



## **1. STATEMENT OF PRINCIPLE**

The Whitchurch-Stouffville Museum (Museum) and associated heritage resources represent a legacy that, once lost, can never be replaced. The staff of the Whitchurch-Stouffville Museum & Community Centre (WSM&CC) are stewards of these resources, on behalf of the people of Whitchurch-Stouffville and Canada.

The Museum acquires artifacts with the intention of placing them permanently in the collection. All assets and liabilities of the WSM&CC are the responsibility of the Town of Whitchurch-Stouffville Council (Council), and as such, the decision to dissolve the Museum rests with Council. Good cultural management practice requires that the protection of the heritage resources be provided for in the event of the closure or dissolution of the Museum. Since Council does not assume ownership and operation of the Museum or any heritage resource with the intention of eventual dissolution, any disposal under this policy will be approached with caution.

## **2. PURPOSE**

The purpose of this policy is to preserve Whitchurch-Stouffville's cultural heritage and ensure that it remains accessible to the citizens of Whitchurch-Stouffville. The policy provides direction and guidelines for decision making related to the disposal of assets should the Whitchurch-Stouffville Museum, for any reason, cease its operations. These guidelines have been developed in order to:

- Recognize and continue the donors' intent for items (artifacts, buildings) to be held in perpetuity in public trust for the education and enjoyment of the public;
- Recognize and continue the donors' intent to support the provision of heritage preservation and promotion in our community;
- Continue, in some manner, the provision of heritage preservation and promotion services, as outlined in the WSM&CC's Vision, Mission and Values Statement, to our community;
- Ensure that the community's investment in the Museum -- including the allocation of tax dollars; individual and corporate donations, both monetary and in-kind; and volunteer labour provision -- is recognized and continues to address local needs.

**3. ROLES & RESPONSIBILITIES**

The Municipal Council (Corporation of the Town of Whitchurch-Stouffville) has mandated that the Museum preserve and enhance the heritage resources held in trust for the people of Whitchurch-Stouffville and Canada. Council shall ensure, should the need arise, that the Museum's assets are disposed of and allocated in a timely manner and in accordance with this policy.

Adequately trained staff shall be engaged and/or assigned the tasks related to disposing of the Museum's collection of artifacts.

Council will create a committee to oversee the dissolution process. This group will be called the Dissolution Committee and will make all decisions on transfers or disposals. The Museum Advisory Committee (Committee) or a sub-committee of the Committee of not less than three (3) members will be retained and consulted during the dissolution process and will work in conjunction with the above-mentioned staff. This committee may also include a Council member, at Council's discretion.

**4. TYPES OF ASSETS**

The WSM&CC's assets include the following:

**4.1 Real Property**

The Committee (Corporation of the Town of Whitchurch-Stouffville) owns the 1.82-acre parcel of land known municipally as 14732 Woodbine Avenue, [Plan M41 Part Lot 2 and RS65R5720 Part 1, Assessment Roll #090-59000]. On this property stand six historic structures, designated pursuant to Part IV of the Ontario Heritage Act (By-law #96-40-DS), one shed constructed in 1979, and a Community Centre opened in 2012.

**4.2 Equipment & Furnishings**

The Museum's furnishings and equipment include office furniture and equipment; kitchen furnishing, appliances, and equipment; shelving and storage units; an intrusion and fire alarm system with components installed in all of the Museum's buildings; and a telephone/intercom system with components installed in 4 of the buildings.

**4.3 Monetary**

The Whitchurch-Stouffville Museum has established two endowment funds: the Museum Endowment Fund established by municipal by-law # 94-60 and the Building Conservation Endowment Fund established by municipal by-law # 2001-139-FI.

The Museum earns operating revenue from donations, service/user fees (including rental revenue), programming, special events, membership fees, sponsorships, and provincial and federal grants and receives funding from the municipal general levy.

The Museum has three capital reserve accounts: a basic Reserve, Donation Reserve, and Car Show Donation Reserve.

Proceeds from the sale of any assets would generate an additional monetary asset.

**4.4 Artifacts**

The Whitchurch-Stouffville Museum has developed a collection of historically-significant artifacts in order to fulfill its mandate and in accordance with the WSM&CC's Vision, Mission and Values Statement. As the Museum holds the collection in public trust, it may not be treated as a realizable asset.

**4.5 Corporate and Museum-Specific Records**

The Whitchurch-Stouffville Museum has a large collection of corporate records, as well as collections records including but not limited to donor records, research/reference, digitized images of the collections, and other intellectual property.

**5. DISPOSAL OF MUSEUM ASSETS**

Since all structures, objects and real property related to the WSM&CC are owned by the Town of Whitchurch-Stouffville, discontinuing the operation of the site does not imply the disposal of assets.

Every effort will be made to ensure that historical objects and heritage structures remain in the public domain within the Town of Whitchurch-Stouffville.

With the Canadian Museum Association's Ethical Guidelines (1999) serving as a minimum standard, the dissolution committee will not approve disposal, except by public auction, directly to:

- a Town of Whitchurch-Stouffville employee,
- a former member of the Museum staff,
- a member of Council,
- a member of the Town of Whitchurch-Stouffville advisory committees,
- a Museum volunteer, or
- the families of other representatives of such persons.

5.1 **Real Property**

The historic buildings at the WSM&CC site are designated pursuant to Part IV of the Ontario Heritage Act (By-law# 96-40-DS). As this heritage designation provides the community with a certain level of control over the exterior alteration of these restored, historic buildings, but does not prohibit a change in use and/or ownership, the heritage designation shall remain as a condition of sale, lease, and/or other use.

Should the buildings be sold for relocation, the de-designation of the historic property at the WSM&CC site and re-designation of the structure pursuant to Part IV of the Ontario Heritage Act shall be a condition of sale. The protection and conservation of these historic structures are high priorities.

Any sale and/or lease of the Museum's real property shall be in accordance with the Town's Sale of Surplus Lands policy and the Ontario Municipal Act.

In the extreme case where building demolition/ disposal has been deemed unavoidable, measured drawings and a photographic record of structures will be completed and donated to an appropriate archive as determined by the dissolution committee.

5.2 **Furnishings & Equipment**

5.2.1 ***Furnishings and Equipment Purchased by the Friends of the Museum now known as the Founding Friends of the Museum***

In 1999, the Friends of the Museum (FOM) received a grant from the Corporation of the Town of Whitchurch-Stouffville's allocation of the Advanced Funding Program administered by the Alcohol and Gaming Commission of Ontario. The FOM donated this grant to the Whitchurch-Stouffville Museum for the purchase of the following items subject to the terms of Trust Agreements dated February 19, 1999 (Appendix I) and October 14, 1999 (Appendix II):

- Retractable storage units installed in the Vandorf Public School basement,
- Storage cabinets for the Archives of the Bogarttown Schoolhouse (relocated to Main Building in 2012),
- Photocopier (disposed of in 2012), and
- Research workstations and display cabinets for the Bogarttown Schoolhouse (relocated to Collections workspace and Gift Shop in 2012)

This property shall be donated to a charitable organization registered with Revenue Canada or other organization, with the agreement of the dissolution committee.

**5.2.2 *General Equipment & Furnishings***

All other furnishings and equipment will be disposed of in accordance with the Corporation of the Town of Whitchurch-Stouffville's relevant policies and procedures. York and Durham Region Museums shall be included in this process before the items go to public auction.

**5.3 Artifacts (Collections)**

"Collections" refers to objects including accessioned artifacts, works of arts, sound and video recordings, reference materials, and any other movable cultural property that has been accepted on site.

**5.3.1 *Transfer to Other Institutions***

The Whitchurch-Stouffville Museum's artifacts shall be de-accessioned and offered to other non-profit museum, educational or cultural institutions/organizations. Institutions/organizations located within York Region will be provided with the first right of refusal, followed by institutions located within the Greater Toronto Area, and then by other Ontario institutions. Priority consideration will be given to sites with a similar interpretive focus, proximity to our community (i.e. ease of access for Whitchurch-Stouffville residents), and the site's proven ability to preserve/ interpret the item or collection in perpetuity.

The Museum's archival collection (documents, photographs, unpublished works, family bibles) with specific significance to the former Whitchurch Township, former Village of Stouffville and/or Town of Whitchurch-Stouffville or its residents, shall not be divided. By keeping this collection intact, access to local community history and genealogical records for research purposes will be greatly eased.

Prior to disposing of an object, other than transferring an item or multiple items to another agency, accession numbers should be removed from all objects. (Transfer of items should be accompanied by the item's collections records, see Section 5.3.3.)

**5.3.2 *Public Sale***

As a last resort, artifacts not accepted by another institution as described above, could be offered for public auction. Prior to such an auction, adequate advertising will be undertaken. This shall include an overview of the reasons for the auction; the process the Museum has undertaken to date to retain the artifacts in public ownership; how the proceeds of the auction will be allocated; the date, time and terms of the auction; and an invitation to past donors or their heirs.

The dissolution committee shall not dispose of historical objects by returning them to the original donors as gifts (whether or not the donor received any tax benefit at the time of donation). However, the original donor may purchase the object(s) at current fair market value at public auction should a sale occur.

All items on loan to the Museum at the time of the decision to dispose of the collection shall be returned to the owner or their designate, if possible.

#### **5.3.3 Accompanying Collection Records**

In order to ensure the historical integrity of the pieces transferred or sold, copies of collection records shall be transferred with related objects, in accordance with the terms of Freedom of Information legislation.

#### **5.4 Intellectual Property/ Museum Name & Identifying Logos**

The Town of Whitchurch-Stouffville will retain the copyright and intellectual property associated with the WSM&CC's name and identifying logos. The Town shall protect the WSM&CC's name and identifying logos from misuse or misrepresentation by successor agencies.

### **6. ALLOCATION/CONVERSION OF MUSEUM MONETARY ASSETS**

The following model for allocation or conversion of the Museum's monetary assets has been selected:

- to best recognize and continue the intent of donors' and other supporters' contributions to the Whitchurch-Stouffville Museum,
- to continue the provision of heritage preservation and promotion services in our community, and
- to retain the proceeds of local investment within the community, supporting local needs and initiatives.

Upon completion of the disposal of the WSM&CC's assets, Council shall invest the net monetary assets to create a community foundation. This foundation will be administered by – listed in order of preference - (a) a board of appointed community members, (b) an existing community foundation such as the York Region Community Foundation (*rebranded Vital York in 2013*), or (c) an existing cultural agency capable of dispersing funds such as an incorporated arts council for Whitchurch-Stouffville.

The principle invested from the allocation/conversion of the WSM&CC's monetary assets will remain forever intact while the interest revenue generated by its investment will be awarded as

- grants to support local initiatives in heritage and culture which may include grants to those institutions that received a significant collection of artifacts from the Whitchurch-Stouffville Museum upon its dissolution, or
- scholarships to local students pursuing studies in history or cultural planning/ management.

Council shall provide guidelines and direction for the community foundation to develop specific criteria for grant eligibility and funding priorities within the field of heritage and culture in order to best address community needs and desires. Should the community foundation receive funding, donations, or bequests in addition to the WSM&CC's monetary assets created by dispersal of assets at the time of dissolution, the community foundation would be free to expand its granting mandate beyond heritage and culture initiatives. The interest revenue generated by the investment of the WSM&CC's assets, however, shall only be used to support heritage and culture initiatives.

**7. INTERVAL OF REVIEW**

The Committee shall review this policy every three years, or as required.

Committee Approval:        May 3, 2017  
  May 6, 2013, May 6, 2009, April 2, 2003

Council Adoption:        \_\_\_\_\_, 2017  
  August 13, 2013, June 23, 2009, May 6, 2003

Next Scheduled Review:    2020