

**THE CORPORATION OF THE VILLAGE OF LYTTON
BYLAW NO. 620, 2009**

A Bylaw to establish a Lytton Museum and Archives Commission

WHEREAS Section 143 of the Community Charter provides that Council may by bylaw establish a Commission for the purpose of advising the Council on any matter, and

WHEREAS The Council of The Corporation of the Village of Lytton wishes to establish a Commission to operate the Lytton Museum and Archives,

NOW THEREFORE the Council of the Corporation of the Village of Lytton in open meeting assembled enacts as follows:

1. PURPOSE

- 1.1** The Lytton Museum and Archives Commission shall act in an advisory capacity to Council in matters pertaining to the operation of the Lytton Museum and Archives, and for other government agencies and civic groups, in the advancement of sound museum and archive practices.
- 1.2** The Lytton Museum and Archives Commission shall operate the museum and archive services with the programs of other agencies and groups to ensure the most effective use is being made of the museum and archive resources in the community.

2. DEFINITIONS

- 2.1 Commission:** means all Members of The Lytton Museum and Archives.
- 2.2 Council:** means the Council of the Village of Lytton.
- 2.3 Members:** means all of the paid up Members of the Commission.
- 2.4 Member in Good Standing:** means a Member with no outstanding dues and has attended at least two (2) meetings in the previous twelve (12) months.
- 2.5 Directors:** means the Lytton Museum and Archives executive as elected by Commission Members in good standing and appointed by council.

3. COMPOSITION AND TERMS OF APPOINTMENT

- 3.1** The Commission shall be composed of:
 - a) One member of Council.
 - b) No less than five (5) members from the district at large.
- 3.2** The Commission members shall be appointed as follows:
 - a) The Council member shall be appointed annually by Council.
 - b) Directors shall be appointed annually by Council as recommended by the Commission.
 - c) The Curator shall be appointed by the Commission and approved by Council.
- 3.3** Director vacancies shall be considered as follows:
 - a) If a vacancy should occur with the Directors, other than the Council representative, the Council shall appoint a Member as recommended by the Commission.

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- b) Any Director who is absent from three consecutive meetings of the Commission, without cause, shall cease to be a Director based on a recommendation from the Commission.
- c) Council shall retain the right to remove at any time, for just cause, any Director of the Commission from Office.

4. MEETINGS AND ELECTION OF OFFICERS

4.1 Meetings shall be as follows:

- a) At each Commission meeting the date, time and place of the next meeting shall be determined.
- b) Notice of a regular meeting shall be posted at a place available to the public to encourage their attendance.
- c) Not less than four regular meetings shall be held by the Commission in any one calendar year.
- d) At any regular or special meeting, fifty percent plus one (50%+1) of the Directors shall constitute a quorum.
- e) Special meetings of the Commission may be called as deemed necessary by the Chairperson or any three Commission members. Each member shall be given a minimum of 24 hours advance notice of a special meeting.
- f) The Annual General Meeting shall be in November of each year.

4.2 Minutes of the Meetings:

- a) Shall be made available to each Commission Member as soon as possible after each meeting.
- b) Shall be made available to Council, once adopted, as soon as possible after each meeting.

4.3

Elections of Officers:

- a) Shall take place at the Annual General Meeting.
- b) Shall be elected from Members in good standing and shall consist of a Chairperson and such other officers as are needed to conduct business.

5. FINANCIAL OPERATION

5.1 Records of the revenue and expenditure activities of the Commission shall be provided to the Council in accordance with Council Policy.

5.2 Any donations which exceed an estimated value of five thousand dollars (\$5000.00) require the approval of Council for liability purposes.

5.3 The Commission shall have the right to set Membership fees at the Annual General Meeting.

6. TERMS OF OPERATION

6.1 The Commission may:

- a) Adopt rules and regulations to conduct its business, provided that such rules and regulations do not contravene any Provincial or Federal Government Legislation, any Municipal Bylaw or any Council Resolution or Policy.

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- b) Vary such rules and regulations from time to time by a vote of two-thirds majority of Members present at a Special or Annual General Meeting.

6.2 The Commission shall:

- a) Act in an advisory capacity to the Council in all matters pertaining to the physical care, maintenance and operation of any heritage or historical building, structure or land designated as such by Bylaw.
- b) Operate any building designated by Bylaw for the purpose of museum or archival matters.
- c) Inform the Council on any matter by letter or delegation to council meeting which, in the opinion of the Commission or the Council, requires such reporting.
- d) Conduct research in any instance where it has been brought to the attention of the Commission that other buildings, structures or lands should be considered for historical designation and provide a report to Council on the matter.
- e) Make periodic inventories of the Lytton Museum and Archive accessions available to Council when requested by Council.
- f) Encourage communications between First Nations and the Commission so Lytton Museum and Archives services are not duplicated or funding for larger projects can be reviewed.
- g) Have the power to appoint standing or special committees as deemed advisable which may include, if desired, other persons not on the Commission but who are subject to it providing:
 - (i) The names of persons on these committees shall be made known to Council.
 - (ii) These committees shall only act in an advisory capacity to the Commission, or carry out direction of the Commission.

7. SEVERABILITY

If at any time, any provision of this bylaw is declared or held to be illegal, invalid, or *ultra vires*, in whole or in part, then the provision shall not apply and the remainder of this bylaw shall continue in full force and effect and be construed as if it had been enacted without the illegal, invalid, or *ultra vires* provision.

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8. TITLE

This Bylaw may be cited for all purposes as “Lytton Museum and Archives Commission Bylaw No. 620, 2009”.

9. REPEAL

Lytton Museum and Archives Bylaw 564, 2003 and any amendments thereto, are hereby repealed in their entirety.

10. ENACTMENT

READ A FIRST TIME this	22 nd day of June 2009.
READ A SECOND TIME this	27 th day of July, 2009.
READ A THIRD TIME this	27 th day of July, 2009.
RECONSIDERED AND ADOPTED this	17 th day of August, 2009.

Mayor

Corporate Officer