Nipissing Township Museum

Township of NIPISSING

"Life the way it should be" ESTABLISHED 1888

Special Nipissing Township Museum Board Meeting
*** AGENDA ***
Wednesday, November 25, 2026
START TIME 10:00 a.m.

1. Disclosure of pecuniary interest.

2. Motion: Approve the Minutes of the Board Meeting held October 7, 2026

3. Staff Updates:
    a. Financial Statistics

    Motion: To approve the Nipissing Township Museum 2027 Budget request and forward to Council for inclusion in the 2027 Municipal Budget.

    b. Building & Maintenance
    c. Events

    Motion: To approve the opening dates for the 2027 Museum Season.

    Motion: To set the 2027 Workshop Schedule.

    Motion: To set the 2027 Heritage Day date for celebration.

    Motion: Approve the donation from the Museum to the Fire Department Senior Outreach Program.

    d. Artifact Status Report
    e. Exhibit Update
    f. Strategic Plan Update

4. Board Discussion: New Business and Future Events.

5. 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
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705-724-2938 Phone
museum@nipissingtownship.com

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MOTION

DATE: November 25, 2026

MOTION NUMBER: 2026-32

MOVED BY:

SECONDED BY:

THAT we approve the Minutes of the Nipissing Township Museum Board Meeting held October 7, 2026 as presented.

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

Carried

Chairperson:

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MINUTES

Nipissing Township Museum Board of Management
October 7, 2026

A regular meeting of the Nipissing Township Museum Board of Management was held on Wednesday, October 7, 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, Debbie Rennette, Alma Rice and Mayor Dave Yemm.
Staff: Gillian Bernas, Museum Manager and Kim Turnbull, Deputy Treasurer-Office Assistant, Secretary to the Museum Board
Regrets: Mary Heasman

Disclosure of pecuniary interests – none

MOTION NUMBER 2026-26
Moved by: Steve Kirkey **Seconded by: Dave Yemm**
That we approve the Minutes of the Nipissing Township Museum Board Meeting held September 2, 2026 as presented. **Carried.**

Staff Updates:

- **Financial Statistics**
  - BBQ revenue from Heritage Day was $544.70. The burgers, hot dogs, sausages, buns and ice were donated by Foote's General Store.

- **Building and Maintenance**
  - The cedar rail fence will be removed later this fall.
  - The museum has had the necessary closing procedures completed for the winter.

- **Events**
  - Discussion on themes for Heritage Day 2027.

MOTION NUMBER 2026-27
Moved by: Gladys Bateman **Seconded by: Alma Rice**
THAT the Heritage Day 2027 theme shall be Nipissing Nostalgia. **Carried.**

Discussion: Workshop Ideas for 2027:
- Ice cream making – a repetition of the 2026 workshops was there as sufficient registration for the workshops offered.

- Air Dry Clay – each participant would be given their own portion to make an item.
- Song workshop – all ages, no experience required.
- Cardboard loom coaster weaving
- Offer 2 workshops in 2027, to allow for artifact inventory activities to continue.
- One food and one non-food workshop.
- Action – motion to be brought forward at the November meeting to determine the 2027 workshops.

MOTION NUMBER 2026-28
Moved by: Dave Yemm **Seconded by: Debbie Rennette**
THAT the Board approves the donation of approximately 50-80 museum magnets from the gift shop to the Township of Nipissing 2026 Christmas Run. **Carried.**

MOTION NUMBER 2026-29
Moved by: Steve Kirkey **Seconded by: Alma Rice**
THAT the Board approves the donation of four Streams and Ladders games to the Powassan and District Union Public Library. **Carried.**

- **Collections/Artifact Status Report**
  - Records continue to be added and updated in the PastPerfect database. To date there are over 800 records in the database.

MOTION NUMBER 2026-30
Moved by: Dave Yemm **Seconded by: Debbie Rennette**
THAT the Board approve the deaccession and removal of the thrasher from the Township of Nipissing Museum. **Carried.**

Discussion on the process for deaccession of an item from the museum.

- **Exhibits**
  - No update at this time.

- **Strategic Plan**
  - No update at this time.

- **Board Discussion – New Business and Future Events**
  - The regular Board Meeting in November will be cancelled and a special Board Meeting will be scheduled following the regular meeting of Council in November.

MOTION NUMBER 2026-31
Moved by: Dave Yemm **Seconded by: Steve Kirkey**
THAT the Board meeting is hereby adjourned at 6:31p.m. Next meeting date to be scheduled following the regular meeting of Council in November 2026. **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.

November 2026 Museum Report

Financial & Visitor Statistics

2026 Event & Workshops Cost Versus Revenue

Special Events Costs

Workshops	**$ 331.65**
Butter	$ 138.58
Ice Cream	$ 120.51
Baskets	$ 72.56
Heritage Day	**$ 652.99**
Band	$ 500.00
Food & supplies	$ 152.99
EVENTS Costs TOTAL	**$ 984.64**

Special Events Revenue

WORKSHOPS TOTAL	**$ 390.00**
Butter	$ 195.00
Ice cream	$ 115.00
Rope baskets	$ 80.00
HERITAGE DAY TOTAL	**$ 1,032.50**
Barbeque	$ 544.70
Donations	$ 22.80
Silent Auction	$ 465.00
EVENT REVENUE TOTAL	**$ 1,422.50**

Net Revenue from 2026 Special Events

The total Net Revenue from the museum's 2026 Special Events is $437.86. However, the museum was fortunate this year to have received some of the supplies needed for these events as donations, including: ice, meat and buns, and items for the Silent Auction.

Multiyear Comparisons

The year-to-year variation in visitor numbers and revenue at the Nipissing Township Museum is due to individual event success and the variation in the number and type of events hosted at the museum each year, as well as the overall length of the open season. Please note that for larger events visitor numbers are approximate. For reference, below is a list of special events and other factors that will have affected the seasonal visitor numbers and revenue since 2019:

2026: Heritage Day and five activity workshops with limited numbers of participants. The museum also hosted the Barber Family Reunion in June.
2025: Tea & Talk, Heritage Day, and two activity workshops with limited numbers of participants.
2024: Heritage Day, Fall Community Celebration. The museum also hosted 2 Special Group Tours – one for an adult social club and one for a class from the South Shore Education Centre.
2023: Heritage Day, Fall Festival & Market.

2022: Pie Fest, Heritage Day, Fall Festival & Market. The Museum opened for the season unusually early, starting on the May Long Weekend. The museum was also a stop for the Ride for Dad event in Mid-June, hosted one of the classes from the South Shore Education Centre and was open during the Township of Nipissing's Canada Day Celebrations on July 2nd.
2021: Heritage Day.
2019: Pie Fest, Heritage Day. The museum was also open during the Township of Nipissing's Canada Day Celebration.

Revenue

Year	Candy	Merchandise	Donations	Special Events	Totals
2026	$ 475.75	$ 874.50	$ 6,615.35*	$ 955.00	$ 8,920.60
2025	$ 646.75	$ 903.00	$ 969.54	$ 2,188.20	$ 4,707.49
2024	$ 1,381.55	$ 665.05	$ 1,109.03	$ 1,934.00	$ 5,089.63
2023	$ 3,388.67	$ 964.95	$ 1,255.35	$ 1,456.15	$ 7,065.12
2022	$ 3,174.42	$ 979.24	$ 3,655.20**	$ 2,524.47	$ 10,333.33
2021	$ 3,838.09	$ 1,157.47	$ 980.75	$ 1,286.80	$ 7,263.11
2019	$ 5,382.76	$ 586.95	$ 2,047.95***	$ 3,418.25	$ 11,435.85

*$5,000 of the Donations from 2026 came from the Knox United Church Congregation and has been designated for the eventual repair or replacement of the windows of our museum's historic church building.

**$2,000 of the Donations from 2022 came from Jane Russell to be used towards the preservation of her donation of a collection of artifacts from the Moore family and the Moore family's businesses in Nipissing: the Moore Bros. General Store and the Nipissing Hotel.

***$725 of the Donations from 2019 was from a film company that had rented the Museum's Gift Shop/Office building for several days.

Visitor Statistics

	2026	2025	2024	2023	2022	2021	2019
Yearly TOTAL of Visitors	**455**	**388**	**538**	**500**	**847**	**605**	**839**
Visitors to Candy Store	60	40	58	235	482	395	380
Visitors to Museum	64	87	108	69	84	19	47
Visitors to BOTH Museum and Candy Store	131	55	247	146	84	100	137
Special EVENTS	200	206	125	50	144	98	275

2027 Museum Budget

Items for Budget Consideration

- Open sign: The Sign Frame with a graphic size of 36" X 24" will likely cost a minimum of $65 before taxes and shipping:
    - Coroplast signs to insert in the frame will cost approximately 95$ each (190$ for a pair) before tax.
- The support structures for the outboard motor display need to be replaced. Solutions are still to be considered by staff and therefore no costing estimate is currently available.

Building & Maintenance

The cedar rail fence has been removed from the museum's parking lot and several parking blocks installed in its place.

Township of Nipissing Staff (multi-department) are looking into a structure to support the outboard motors that are displayed outside the Hardware Store as several of the stands used to display the motors have fallen apart.

Collections Update

Record Consolidation Project

There are over 1040 records now entered into the PastPerfect Database.

Events

2026 Christmas Senior Outreach

The Fire Department is hosting a Christmas Senior Outreach Program. The museum could donate gifts or make and sign Christmas cards from the museum staff & board members to be given out as part of the program.

2027 Workshops

Proposed Event Dates for 2027:

- Food workshop: Thursday July 8th, in the afternoon 2pm – 3pm
- Craft Workshop: Saturday July 24th, 2pm – 4pm (Max 2 hours)
- Heritage Day: Sunday August 15th (the AMO Conference is the 22nd - 25th)

These suggested event dates are based on an opening date of no later than Friday July 3rd and a closing date of no earlier than August 29th, 2027.

Proposed Workshop Activities for 2027 (All ages, no experience required):

- Ice cream making
- Air Dry Clay (salt dough)

2026 Museum Budget Update **Dated: November 17, 2025**

Revenue:	**2025**	**2025**		**2026**	**2026**		**2027**
	Budgeted	**Actual**	**Difference**	**Budgeted**	**Actual**	**Difference**	
Donations	$ 1,500.00	$ 969.54		$ 1,200.00	$ 1,615.35		
Church Donation				$ -	$ 5,000.00		
Books	$ 300.00	$ -		$ 200.00	$ -		
Gifts/Shirts	$ 1,950.00	$ 1,058.00		$ 1,500.00	$ 874.50		
Candy/Drinks	$ 3,000.00	$ 647.50		$ 1,000.00	$ 434.25		
Special Events	$ 2,400.00	$ 2,208.20		$ 2,400.00	$ 965.00		
	$ 9,150.00	$ 4,883.24	$ (4,266.76)	$ 6,300.00	$ 8,889.10	$ 2,589.10	
Expenses:							
	2025	**2025**		**2026**	**2026**		
	Budgeted	**Actual**	**Difference**	**Budgeted**	**Actual**	**Difference**	
Salary/Benefits (all staf	$ 44,135.00	$ 30,654.71		$ 31,600.00	$ 24,868.26		
To Reserve	$ 4,000.00	$ 4,000.00		$ 3,500.00	$ 3,500.00		$ 3,500.00
Reserve for Church Windows				$ -	$ 5,000.00		
Staff Development	$ 500.00	$ 35.56			$ -		
Structural/Other	$ 3,500.00	$ 2,924.72		$ 3,500.00	$ 490.74		$ 3,500.00
Hydro	$ 1,000.00	$ 824.38		$ 1,400.00	$ 1,475.69		$ 1,600.00
Telephone	$ 800.00	$ 694.20		$ 835.00	$ 678.65		$ 835.00
Janitorial/Maintenance	$ 500.00	$ 153.19		$ 500.00	$ 31.70		$ 500.00
Insurance	$ 2,500.00	$ 2,299.32		$ 2,500.00	$ 2,354.40		$ 2,600.00
Brochures/Advertising	$ 500.00	$ -		$ 300.00	$ -		
Office Supplies	$ 500.00	$ 951.88		$ 1,000.00	$ 520.16		
Special Events	$ 1,500.00	$ 1,219.86		$ 1,500.00	$ 984.64		
Candy/Drinks	$ 1,000.00	$ 491.13		$ 500.00	$ 308.26		
Merchandise/Gifts/Shir	$ 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	$ 34.00		
Programming	$ 700.00	$ 254.46		$ 500.00	$ -		
Yard Maintenance	$ 1,000.00	$ 3,073.45		$ 2,000.00	$ 805.65		
	$ 66,385.00	$ 50,388.95	$ (15,996.05)	$ 52,135.00	$ 41,052.15	$ (11,082.85)	
Revenues		**$ 4,883.24**			**$ 8,889.10**		
Expenses		**$ 50,388.95**			**$ 41,052.15**		

Nipissing Township Museum

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MOTION

DATE: November 25, 2026

MOTION NUMBER: 2026-33

MOVED BY:

SECONDED BY:

THAT the Nipissing Township Museum 2027 Budget request be approved and be forwarded to Council for inclusion in the 2027 Municipal Budget.

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

Carried

Chairperson:

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MOTION

DATE: November 25, 2026

MOTION NUMBER: 2026-34

MOVED BY:

SECONDED BY:

THAT we propose and approve _____ as the opening date and _____ as the closing date for the Nipissing Township Museum for the 2027 season.

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

Carried

_____

Chairperson:

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MOTION

DATE: November 25, 2026

MOTION NUMBER: 2025-35

MOVED BY:

SECONDED BY:

THAT we approve the following 2027 workshop schedule:

Thursday, July 8th, 2027 for _____ from 2:00 p.m. – 3:00 p.m. and
Saturday, July 24th for _____ from 2:00 p.m. – 4:00 p.m.

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

Carried

_____

Chairperson:

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MOTION

DATE: November 25, 2026

MOTION NUMBER: 2025-36

MOVED BY:

SECONDED BY:

THAT the Heritage Day 2027 event shall take place on Sunday, August 15, 2027.

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

Carried

Chairperson:

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MOTION

DATE: November 25, 2026

MOTION NUMBER: 2026-37

MOVED BY:

SECONDED BY:

THAT the Board approves the donation of _____from the museum gift shop to the Township of Nipissing 2026 Fire Department Senior Outreach Program.

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

Carried

_____

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MOTION

DATE: November 25, 2026

MOTION NUMBER: 2026-38

MOVED BY:

SECONDED BY:

THAT the Board meeting is hereby adjourned at _____. Next meeting will be held Wednesday, February 3, 2027 at 6:00 p.m.

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

Carried

_____

Chairperson:

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