

COUNTY OF ELGIN

By-Law No. 25-02

“BEING A BY-LAW TO PROVIDE FOR THE OPERATION OF THE ELGIN COUNTY MUSEUM AND TO REPEAL BY-LAW No. 21-38”

WHEREAS pursuant to Section 11(2) of the Municipal Act, 2001, S.O. 2001, c.25, an upper-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction described in the Table to this section; and

WHEREAS said Table authorizes an upper-tier municipality to pass by-laws regulating culture and heritage; and

WHEREAS Council did pass By-Law No. 05-44 to provide for the operation of the Elgin County Museum as amended through By-Law No. 09-40, By-Law No. 11-13, By-Law No. 16-03 and By-Law No.21-38; and

WHEREAS it is deemed necessary and appropriate to further amend by consolidating all By-Laws pertaining to the operation of the Museum;

NOW THEREFORE the Municipal Council of the Corporation of the County of Elgin hereby enacts as follows:

1. **NAME** – The name of the Museum is the “Elgin County Museum”.
2. **ASSETS** – The lands, buildings, furniture, equipment, goods, chattels, artifacts and objects of any nature whatsoever whether acquired by or donated to the former Elgin County Pioneer Museum and/or the Elgin County Museum, including objects and artifacts held in trust by the Museum under any previous enactments of this by-law, shall be the property of the Corporation of the County of Elgin. Ownership of the artifacts is assigned unto the Corporation of the County of Elgin, its successors, administrators and assigns absolutely.
3. a) **STATEMENT OF PURPOSE** – The principal objectives of the Museum are two-fold:
 - i) to acquire, document, preserve, display and interpret for the benefit of the public those artifacts donated to, or maintained by, the Museum which relate to the history and development of the geographic County of Elgin in order to encourage public interest in the history of the County;
 - ii) to provide leadership and professional support to museums located within the County of Elgin in the promotion of a heritage network within the County, including documentation of resources, coordination of exhibits, marketing, training and advisory services.

MISSION STATEMENT

The Elgin County Museum exists to promote Elgin County’s rich historical and agricultural heritage to all Canadians by acquiring, documenting, preserving, exhibiting and interpreting artifacts pertaining to the history of the County of Elgin; and to provide leadership and support to County museums in the promotion of a heritage partnership.

- b) The Museum shall carry out its statement of purpose and mission through the following activities:

ACQUISITION - The Museum is committed to acquiring artifacts pertaining directly to the history of the County of Elgin or its citizens. All acquisitions must meet the terms of clearly defined Collections Management Policy approved by Elgin County Council. Sufficient space and resources will be devoted to managing all acquisitions in accordance with museum standards and professional practice.

DOCUMENTATION – The Museum is committed to properly documenting all artifacts in its collection in order to record provenance, transfer of ownership and context of use. Such documentation will include use of instruments such as temporary receipts, deeds of gift and accession registers.

PRESERVATION – The Museum is committed to ensuring the long-term preservation of artifacts under its care. Every effort will be made to store artifacts in a suitable repository wherein temperature, relative humidity, lighting and air quality are all controlled according to museum standards as defined by the Canadian Conservation Institute. Adequate security systems will be in place. Staff will furthermore promote the responsible care, handling, conservation and/or reproduction of all artifacts in accordance with preservation policies and procedures.

EXHIBITION – The Museum is committed to providing ample space for thematic, permanent and travelling exhibits, which will be made accessible to the general public in a secure environment and within suitable hours. Ample resources will be devoted to producing and providing public access to such exhibits, both on-site and through use of available technology.

INTERPRETATION – The Museum is committed to interpretation and educational programs to encourage widespread interest in the history of the County of Elgin. Programs, displays, activities and events will be developed to appeal to groups such as elementary and secondary school students, senior citizens and the public at large.

OUTREACH – The Museum is committed to engaging the general public and the museum community in its operations. Outreach activities include advertising, soliciting volunteers, forming partnerships with other County museums, participating in educational opportunities and facilitating professional development. Suitable resources will exist for promoting the Museum and its activities within the community.

4. GOVERNANCE AND STAFFING

- a) The Museum and its staff shall be governed by Elgin County Council through the Director of Community and Cultural Services (or designate as established by Council) in accordance with the County's policies and procedures. This includes: authority for recruiting, supervising and evaluating museum staff; establishing the budget and financial administration; facility maintenance; hours of operation; and final approval of all written policy governing operations and defining programs.
- b) The Museum shall have professional staff with responsibility for the acquisition, documentation, care and custody of all artifacts, outreach services, displays, management of volunteers and publicity pertaining to the Museum's operations.
- c) The Museum shall produce an annual report to Elgin County Council, outlining the year's exhibits, activities and programs, along with a projection of exhibits, activities and programs for the upcoming year.

5. Statement of Ethical Behaviour and Pecuniary Interest – Staff and volunteers are obligated to conduct their affairs in accordance with the Employee Code of Ethics as established by Elgin County Council and professional codes of ethics for museum practice. All individuals associated with the Museum shall avoid conflicts of interest, pecuniary or otherwise. If a conflict is declared, individuals shall absent themselves from all discussions on the particular matter.

6. That By-Law No. 05-44 and any and all amendments thereto be hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSES THIS 14th DAY OF JANUARY 2025.

Blaine Parkin,
Chief Administrative Officer/Clerk.

Grant Jones,
Warden.