

Nipissing Township Museum Board Meeting

***** AGENDA *****

Wednesday, September 2, 2026

****START TIME 6:00 p.m.****

1. Disclosure of pecuniary interest.
2. Closed Session: That this part of our meeting will be closed to the public as authorized by Section 239(3.1) of the Municipal Act, 2001, c. 25, for consideration of the following subject matter: Educational or training sessions
Purpose of this Closed Session:
Committee Board Training regarding Council and Committee Procedures.
3. Motion: Approve the Minutes of the Board Meeting held August 5, 2026
4. Staff Updates:
 - a. Financial & Visitor Statistics
 - b. Building & Maintenance

Motion: Approve the donation from Knox United Church be allocated towards the replacement of the church windows.

Motion: Approve the removal of the cedar rail fence and place parking barriers along the Museum parking lot.

c. Events

Motion: Approve the donation of Nipissing Museum Merchandise to Heritage Day.

Motion: Approve the donation of the remaining candy to the Township of Nipissing Recreation Committee for the Movie in the Park and Township of Nipissing Fire Department for the Halloween event.

Discussion: Heritage Day Theme 2027

d. Artifact Status Report

Motion: To accept a Second World War Helmet donation to the Nipissing Township Museum and for the artifact to be added to the Collections Catalogue.

- e. Exhibits
- f. Strategic Plan Update

Discussion – Review Nipissing Museum Board Strategic Plan.

5. Board Discussion: New Business and Future Events.
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>

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

MOTION

DATE: September 2, 2026

MOTION NUMBER: 2026-17

MOVED BY:

SECONDED BY:

That this part of our meeting will be closed to the public as authorized by Section 239(3.1) of the Municipal Act, 2001, c. 25, for consideration of the following subject matter:

Educational or training sessions.

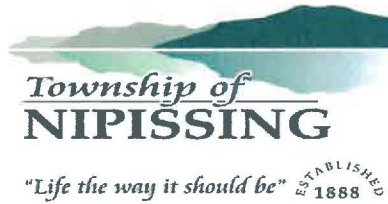
Purpose of this Closed Session: Training regarding Council and Committee Procedures.

For Against

J. Aultman		
G. Bateman		
M. Heasman		
S. Kirkey		
D. Rennette		
A. Rice		
D. Yemm		

Carried

Chairperson:



MOTION

DATE: September 2, 2026

MOTION NUMBER: 2026-18

MOVED BY:

SECONDED BY:

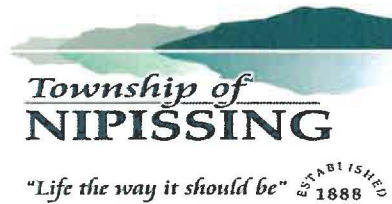
That we resume to an open public meeting. Time: _____

For Against

J. Aultman		
G. Bateman		
M. Heasman		
S. Kirkey		
D. Rennette		
A. Rice		
D. Yemm		

Carried

Chairperson:



MOTION

DATE: September 2, 2026

MOTION NUMBER: 2026-19

MOVED BY:

SECONDED BY:

THAT we approve the Minutes of the Nipissing Township Museum Board Meeting held August 5, 2026 as presented.

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

Carried

Chairperson:

MINUTES

Nipissing Township Museum Board of Management
August 5, 2026

A regular meeting of the Nipissing Township Museum Board of Management was held on Wednesday, August 5, 2026 starting at 6:00 p.m.

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

Present: Chair Jane Aultman, Gladys Bateman, Councillor Stephen Kirkey, Alma Rice and Mayor Dave Yemm.

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

Regrets: Mary Heasman and Debbie Rennette

Disclosure of pecuniary interests – none

MOTION NUMBER 2026-14

Moved by: Dave Yemm

Seconded by: Steve Kirkey

That we approve the Minutes of the Nipissing Township Museum Board Meeting held July 8, 2026 as presented. **Carried.**

Staff Updates:

• Financial and Visitor Statistics

Revenue & Financial Statistics

Candy	Merchandise	Donations	Special Events	Total
\$ 222.75	\$ 472.00	\$ 619.90	\$ 310.00	\$ 1,624.65

Including the donation from Knox Church, this puts the total revenue to date for 2026 at \$6,624.65.

Workshop Costs and Revenue Breakdown

The total revenue from both the butter and ice cream workshops was \$310.00 while the total costs for both were \$259.09.

Discussion – Knox United Church: the church will eventually be moving services to a United Church nearby as the former church building was sold and is now privately owned. The Knox United Church Trustees have donated \$5000.00 to the Nipissing Township Museum. The Museum and Church Trustees continue to negotiate artifacts to be accepted.

Dave advised the Board that he and Mary went through the items in the church 2 years ago and indicated which items the Museum would accept to the artifact collection.

Action – to provide the list of accepted items to the Board at the September meeting.

Visitor Statistics

	Both	Museum	Store	Total
--	------	--------	-------	-------

June & JULY TOTAL	157	19	22	198
----------------------	-----	----	----	-----

The week of July 13-20th when Highway 534 was shut down there were limited visitors. However, this past week visitor numbers did increase to regular levels.

- **Building and Maintenance**

- No updates at this time.

Museum Board Minutes – August 5, 2026 – Page 2

- **Event Planning**

- **Heritage Day** – one of the students will be demonstrating an exhibit in the gift shop and the other student will be working in the gift shop throughout the day.
 - Request for Board members to assist in the Hardware Store, Church and the BBQ table.
 - Craft vendors – 4 confirmed vendors, there is still space for more vendors
 - No entries for the Kids Craft Fair – next year look at changing the format, no age limit in order to receive entries.
 - Silent Auction - local businesses have donated items or experiences to the auction and minimum bids have been set for higher value items.
- **Rope Craft Workshop** – a few registrants for the rope basket making, no registrants for the rope coasters.

MOTION NUMBER 2026-15

Moved by: Alma Rice

Seconded by: Gladys Bateman

THAT the Rope Coaster event on August 13, 2026 be postponed due to a lack of registration. Carried.

- **Collections/Artifact Status Report**

- Discussion about a motor donation that was not available for the Board's consideration.
- Rearranging the Storage Room to make items more accessible to change exhibits and for inventory purposes.

- **Exhibits**

- Progressing on the Waterways and Remembrance Day exhibits.

- **Strategic Plan**

- Next year, recommend focus on building the current exhibits at the Museum rather than creating a new exhibit.
- The workshops have brought new and returning visitors to the museum. Continue to utilize the workshops in 2027.

- **Board Discussion – New Business and Future Events**

- Review the current Strategic Plan at the next meeting and determine what the board has accomplished during this term. Identify items that are still outstanding.
- Initial discussion about planning stages for the 2027 season.
- Process for next term of the Nipissing Museum Board members.

MOTION NUMBER 2026-16

Moved by: Dave Yemm

Seconded by: Gladys Bateman

THAT the Board meeting is hereby adjourned at 6:33p.m. Next meeting will be held Wednesday, September 2, 2026 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.

Amended

September 2026 Museum Manager's Report

FINANCIAL & VISITOR STATISTICS

Revenue

Revenue August

Candy	Merchandise	Donations	Special events	Total
\$ 253.00	\$ 402.50	\$ 995.45	\$ 645.00	\$ 2,295.95

Total Revenue 2026 Season

Candy	Merchandise	Donations	Special events	Total
\$ 475.75	\$ 874.50	\$ 6,615.35	\$ 955.00	\$ 8,920.60

Visitor Statistics

August

Both	Museum	Store	Total
174	45	38	257

Total Visitors 2026 Season

Both	Museum	Store	Total
331	64	60	455

Purpose of Visit 2026

Workshops	Heritage Day	Total Visitors for Events	Gift Shop only (Candy)	Regular Museum visit
15%	29%	44%	13%	43%

BUILDING AND MAINTENANCE

2026 EVENTS REVIEW

The support and leadership of the volunteers from the Museum Board contributed significantly to the success of all of our 2026 events and was greatly appreciated by staff.

Workshops

The Museum hosted 5 out of the 6 workshops planned for this summer with a total of 70 participants.

Heritage Day

The approximate number of visitors to the event was 125-140 people.

Blacksmith Bob Bartlett donated the metal hook he made during the event to the Museum and it has been installed in the museum's office building.

BBQ & Drinks

Holding the BBQ by donation worked well again this year.

A Total of 105 meals were cooked and eaten on Heritage Day:

- Hamburgers: 40
- Sausages: 15
- Hotdogs: 50

- Veggie Burgers: 0

Craft Vendors

Of the 4 craft vendors that attended the event, several expressed interest in coming to future events at the museum.

Silent Auction

There were 16 lots in our 2026 Silent Auction. The high value items were given a minimum bid of 50% of their value, as has been done in previous years. The Boat Tour donated by Lake Nipissing Outfitters did not receive a successful bid at Heritage Day and with the permission of the donor, the Silent Auction was extended on this item until August 30th.

2027 EVENT PLANNING

Heritage Day Theme 2027

Staff Suggestion:

- Nipissing Nostalgia: A celebration of the museum's past events: engaging with community through shared history.

ARTIFACT STATUS REPORT

Artifact Donations

Canadian Second World War Helmet, thought to have belonged to a local, Joe Grabrowski. There is a service number written on the chin strap of the helmet, but the information associated with it is not publicly available for privacy reasons, therefore it is not possible at this time to confirm who the original owner was and whether or not they were local to this area.

The museum collection currently contains two helmets from a similar time frame with limited provenance and with the interior padding and chin straps missing.

Recommendation: Accept – though the provenance is still uncertain, given the circumstances it seems more likely than not that the helmet was used by a resident of the area. It is possible that in future the service number written on the chin strap may be able to be identified with someone local or it may confirm that the helmet is not local and it could then confidently be deaccessioned from the collection at that time. If accepted, space can be made for it in the current military display case.

EXHIBITS

The "Remembering the First World War" exhibit with interactive elements was installed in the Gift Shop for Heritage Day and visitors have been actively engaging with the exhibit.

The "Journey to Nipissing Via the Waterways of Ontario" was printed and installed in the Gift Shop for Heritage Day however there were some technical difficulties during the printing process, therefore, this exhibit will be updated over the winter and reprinted in time for the 2027 season.

Exhibit pieces on the history of the Fire Department and Police in the Township of Nipissing have been added to the current exhibits in the Church Building.

STRATEGIC PLANNING



MOTION

DATE: September 2, 2026

MOTION NUMBER: 2026-20

MOVED BY:

SECONDED BY:

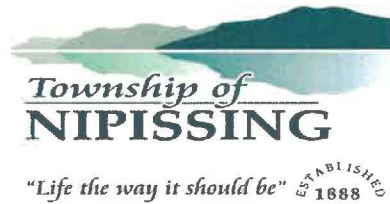
THAT the donation from the Knox United Church in the amount of \$5000.00 be allocated towards the replacement of the church windows.

For Against

J. Aultman		
G. Bateman		
M. Heasman		
S. Kirkey		
D. Rennette		
A. Rice		
D. Yemm		

Carried

Chairperson:



MOTION

DATE: September 2, 2026

MOTION NUMBER: 2026-21

MOVED BY:

SECONDED BY:

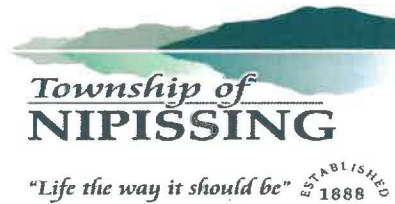
THAT the Board approve the removal of the cedar rail fence and placement of low concrete parking barriers along the parking lot to improve safety and property maintenance.

For Against

J. Aultman		
G. Bateman		
M. Heasman		
S. Kirkey		
D. Rennette		
A. Rice		
D. Yemm		

Carried

Chairperson:



MOTION

DATE: September 2, 2026

MOTION NUMBER: 2026-22

MOVED BY:

SECONDED BY:

THAT the Board approves the donation of merchandise from the Nipissing Township Museum to the Heritage Day Event on August 9, 2026.

For Against

J. Aultman		
G. Bateman		
M. Heasman		
S. Kirkey		
D. Rennette		
A. Rice		
D. Yemm		

Carried

Chairperson:



MOTION

DATE: September 2, 2026

MOTION NUMBER: 2026-23

MOVED BY:

SECONDED BY:

THAT the remaining candy from the store be donated to the Township of Nipissing Fire Department for their Halloween Event.

For Against

J. Aultman		
G. Bateman		
M. Heasman		
S. Kirkey		
D. Rennette		
A. Rice		
D. Yemm		

Carried

Chairperson:



MOTION

DATE: September 2, 2026

MOTION NUMBER: 2026-24

MOVED BY:

SECONDED BY:

THAT the Second World War Helmet be accepted for donation to the Nipissing Township Museum and be added to the Collections Catalogue.

For Against

J. Aultman		
G. Bateman		
M. Heasman		
S. Kirkey		
D. Rennette		
D. Yemm		
Vacant		

Carried

Chairperson:



MOTION

DATE: September 2, 2026

MOTION NUMBER: 2026-25

MOVED BY:

SECONDED BY:

THAT the Board meeting is hereby adjourned at _____. Next meeting will be held Wednesday, October 7, 2026 at 6:00 p.m.

For Against

J. Aultman		
G. Bateman		
M. Heasman		
S. Kirkey		
D. Rennette		
A. Rice		
D. Yemm		

Carried

Chairperson:

Nipissing Township Museum Strategic Plan Review – September 2, 2026

Strategic Initiative	Method	Status Update	Next Steps
Community Relevance & Engagement	Create educational programs for schools	Ongoing – developed interactive exhibits, potential to be utilized in a school setting.	Continue to develop.
	Develop engaging community programs & events.	Completed – over the past 2 years a variety of workshops and special events have been hosted at the museum to engage the community.	Maintain and continue.
	Continue to develop a comprehensive collection that is representative of Nipissing and surrounding area.	Ongoing – exhibits focus on the Township of Nipissing area and are the focus of Heritage Day. Items offered to the museum are researched to determine if they have provenance and relevant to the area prior to acceptance.	
	Develop a 5-year exhibit plan.	Ongoing – a plan has been developed, and several exhibits have been developed to illustrate major themes in tour script.	Continue to enhance and expand on the current exhibits.
Communications & Marketing Outreach	Use Social Media to showcase the Nipissing Township Museum and events.	Completed – Facebook has been utilized to inform the community of events & workshops. Stats indicate last year the page had 58 new followers and posts received over 3500 engagements (reactions, comments or shares)	Continue to promote the Museum through social media.
	Update the Museum information on the Township Website	Completed - The Township website has recently been updated, including the Museum webpage, improving accessibility and functionality.	Ongoing to ensure information is accurate.

	Collaborate with local Museums in the area Continue to create a greater presence in the community.	In progress – in 2025 Museum staff had the opportunity to partner with the Commanda Museum and showcase items from the Nipissing Museum. Ongoing – hosting workshops at affordable costs, suitable for all ages and at various days and times has increased the Museums presence in the community. Attracting new and returning visitors, season to season. Attendance at Heritage Day has grown year over year, with new and returning visitors. Accepting donations in lieu of set prices for the BBQ is well received by the community. The Museum has showcased items at the Powassan & District Union Library and the Streams and Ladders game developed in 2025 was given out to the community during the annual Christmas Run.	Continue to seek opportunities to collaborate with local museums. Continue to seek opportunities to engage with the community at museum events or other local events.
Collections Management	Complete inventory of the current collection. Consolidate records of collection in PastPerfect Software. Accession of backlog of donation.	Ongoing – completing inventories of the museum buildings and storage space. Ongoing – over 700 records have been entered into the database, from original records and inventory of the artifacts in the church building.	Continue to inventory display & storage areas. Continue to enter artifact records into PastPerfect database.

	Continue to accept donations that have provenance relating to the area.	Ongoing – continue to identify artifacts without records and to accession and catalogue unrecorded artifacts. Ongoing – items are presented with recommendations for acceptance.	In progress to log the items. Continue to review items for donation.
Capital, Building & Ground Infrastructure	Continue to seek funding opportunities for foundation repairs to the Office Building.	Completed – Two capital grant applications were denied. The Foundation repairs were completed with funds from the Operating Reserves with the approval of Council, Resolution R2025-170.	Complete.
	Maintenance and/or replacement of historic church windows.	In progress – donations from 2026 have been designated towards the church windows. The windows have been identified in Capital Forecast.	Seek grant or funding opportunities for the church windows.
	Create and improve storage space for files and collections.	In progress – the purchase of archival and museum grade storage containers and the re-boxing of artifacts have allowed for a more efficient use of space in the Gift Shop/Office storage room.	Ongoing.
	Refinish picnic tables and benches.	In progress – benches and chairs need refinishing	Evaluate next year.
	Complete parking lot maintenance.	In progress – parking lot was graded and new gravel added in May 2025. Replacement of the cedar rail fence with low concrete parking barriers for safety and property maintenance.	Removing the cedar rail fence.

Next Steps: Determine which Strategic Initiatives are still outstanding to bring forward for the next Strategic Plan.