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CONSOLIDATION UPDATE: DECEMBER 14, 2011

THE CITY OF WINNIPEG

THE ST. BONIFACE MUSEUM BY-LAW
NO. 4824/88

A By-law of THE CITY OF WINNIPEG to continue the St. Boniface Museum Board and to provide for a restructuring of the Board and updating of the regulation, management and control of the St. Boniface Museum.

THE CITY OF WINNIPEG, in Council assembled, enacts as follows:
amended 8162/2002

1. This By-law may be cited as "**The St. Boniface Museum By-law**".

2. In this By-law:

"Board" means the St. Boniface Museum Board established by this By-law;
amended 6595/95

"Citizen" means a person other than a Councillor who is an inhabitant of The City of Winnipeg and is entitled to vote in the municipal election of said City and who is functional in both official languages;
amended 6858/96

"Citizen member" means those members of the Board appointed under sections 4(b) and 5(c) hereof;

"Council" means the Council of The City of Winnipeg;

"Councillor member" means a member of the Board appointed under section 4(c) hereof.

amended 6027/92, 6595/95

3. The St. Boniface Museum Board, created under By-law No. 4165 of the former City of St. Boniface, and as amended from time to time, is hereby continued to manage, control and operate the St. Boniface Museum, which expression includes the premises at 494 Tache Avenue, commonly known as "the St. Boniface Museum", and all other buildings or premises used for the purposes of a museum by the City within the Riel Community.

amended 6858/96

COMPOSITION OF BOARD

4. (a) The Board shall be comprised of nine (9) members of whom one (1) shall be a Councillor or his or her designate and eight (8) shall be citizens, the Councillor member and eight (8) Citizen Members to be appointed by Council.

amended 6858/96; 153/2011

(b) Following the initial term of office of Citizen Members as provided in section 5 the Citizen Members shall be appointed in alternate years for two year terms.

amended 6027/92, 127/2011

(c) The Councillor member shall be appointed for one year at the Organizational Meeting of Council.

amended 6595/95

(d) A former member is eligible for re-appointment.

(e) After the office of a member of the Board becomes vacant by reason of death or resignation, or in case of a member being unable to act for any reason whatsoever, Council shall, at the next regular meeting, or subsequent meeting, appoint:

(i) if the member is a Councillor member, another Councillor to complete the term of office of the Councillor member who died or resigned or who was unable to act; or

(ii) if the member is a citizen member, another citizen to complete the term of office of the citizen member who died or resigned or who was unable to act, and such appointment shall be of the citizen nominated by the Riel Community Committee.

amended 6858/96

INITIAL APPOINTMENTS AND TERMS OF OFFICE

5. (a) The appointment of the initial members of the Board shall be at the Organizational Meeting of Council in November of 1992.

amended 6027/92

- (b) The initial term of office of the Councillor Members shall be from the date of appointment by Council to the Organizational Meeting of Council in November of 1993.

amended 6027/92

- (c) The initial term of office of four (4) of the Citizen Members shall be from the date of the appointment to the Organizational Meeting of Council in November of 1994 and the initial term of office of the remaining three (3) Citizen Members shall be from the date of appointment to the Organizational Meeting of Council in November of 1993.

amended 6027/92

CHAIRMAN AND RULES

- 6.
 - (1) The Board shall select from amongst its members a member who shall act as Chairman thereof.
 - (2) The Chairman shall have a vote on all matters requiring a decision by the Board.
 - (3) The Board may make rules and regulations to govern its own procedure.
 - (4) A majority of the Board shall constitute a quorum.

POWERS AND DUTIES OF THE BOARD

- 7.
 - (1) The powers and duties of the Board as continued shall be:
 - (a) to regulate the use by the public of the Museum, to supervise the expenditure of such moneys as Council may appropriate for the purposes of the Museum and generally to manage and supervise same;
 - (b) to prepare each year a budget of revenue and expenditure to be submitted to the Committee on Parks, Protection and Culture of the City.
 - (c)
 - (i) to report to the Riel Community Committee on all administrative and financial matters;
added 4885/88
 - (ii) to provide the Riel Community Committee with reports at least annually, including an annual audited financial report.
added 4885/88
 - (2) The Board shall create such committees as it considers necessary and appropriate to carry out its duties.

- (3) No capital expenditures shall be undertaken by the Board without first obtaining the approval of Council.

BOARD EMPLOYEES

8. The Board shall have the power to hire employees and any employees so hired shall be employees of the Board. Included in the employees which the Board may hire may be an Administrator, Curator/Assistant Administrator, and an Administrative Secretary, whose duties shall be set out below, or such other duties as may be prescribed by the Board from time to time.

(1) Administrator

The Board may appoint an Administrator who shall be the custodian of the Museum and an advisory member of the Board and whose duties shall be:

- (a) from time to time to submit for the consideration of the Board such matters as may be necessary to manage effectively and procure revenue from the Museum;
- (b) to be present, except when otherwise directed, at all meetings of the Board and other committees;
- (c) to keep books of account in which all the money transactions of the Board shall be set forth accurately in detail;
- (d) to certify all accounts and payrolls submitted to the Deputy City Treasurer for payment;
- (e) to care for and to file all business papers of the Board;
- (f) to give notice of all meetings of committees at least forty-eight hours before the time of meeting;
- (g) to receive all documents, letters and other communications addressed to the Board and to attend to their proper disposal; and
- (h) to execute all such other business as may be required of him by the Board and its committees and generally to discharge such other duties as usually pertain to the office of the Administrator or as may be, from time to time, be prescribed by the Board.

(2) Curator/Assistant Administrator

The Board may appoint a Curator/Assistant Administrator who shall assume responsibility for the acquisition, documentation, presentation and development of the artifact collection related to the four main disciplines established by the Museum, being religion, nature, Metis and Canadian and shall assist in the general management and administration of the Museum and have such other duties and responsibilities as set out in the class specification for this position.

(3) Administrative Secretary

The Board shall appoint a secretary who shall record all minutes of the meetings of the Board or any committees thereof and carry out such other duties and responsibilities as provided in the class specification for this position.

9. The Board shall keep at the St. Boniface Museum, 494 Tache Avenue, or such place as shall be designated from time to time, the proper books and accounts of the receipts, payments, credits, assets and liabilities of the Board and submit its accounts to be audited by the City Auditor in like manner and at the same time as the accounts of the City are audited.

REPEAL

10. By-law No. 4165 of the former City of St. Boniface and all amendments thereto are hereby repealed.

DONE AND PASSED in Council assembled, this 2nd day of March, 1988.