TOWN OF BATTLEFORD
BYLAW NO. 7-2026

A BYLAW OF THE TOWN OF BATTLEFORD TO PROVIDE FOR THE OPERATION OF A FRED LIGHT MUSEUM ADVISORY COMMITTEE.

The Council of the Town of Battleford, in the Province of Saskatchewan, enacts as follows:

PART I - SHORT TITLE & DEFINITIONS:

1) This Bylaw may be cited as **"The Fred Light Museum Advisory Committee Bylaw**."

2) In the Bylaw:

   a. **CAO-** means the CAO of the Town of Battleford as defined in The Municipalities Act.

   b. **Council-** means the Council of the Town of Battleford.

   c. **Director-** means the Parks and Recreation Director/ Manager of the Town of Battleford or Designate.

   d. **District-** the land inside the RM of Battle River.

   e. **Facility-** means all lands and buildings designated as museums and historical sites.

   f. **Mayor-** means the Mayor of the Town of Battleford

   g. **Museum-** means any facility designated by Council as such and as more particularly the Fred Light Museum.

   h. **R.M.(s)-** means the participating Rural Municipalities that are amalgamated with the Town for recreation and culture and who contribute financially to the Town culture and recreation budget.

   i. **Town-** means the corporation of the Town of Battleford or the area contained within the boundaries of the Town of Battleford as the context requires.

PART II- OBJECTIVES:

Purpose:

3) To provide and make accessible to visitors, the Fred Light Museum and artifacts obtained by the Town.

Goals:

4) The Advisory Committee shall endeavor to play a lead role in:

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a. Representing the interests of the citizens in matters pertaining to the delivery of a balanced and coordinated historical program.

b. Representing the interests of the citizens in matters pertaining to the development and management of the Fred Light Museum.

c. Representing the interests of the citizens in matters pertaining to the development and maintenance of a balanced program ensuring maximum utilization of the Fred Light Museum.

d. Promoting and encouraging the preservation of the heritage of Battleford and District.

e. Facilitating educational opportunities as they pertain to museums and heritage through the Fred Light Museum.

PART III- TYPE OF BOARD:

5) The Fred Light Museum Advisory Committee is established as a committee of Council for the purpose of providing advice and recommendations to Council respecting the preservation, promotion, development, interpretation, and operation of the Fred light Museum.

The Committee shall have no authority to direct staff, expend municipal funds, enter into agreements, establish policy, or make decisions binding upon the Town.

PART IV- BOARD MEMBERSHIP/ COMPOSITION:

Membership:

6) To be eligible to serve on the Advisory Committee, members must be a resident of the Town or District.

Composition:

7) The Advisory Committee shall consist of a minimum of five (5) voting members comprised of 50% +1 Town residents; and the balance from the district at all times.

8) The maximum number of voting members is seven (7) with at least four (4) from the Town of Battleford.

9) The Advisory Committee shall be composed of the following voting members representing a cross-section of the Town and district:

    a. One (1) Council Member appointed by the Town of Battleford

    b. Remainder from the Town and District

10) The non-voting Advisory Committee members shall be, as a liaison, the Director and Museum Manager.

    a. Mayor is Ex-Officio Member to the Advisory Committee

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PART V- APPOINTMENTS/ TERMS OF OFFICE:

Members:

11) Exclusive of the Council representative(s), the Advisory Committee may recommend to Council prospective members.

12) The Council will appoint, by resolution, at its first meeting of the year or as soon as possible thereafter as may be practical, all Advisory Committee members.

13) Members of the Advisory Committee shall hold office for a duration of two (2) years and may be re-appointed by Council.

14) Council may remove by resolution any appointed member at any time prior to the expiry date of the Advisory Committee member's term.

15) Every member of the Advisory Committee shall automatically cease his/her membership by:

    a. Ceasing to be a resident of the Town or District.

    b. Being absent from three (3) consecutive regular Advisory Committee meetings within one (1) year without being authorized to do so by resolution of the Advisory Committee.

    c. Submitting a written resignation to the Chairperson or Secretary of the Advisory Committee.

16) The Advisory Committee Chairperson shall inform Council forthwith of any vacancy.

17) Council may approve an appointment to complete the balance of a term.

Officers:

18) The Officers of the Advisory Committee shall be Chair, the Vice-Chair, and the Secretary.

19) The Chair, Vise-Chair, and Secretary shall be elected annually from within the Advisory Committee Membership, by the Advisory Committee, at its first regular meeting each year.

PART VI- DUTIES/ RESPONSIBILITIES:

Members:

Each Member of the Advisory Committee shall as a duty:

    a. Understand the purpose and goals of the Advisory Committee and a desire to advance them.

    b. Take an active part in the direction of the Advisory Committee's planning, programming, and activities.

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c. Be willing to serve and assume any responsibility in whatever capacity he/she may be called upon to fulfill.

d. Be loyal in thought and deed to the welfare of the Advisory Committee and the citizens which the Advisory Committee seeks to serve.

20) Each member is privileged to inspect the Fred Light Museum, grounds, equipment, artifacts, and so bring a report before the Advisory Committee.

21) The Museum Manager or Designate shall attend, whenever possible, the annual meetings/ conferences of the Region, Zone, and Provincial Recreation/ Cultural Organizations that the Advisory Committee is a member of.

Officers: Chairperson, Vice-Chairperson, and Secretary

Chairperson:

a. Prepares the agenda for the meetings.
b. Presides at all Advisory Committee meetings.

Vice- Chairperson:

a. Assists the Chairperson when required.
b. Performs duties of the Chairperson in his/ her absence.

Secretary:

a. Keeps an accurate record of the proceedings of the Advisory Committee
b. Keeps a list of unfinished business with dates for completion.
c. Determines a system for handling correspondence.
d. Ensure the Advisory Committee Members are provided with all relevant information for meetings.
e. Ensure the distribution of copies of the minutes to Advisory Committee Members, Mayor, CAO, and Director.

Advisory Committee:

22) To accomplish the purpose and goals as set out in Part 11, the Advisory Committee shall comply with the following:

a. Make recommendations to Council regarding museum operations, programming, collections, exhibits, and strategic priorities.

b. Shall be concerned with and make recommendations for development of programming for the Fred Light Museum.

c. Provide recommendations to Council regarding capital priorities and long-term facility needs.

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d. Shall have the power to recommend all rules, regulations, and policies as it may deem necessary, from time to time, providing such rules, regulations and policies are not inconsistent with the powers herein conferred. Copies of all such rules, regulations and policies must be approved by Council and filed with the CAO.

e. Shall make recommendations to Council with regards to entering into agreements; but the Advisory Committee may not enter into any agreements on their own accord.

f. Will submit for approval of Council any amendments or working arrangements which substantially change portions of an agreement.

g. May direct the Council's attention to and suggest possible solutions to any areas, facilities or equipment which might be hazardous to the health and safety of the people who come into contact with it.

h. Shall hear and consider representations by individuals, organizations, or delegations of citizens with respect to Fred Light Museum and make recommendations that the Advisory Committee deems to be in the general interest of all citizens.

i. Shall prepare a written Annual Report and present it to Council.

j. Shall submit to Council, for Council approval, recommended rental rates, fees, charges as they pertain to the Fred Light Museum.

k. Shall take an active part in the Regional, Zone and Provincial Heritage and Museum Organizations; with an active part including membership in the organizations and attendance at courses, meetings, conferences, and workshops whenever possible.

l. Shall take an active part in programs offered by the Government Department responsible for Culture, Recreation and Heritage (Saskatchewan).

23) The Council may override the Advisory Committee's decisions, recommendations or past resolutions affecting the Advisory Committee's area of jurisdiction and these shall be binding on the Advisory Committee. The foregoing in not intended to diminish the authority of the Advisory Committee; but it is meant to denote the ultimate authority of Council. The normal procedure should be to make recommendations to the Advisory Committee and/or to enter into discussions with the Advisory Committee prior to resorting to the use of the authority previously specified.

PART VII- MEETINGS:

24) The Advisory Committee shall meet in regular sessions each month. The meeting date(s) to be set, by the Advisory Committee, at the first meeting of each year.

25) A quorum of the Advisory Committee shall be 50% +1 voting members.

26) Each voting member present shall have one (1) vote on any question.

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27) Special meetings shall be called; at least twenty-four (24) hours written or verbal notice to the members, by the Chairperson at the:

    a. Request of the Executive of the Advisory Committee, or

    b. Request of five (5) members of the Advisory Committee, or

    c. Request of Council

28) A copy of the Advisory Committee Minutes, when adopted and signed by the Chairperson, or in his absence, the Vice-Chairperson, and the Secretary, shall be filed with the CAO and presented to Council.

PART VIII- FINANCES:

29) Once the Fred Light Museum budget is approved by Council, the total amount of the budget should not be exceeded in any one (1) year without the approval of Council; but the Advisory Committee may recommend any changes within the budget subject to Council approval.

PART IX- PARKS AND RECREATION DEPARTMENT:

30) The Advisory Committee has the authority to act within the scope of their approved budget. Purchase Orders are to be signed by the Museum Manager and with expenditures above $500 submitted to the Director.

Department:

31) The Department is responsible and accountable to the Council.

32) The Fred Light Museum shall serve as the Office of the Advisory Committee.

33) The Director or Museum Manager shall:

    a. Report to the CAO.

34) The Committee shall not supervise, evaluate, direct, or assign duties to municipal employees. All communications involving operational matters shall be directed through the Museum Manager, Director, or CAO, as appropriate.

35) Meeting shall comply with applicable provisions of the Municipalities Act and Council Procedures Bylaw. Recommendations of the Committee shall be submitted to the Council in the form of meeting minutes or formal resolutions.

Reporting

36) The Committee reports directly to Council. Recommendations of the Committee are advisory only and shall not be implemented unless approved by Council. Council retains full authority over all decisions relating to the Fred Light Museum.

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PART XI- REPEAL:

37) Bylaws No. 7-2020; 28-2014; 16-2015 and 7-2020 are hereby repealed.

Read a 1st time this 20th day of July 2026

Read a 2nd time this 17th day of August 2026

Read a 3rd time and adopted this 17th day of August 2026

MAYOR

(seal)

Certified a true copy of the Bylaw adopted by
Resolution of Council this 17th
Day of August, 2026

CHIEF ADMINISTRATIVE OFFICER

Landon Chambers, CAO

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