

By-law Number 131-2018
Of The Corporation
of the Municipality of Chatham-Kent

A By-law to affirm the continuation of the Ridge House Museum and Ridge House Museum Advisory Committee and to repeal and replace By-law 181-2004 (being a By-law to affirm the continuation of the Ridge House Museum and to establish the Ridge House Museum Advisory Committee).

FINALLY PASSED the 1st day of October, 2018.

Whereas Council of the Municipality of Chatham-Kent did enact By-law 181-2004 for the purpose of affirming the continued operation of the Ridge House Museum and to establish the Ridge House Museum Advisory Committee;

And Whereas Ontario Regulation 877, RRO 1990 *Grants for Museums* requires, as a condition for grant eligibility, that the Ridge House Museum and Ridge House Museum Advisory Committee meet the minimum standards set out in “Standards for Community Museums in Ontario” as revised from time to time;

And Whereas Council of the Municipality of Chatham-Kent deems it advisable to revise certain provisions contained in By-law 181-2004 to comply with Regulation 877 and the “Standards for Community Museums in Ontario”;

And Whereas it is deemed more expedient to repeal said by-law and replace it with a new consolidated document which incorporates the sought amendments;

Be it Therefore Enacted by the Municipal Council of the Municipality of Chatham-Kent as follows:

Ridge House Museum

1. The continued operation of the Ridge House Museum is hereby affirmed.

Ridge House Museum Advisory Committee

2. The continuation of the Ridge House Museum Advisory Committee is hereby affirmed.
3. The Ridge House Museum Advisory Committee is hereby authorized to provide recommendations for consideration and to assist the Corporation of the Municipality of Chatham-Kent in the operation of the Ridge House Museum as follows:
 - a. Explore available funding sources including in house revenue generation, Federal/Provincial grant development, sponsorship development and other fundraising initiatives;

- b. Provide support to other heritage/museum organizations such as the Ontario Museums Association, the Canadian Museums Association, the Ontario Historical Society, as well as local arts and heritage groups;
 - c. Provide recommendations to administration with respect to short term and long term goals and objectives and the evaluation of performance of the Ridge House Museum; and
 - d. Provide recommendations with respect to any other issues of concern brought forward by Administration.
4. The Ridge House Museum Advisory Committee shall be composed of a minimum of three and a maximum of seven Committee members appointed by Council of the Municipality of Chatham-Kent. Such appointments shall be made in accordance with the policies of the Corporation of the Municipality of Chatham-Kent with respect to committee appointments.
 5. All meetings of the Ridge House Museum Advisory Committee and all Committee members shall comply with the applicable procedures of the Procedural By-law of the Municipality.
 6. All meetings of the Ridge House Museum Advisory Committee and all Committee members shall comply with provincial and federal legislative requirements that impact Committee decisions or activities.
 7. The members of the Ridge House Museum Advisory Committee shall choose a Chair from the Committee members at the first meeting after the appointments of the members to the Committee and annually thereafter. The term of the Chair is one year.
 8. The Ridge House Museum Advisory Committee shall meet a minimum of three times per year and a majority of the Committee members shall constitute a quorum for the transaction of any meeting. Dates for the meetings of a year shall be set in advance by the Committee at the last meeting of the preceding year.

Authority for Museum

9. Council is the governing body solely responsible for the management of the Ridge House Museum.
10. Except as otherwise specifically provided herein, all authority with regard to

management of the Ridge House Museum is hereby delegated to municipal administration.

Mission Statement

11. The Ridge House Museum Mission Statement, attached hereto as Schedule "A" is hereby adopted.

Dissolution

12. Dissolution of the Ridge House Museum shall be in accordance with the Statement of Dissolution attached hereto as Schedule "B".

13. By-law 181-2004 is hereby repealed and all policies of the Ridge House Museum previously approved by Municipal Council are hereby repealed

THIS By-law shall come into full force and effect upon the final passing thereof.

Read a First, Second and Third Time this 1st day of October, 2018.

Mayor – Randy R. Hope

Clerk - Judy Smith

**SCHEDULE A to
By-law Number 131-2018**

**Of The Corporation
of the Municipality of Chatham-Kent**

Ridge House Museum Mission Statement

Statement of Purpose

The Ridge House Museum was established primarily to collect and preserve artifacts and specimens significant to the area represented by Ridgetown and the former Howard Township, and to use these to present and promote the history of this region.

These resources of the Ridge House Museum represent a legacy that, once lost, can never be replaced. The staff of the Ridge House Museum are stewards of these resources, on behalf of the Chatham-Kent community. The Ridge House Museum is governed by Chatham-Kent Municipal Council, a publicly accountable body.

The Ridge House Museum benefits the citizens of Chatham-Kent by providing opportunities for the appreciation, understanding, and promotion of our natural and cultural heritage.

**SCHEDULE B to
By-law Number 131-2018**

**Of The Corporation
of the Municipality of Chatham-Kent**

Statement of Dissolution

All assets and liabilities of the Ridge House Museum are the responsibility of the Council of the Municipality of Chatham-Kent, and, as such, the decision to dissolve the museum rests with council. In the event of the dissolution, the collection will be disposed of, subject to applicable federal or provincial legislation and any by-laws of the Municipality of Chatham-Kent in effect at the time of dissolution, in the following manner and order of precedence:

- i. Accessions that have been certified under the Canadian Cultural Property Import Export Act will be managed according to the conditions of the Act
- ii. The collection, or parts thereof will be transferred to another institution owned by the municipality or another municipal department
- iii. The collection, in its entirety, will be offered as a gift, along with all relevant documentation, to museums or appropriate public institutions in Chatham-Kent
- iv. The collection, or parts thereof, will be offered, as a gift, along with all relevant documentation, to museums or appropriate public institutions in Ontario with preference given to heritage institutions within Chatham-Kent
- v. The collection, or parts thereof, will be offered, as a gift, along with all relevant documentation, to museums or appropriate public institutions in Canada
- vi. The collection, or parts thereof, will be offered for sale at public auction
- vii. The collection, or parts thereof, will be destroyed due to deterioration or damage beyond repair; posing a danger to staff, the public, or the collections; or inability to dispose by other means. Dangerous or hazardous objects will be destroyed or disposed of by recognized experts. Two witnesses must be present to observe the destruction.

Disposals will not be made directly to an employee, a former member of the museum's staff, a member of the governing or advisory authority, a museum volunteer, the donor of the accession, or a family member or other representative of such persons.

All objects on loan to the museum at the time of the decision to dispose of a collection, will be returned to the owner or their designate.

The Municipality of Chatham-Kent will not sell museum assets to reduce financial liabilities. Funds resulting from the sale of objects should be restricted to gifts to public museums, archives and art galleries located in the Municipality of Chatham-Kent, solely for the purpose of strengthening and expanding their collections of objects. Physical property and liabilities will be disposed of in accordance with municipal policy.