



**SIR ALEXANDER GALT MUSEUM & ARCHIVES
BOARD OF DIRECTORS**

	Original Appointment. Date	Current Appointment Date
Councillor R.K. Parker		
Don Chandler	August 2015	January 2018 – December 2020
Vic Mensch	January 2017	January 2020 – December 2022
Heather Oxman	January 2018	January 2018 – December 2020
Avice DeKelver	April 2018	April 2018 - December 2020
Kim Siever	January 2019	January 2019 - December 2021
Aaron Stout	January 2019	January 2019 - December 2021
Matthew Gal	April 2019	January 2019 - December 2021
Mary Greenshields	January 2020	January 2020 - December 2022

Non Voting Members:

Glenn Coulter, Friends of the Galt Society

Susan Burrows-Johnson, Executive Director/CEO – 403-329-7300 (b) 403-329-4958(f)
Hilary Squires, Secretary to the Board – 403-320-3154 - hilary.squires@galtmuseum.com

Bylaw 4890

Membership:	<ul style="list-style-type: none"> • Minimum of five and a maximum of nine member Board consisting of citizen appointments and one City Council Member • Must be 18 years of age or older and a resident of the City of Lethbridge • Three (3) year terms - Six (6) year maximum • A member is disqualified from the Committee if the member has three unexcused absences annually from regular meetings
Mandate:	To provide a non-profit, educational, community service for the City and surrounding district by preserving artifacts and information regardless of physical form which are of enduring value to the interpretation of human history of Lethbridge and Southern Alberta, by making them available through display, research and other enterprises.
Meetings:	Held: 3 rd Thursday of the month Times of Meetings: 11:30 AM to 1:30 PM Location: Galt Museum, West end of 5 Avenue South
Contact:	Office of the City Clerk: committee@lethbridge.ca
Requirements of Board:	The Board has full responsibility for management and control of the Sir Alexander Galt Museum and Archives. Responsibilities include: establishing governance policies, planning, monitoring and evaluating service, advocating and promoting the museum, hiring and evaluating the Executive Director and preparing a Capital Budget. Citizens interested in maintaining the history of Southern Alberta; a background in management, finance and/or marketing would be an asset.

CONSOLIDATION OF A BY-LAW OF THE CITY OF LETHBRIDGE
FOR THE OPERATION, REGULATION, MAINTENANCE
AND CONTROL OF THE MUSEUM AND ARCHIVES IN
THE CITY OF LETHBRIDGE

WHEREAS the Municipal Government Act permits City Council to pass By-laws for services provided by or on behalf of the Municipality;

AND WHEREAS Council of the City of Lethbridge is of the opinion that it should provide for a Museum and Archives for the citizens of the City of Lethbridge;

NOW THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF LETHBRIDGE, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. This By-law may be cited as the "Museum and Archives By-law".
2. There is hereby established the Sir Alexander Galt Museum and Archives whose objectives shall be to provide a non-profit, educational, community service for the City of Lethbridge and surrounding district by preserving artifacts and information regardless of physical form which are of enduring value to the interpretation of human history of Lethbridge and Southern Alberta, by making them available through display, research and other like enterprises.
3. (a) The Sir Alexander Galt Museum and Archives shall be under the management of a Board of Directors to be known as the Sir Alexander Galt Museum and Archives Board of Directors.
(b) The said Board of Directors shall consist of a minimum of five (5) and maximum of nine (9) members, one of whom may be a member of City Council.
(c) (i) Subject to Subsection (c) (iii) appointments to the Board of Directors shall be for a term of three years.
(ii) A member of the Board of Directors is eligible to be re-appointed for only one additional consecutive term of office.
(iii) When appointments are made in respect of the first Board, Council shall as nearly as may be possible appoint one-third of

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the members for a term of one year, one-third for a term of two years and the remaining members for a term of three years.

- (d) If any Council appointment to the said Board dies or resigns his or her appointment as a member of the said Board during the term for which he or she is appointed as a member, his or her place on the said Board shall be filled at the next meeting of Council by another member appointed by Resolution of City Council to hold office for the remainder and current term of office.
- (e) Members shall hold office without remuneration, but shall be entitled to reimbursement or indemnification for action or judgment pursuant to City of Lethbridge Policies.
- (f)
 - (i) The Board of Directors shall hold a minimum of seven (7) meetings annually at the call of the Chair at the place so designated by the Chair.
 - (ii) If the Chair is absent or refuses to call a meeting when requested by any member of the said Board the Secretary shall call a Special Meeting if requested by two (2) members of the said Board of Directors.
 - (iii) A majority of the Board of Directors shall form a quorum.
 - (iv) At its first meeting of the year there shall be elected from the members a Chair and a Vice-Chair who shall act in the Chair's absence.
 - (v) There shall be appointed by the said Board a Secretary, not a member of the Board, who shall:
 - (i) keep a complete record of the minutes of the meetings;
 - (ii) maintain all records, correspondence, orders and discussions of the Board;
 - (iii) carry out such functions as the said Board shall delegate;
 - (vi) The procedure of meetings of the Board shall follow so far as is applicable the Procedure By-law of the City of Lethbridge.

4. The Board of Directors subject to the provisions of this By-law has full responsibility for management and control of the Sir Alexander Galt Museum and Archives and without limiting the foregoing shall include:
 - (a) Establishing operational policies including collection, development, fund raising, personnel and such other policies relevant to the operation of the Museum and Archives;
 - (b) Planning, monitoring and evaluating the Museum and Archives operations and services;
 - (c) Advocating and promoting the Museum and Archives to the community and surrounding district.
 - (d) Hiring and evaluating the Chief Administrative Officer. This position will be deemed an out of scope position and exempted from the Collective Agreement. The Board has the option of offering this position to either the Curator or the Archivist.
 - (e) On or before April 15th in each year, prepare a Capital Budget for the next five years and submit same to the City Manager for City Council's consideration.
 - (f) On or before October 1st in each year prepares an Operating Budget and estimate of money required from taxation revenue during the next three years to operate and manage the museum and Archives and submit same to the City Manager for City Council's consideration.
5. The Chief Administrative Officer is the administrative head of the Museum and Archives. His or her duties shall include:
 - (a) ensures that the policies and programs of the Board of Directors are implemented.
 - (b) advising and informing the Board of Directors on the operation and affairs of the Museum and Archives.

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- (c) Hiring and evaluating all staff employed at the Museum and Archives under policy set and ratified by the Board.

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- 6. Museum Curator and Archivist are counsel to the Chief Administrative Officer on museum and archive matters and shall report directly to the Chief Administrative Officer.

- 7. In support of the Board of Directors in the operation of the Museum and Archives and upon hearing the recommendation of the Board the City may:
 - (a) Accept gifts, grants, legacies, devises or bequests, in trust, or real or personal property of every nature and wheresoever situate, for the objects of the Sir Alexander Galt Museum and Archives, and according to the terms and conditions set forth in any instrument transferring the same;
 - (b) Acquire by purchase, gift, transfer or otherwise real or personal property of every nature and wheresoever situate, and have, hold, possess, enjoy, take and receive the same for the general uses and purposes of the Sir Alexander Galt Museum and Archives;
 - (c) From time to time lease, exchange, convey, assign, charge royalties, or otherwise deal with all or any of the property, real or personal, of the Sir Alexander Galt Museum and Archives or any interest therein, and of all or any property held in trust, subject only to the provisions of the terms of any instrument;
 - (d) Grant receipts for the fair market value of any gift, grant, legacy, devise or bequest received by the City of Lethbridge on behalf of the Sir Alexander Galt Museum and Archives;
 - (e) Provide land, buildings, chattels, personnel and necessary aid required for the purpose of carrying out the above objectives;
 - (f) Budget and provide monies for the operational expense of the Sir Alexander Galt Museum and Archives.

8. In the event of dissolution of the Sir Alexander Galt Museum and Archives the City shall transfer all its artifacts, documents, photographs and other chattels to:
 - (a) Provincial Archives of Alberta
 - (b) Provincial Museum of Alberta
 - (c) the Glenbow Alberta Institute in Calgary
 - (d) any other appropriate custodial institution.

9. By-law No. 4468 is hereby repealed.