

TOWN OF STURGIS  
BYLAW NO. 4, 2016

A BYLAW OF THE TOWN OF STURGIS IN THE PROVINCE OF  
SASKATCHEWAN TO PROVIDE FOR THE ESTABLISHMENT  
OF A BOARD TO PROMOTE AND TO IMPLEMENT MUSEUM  
SERVICES.

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

1. This bylaw may be cited as the Museum Board Bylaw.
2. In this bylaw:
  - (a) Board means the museum board appointed pursuant to this bylaw.
  - (b) Council means the Council of the Town of Sturgis.
3. The Council by resolution shall appoint a museum board to be known as the "Sturgis Station House Museum Board."

**FUNCTION:**

4. The function of the committee shall be to:
  - (a) Make rules and regulations on all matters and things connected with the management, supervision and operation of the property, equipment, and articles under its control. A certified copy of such rules and regulations shall be filed and approved by the Council prior to coming into force.
  - (b) To advise Council on projects to improve the facility.

**COMPOSITION:**

5. The Board shall consists of not less than six (6) members to be appointed by resolution of Council as follows:
  - (a) One member from Council
  - (b) Other members from community at large
6. The Board shall appoint from its members a:
  - (a) Chairperson
  - (b) Vice Chairperson
  - (c) Secretary
  - (d) Treasurer
7. All volunteers who work for the Board shall be considered employees of the Board.
8. The Board shall appoint committees from time to time as necessary to operate the museum under the jurisdiction of the Board, of which it is recommended that at least one member of the committee shall be a member of the Board.

9. The first appointed Board members shall serve the following terms of office:
- (a) Chairperson, Vice –Chairperson, Secretary and Treasurer two year term
  - (b) All other Board members – one year term

Each appointment of a Board member thereafter shall be for a two year term.

10. At the expiration of the term of any appointed member of the Board, the Board may make a recommendation to the Council concerning the filling of the vacancy. This recommendation shall not necessarily be accepted by Council, as Council is the appointing body, and may appoint any resident of the Town or surrounding area.

11. If, after the appointment of a member to the Board:

- (a) He or she absents himself or herself from three consecutive regular meetings of the Board without previous authorization by resolution of the Board he or she shall forfeit his or her seat on the Board and his or her seat shall be declared vacant.
- (b) Where any seat becomes vacant pursuant to subsection (a) or due to a member's death, resignation, or otherwise, the Board shall appoint a person to fill the vacancy for the balance of the term.

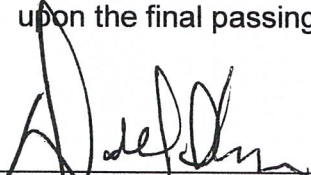
12. The Chairperson of the Board shall hold office until his or her successor is appointed.

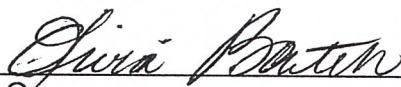
#### MEETINGS:

13. The Board shall meet at least once each month on a date and a time to be fixed at the first meeting of the Board in each year.
14. The Chairperson shall preside at all meetings.
15. If the Chairperson should not be unable to attend the meeting the Vice Chairperson shall preside.
16. A majority of the whole Board shall constitute a quorum, and no business shall be transacted unless there is a quorum.
17. All members of the Board shall vote, including the Chairperson.
18. All orders or proceedings of the Board shall be entered in the minute book to be kept for that purpose and signed by the Chairperson and the Secretary.
19. The Chairperson shall provide a detailed written report, on the activities of the Board, at the December Council Meeting. The report shall include any recommendations for improvements or extensions to the Museum.
20. The financial year of the Board shall commence the first of January and closed the thirty-first of December in each year.

POWER AND DUTIES:

21. All safety precautions that are necessary, and are as prescribed by law together with senior government's rules and regulations, shall be observed at all times by the Board.
22. The Board shall establish annual goals and objectives along with a Five Year Development Plan.
23. The Board shall be before February 15<sup>th</sup> of each year, prepare a budget, being an estimate of its proposed revenue and expenditures for the current calendar year operations all monies required from the Council for the succeeding year.
24. The Treasurer shall, at the end of the year, ready the financial records for review by a qualified person.
25. The Treasurer of the Board shall deposit all funds to the credit of the committee in chartered bank or credit union and those funds shall be withdrawn only by cheque signed by the Treasurer and countersigned by the Chairperson or Vice chairperson of the Board.
26. All debts legally contracted by the Board shall be payable within the financial year that the debt is created.
27. The Board shall make recommendations to Council concerning the employment of personnel as may be necessary to carry out the programs on behalf of the Board on such salary to be determined by Council.
28. The Board shall prepare a term of reference for personnel under their jurisdiction, clearly defining the duties and responsibilities of such personnel, and submit same to Council for approval prior to coming into force.
29. In addition to other duties as cited, it shall be the duty of the Board to:
  - (a) Collect, preserve, study, interpret, and exhibit to the public for its instruction and enjoyment, objects and specimens of educational and cultural value, including artistic, scientific, historical, and technological material.
  - (b) Encourage the donation of worth-while material to the museum from both individuals and organizations.
  - (c) Promote the museum within the community, the surrounding districts, and to the travelling public.
30. Bylaw No. 2/2014 is hereby repealed.
31. This Bylaw shall come into force and take effect immediately upon the final passing thereof.

  
Mayor

  
CAO



Passed by resolution number 122/16 day of 21<sup>st</sup> July, 2016

CERTIFIED A TRUE COPY  
OF THE ORIGINAL DOCUMENT

