

# Bylaw 05-2024

## Village of Loon Lake Big Bear Trail Museum Bylaw

A BYLAW OF THE VILLAGE OF LOON LAKE, IN THE PROVINCE OF SASKATCHEWAN TO ESTABLISH THE BIG BEAR TRAIL MUSEUM AND PROVIDE FOR A MUSEUM BOARD

The Council of the Village of Loon Lake in the Province of Saskatchewan enacts as follows:

### 1. DEFINITIONS

1.1 For the purpose of the Bylaw:

- a. **Board** – The Loon Lake Big Bear Trail Museum Board appointed pursuant to this Bylaw.
- b. **Council** – The Council for the Village of Loon Lake.
- c. **Municipality** – The Village of Loon Lake
- d. **Museum** – The Loon Lake Big Bear Trail Museum, including the building that is used to house the Museum.
- e. **Rec Board** – The board established to oversee the maintenance and operation of the Loon Lake Recreation Center.

### 2. ESTABLISHMENT

- 2.1 A Museum known as the Big Bear Trail Museum is hereby established.
- 2.2 The Museum shall be housed in the current building located on the west side of the Loon Lake Recreation Center on parcel R1, plan AS2391 or 301 second Ave, in Loon Lake, 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 specimens of educational and cultural value, including artistic, scientific, historical, and technological materials of the First Peoples of the area and the pioneers and founders of the Loon Lake Big Bear Trail Museum. To “collect” is understood to mean to acquire historically significant artifacts that contribute to an understanding of past human behaviors, 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 or manufacturers;
  - c. The objects 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 customers, activities, people or episodes.
- 5.4 Objects may be borrowed for temporary exhibition with specific time lengths according to the load 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. Treasurer (*forms a member of the Executive*)
  - e. Village Council representative
  - f. Members at large (*any number*)
- 6.2 The Chairperson must be an active member of the Museum and 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 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 meeting 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 Village with a copy of the minutes of the 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 a 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 Municipality or Loon Lake Rec Center Board in any fiscal year.

8.4 The Board shall manage the Museum as nearly as practicable to the recommendations of the Museums Association 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 the 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 or Rec Board 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 Board shall, on or before April 1 in each year provide a statement of financial position of the previous year to the Council for review.

9.3 The Council or Rec Board may, in its discretion, alter, vary, increase, or decrease the estimate as submitted by the Board.

9.4 The fiscal year-end of the Board shall be December 31 of each year.

## 10 COMING INTO FORCE

This Bylaw shall repeal bylaw 02-2024 and come into force on the date of final approval by the Council of the Village of Loon Lake, that date being the 2<sup>nd</sup> day of May, 2024.



  
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Mayor

  
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Administrator