the Nipissing Township Museum Board Meeting held November 5, 2025 as presented.

**For Against**

	For	Against
<b>J. Aultman</b>		
<b>G. Bateman</b>		
<b>M. Heasman</b>		
<b>S. Kirkey</b>		
<b>D. Rennette</b>		
<b>A. Rice</b>		
<b>D. Yemm</b>		

Carried

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

# MINUTES

Nipissing Township Museum Board of Management  
November 5, 2025

A regular meeting of the Nipissing Township Museum Board of Management was held on Wednesday, November 5, 2025 starting at 6:01 p.m.

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

**Present:** Chair Jane Aultman, Mary Heasman, Councillor Stephen Kirkey, and Mayor Dave Yemm.

**Staff:** Gillian Bernas, Museum Manager; Kim Turnbull, Deputy Treasurer-Office Assistant, Secretary to the Museum Board

**Regrets:** Gladys Bateman, Debbie Rennette and Alma Rice

Disclosure of pecuniary interests – none

## **MOTION NUMBER 2025 - 41**

**Moved by: Dave Yemm**

**Seconded by: Steve Kirkey**

That we approve the Minutes of the Nipissing Township Museum Board Meeting held October 1<sup>st</sup>, 2025, as presented. **Carried.**

### **Staff Updates:**

- **Financial & Visitor Statistics**
  - No updates at this time.
- **Building and Maintenance**
  - Work was completed on the walkways at the Museum during closing procedures. Weeds have been pulled and the walkways have been edged.
  - The foundations repairs have been completed over the last 2 weeks. Block work was completed, insulation was added, along with insulation and drainage outside. Sand was used to backfill around the museum. A heater will be installed next week to maintain a minimum temperature as per the Engineers recommendations.
- **Event Planning**
  - No updates at this time.
- **Artifact Status Report**
  - The artifacts that have been accepted as donation have been received by the Museum and will be catalogued in the upcoming season.
  - The Museum did not receive pictures of the postcards from the North Bay Museum for consideration for donation.
- **Exhibit Update**
  - Planning has begun for Nipissing along the Waterway theme for Heritage Day, enlarging the poster that was created for the roads exhibit to include the waterways.
  - Discussion about having a map in each of the Museum buildings to allow for reference during tours.
  - Discussion on the Remembrance Day travelling exhibit for next year.

- **Strategic Plan Update**

- Completing building repairs and updating exhibits is in line with the goals of the strategic plan.

Discussion about the 2025 Budget and recommendations for the 2026 Budget.

**2025 Museum Budget Update**

**Dated: November 5, 2025**

<b>Revenue:</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Difference</b>	<b>2026</b>
Donations	\$ 1,500.00	\$ 969.54		\$ 1,200.00
Books	\$ 300.00	\$ -		\$ 200.00
Gifts/Shirts	\$ 1,950.00	\$ 1,058.00		\$ 1,500.00
Candy/Drinks	\$ 3,000.00	\$ 647.50		\$ 1,000.00
Special Events	\$ 2,400.00	\$ 2,208.20		\$ 2,400.00
	\$ 9,150.00	\$ 4,883.24	\$ (4,266.76)	\$ 6,300.00
<b>Expenses:</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Difference</b>	
Salary/Benefits (all staff)	\$ 44,135.00	\$ 30,654.71		
To Reserve	\$ 4,000.00	\$ 4,000.00		\$ 4,000.00
Staff Development	\$ 500.00	\$ 35.56		\$ 500.00
Structural/Other	\$ 3,500.00	\$ 2,924.72		\$ 3,500.00
Hydro	\$ 1,000.00	\$ 824.38		\$ 1,000.00
Telephone	\$ 800.00	\$ 694.20		\$ 800.00
Janitorial/Maintenance	\$ 500.00	\$ 153.19		\$ 500.00
Insurance	\$ 2,500.00	\$ 2,299.32		\$ 2,500.00
Brochures/Advertising	\$ 500.00	\$ -		\$ 300.00
Office Supplies	\$ 500.00	\$ 951.88		\$ 1,000.00
Special Events	\$ 1,500.00	\$ 1,219.86		\$ 1,500.00
Candy/Drinks	\$ 1,000.00	\$ 491.13		\$ 500.00
Merchandise/Gifts/Shirts	\$ 3,500.00	\$ 2,638.39		\$ 2,000.00
Store Supplies - Display	\$ 250.00	\$ 88.70		\$ 250.00
Books	\$ 500.00	\$ 85.00		\$ 250.00
Programming	\$ 700.00	\$ 254.46		\$ 500.00
Yard Maintenance	\$ 1,000.00	\$ 3,073.45		\$ 2,000.00
	\$ 66,385.00	\$ 50,388.95	\$ (15,996.05)	\$ 21,100.00
<b>Revenues</b>		<b>\$ 4,883.24</b>		
<b>Expenses</b>		<b>\$ 50,388.95</b>		

**MOTION NUMBER 2025-42**

**Moved by: Mary Heasman**

**Seconded by: Steve Kirkey**

THAT the Nipissing Township Museum 2026 Budget request be approved and be forwarded to Council for inclusion in the 2026 Municipal Budget. **Carried.**

**MOTION NUMBER 2025-43**

**Moved by: Mary Heasman**

**Seconded by: Steve Kirkey**

THAT the Board meeting is hereby adjourned at 6:55 p.m. Next meeting will be held Wednesday March 4, 2024 at 6:00 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.

# Museum Report March 2026

## Building and Maintenance

Nothing to report.

## Event Planning

Once we know how many volunteers we have to instruct and help with the workshops we can start create a Registration Document. Registration will open for all Workshops on June 15<sup>th</sup>.

## Artifact Status Report

Nothing to report. Exhibits and interactives have been given a priority in order to have the material ready as early in the season as possible, and time will be devoted to Cataloguing once the 2026 Exhibits are closer to being finished.

## Exhibits

Time available during the winter season has mostly been spent working on the Exhibits for the upcoming season: The Waterway Journey to Nipissing and the Remembrance Interactive Exhibit/Program.

## Strategic Planning

Search for feedback on the value of the museum-designed game that was included in the 2025 Christmas run. In order to best plan projects of value to the community in the future.

Plan for using this summer as a test for the Remembrance Interactive exhibit and to evaluate the interest in and effectiveness of the format at our museum, with the intention of making the exhibit available to loan out to the Powassan Library and Local Schools.

## Workshop Volunteers

Staff will be available whenever needed and will provide tours for workshop visitors if and when needed. Staff will also accept payments and take attendance as well as assist with set up.

<b>Butter Making</b>	Thursday July 2, afternoon	Saturday July 4, morning
Workshop Helper		
Workshop Helper		
Food Prep (in Kitchen) & clearing dishes		
Workshop Instructor		

<b>Ice Cream Making</b>	Saturday July 18, Morning	Saturday July 18, Afternoon
Table 1 Instructor		
Table 2 Instructor		
Table 3 Instructor		
Table 4 Instructor		
Food Prep & Clearing Dishes		
Floater/Helper		

\*Max 4 Tables of 4-6 people, but we will scale the number of registrants to the number of available instructors & helpers.

<b>Ropework Crafts</b>	Thursday August 13, Morning or Afternoon? (Kids)	Saturday August 15, Afternoon (Adults)
Table 1 Instructor		
Table 2 Instructor		
Table 3 Instructor		
Table 4 Instructor		
Helper/Floater		
Helper/Floater		

\* Max 4 Tables of 4-6 people, but we will scale the number of registrants to the number of available instructors & helpers.



**MOTION**

**DATE:** March 4, 2026

**MOTION NUMBER:** 2026-03

**MOVED BY:**

**SECONDED BY:**

THAT the Board meeting is hereby adjourned at \_\_\_\_\_. Next meeting will be held Wednesday April 1, 2026 at 6:00 p.m.

**For Against**

<b>J. Aultman</b>		
<b>G. Bateman</b>		
<b>M. Heasman</b>		
<b>S. Kirkey</b>		
<b>D. Rennette</b>		
<b>A. Rice</b>		
<b>D. Yemm</b>		

Carried
_____
Chairperson: