

TOWN OF WADENA  
PROVINCE OF SASKATCHEWAN  
BYLAW NO. 2-11

CERTIFIED A TRUE COPY of  
Bylaw No. 2-11 adopted by  
resolution of Council on the  
11th day of April, 2011.

*Julia Ode*  
Administrator



A BYLAW OF THE TOWN OF WADENA IN THE PROVINCE OF SASKATCHEWAN  
TO PROVIDE FOR THE ESTABLISHMENT OF A COMMITTEE TO PROMOTE  
AND IMPLEMENT A MUSEUM.

THE COUNCIL FOR THE TOWN OF WADENA IN THE PROVINCE OF  
SASKATCHEWAN ENACTS AS FOLLOWS:

1. There shall be appointed by the Council a Museum Committee, which shall be known as the Wadena and District Museum Committee.
2. Such Museum Committee shall consist of a minimum of nine (9) members to a maximum sixteen (16) members appointed by Council. All members to have nominating and voting privileges.
3. The Council shall appoint up to fourteen (14) members at large and from the members of Council two (2) Council Member shall be appointed.
4. Members shall be appointed for a two-year term; in the case of the first appointment the first named members shall serve a one-year term, the last six named members shall serve a two-year term. Thereafter each member shall be appointed for a two-year term.
5. If, after the appointment of a member to the Committee he or she absents himself or herself from all meetings of the Committee for three consecutive months, without previous authorization by resolution of the Council, during which period at least two meetings have been held, that member shall forfeit his or her membership and another member shall be appointed in his/her place for the remainder of his/her term.
6. Where a seat in the Committee becomes vacant by death, resignation or otherwise, the Council shall at its next meeting make an appointment of a member to fill the unexpired term of the seat vacated.
7. At the expiration of the term of any appointed member of the Museum Committee, the Museum Committee may make a recommendation to the Council concerning the filling of a vacancy. This recommendation shall not necessarily be accepted by Council, as the Council is the appointing body, and may appoint any resident of the Town of Wadena, the Rural Municipality of Lakeview No. 337, the Rural Municipality of Sasman, No. 336, or the Rural Municipality of Elfros, No. 307.
8. The Council shall appoint the first Museum Committee immediately after the passing of this Bylaw, in January of each year, but no appointment shall be made invalid if made at any other time.
9. The Museum Committee will designate a Chairperson from the Museum Committee. The Chairperson will have the right to vote.
10. The Committee shall at its first meeting each year appoint a Secretary, Treasurer, and a Curator.

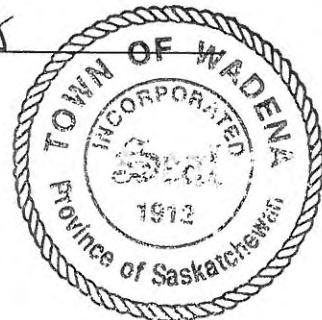
Town of Wadena  
Province of Saskatchewan  
Bylaw No. 2-11

11. The Committee shall meet in regular session at least once every month on a date to be fixed at the first meeting of the Committee in each year. The Committee may hold special meetings at the call of the Chairperson.
12. A majority of the whole Committee is necessary to form a quorum, and no business shall be transacted unless there is a quorum.
13. All orders and proceedings of the Museum Committee shall be entered in books to be kept for that purpose, and shall be signed by the Chairperson and Secretary.
14. The Museum Committee shall 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.
15. All safety precautions that are necessary, and as are prescribed by law together with senior government's rules and regulations, shall be observed at all times by the Committee.
16. The Committee shall recommend to Council from time to time for the betterment of facilities under their management, supervision and operation, and to prepare and keep current a five-year Development Plan.
17. The Museum Committee shall be responsible concerning the employment of personnel as may be necessary to carry out the programs on behalf of the Museum Committee in accordance with applicable legislation and agreements.
18. The Committee shall prepare a term of reference for personnel under their jurisdiction, clearly defining the duties and responsibilities of such personnel; and submit it to Council for approval coming into force.
19. All monies and funds raised by the Museum Committee shall be transferred immediately to the Town Administrator together with a detailed statement indicating the source of money.
20. The Committee shall make such returns and reports as may be requested by the Town Administrator.
21. Copies of Statements for all Accounts Receivable and all Accounts Payable shall be forwarded to the Town Administrator at least once each month.
22. All debts legally contracted by the Committee shall be payable within the financial year that debt is created.
23. The Museum Committee shall, on or before the 15<sup>th</sup> day of February in each year, prepare and submit to Council its estimates for the operation of the Wadena and District Museum for the succeeding year, and all monies required from the Council for the succeeding year.
24. The sum so allocated in such estimates as approved by the Council shall then constitute the appropriation for the Museum Committee for the succeeding year and no expenditures shall be made in excess of any individual appropriation without permission by resolution of the Council.

Town of Wadena  
Province of Saskatchewan  
Bylaw No. 2-11

25. The fiscal year of the Museum Committee shall commence on the first day of January and close on the thirty-first day of December in each year.
26. The Museum Committee shall in each year, before the 15<sup>th</sup> day of April, submit to the Council a detailed report showing activities of the past financial year.
27. In addition to other duties as cited, it shall be the duty of the Museum Committee 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, to the surrounding districts, and to the travelling public.
28. Bylaw No. 1-06 is hereby repealed.
29. This Bylaw shall come into force and take effect immediately upon the final passing thereof.

*Qay S*  
MAYOR



*Diana Bell*  
TOWN ADMINISTRATOR