

## Chatham-Kent Municipal Museums Advisory Committee

### Minutes

Tuesday, Jan 24, 2023,  
Studio One, Chatham Cultural Centre

7:00 PM

#### 1. Call to Order

Present:

- |   |   |
|---|---|
| 1. Sudhir Chari   | 2. Kimberly Daigneau  |
| 3. Edythe Marlatt   | 4. Sara Mervin  |
| 5. Bolanle Sadiq  | 6. Frank Vink   |
| 7. Paul Bourdeau  | 8. Councillor John Wright                                       |
| 9. Stephanie Saunders, Curator,<br>Chatham-Kent Museum              | 10. Deborah Furlan, Administrative<br>Assistant, Arts + Culture |
| 11. Dr. April Rietdyk, General Manager,<br>Community Human Services |   |

Regrets:

- |  |   |
|--|---|
| 12. Heather Slater, Manager, Arts +<br>Culture | 13. Lisa Powers, Executive Assistant,<br>Community Human Services |
|--|---|

#### 2. Introductions

Committee members and staff introduced themselves.

#### 3. Disclosures of Pecuniary Interest (Direct or Indirect) and the General Nature Thereof

No member of the CK Municipal Museums Advisory Committee (CKMMAC) declared a pecuniary interest on any matter on the open session agenda.

#### 4. Election of the Chair

Frank Vink nominated Sara Mervin.  
Sara Mervin accepted the nomination.  
No other nominations received.

Edythe Marlatt moved, "That Sara Mervin be acclaimed as chair for 2023 calendar year be approved." Frank Vink seconded.

Unanimously in favour. Sara Mervin acclaimed.

Motion Carried.

**5. Minutes of the CK Museum Advisory Committee Meeting September 22, 2022**

Frank Vink moved; seconder does not apply as Frank was the only one present at the CK Museum Advisory Committee Meeting September 22, 2022:

**“That the minutes of the September 22, 2022, CK Museum Advisory Committee meeting be accepted for information.”**

**6. Business Arising from the Minutes of the September 22, 2022, CK Museum Advisory Committee meeting**

None

**7. Minutes of the Ridge House Museum Advisory Committee Meeting September 27, 2022**

Edythe Marlatt moved, seconded by Frank Vink:

**“That the minutes of the September 27, 2022, Ridge House Museum Advisory Committee meeting be accepted for information.”**

The Chair put the Motion.

**Motion Carried**

**8. Business Arising from the Minutes of the September 27, 2022, Ridge House Museum Advisory Committee meeting**

None

**9. Education and Training**

- a. Orientation and Training – Attachment 1 – page 6

Stephanie Saunders led the committee members through orientation and training inclusive of the Respectful Workplace Policy and Program and Anti-violence Policy.

Committee members are encouraged to contact Stephanie to complete a guided tour of the museum and storage sites.

**10. New Business**

a. **Items Recommended for deaccessioning**

None

b. **Information Reports to be Received**

2022 Chatham-Kent Museum Activity Report (Attachment 2 – page 27)  
and 2022 Ridge House Museum Activity Report (Attachment 3 – page 35)

Paul Bourdeau moved, seconded by Edythe Marlatt:

“That the 2022 Chatham-Kent Museum Activity Report and 2022 Ridge House Museum Activity Report be received as information”

The Chair put the Motion.

**Motion Carried**

**11. Non-Agenda Items**

DOWNTOWN CHATHAM CENTRE PROPOSAL

The committee raised questions about the DCC proposal – Will it address shortcomings with the existing space at the CCC? What is the purpose of the move? What will be the differences between our existing space and the new space? Dr. April Rietdyk advised that Council has directed administration to do some due diligence on the entire proposal. Administration is working with consultants now. The only thing that the consultants have right now is our current measurements. The consultant group will want to meet with this committee, CK Arts and Culture Network and the library board before any decision is tabled. Dr. April Rietdyk will work with Stephanie Saunders and Sara Mervin, and we will need to call a special meeting – committee members will get to share their thoughts, wants, and wish lists with consultants – this feedback will get wrapped up into the proposal that goes out for public consultation and presented to Council. Dr. April Rietdyk and Stephanie Saunders spoke about space constraints in the Chatham Cultural Centre.

Sudhir Chari what will happen to the existing space if the museum moves. Dr. April Rietdyk – that decision is up in the air. Administration would probably propose to Council that we keep the cultural centre but nothing set in stone.

We might want this building could be an Arts and Culture hub, and storage too. We need a place for local historians, play rights, artists, so there is a place to gather and to move forward arts, culture, and history in our community. This is our wish list. But a long way from these decisions being made. A lot of work to be done before we can present this more publicly and more broadly in the community.

Bolanle Sadiq asked what is the difference between the old museum and new museum? Dr. April Rietdyk replied to say we need to see this laid out in front of us. We want the museum to be a showcase both for the history of CK and history where people want to come to the museum to learn, share, engage do research, play, go to library to do some art gallery work, becomes a community centre in downtown core. Stephanie Saunders replied that we would see hopefully a space that would make operations more efficient and serve the community better.

## **RIDGE HOUSE / MILNER / CKM STATUS OF PROJECTS**

### **Ridge House**

Sara Mervin brought up questions regarding Ridge House. Outside not looking great. Stephanie Saunders has spoken to Spenser Hamilton, Supervisor Technical and Facility Services who manages these facility projects and works with building maintenance to complete.

- Fence project (what year put on lifecycle? Held up because of redesignation of Ridge House – we were waiting to see if fence was designated feature or not – last year was the first time we could have acted on this). Spenser has contacted the contractor about the fence and porch. Reach out one last time to get firm timeline when work can be done. Spenser may investigate a different contractor.
- Repaint Front Porch – last Fall – not done
- House painting – Spenser to request as a life cycle for 2023.
- Replace cracked windows
- Remove old well – approved
- Landscaping - Kirk Gardener to come back Spring 2023 – make sure grass is growing. Kirk's commitment done after this, and staff will be able to maintain going forward.

Stephanie Saunders has expressed desire is to have these projects completed prior to June 1, 2023, opening day. Spenser Hamilton agrees to work towards.

Edythe Marlatt mentioned that she attended the Ridgetown Horticultural Society meeting last week and the committee discussed that it has permission

to work on flower beds. Coordination with this group is a concern. Sara Mervin spoke to Harry Wyma last April/May to ask him about cleaning up the flower beds, to make more manageable, so that staff/summer students could be more contributory in this capacity. Stephanie Saunders met with a member of Ridgetown Horticultural Society, Debbie Sanders, what is appropriate and manageable for museum staff going forward. We have a plan for the flower beds. We will advise the contractor working on fence to not disturb new plants in the garden.

#### **CKM and Milner House**

- Carpeting / flooring replacement in CK museum
- Crumbling disintegrating brick and mortar foundation of Milner back staircase– Spenser recently reached out another contractor for assessment but not sure status. Stephanie has recorded this item with Health and Safety monthly inspections.

#### **Discussion:**

Stephanie advised that Arts and Culture comes up with a list of life cycle requests, these requests come in from all municipal departments, go to our Supervisor Technical and Facility Services through to building department and then building compiles a master list that goes to Council. Council approves / not approves depending upon what budget is available for this year. Everything is put in queue and if there are no unforeseen emergencies, usually things get done. Funding is still there as these items are approved.

**ACTION:** Dr. April Rietdyk wants to see the full list of lifecycle items what was completed and why not. Stephanie to email the committee a chart of the historical/current lifecycle list what has been approved and been done, what has been approved and not done and what our new requests are.

#### **12. Time, Date and Place for the Next Meeting**

- need to meet earlier re: move to the mall.
- May 23, 2023, Ridge House Museum

#### **13. Adjournment**

Moved by Paul Bourdeau. Seconded by Sudhir Chari that the meeting be adjourned at 8:43 PM.

**Motion Carried**