



## BYLAW NO 367/16 STRASBOURG MUSEUM BYLAW

### A BYLAW OF THE TOWN OF STRASBOURG, IN THE PROVINCE OF SASKATCHEWAN TO ESTABLISH THE STRASBOURG & DISTRICT MUSEUM AND PROVIDE FOR A MUSEUM BOARD

The Council of the Town of Strasbourg in the Province of Saskatchewan enacts as follows:

#### 1. DEFINITIONS

1.1 For the purpose of this Bylaw:

- (a) **Board** - The Strasbourg & District Museum Board appointed pursuant to this Bylaw.
- (b) **Council** - The Council of the Town of Strasbourg.
- (c) **Municipality** - The Town of Strasbourg.
- (d) **Museum** - The Strasbourg & District Museum, including the Old Schoolhouse, the Homestead House and any other out-buildings located on the property.

#### 2. ESTABLISHMENT

- 2.1 A Museum is hereby established.
- 2.2 The Museum shall be housed in the former Canadian Pacific Railway Station building situated on Parcel T, Plan 72R18823 in Strasbourg, Saskatchewan.
- 2.3 There shall be a Board appointed to manage and operate the Museum.

#### 3. FUNCTION

- 3.1 The function of the Board shall be to:
  - (a) Manage and operate the Museum facilities.
  - (b) Advise Council on projects to improve or extend any of the Museum facilities.

#### 4. OBJECTIVE

- 4.1 The objective of the Board shall be to:
  - (a) Collect, preserve, study, interpret, and exhibit to the public for its instruction and enjoyment, objects and specimen of educational and cultural value, including artistic, scientific, historical, and technological material for the pioneers and founders of the Town of Strasbourg and District. To "collect" is understood to mean to acquire historically significant artifacts that contribute to an understanding of past human behaviour, customs, activities, episodes, institutions, and personalities.
  - (b) Encourage the donation of worthwhile material to the Museum from individuals and organizations.
  - (c) Promote the Museum within the community, the surrounding districts, and to the travelling public.

#### 5. GENERAL

- 5.1 The acceptability of the artifacts for the Museum's collection will be:
  - (a) Determined by the Acquisition Committee; or
  - (b) Voted on by the Board.
- 5.2 Every object collected should be well documented and should be capable of verification as to:
  - (a) Circumstances surrounding the object's discovery and acquisition;
  - (b) The original owner and manufacturer;

- (c) The object's original use;
  - (d) A chronological history of the object, and
  - (e) Any other pertinent information.
- 5.3 Artifacts which have incomplete documentation may be collected as long as they contribute to a clearer understanding of significant former customs, activities, people, or episodes.
- 5.4 Objects may be borrowed for temporary exhibition with specified time lengths according to the loan conditions established by the Board.
- 5.5 The Museum will not collect duplicates unless they serve a useful purpose.
- 5.6 Donations are deemed to be unconditional gifts.
- 5.7 Artifacts will be disposed of by being:
- (a) Returned to the donor or donor's family;
  - (b) Offered to another museum, educational, or cultural institution; or
  - (c) Sold or destroyed (as a last resort).
- 5.8 No Board members shall be permitted to purchase any artifacts being disposed of.

## **6. COMPOSITION OF BOARD**

- 6.1 The Board shall be composed of:
- (a) Chairperson (*forms a member of the Executive*)
  - (b) Vice-Chairperson (*forms a member of the Executive*)
  - (c) Secretary (*forms a member of the Executive*)
  - (d) Town Council representative
  - (e) Members at large (*any number*)
- 6.2 The Chairperson must be an active member of the Museum and be at least eighteen years of age.
- 6.3 Any member may withdraw at any time by written notice to the Board.
- 6.4 All members are entitled to vote at meetings and be elected as the Executive of the Board.
- 6.5 The membership may, by a majority vote, remove any director or directors from office.
- 6.6 Election of officers will be at the Annual General Meeting of the Board by a single majority vote.
- 6.7 The term of service for the Executive members shall be at the members' own choosing.
- 6.8 A vacancy in the office of any Executive shall be filled by election whenever the vacancy occurs.

## **7. MEETINGS**

- 7.1 Three (3) members of the Board shall constitute a quorum.
- 7.2 If, in the event that at any meetings of the Board, a quorum is not present and a special transaction must be undertaken, the members present may undertake this transaction and ratify same at the next meeting of the Board.
- 7.3 Members of the Board, upon receipt of notice of meeting of the Board, shall inform the Chairperson or Vice-Chairperson if they cannot attend the meeting.
- 7.4 The Board shall keep records of its proceedings and shall, within ten (10) days of each of its meetings, supply the Town with a copy of the minutes of that meeting.
- 7.5 Voting shall be by:
- (a) A show of hands; or
  - (b) By secret ballot if requested by at least three (3) Board members.
- 7.6 The Board will hold a minimum of three (3) regular meetings each year. Special meetings may be called by the Chairperson.

**8. DUTIES OF BOARD**

- 8.1 The Board may engage salaried staff as deemed necessary to carry out the objectives of the Board.
- 8.2 The Board shall take such measures as are necessary to achieve the purposes of the Museum.
- 8.3 The Board may not spend more money than that which is in reserve and allocated by the Town in any fiscal year.
- 8.4. The Board shall manage the Museum as nearly as practicable to the recommendations of the Museums Associations of Saskatchewan and Canada, having regard to local conditions.
- 8.5 The Board may allow community non-profit groups to use unoccupied or occupied Museum space for a temporary period of time, provided the safety and care of Museum displays are sufficiently protected against damage or vandalism. The Board shall not have the jurisdiction to lease, rent, or otherwise permanently occupy any portion of the building without the consent of Council.

**9. FINANCIAL**

- 9.1 The Board shall, on or before November 1 in each year, prepare and submit to the Council for consideration and approval, an estimate of monies that it may require during the year for the management and operation of the Museum, and/or the acquisition of artifacts.
- 9.2 The Council may, in its discretion, alter, vary, increase, or decrease the estimate as submitted by the Board.
- 9.3 The fiscal year-end of the Board shall be December 31 of each year.


**10. REPEAL**

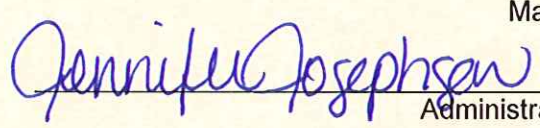
Bylaw No. 73/73 being a Bylaw to Establish a Museum and Provide for a Museum Board is hereby repealed.

**11. COMING INTO FORCE**

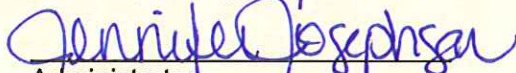
This Bylaw shall come into force on the date of final approval by the Council of the Town of Strasbourg.



  
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 Mayor

  
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 Administrator

Certified to be a true copy of Bylaw No.367/16 adopted by the Council of the Town of Strasbourg, on the 13<sup>th</sup> day of July, 2016.

  
 Administrator

