

# The Corporation of the City of Kenora

## By-Law Number 118 - 2023

### A By-Law Respecting The Muse Board

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**Whereas** the *Municipal Act, 2001*, and in particular, section 196 thereof, authorizes municipalities to establish municipal service boards; and

**Whereas** the *Municipal Act, 2001*, and in particular section 198 thereof, provides that a municipality may give a municipal service board the control and management of such services and activities of the municipality as the municipality considers appropriate and shall do so by delegating the powers and duties of the municipality to the board in accordance with the *Municipal Act, 2001*, subject to any limits on and duties related to the power and to any procedural requirements, including conditions, approvals and appeals which apply to the power;

**Whereas** Council by By-law 49-2019 established The Muse Board as a municipal service board to, subject to the limits established by Council, control and manage the Lake of the Woods Museum and the Douglas Family Art Centre and deems it advisable and expedient to revise this by-law and to continue The Muse Board under the provisions hereof;

**Now Therefore** the Council of The Corporation of the City of Kenora enacts as follows:

#### Définitions

1. In this By-law, unless the context requires otherwise,

“Art Centre” means the Douglas Family Art Centre;

“Board Member” means a member of The Muse Board;

“By-law” means this By-law, including its schedules;

“City” means The Corporation of the City of Kenora or, where referring to a geographic area, the City of Kenora;

“Council” means the council of the City;

“Museum” means the Lake of the Woods Museum;

“The Muse” means the facilities known as the Lake of the Woods Museum and the Douglas Family Art Centre; and

“The Muse Board” means the municipal services board established by By-law 49-2019 and continued hereunder.

## **Purpose**

2. The Muse Board is continued as a municipal services board under section 196 of the *Municipal Act, 2001* to:
  - a) control and manage, subject to the limits established by Council, a museum, and in particular, the Lake of the Woods Museum, for the purpose of collecting, preserving, researching, exhibiting and interpreting the material culture, photographs and documents and artifacts of historical, scientific and cultural interest that serve to illustrate the human history of this region, including, without limitation, the region's first people and the founding, settlement and development of Rat Portage, Kenora, Keewatin, Jaffray Melick and Lake of the Woods for the purpose of the education, enjoyment and entertainment of the public;
  - b) control and manage, subject to the limits established by Council, an art centre, and in particular, the Douglas Family Art Centre, for the purpose of collecting, preserving, researching, exhibiting and interpreting the visual arts as defined by the Exhibit Policy and Collections Management Policy of the Douglas Family Art Centre; and including without limitation, the following:
    - a. serving as a public exhibition centre for the visual arts, for the purposes of education, enjoyment and entertainment; and
    - b. promoting, presenting and encouraging activities in the visual arts;
  - c) serve as a resource centre for local and area history and matters related to the collection and presentation of the visual arts;
  - d) encourage interest, discussion, exchanges of views and ideas, appreciation and support of arts and history, and participation by the presentation of opportunities to engage in the foregoing; and to
  - e) provide a significant tourist attraction which will draw maximum use by the general public.

## **Property**

3. All assets that are, subject to the limits established by Council, controlled and managed by The Muse Board are controlled and managed in trust and as agent for the City, which retains ownership of all such assets.
4. For the purpose of establishing, maintaining and operating the Muse, Lots 14, 15, 16 and part of Lot 13, Block 1, Plan 3 and the buildings, structures, equipment and other real and personal property thereon are, subject to the limits established by Council, placed by the City under the management and control of The Muse Board. Such real and personal property shall be used for a museum and an art centre complex and related parking.

5. The City shall remain the owner of all real and personal property placed, subject to the limits established by Council, under the management and control of The Muse Board.
6. Title to all real property acquired and all buildings and other structures and improvements constructed thereon for the purposes of The Muse shall be in the name of the City.
7. The eight parking spaces adjacent to the right-of-way abutting Lot 13 shall, subject to the limits established by Council, be controlled and managed by The Muse Board and all revenue from the rental of these spaces shall go directly to The Muse Board to advance its purposes.

### **Disposal of Assets**

8. In the event that a decision is made by Council to permanently close the Lake of the Woods Museum in its entirety and/or the Douglas Family Art Centre in its entirety, The Muse Board shall make recommendations to Council as to the disposition of the assets of the facility to be permanently closed, with Council making the decision with respect to the disposition of such assets.
9. With respect to Lake of the Woods Museum assets, in the event that a decision is made to permanently close the Lake of the Woods Museum in its entirety, the Disposal of Assets Statement set out in Schedule "B" to this By-law (which was created solely to meet governance standards established by the Ministry of Tourism, Culture and Sport) shall be applied to address the disposal of such assets.
10. With respect to Douglas Family Arts Centre assets, in the event a decision is made to permanently close the Douglas Family Art Centre in its entirety, Council may use the Disposal of Assets Statement set out in Schedule "B" to this By-law as a guideline to assist it in addressing the disposal of such assets.

### **Management and Control, Subject to the Limits Established by Council**

11. Subject to the limits established by Council in this By-law and otherwise from time to time, the control and management of the Lake of the Woods Museum and the Douglas Family Art Centre is delegated to The Muse Board.
12. The Muse Board shall be governed by the constitution which is attached as Schedule "A" to this By-law.
13. The Muse Board shall formulate and recommend to Council policies and regulations relating to the operations of the Lake of the Woods Museum and the Douglas Family Art Centre. Council may, in its discretion, accept or reject such recommendations in whole or in part and no policies or regulations shall come into effect until approved by Council. Council may also formulate new policies and regulations independently and/or revoke policies and/or regulations. The Muse Board shall implement all policies and regulations approved by Council.

14. In accordance with subsection 391(1.1) of the *Municipal Act, 2001*, The Muse Board may impose fees or charges on persons for services or activities provided or done by or on behalf of The Muse Board; for costs incurred by it for goods or services or activities provided or done for participation in or admittance to any part of the Museum and/or the Art Centre's programs, services and facilities; and for the use of Museum and Art Centre property.
15. Persons employed for purposes of the Lake of the Woods Museum and/or the Douglas Family Art Centre are City employees and shall act in accordance with all City policies.
16. With respect to The Muse Director, notwithstanding that he or she consults with and assists The Muse Board, the Director of The Muse Board reports to the designated City official with responsibility for The Muse Board. The designated City official with responsibility for The Muse Board shall conduct annual performance reviews for The Muse Director, but, in doing so, will consider input provided by The Muse Board.
17. In accordance with the applicable City of Kenora Recruitment Policy (Policy #HR1-01 at the time of passage of this By-law), The Muse Board may participate in the recruitment process for the hiring of a qualified and competent Muse Director only. All other employees of The Muse are hired in accordance with Human Resources Policies of the City and The Muse Board will be made aware of the successful candidates.

### **Limits on Authority**

18. Notwithstanding any other provision in this By-law, The Muse Board is not authorized to do any of the following, all such authority remains solely with Council:
  - a) incorporate, amalgamate with another entity, apply to continue under the laws of this or another jurisdiction, merge, consolidate or re-organize, whether statutorily or otherwise;
  - b) take any steps to permanently close the Lake of the Woods Museum and/or the Douglas Family Art Centre or to wind up or dissolve The Muse Board;
  - c) subject Muse assets to any lien, charge, encumbrance or security interest;
  - d) guarantee any indebtedness of any person;
  - e) incur any debts, liabilities or obligations that have not been approved by Council through its budget process with the exception of expenditures that are fully funded through commitments from third-party donations;
  - f) expend any of The Muse reserve funds outside of the Reserve Fund Policy;
  - g) expend any monies raised through Muse fundraising efforts outside of the Fundraising Policy;
  - h) acquire any property, except in the name of the City;

- i) acquire any real property or sell or otherwise transfer or dispose of any real property; or
- j) subject to the limits established by Council from time to time, sell or otherwise dispose of any property that is under the management or control of The Muse Board, other than items sold in the gift shops, used equipment sold or disposed of in the ordinary course of business, or items which fall within the purview of the Collections Management policies of the Lake of the Woods Museum or Douglas Family Art Centre.

19. The Muse Board acts as a whole, and no member of The Muse Board has authority to incur, and shall not purport to incur, any debt, liability or obligation on behalf of The Muse Board or the City, without having previously obtained the consent of The Muse Board or Council, as the context requires.

### **Reporting to Council**

20. The Muse Director, on behalf of The Muse Board, shall, through the the designated City official with responsibility for The Muse Board, submit an annual operating and capital budget to Council for its approval and all expenditures made by The Muse Board shall be expenses approved by Council through the budget process, unless Council expressly and in writing approves otherwise.

### **Board Minutes**

21. The City shall designate a person to be responsible for the recording of Board minutes.

22. The official copy of the minutes and financial records of The Muse Board shall be delivered by The Muse Director to the City Clerk for safekeeping and shall be stored at City Hall, 1 Main Street South, Kenora, ON, or at such other location as Council may require. A copy of the minutes and the financial records may be stored at the Lake of the Woods Museum at 300 Main Street South, Kenora, ON, and/or at such other location as Council may require.

23. The Muse Board shall, without undue delay, submit to the City Clerk all open and closed minutes and resolutions from meetings of The Muse Board and an audited statement.

### **Members of The Muse Board and Terms of Office**

24. The Muse Board shall consist of nine (9) members appointed or re-appointed by Council in consultation with The Muse Director, one of whom shall be a Member of Council appointed to represent Council. For greater certainty, a Member appointed by Council is a voting member of The Muse Board.

25. All appointments are at the pleasure of Council, and in no case shall an appointment be for a term of more than four (4) years.

26. Notwithstanding section 26, a Board Member may be re-appointed to The Muse Board for more than one term.
27. Unless Council provides otherwise, The Muse Board Member appointments and re-appointments shall be in accordance with the City's Boards & Committees Policy, subject to any modification, to the extent necessary, required in order to comply with the appointment restrictions established in section 196 of the *Municipal Act, 2001* and this By-law.
28. In addition to meeting the criteria established in the City's Boards and Committees Policy, The Muse Board Members must be members in good standing of The Muse.
29. The Muse Board Member appointments may, at any time, be revoked at the pleasure of Council.
30. Any member of The Muse Board may terminate his or her term on The Muse Board by submitting his or her resignation in writing to the Chair and the Vice-Chair of the Board. Within seven (7) days of receipt of such resignation, shall be forwarded to the City Clerk.
31. Unless Council provides otherwise, meeting attendance requirements for The Muse Board Members and consequences for absences from such meetings shall be in accordance with the City's Boards & Committees Policy.
32. Vacancies on The Muse Board shall be filled in accordance with the City of Kenora's Boards and Committees Policy and this By-law. For greater certainty, decisions respecting the filling of vacancies rest solely with Council.
33. Board member time, knowledge, and resources are valued and important contributions to **The** Muse. Members of The Muse Board are under a duty to attend The Muse events and to support **The** Muse fundraising efforts.
34. The Muse Director, while not a member of The Muse Board (and, thus, having no voting rights), shall attend Board Meetings, open and closed, to provide support to The Muse Board at such meetings.
35. The designated City official with responsibility for The Muse Board, while not having voting rights, may attend all meetings, open and closed, of The Muse Board.

### **Officers**

36. The Muse Board shall appoint a Chair, Vice-Chair, and a Secretary-Treasurer and may appoint such committee members to sub-committees as are required to carry out The Muse Board's mandate.

### **Signing Authority**

37. Each of the Chair, the Vice-Chair, the Secretary-Treasurer, The Muse Director and the designated City official with responsibility for The Muse Board shall have signing authority for The Muse Board for the duration of their respective appointments to these

positions. For greater certainty, such authority shall expire upon such person's resignation or upon the expiration of such person's term.

38. Two persons with signing authority, with one to be the Chair, the Vice Chair or the Secretary-Treasurer and the other to be The Muse Director or the designated City official with responsibility for The Muse Board, are required to sign any document on behalf of The Muse Board or to otherwise bind The Muse Board to any commitment or obligation.

## **Meetings**

39. A minimum of nine (9) Muse Board meetings shall be held annually.
40. The Muse Board may hold its meetings at such time and place as it may from time to time determine.
41. The Muse Board Chair shall preside at all meetings. In the event of the Chair's absence, the meeting shall be presided over by the Vice-Chair.
42. Special or emergency Muse Board meetings may be called by the Chair, on his or her own initiative, at the request of any Muse Board Member, or at the request of The Muse Director and notice of the meeting shall be telephoned or electronically sent to each Muse Board Member, to the Muse Director and the designated City official with responsibility for The Muse Board not less than three (3) days before the requested meeting.
43. A Muse Board meeting must be called if a requisition is signed by at least three (3) members of the Board.
44. In extenuating circumstances, the Chair of The Muse Board may call a meeting on shorter notice than the time period prescribed in section 43.
45. Reasons for the calling of the special or emergency meeting, including why it is being called on short notice, if applicable, shall be provided by the Chair with the notice of the calling of the meeting.
46. Unless otherwise provided in this By-law or in the Constitution of The Muse Board, meetings shall be conducted according to the most recent edition of *Robert's Rules of Order Newly Revised*.

## **Quorum**

47. Subject to section 7 of the *Municipal Conflict of Interest Act*, a majority of the members of The Muse Board shall constitute a quorum.
48. Meetings may be held and motions may be voted upon in person or by electronic means. With respect to an electronic vote, such vote must be approved by The Muse Board in advance of the vote.

## **Remuneration**

49. All Muse Board Members shall act in all of their capacities with The Muse Board without remuneration.
50. Board Members may be reimbursed for reasonable expenses incurred by them on behalf of The Muse Board, provided that such expenses were incurred in good faith for the purposes of The Muse Board and such expenses are authorized in the budget of The Muse Board.

## **Board Member Conduct**

51. Members of The Muse Board shall carry out their duties in good faith and with the best interests of The Muse Board in mind.
52. With regards to their conduct, in addition to this By-law and The Muse Board Constitution, Board Members are governed by all applicable laws and policies, including but not limited to the *Municipal Conflict of Interest Act*, Part V.1 of the *Municipal Act, 2001* and the Code of Conduct of the City for members of council and local boards.

## **Amendments to the Bylaw**

53. The Muse Board may, by resolution, authorize requests to the Council for amendments to this By-law. The Council, after considering such requests, may determine, in its discretion, to approve or deny any such requests, in whole or in part.

## **Repeal**

54. Bylaw number 88-2020 is hereby repealed.

## **Effective Date**

55. This By-law shall come into force and take effect on the final passing hereof.

**By-law read a First & Second Time this 20<sup>th</sup> day of September, 2023**

**By-law read a Third & Final Time this 20<sup>th</sup> day of September, 2023**

**The Corporation of the City of Kenora:-**

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**Andrew Poirier, Mayor**

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**Heather L. Pihulak, City Clerk**



## Schedule “A”

### The Muse Board Constitution

#### 1. Name and Location

- i. The Muse is comprised of the Lake of the Woods Museum and the Douglas Family Art Centre and is governed by a municipal services board established by The Corporation of the City of Kenora (the “City”) and known as The Muse Board.
- ii. The Muse is located on the traditional territory of the Anishinaabeg and the Métis, dating back over 8,000 years. It is land covered by Treaty #3, signed October 3, 1873 and the Treaty Adhesion signed by the Métis in 1875.
- iii. The operations of the Muse are to be primarily carried out in the City of Kenora and the surrounding area.

#### 2. Purpose

The purposes of The Muse Board are to:

- a) control and manage, subject to the limits established by Council, a museum, and in particular, the Lake of the Woods Museum, for the purpose of collecting, preserving, researching, exhibiting and interpreting the material culture, photographs and documents and artifacts of historical, scientific and cultural interest that serve to illustrate the human history of this region, including, without limitation, the region’s first people and the founding, settlement and development of Rat Portage, Kenora, Keewatin, Jaffray Melick and Lake of the Woods for the purpose of the education, enjoyment and entertainment of the public;
- b) control and manage, subject to the limits established by Council, an art centre, and in particular, the Douglas Family Art Centre, for the purpose of collecting, preserving, researching, exhibiting and interpreting the visual arts as defined by the Exhibit Policy and Collections Management Policy of the Douglas Family Art Centre; and including without limitation, the following:
  - a. serving as a public exhibition centre for the visual arts, for the purposes of education, enjoyment and entertainment; and
  - b. promoting, presenting and encouraging activities in the visual arts;
- c) serve as a resource centre for local and area history and matters related to the collection and presentation of the visual arts;

- d) encourage interest, discussion, exchanges of views and ideas, appreciation and support of arts and history, and participation by the presentation of opportunities to engage in the foregoing; and to
- e) provide a significant tourist attraction which will draw maximum use by the general public.

### **3. Responsibilities of The Muse Board**

The Muse Board is an agent of The Corporation of the City of Kenora (the “City”) and was established as a municipal services board by by-law of the Council of the City. The assets of the Muse are owned by the City.

In addition to the duties and responsibilities set out in the by-laws of the City authorizing the establishment of The Muse Board and which relate to the control and management of the Muse by The Muse Board, The Muse Board shall, subject to the limits established by Council, be responsible for all of the following with respect to the control and management of the Muse:

- a) developing, evolving and pursuing the vision and mission of the organization;
- b) creating an organizational strategic plan and overseeing achievement of organizational goals;
- c) promoting and executing good governance through accountability and stewardship, Muse Board recruitment, education and development;
- d) cultivating and maintaining positive governmental relations;
- e) pursuing and maintaining financial sustainability;
- f) recommending policies and regulations;
- g) providing legal, regulatory and fiduciary oversight;
- h) recommending Terms of Reference for all standing and ad hoc committees to Council for Council’s consideration;
- i) reviewing and considering recommendations from the standing and ad hoc committees;
- j) ensuring that Muse Board Members have the necessary skills and practices to fulfill their functions and responsibilities; and
- k) contributing to the management and performance of the Muse Director.

#### **4. Standing Committees**

Subject to Council approval of their establishment and their Terms of Reference, The Muse Board may establish the following three (3) Standing Committees:

1. the Museum Advisory Committee
2. the Art Centre Advisory Committee
3. the Indigenous Advisory Committee

Council may, in its discretion, revoke its approval of a Standing Committee, require it to be disbanded and/or require any changes to its Terms of Reference.

#### **5. Additional Committees**

Subject to Council approval of their establishment and their Terms of Reference, additional ad hoc committees may be established by The Muse Board and:

- a) each committee of The Muse Board shall develop and function in accordance with their respective objectives and regulations according to the Terms of Reference established and approved by Council; and
- b) there shall be a minimum of one (1) Muse Board Member on each committee.

Council may, in its discretion, revoke its approval of any ad hoc committee, require it to be disbanded and/or require any changes to its Terms of Reference.

#### **6. Finances**

- a) The financial year of The Muse Board shall be from January 1 to December 31.
- b) The financial accounts of The Muse Board shall be audited by auditors appointed by the City at the time that the other City accounts are being examined. A copy of the audited financial statements shall be provided to the City Treasurer, without undue delay, upon approval by The Muse Board.
- c) The Muse Board shall be carried on without purpose of gain for its members.

#### **7. Code of Conduct**

- a) Each member of The Muse Board shall adhere to the highest standards of ethical and professional conduct required of persons representing the public, the City and The Muse Board and, without limiting the generality of the foregoing, each member of The Muse Board shall adhere to the Code of Conduct of the City that governs members of council and members of local boards.

- b) Although a member of The Muse Board may comment on or disagree with any topic, issue and direction taken by the Board within a meeting of The Muse Board, once a decision is made by The Muse Board, in the interests of public relations and public confidence in The Muse Board, any and all comments made outside the confines of the Board's meetings should be supportive and should not undermine the credibility and reputation of The Muse Board or the City.
- c) The Chair of The Muse Board or, alternatively, the Muse Director shall be the sole spokesperson in any cases of public comment, reports to the media, and public presentations beyond standard committee reports. The Chair may delegate this responsibility to anyone as circumstances dictate or as the occasion may arise.
- d) Muse Board Members shall comply with the policies of the Muse and all applicable law, including the *Municipal Conflict of Interest Act*, the *Municipal Act, 2001*, the *Municipal Freedom of Information and Protection of Privacy Act*, and all other relevant federal, provincial and municipal legislation.

## **8. Public Accessibility and Confidentiality**

- a) Meetings of The Muse Board are deemed "public".
- b) Consistent with section 239 of the *Municipal Act, 2001*, any meeting may move in-camera, or be closed to the public when the subject involves:
  - i. the security of the property of the City or The Muse Board;
  - ii. personal matters about an identifiable individual, including municipal or Muse Board employees;
  - iii. a proposed or pending acquisition or disposition of land;
  - iv. labour relations or employee negotiations;
  - v. litigation or potential litigation, affecting the City or The Muse Board;
  - vi. advice that is subject to solicitor-client privilege, including communications necessary for that purpose; or
  - vii. a matter in respect of which a Council, Board or committee or other body may hold a closed meeting under another Act.
- c) In addition, a meeting of The Muse Board or a Muse Board committee may be closed to the public if the following conditions are both satisfied:
  - i. the meeting is held for the purpose of educating or training the members; and

- ii. at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of The Muse Board or Muse Board committee.

- d) Minutes of decisions only shall be recorded and maintained of all in-camera sessions and may be approved at any subsequent open meeting of The Muse Board.

## **9. Amendments to the Constitution**

The Muse Board shall complete a comprehensive review of the Constitution every four (4) years and shall make recommendations to Council regarding amendments to the Constitution.

Any amendments to the Constitution recommended by The Muse Board must be ratified by Council by bylaw before they come into force and effect.

## **Schedule “B”**

### **Disposal of Assets Statement for the Lake of the Woods Museum**

This Disposal of Assets Statement was created solely to meet governance standards established by the Ministry of Tourism, Culture and Sport.

In the event that a decision is made to permanently close the Lake of the Woods Museum in its entirety, this Disposal of Assets Statement sets out how the City will dispose of the Lake of the Woods Museum collection of historically significant assets and of funds that were specifically designated for collection, acquisition and development.

#### **1. General**

The City and The Muse Board, the City’s agent, will proceed as follows to implement this Disposal of Assets Statement.

Every effort shall be made to ensure that historical objects, archival material and heritage structures remain in the public domain.

The City and The Muse Board shall attempt to transfer all assets to another governmental or not-for-profit agency located in the Kenora area, whose mandate is consistent with that of the Lake of the Woods Museum.

The City and The Muse Board shall seek a successor agency that will carry out its responsibilities at a level consistent with generally accepted museological standards, with the Ministry of Tourism, Culture and Sport Community Museum Standards at the applicable time intended to serve as a minimum standard.

The new organization shall be required to meet all requirements of municipal, provincial and federal regulations governing the operation of museums.

The City and The Muse Board shall not approve disposals directly to a City employee, a former City employee, a member of The Muse Board, a former Member of The Muse Board, a member of any Muse Board Committee or Advisory Board, a member or former member of City Council, a Muse Board volunteer, or the family members or other representatives of such persons.

The City and The Muse Board shall not sell the museum collection to reduce liabilities prior to transfer to another agency.

#### **2. Historical Objects**

The disposal of historical objects, everything else being equal, shall proceed in the following preferred order:

- a) transfer of the museum collection in total to another governmental or not-for-profit agency;

- b) donation of collections of objects to other publicly funded museums and related repositories;
- c) donation of individual objects to other publicly funded museums and related repositories;
- d) sale by public auction.

For those objects that were accepted into the Muse's collection with conditions attached by the donor, a thorough search of collection records shall be completed to identify such conditions so that every reasonable effort can be made to ensure that such conditions are honoured by the City, The Muse Board and/or any successors.

Objects originally acquired with the financial assistance of government grants or funding programs shall be gifted only to other public agencies.

Upon approval of a recommendation to dispose of parts of a collection and/ or individual objects, the City and The Muse Board shall make public, through the appropriate professional museum associations, a list of items to be disposed of that may be of significance to another institution. Such notice shall be made at least two months in advance of the proposed date of disposal.

Disposals to museums and related repositories shall only be considered if those repositories meet a level consistent with generally accepted museological standards, with the Ministry of Tourism, Culture and Sport Community Museum Standards at the applicable time intended to serve as a minimum standard.

The City and The Muse Board shall not dispose of historical objects by returning them to the original donors as a gift; however, the original donor may purchase the object(s) at current fair market value at public auction should a sale occur.

For objects being sold at public auction, the City and The Muse Board shall seek tenders for the sale of the objects by reputable auctioneers. The City and The Muse Board shall ensure that the place, date and time of any sale(s) at which objects from The Muse Board's collection are being sold are widely advertised.

All monies realized from the sale of disposed historical objects shall be deposited in a reserve fund, to be administered by the City.

The City and The Muse Board shall not transfer or donate objects which pose a threat or risk to others without first advising the receiver of the risk. The Muse Board and the City shall not sell objects at public auction which pose a threat or risk to others.

Prior to disposing of an object, other than transferring the entire Lake of the Woods Museum collection to another agency, accession numbers shall be removed from all objects.

Disposals shall adhere to all applicable municipal, provincial and federal laws and international agreements and treaties.

### **3. Structures**

The City and The Muse Board and respective successors shall honour any heritage designation or easement affixed to real property, including structures, and, should it be deemed necessary and advisable to do so, the City and The Muse Board shall seek a registration of a restrictive covenant or notice on the title of the designated heritage structure(s) which is to be transferred in order to protect against demolition and to ensure that changes made to the structure respect the historical integrity of the building.

All monies realized from the sale of disposed heritage structures shall be deposited in a reserve fund, to be administered by the City.

### **4. Heritage Accounts**

All monies in the Lake of the Woods Museum's Heritage Account and Collection and Exhibition Development Fund shall be deposited in a reserve fund, to be administered by the City.