

ITEM 5  
MANAGER'S REPORT NO. 77  
COUNCIL MEETING 34/12/03

RE: RENEWAL OF AGREEMENT BETWEEN THE CENTURY PARK MUSEUM ASSOCIATION  
AND THE CORPORATION OF THE DISTRICT OF BURNABY

MUNICIPAL MANAGER'S RECOMMENDATION:

1. THAT the recommendation as contained in the report of the Director Recreation & Cultural Services be adopted.

\* \* \* \* \*

1984 NOVEMBER 29

TO: MUNICIPAL MANAGER  
FROM: DIRECTOR RECREATION AND CULTURAL SERVICES  
RE: RENEWAL OF AGREEMENT BETWEEN THE CENTURY PARK  
MUSEUM ASSOCIATION AND THE CORPORATION OF THE  
DISTRICT OF BURNABY

RECOMMENDATION:

1. THAT Council approve the attached agreement with the Century Park Museum Association and that the appropriate officials be authorized to execute that agreement on the Corporation's behalf.

REPORT

The existing agreement with the Corporation and the Century Park Museum Association for management of Burnaby Village Museum expires as of 1984 November 30.

A review of the agreement presently in effect has indicated that only minor changes are required. They are as follows:

Main Body of the Agreement:

- Changes to the dates, the term of the proposed agreement is for one year from 1984 December 01 to 1985 November 30.
- Changes reflecting the change in the name of the Museum from Heritage Village Museum to Burnaby Village Museum.
- A sentence added on Page 2 being Item 1(2) stipulating that if there is ambiguity between the agreement and the schedules attached, the agreement shall prevail.

Schedule E - C.P.M.A. Constitution & Bylaws:

- Changes to reflect the change of the name of the Museum from Heritage Village Museum to Burnaby Village Museum.
- In recognition of the fact that Association Membership carries with it the privilege of free admission to the Museum grounds, Bylaw I.1(vii) now states this fact.
- All cheques, drafts, etc. must be signed by two of the Association's Officers. Bylaw X(1) has been reworded to emphasize this fact.

Change in Constitution and Bylaws:

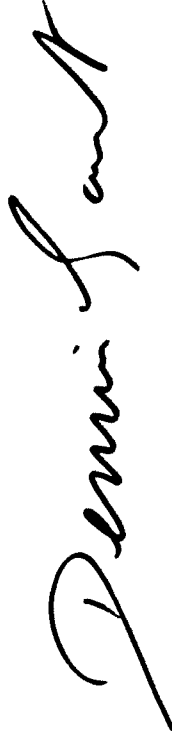
As noted above, the Association has made several minor changes to its Constitution and Bylaws. It is recommended that these changes be accepted by the Corporation. Because the Constitution and Bylaws form an integral part of this agreement, it is necessary that they be so approved and approval of the main recommendation at the head of this report provides that approval.

Timing of this Approval:

Each year, this agreement is normally approved by Municipal Council at the last meeting in November in order to put it into effect for the 1st of December following. However, the Association's annual general meeting was held on Tuesday, 1984 November 27, the day following the last Council meeting in November.

It therefore seemed inappropriate to approve the agreement under the old Constitution and Bylaws when the Association wished to make changes the following day. It was also inappropriate to recommend the new proposed Constitution and Bylaws to Council until the Association Membership had ratified them. Thus, the reporting of this agreement to Municipal Council is one week later than normal.

I am advised that the Museum Board of Directors approved the revised Management Agreement at their meeting of 1984 October 30 and that the Association Membership approved the new Constitution and Bylaws at their annual general meeting of the 27th of November.



DENNIS GAUNT  
Director Recreation & Cultural Services

DG:hh

Attach.

c.c. Municipal Solicitor  
Director Finance

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THIS AGREEMENT made as of the 1st day of December 1984.

BETWEEN:

THE CORPORATION OF THE DISTRICT OF BURNABY  
a municipal corporation having offices at  
4949 Canada Way, Burnaby, B.C.

(hereinafter called the Corporation)

OF THE FIRST PART

AND:

CENTURY PARK MUSEUM ASSOCIATION  
an incorporated society under the  
Society Act

(hereinafter called the Association)

OF THE SECOND PART

WHEREAS the Corporation owns those lands and premises (hereinafter called "the Museum") situate, lying and being in the Municipality of Burnaby in the Province of British Columbia and more particularly known as

Lot 8, 9, 10 and 11 of District Lot 79,  
Group 1, Plan 1995, N.W.D.; and  
Lot 5, Block "R", District Lot 79/85,  
Group 1, Plan 11019, N.W.D.; and  
Lot 2, Block "R", District Lot 79/85,  
Group 1, Plan 8860, N.W.D.

AND WHEREAS the Corporation desires that its staff, facilities and resources be used to best advantage in combination with the expertise and enthusiasm of Members of the Association to the end that the Museum is operated efficiently and economically and that the objectives set forth hereinafter are achieved;

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AND WHEREAS the Association was incorporated for the purpose inter alia of managing the Museum;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements herein contained and subject to the terms and conditions hereinafter set out the parties hereto agree as follows:

1. (1) DEFINITIONS

In this Agreement, unless the context otherwise requires, "Agreement" includes the following Schedules, which are attached hereto and form part hereof, namely:

- (i) Schedule "A" - GOALS AND OBJECTIVES FOR STAFF RELATING TO THE VOLUNTEER PROGRAM
- (ii) Schedule "B" - VOLUNTEER ROLES
- (iii) Schedule "C" - MUSEUM DIRECTOR - BURNABY VILLAGE MUSEUM
- (iv) Schedule "D" - CONTRACT PROCEDURE AND PURCHASE LIMITS
- (v) Schedule "E" - C.P.M.A. CONSTITUTION & BYLAWS
- (vi) Schedule "F" - MAP OF MUSEUM
- (b) "Board" means Board of Directors of the Century Park Museum Association.
- (c) "Council" means the Municipal Council of The Corporation of the District of Burnaby.
- (d) "Staff" means employees of the Association.

(2) Where there is a conflict of meaning or an ambiguity between words in this Agreement and words in a Schedule attached hereto, the Agreement shall prevail.

2. TERM

The Association agrees to manage and operate the Museum efficiently and effectively in accordance with the provisions of this Agreement for a term commencing on the 1st day of December 1984 and ending on the 30th day of November 1985.

3. RELATIONSHIP WITH THE CORPORATION

The Association agrees to operate the Museum in an effective and efficient manner, and to be responsible therefor. The Association agrees that its policies and procedures shall be the same as or compatible with those of the Corporation with respect to accounting, auditing and budgeting requirements, personnel, payroll and salary administration policies and procedures, and purchasing policies and procedures (as set out in Schedule D). It is further understood that the Association will make use of the services of the Corporation's Departments for accounting, computer, personnel, payroll and purchasing services, it being the intent of both parties to avoid unnecessary duplication and cost.

4. ACCOUNTABILITIES: BOARD & MUSEUM DIRECTOR

The Association shall employ a Museum Director who shall be accountable to the Board for the efficient operation of the Museum within the budget adopted by the Corporation and according to the provisions of this Agreement.

The Board shall be accountable to the Corporation for the overall operation and development of the Museum, and shall bring to the attention of the Council those matters pertaining to operation, development or expansion that require the Council's approval.

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The Museum Director is charged with maintaining effective liaison on matters pertaining to the Museum and any on-site affiliates, permitted under Clause 11(1), with the Corporation through the Director Recreation and Cultural Services. 116

The Museum Director shall prepare annual operating and capital budgets, according to the guidelines set out by the Corporation and by the Board. The Board will be responsible for reviewing the budgets and may make recommendations thereon to the Corporation. The decisions of the Council with respect to the level of Municipal funds available at any time are final.

Upon approval of the budgets by the Board and Council the management of the funds in respect to the operation of the Museum shall be the responsibility of the Museum Director, under the direction of the Board, and within the terms of this Agreement.

The Museum Director shall be charged with responsibility for the administration of any licence granted by the Corporation under Clause 11 of this Agreement.

#### 5. MUSEUM DEFINITION AND CONCEPT

The Association agrees to adhere to the following definition and concept of the Museum in the performance of its obligations under this Agreement:

(1) DEFINITION. Burnaby Village Museum is a non-profit Museum with both dynamic and static displays that illustrate in an authentic documented manner the material history, practices, customs, pursuits, occupations and atmosphere of the lower mainland region of British Columbia with special emphasis on Burnaby.

(2) CONCEPT.

(a) The dynamic or "living" portion of the Museum shall be based on the idea of depicting a period of time through the use of displays set in the context of a reconstructed period village containing authentic restored buildings and well researched reconstructions that illustrate the architecture and building techniques of the interpretive period (pre-1939). Authentic artifacts shall be used where they are available and considered by the Museum Director to be disposable, otherwise reconstructed replicas shall be used. Environmental controls shall be instituted wherever possible and practicable.

(b) The static portion of the Museum shall be housed in galleries and shall illustrate the history of Burnaby progressively from its earliest years. The static galleries are intended to preserve artifacts under controlled environmental conditions.

(c) The storage objective shall be a ratio of 40% storage space to 60% display space. (Storage space does not include workshop, administrative and service areas.)

6. OBJECTIVES

The Association agrees to direct its best efforts to achieve the overall objective of providing a Museum that is an historical resource for Burnaby and the region. The museum will collect, preserve, research, document and interpret artifacts and historical buildings that illustrate the history and lifestyle of the Lower Mainland of British Columbia and especially Burnaby.

The Museum will depict with the greatest authenticity possible, the village lifestyle of a small community of the interpretive period by creating and staffing displays with interpreters who will demonstrate the activities of typical residents of such a village.

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The Association will encourage public use by developing programs related to school curricula and advertise such programs to schools to promote their use. Educational programs are not to be limited to use by schools only, but shall be available to any interested group of any age. Programs will be limited to interpretation of the various displays within the museum and the lifestyle of the period.

The Museum will be open to the general public according to the schedule for which the budget provides. Individuals and groups will be encouraged to attend through a broad advertising program. Special events will be held which relate to the interpretive period of the Museum and the season of the year, as well as providing information and enjoyment to the public.

7. ROLE OF VOLUNTEERS

(1) The Association and its staff shall pursue the following goal and objectives with respect to volunteer activities at the Museum, namely,

GOAL

To provide a vehicle for community involvement in and support of the functions of the Museum. To utilize and develop the experience, skills and abilities of the public to complement and supplement staff in carrying out Museum programs and activities; and to provide volunteers with opportunities for personal development, interaction and a sense of satisfaction.

OBJECTIVES

- (a) to establish an ongoing recruitment and training program that maintains Museum standards and morale with input from experienced volunteers,
- (b) to maintain a volunteer evaluation process,
- (c) to ensure that volunteers are aware of the goals and objectives of Burnaby Village Museum, and their role in the Museum's operations,



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- (d) to involve the volunteers in the evaluation of programs,
  - (e) to ensure that each volunteer has a clear understanding of the job to be performed,
  - (f) to maintain a lounge area for staff and volunteers,
  - (g) to make provisions for upgrading volunteer capabilities, if the volunteer desires this,
  - (h) to ensure that volunteers do not displace staff,
  - (i) the Museum Director or his or her appointee will assign to each volunteer his or her activities and responsibilities in the Museum.
- (2) The Association shall adopt the goals and objectives with respect to the volunteer program as contained in Schedule "A".
- (3) The Association shall operate the volunteer program in accordance with the role definitions and other details contained in Schedule "B".
- (4) The Association agrees that cash control, stock control and purchasing for the Museum, including the commercial undertakings, shall be a staff responsibility performed by or under the direction of staff.

8. STAFF

- (1) The duties and responsibilities of the Museum Director, in addition to those mentioned throughout this Agreement, are set forth in Schedule "C" hereto.
- (2) The Association shall consult with the Director Recreation and Cultural Services before employing or dismissing a Museum Director and during the course of the Museum Director's annual performance appraisal.
- (3) All staff and volunteers shall be directly responsible to the Museum Director.
- (4) The Association may utilize the services of the Corporation's Personnel Department in recruiting staff and devising and implementing staff training programs, and shall utilize the Corporation's classification system for employees.
- (5) The Museum Director shall ensure that job descriptions for staff carrying out the following functions are kept up to date:
  - (1) General Administration
  - (2) Volunteer Coordination
  - (3) Curatorial Coordination
  - (4) Educational Coordination
  - (5) Operational Coordination
  - (6) Maintenance and Janitorial
- (6) It will be a function of all paid staff to coordinate volunteers in programs in their respective areas.

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9. FINANCE

- (1) The Association shall conduct the operations of the Museum in a manner compatible with the financial management system of the Corporation and shall adhere to those practices and procedures which are required by the Director Finance.
- (2) The Director Finance shall provide complete accounting, auditing and payroll services to the Association in respect of the operation of the Museum.
- (3) All monies received from the operation of the Museum shall be deposited to the account of the Corporation and accounted for as Museum revenue.
- (4) The funds of the Association shall not be intermingled with funds appropriated by the Council for the operation of the Museum.
- (5) The Association shall include in the Museum budget estimates the proposed fees for admission to the Museum and the model railway, and the admission fees charged for both shall be the amount ratified by the Council.
- (6) The Association shall comply with the guidelines for contract procedures and purchase limits set forth in Schedule "D" here-  
to.

10. DEVELOPMENT AND MAINTENANCE

- (1) PLANNING. The Board shall prepare a Master Plan for the development of the Museum, including buildings, structures and grounds, and shall consult with the Corporation's Planning and Building Inspection Department in preparing and maintaining the plan, which shall be submitted to the Council.

10. (2) DESIGN AND CONSTRUCTION COORDINATION. The Civic Building Project Co-ordination Committee of the Corporation shall, at no cost to the Museum, overview construction or reconstruction plans and make recommendations regarding the construction of and major alterations to major buildings within the Museum. In the case of new buildings on the site, the Chief Building Inspector and the Museum Director shall act as Project Co-ordinators for all construction.

(3) GROUNDS. The Corporation's Recreation and Cultural Services Department shall, at no cost to the Museum, review all plans for the landscape design for the grounds surrounding any new building or structure and shall prepare the plans for any redesign of existing landscaping.

The Corporation's Chief Building Inspector and the Museum Director shall act as Project Coordinator in overseeing the completion of landscaping work surrounding any new buildings or structures.

Major reconstruction or redevelopment of the grounds at the Museum may be performed by or under the direction of the Corporation's Recreation and Cultural Services Department and the cost shall be charged to the Museum.

The Association shall be responsible for horticulture and general maintenance of the grounds, including the trees, shrubs and grass cutting, and may employ staff for that purpose.

The Corporation's Recreation and Cultural Services Department may perform large scale grass cutting for the Association and the cost shall be charged to the Museum.

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(4) BUILDING MAINTENANCE. Minor building maintenance may be completed by the Association's staff where appropriate within their position responsibilities.

Major building maintenance may be performed by the Corporation's Engineering Department if requested and the cost charged to the Museum's budget, or such work may be contracted directly by the Museum Director with outside contractors subject to Corporation policy. Services rendered by the Engineering Department for the Museum shall be at actual cost for labour and materials, and administration.

11. OTHER PERMITTED USES:

- (1) The Association agrees to permit the Museum Director to administer any licence that the Corporation may grant to operate related facilities which may be approved as a part of the Museum site.
- (2) Further to Clause 11(1), the Association agrees to permit the Museum Director to administer the licence granted by the Corporation to the British Columbia Society of Model Engineers, hereinafter called the "Engineers", to operate and maintain a model steam railway for the conveyance of passengers and for display purposes, on those lands designated for the purpose immediately adjacent to the Museum, provided that:
  - (a) The Museum Director shall oversee the maintenance and general supervision of operations and the Association shall have control of development of railway lines and buildings subject to the provisions of the Master Plan as approved by Council;

- (b) The Engineers shall submit to the Museum Director a provisional annual budget for the railway operation, in August of each year, for the following calendar year;
- (c) The Engineers shall submit to the Corporation and the Museum Director in February of each year a statement of income and expense for the preceeding year;
- (d) The Engineers shall purchase from the Museum Director all tickets to be used for admission to the railway, thereby providing to the Museum ten percent on the first \$20,000, and fifteen percent thereafter of the cost of each admission. Such money received by the Museum shall be credited to Museum accounts, and used to offset the costs incurred as a result of railway operations.
- (e) The Engineers shall indemnify and save harmless the Corporation and the Association from and against all claims and demands, loss, costs, damages, actions, suits and other proceedings occasioned by or attributable to the operation of the model railway.
- (2) The Association may rent out for public use the Church, Ice Cream Parlour or Brookfield Hall for weddings, private parties, receptions, meetings and like purposes, including photography, and the short term hiring of artifacts. Revenues from such rentals will accrue to the Museum as set out in Clause 9(3) hereof. All other rentals or licences to use the Museum will require ratification by the Municipal Manager.

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12. INDEMNIFICATION.

The Association shall indemnify and save harmless the Corporation from and against all manner of actions, suits, proceedings, costs, charges, expenses, claims, liens, demands, damages and matters whatsoever which at any time may be brought or arise from or may be made against the Corporation in respect of any injury done or suffered or sustained by any person by reason of or on account of any act or omission of the Association or its employees in the management, control, operation and maintenance of the Museum or any other act, matter or thing done or permitted to be done or suffered by the Association on, in or incidental thereto or by reason of the execution of this Agreement. Costs incurred as a result of this section will be paid from within the operating budget for the Museum.

13. CONSTITUTION AND BY-LAWS OF THE ASSOCIATION

The Association agrees that the Constitution and By-laws of the Association as contained in Schedule "F" hereto shall not be altered or amended while this Agreement is in force without first obtaining the approval of the Corporation in written form signed by the Municipal Manager.

Membership in the Association as set out in the Bylaws of the Association will entitle such member/s to admission to the Museum on an annual basis, without charge.

14. INVENTORY AND ARTIFACTS

- (1) The Association shall ensure that the inventory of the artifacts located at the Museum, showing inter alia the item's ownership and value, shall be updated as items are purchased or received.

- (2) The Parties agree that any artifact owned by the Museum, however acquired, may be sold, exchanged or discarded at the discretion of the Board, and only upon the Board's approval of such action, with any revenues to accrue to the Museum as set out in Clause 9(3) hereof.
- (3) The Parties agree that all artifacts purchased through the Museum budget shall be the property of the Corporation.
- (4) The Parties agree that, in the event the operation of the Museum is discontinued, artifacts other than those referred to in 14(3) shall become the property of the Corporation, provided that every effort will be made to ensure that such artifacts remain in a museum setting, for public use and enjoyment.

#### 15. TERMINATION

It is mutually agreed by the Parties hereto that if either Party defaults in the observance or the performance of any of the covenants or agreements herein contained, then the Party not in default shall have the right to give to the Party in default notice in writing of any such default, and if the Party in default allows such default to continue or fails to remedy such default for or within a period of sixty (60) days after the delivery of such notice as herein provided, then and in such event the Party not in default by notice in writing to the other shall be entitled to declare the term of this Agreement terminated and the term of this Agreement shall thereupon be terminated and at an end.

16. Any notice required or desired to be given under or in respect hereof may be effectually given by mailing the same by prepaid registered post addressed as follows:



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TO THE CORPORATION:

Municipal Clerk  
 Corporation of the District of Burnaby  
 4949 Canada Way  
 Burnaby, B.C.  
 V5G 1M2

TO THE ASSOCIATION:

The President  
 Century Park Museum Association  
 4900 Deer Lake Avenue  
 Burnaby, B.C.  
 V5G 3T6

or by delivering the same to the person to whom it is addressed as  
 aforesaid.

IN WITNESS WHEREOF the Parties have caused these presents to be  
 executed as of the day and year first above written.

THE CORPORATE SEAL OF THE  
 CORPORATION OF THE DISTRICT OF  
 BURNABY was hereunto affixed  
 in the presence of:

Municipal Clerk-Authorized Signatory

SEALED with the SEAL OF CENTURY  
 - PARK MUSEUM ASSOCIATION  
 - signed by

PRESIDENT

TREASURER

GOALS AND OBJECTIVES FOR STAFF RELATING TO THE VOLUNTEER PROGRAM

VOLUNTEER CO-ORDINATION FUNCTION

GOAL - To provide a complement of volunteers dedicated to the preservation and enhancement of the Burnaby Village Museum, its aims and objectives through ongoing programs of recruitment, training and evaluation.

OBJECTIVES

- (a) To attract through various means of recruitment, members of the public to be trained in a series of continuing educational opportunities under the supervision of the employees of the Association.
- (b) To provide thorough and effective interviews and screening procedures for volunteers and make appropriate placements in programs for each.
- (c) To participate in a co-operative effort with volunteers and staff in the planning and evaluation processes for the volunteer groups and for individual volunteers focussing on recognition for positive results and strengthening areas of weakness.
- (d) To develop a training program that will provide a setting of high standards and a process for developing and maintaining morale, with input from staff and volunteers.
- (e) To develop a promotional presentation kit for recruiting purposes.
- (f) To develop a short brochure that sets out volunteer opportunities as recruitment information to the public.
- (g) Once evaluation process is established, then evaluations to take place every six months on a group and individual basis.
- (h) To provide clear and concise job descriptions, in writing, for each volunteer position with the assistance of staff and volunteers.
- (i) To set up an in-house communication vehicle for and with volunteers and staff to develop and maintain awareness of activities in all areas of the Museum.
- (j) To attend meeting with volunteers, staff or the Association's Board of Directors when necessary.
- (k) To be responsible for staff training in use and acceptance of volunteers, and volunteer training in staff and union roles.
- (l) To record in writing all injuries to volunteers that are sustained when on assignment.
- (m) To ensure that all criteria regarding volunteers' work performance, hours served and evaluations be recorded and confidential. These are to be kept for five years and made available to volunteers if requested for school entrance papers or job resumes.
- (n) To develop a means to provide recognition and incentives for volunteer contributions and for staff's effectiveness in utilizing and supervising volunteers.

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CURATORIAL FUNCTION

GOAL - To involve volunteers with specific interests, training and expertise with an opportunity for involvement within the areas of conservation, museum philosophy, research and documentation both as a support function and as an opportunity to refine and develop personal skills and expertise relevant to curatorial programs and to explore possible future area of volunteer involvement.

OBJECTIVES

- (a) To establish formal procedures for interviewing, training, supervising and evaluating projects carried out by curatorial volunteers.
- (b) To establish procedures for recording and reviewing projects - particularly those involving a high level of technical expertise related to treatment, handling, conservation and restoration of artifacts.
- (c) To establish procedures that encourage and make possible the consideration of opinions and technical recommendations brought forward by volunteers, members of the public, and museum professionals within our Institution and from outside our institution.
- (d) To establish project outlines that clearly define methodology, types of treatment and final aims of projects in relation to curatorial and museum objectives prior to carrying out any work, transport or treatment.

EDUCATION FUNCTION

GOAL - To provide educational themes, interpretations and programs for visitors to the museum.

OBJECTIVES

- (a) To design, implement and evaluate an effective Docent Program, with the assistance of the Volunteer Co-ordinator and Team Captains.
- (b) To develop and co-ordinate training programs.
- (c) To design, develop, co-ordinate and evaluate educational programs for school students, volunteers and visitors, with input from all three and the School Board.

OPERATIONS FUNCTION

GOAL - To train and involve a complement of volunteers to extend the services of paid staff in display and public service areas.

OBJECTIVES

- (a) To develop a specialized training program for volunteers in the following areas: displays, sales outlets and food services.
- (b) To evaluate volunteers through a specified review schedule and subsequent reference system.
- (c) To establish a means for volunteers to plan for and participate in the interpretative needs of the Museum.

SCHEDULE "B"

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VOLUNTEER ROLES

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ACTIVITY - TEAM CAPTAIN (DISPLAY)

GOAL - To establish a complement of volunteer Team Captains which will provide a liaison between section heads and the daily teams activity assignments and scheduling.

OBJECTIVES

- To encourage volunteers to take part in the ongoing educational opportunities offered them.
- To assist staff in establishing a climate of commitment and support.
- To promote pride in performance and to act as an example to others in standards and morale within the team concept.
- To receive an understanding of the roles of staff, their functions and responsibilities.
- To respect the confidence of the organization.

ROLE - To liaise closely with Operations Manager and Volunteer Co-ordinator and to assist in implementing scheduling as designated by staff and encouraging regular attendance of team members. The Team Captain will also promote and act as an example of standards of dress, expertise, deportment and morale to team members. The Team Captain is a position of sensitivity in that a team member may wish to approach the captain with suggestions and ideas to be brought to staff. As a liaison person the Captain will forward these matters to the Operations Manager. The Captain may or may not be scheduled into a display on any given day, but may act as a relief rover for lunch and coffee breaks while also acting as a public relations person to the general public in undesignated areas. A Team Captain will have received training in four or more display areas and should possess good public relations skills. The Team Captain will be responsible for obtaining a substitute from a list supplies by the Volunteer Co-ordinator, when necessary.

ASSIGNMENT AREAS

\ Elworth House, School, Log Cabin, Tom Irvine House, General Store, Pharmacy, Auto Shop, Blacksmith Shop, Sawmill Area, Bank, Real Estate Office, Print Shop, Herbalist Shop, Church, Gift Shop, Ice Cream Parlour and other areas as developed.

REQUIRED HOURS

One-half hour before opening of the daily program until displays are closed for the day. The required hours will include training time.

LENGTH OF COMMITMENT

Minimum commitment - two continuous operational months.

DIRECTLY RESPONSIBLE TO

Operations Manager

AVERAGE NUMBERS INVOLVED

Eight (8) per team

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ACTIVITY - CURRENT PROJECTS (CURATORIAL)

GOAL - To maintain the interest and involvement of volunteers currently undertaking curatorial projects and develop their understanding of the need for defining and recording any treatment or change imposed upon an artifact and the effect which such change may have upon the historic and interpretative value of the artifact.

OBJECTIVES

- To establish a regular means of contact and communication with current curatorial volunteers in order to institute procedures, guidelines and direction as they are developed as well as provide a vehicle for the expression of their interests and concerns.

ROLE - To extend the services of the Curatorial staff within a defined area.

ASSIGNMENT AREAS

Demonstration of artifacts and treatment and examination of projects as approved. To receive guidance on a regular basis with Curator or designate.

REQUIRED HOURS

As determined - to be reviewed upon institution of new policies and procedures. The required hours will include training time.

LENGTH OF COMMITMENT

DIRECTLY RESPONSIBLE TO

Curator or designate

AVERAGE NUMBERS INVOLVED

ACTIVITY - RESEARCH PROJECTS (CURATORIAL)

GOAL - To make possible a reciprocal exchange between individuals undertaking historical, archival and museological research by making available the resources and staff expertise on a pre-arranged basis when such research coincides with Museum Aims and Objectives.

OBJECTIVES

- To develop and define availability and access to the archival collection and Curatorial Research Library.

- To examine physical facilities and define availability and access to study and research areas.

- To examine, identify and develop the museums capability to offer photo-copy, print-copy and related duplicating services and associated costs and determine to what extent such costs are to be absorbed or subsidized by the Museum.

ROLE - To be defined

ASSIGNMENT AREAS

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REQUIRED HOURS

The required hours will include training time.

LENGTH OF COMMITMENT

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DIRECTLY RESPONSIBLE TO

Curator or designate

AVERAGE NUMBERS INVOLVED

ACTIVITY - CONSERVATION/RESTORATION PROJECTS (CURATORIAL)

GOAL - To initiate, develop and define a policy outlining the extent and complexity of Conservation/Restoration treatment which is within the capability of Burnaby Village Museum and the extent to which we can involve volunteer activity in this area.

OBJECTIVES

- To assess the available expertise, equipment and physical facilities and the limitations imposed by these factors on implementing conservation and restoration projects.
- To establish the available resources within and outside the institution which can be utilized to further develop the expertise, professional development and morale of volunteers in this area.
- To produce a draft policy outlining lines of authority and procedural methods required in the carrying-out of conservation and restoration projects.

ROLE - To be defined

ASSIGNMENT AREAS

REQUIRED HOURS

The required hours will include training time.

LENGTH OF COMMITMENT

DIRECTLY RESPONSIBLE TO

Curator or designate

AVERAGE NUMBERS INVOLVED

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ACTIVITY - DOCENTS

GOAL - In co-operation with the Curator and Volunteer Co-ordinator develop a cohesive docent complement for the presentation of Burnaby Village Museum educational programs. Provide continuing training, evaluation and resource information to allow for personal growth. To provide a vehicle for community involvement and support within the structure of the Museum.

OBJECTIVES

- The establishment of a regular on-going training program which maintains museum standards, philosophies and morale, for and with volunteers.
- To establish a program implementation evaluation process providing a vehicle for individual achievement, recognition and personal growth for and with volunteers.
- To produce a docent handbook clearly outlining all of the goals and objectives of the Museum in conjunction with the Volunteer Co-ordinator. To specifically outline the philosophies of the educational programs, for and with volunteers.
- To provide a structure for involvement of the docent complement within the Museum and to improve the communications flow within the Docent program. This will include the "Team Captain Concept" (Docent Chairman, Social Chairman and Program Chairman.) Also to include the review of Docent Chairman and Social Chairman.

ROLE - Upon completion of necessary training, the docent will conduct structured educational programs for students within the Museum, offering experiences relating to our heritage and regional and local history. Docents will utilize specific displays and artifacts to develop an awareness of "heritage" and will authentically portray the era represented by the Museum through accurate interpretative constume of historical facts, and will be required to wear a representative constume of the period while conducting programs.

ASSIGNMENT AREAS

To accept responsibility as an integral part of a team which will regularly present a specific program during the school year. A docent will/could be involved in the interpretation of the following areas:

- Tram
- Elworth House
- School House
- General Store
- Log Cabin
- Children's Museum/Workshop
- Blacksmith Shop
- Sawmill/Logging Equipment
- Other areas as developed

REQUIRED HOURS

Minimum two hours per week. Training time will also be included. The Docent should notify the Team Captain as soon as possible if he/she is unable to arrive as scheduled in order for the Team Captain to arrange the substitution.

LENGTH OF COMMITMENT

September to June (recognizing school holidays)

DIRECTLY RESPONSIBLE TO

Education Co-ordinator

AVERAGE NUMBERS INVOLVED

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ACTIVITY - SPECIAL EVENTS

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GOAL - To establish the relationship of professional individuals, community groups and associations with special programs and activities which authentically enhance the atmosphere created by the displays, artifacts and themes represented by the Museum.

OBJECTIVES

- To involve appropriate community resources as required for the implementation of special events as scheduled by the Education Co-ordinator or designate. All programs to be in accordance with museum aims and objectives.
  - To request additional volunteer help with special events as required.
- ROLE - To apply specific expertise and knowledge to assist staff in presenting an authentic enhancement of interpretation of a display, theme, or activity.

ASSIGNMENT AREAS

This activity could take place and focus on the following areas and themes:

- |                           |                          |
|---------------------------|--------------------------|
| Antique car clubs         | Authentic turn-of-the    |
| Theatrical entertainment  | Century activities       |
| Craft demonstrations      | Steam equipment          |
| Baking techniques         | Logging display          |
| Canadiana Costume Society | Blacksmith               |
|                           | Printshop                |
|                           | Other areas as developed |

REQUIRED HOURS

Defined by preparation, demonstration and shut-down time required by specific program. If unable to fulfill commitment, notify the Education Co-ordinator or designate as soon as possible.

LENGTH OF COMMITMENT

Designated demonstration day or days.

DIRECTLY RESPONSIBLE TO

Education Co-ordinator

AVERAGE NUMBERS INVOLVED

ACTIVITY - DISPLAY ATTENDANT

GOAL - To establish a complement of volunteers to be an extension of staff in demonstrations and interpretation of a specific display.

OBJECTIVES

- To develop training and assignment techniques for display volunteers.
- To establish an awareness of volunteers capabilities through communication and evaluation systems.
- To involve volunteers in program evaluation for planning purposes.



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ROLE - To supplement staff in presenting to the public a specific display, through demonstrations or additional interpretation. This would involve good public relations, a commitment to a set number of service hours and that service be performed within the stated standards of training. The Display Volunteer may only be placed within an area for which training has been completed. The volunteer would be required to wear a costume representative of the period and be encouraged to adopt the accessories and manner of the period.

ASSIGNMENT AREAS

Areas of assignment may include:

Elworth House  
 School House  
 General Store  
 Pharmacy  
 Auto Shop  
 Blacksmith Shop

Log Cabin  
 Sawmill Area  
 Bank  
 Real Estate  
 Print Shop  
 Herbalist Shop

Church  
 Tommy Irvin House  
 Other areas as develo

REQUIRED HOURS

Minimum of four hours per week. The required hours will include training time. The Volunteer is responsible for notifying his/her Team Captain as soon as possible if unable to fulfill the scheduled commitment, in order for the Team Captain to arrange a substitute.

LENGTH OF COMMITMENT

One operating season.

DIRECTLY RESPONSIBLE TO

Operations Manager or designate through Team Captain.

AVERAGE NUMBERS INVOLVED

50

ACTIVITY - PUBLIC RELATIONS HOST/HOESS

GOAL - To establish a complement of volunteers within the Museum to assist in a public service activity.

OBJECTIVES

- To develop specific assignments that relate to image and public relations.
- To establish an awareness of volunteers capabilities through communication and evaluation.
- To involve volunteers in program evaluation for planning purposes.

ROLE - To be available as scheduled within the Museum, to provide the public with additional service and reinforce the atmosphere and hospitality of the Museum. This would involve training in four or more displays, good public relations and a commitment to a set number of service hours. The Volunteer would be required to wear a costume representative of the period and be encouraged to adopt the accesories and manner of the period.

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ASSIGNMENT AREAS

Areas of assignment may include:

- Elworth Kitchen Baking
- Gate Greeter
- Rover for directional or first-aid purposes
- Rover for additional interpretive service

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REQUIRED HOURS

Minimum of four hours per week. The required hours will include training time. The volunteer is responsible for notifying his/her Team Captain as soon as possible if unable to fulfill the scheduled commitment, in order for the Team Captain to arrange a substitute.

LENGTH OF COMMITMENT

One operating season

DIRECTLY RESPONSIBLE TO

Operations Manager or designate through Team Captain.

AVERAGE NUMBERS INVOLVED

5

ACTIVITY - ICE CREAM PARLOUR

GOAL - To establish a complement of volunteers to supplement staff in food services.

OBJECTIVES

- To develop specific assignments and a specialized training program which relates to public service within the Ice Cream Parlour.
- To involve volunteers in evaluation of program for planning purposes.

ROLE - To supplement staff in the Ice Cream Parlour. This would involve good public relations and a commitment to a set number of service hours. Volunteers will be required to wear a representative costume of the period.

ASSIGNMENT AREAS

On completion of necessary training, areas of assignment may include:

- host/ess for seating in the tea room area
- interpretation through demonstrations and music
- assigned stations as related to special activity programs.

REQUIRED HOURS

Minimum of four hours per week. The required hours will include training time. The volunteer is responsible for notifying his/her Team Captain as soon as possible if unable to fulfill the scheduled commitment, in order for the Team Captain to arrange a substitute.

LENGTH OF COMMITMENT

One operating season

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DIRECTLY RESPONSIBLE TO

Operations Manager or designate through Team Captain.

AVERAGE NUMBERS INVOLVED

18

ACTIVITY - GIFT SHOP

GOAL - To establish a complement of volunteers to extend the services of staff in the Gift Shop.

OBJECTIVES

- To develop specific assignments and a specialized training program which relates to public service within the Gift Shop.

- To involve volunteers in evaluation of program for planning purposes.

ROLE - To supplement staff within the Gift Shop area. This would involve good public relations and a commitment to a set number of service hours. Volunteers would be required to wear a representative costume of the period and be encouraged to adopt the accessories and manner of the period.

ASSIGNMENT AREAS

On completion of necessary training this assignment may include craft demonstrations, selling service and interpretation.

REQUIRED HOURS

Minimum of four hours per week. The required hours will include training time. The volunteer is responsible for notifying his/her Team Captain as soon as possible if unable to fulfill the scheduled commitment, in order for the Team Captain to arrange a substitute.

LENGTH OF COMMITMENT

One operating season

DIRECTLY RESPONSIBLE TO

Operations Manager or designate through Team Captain.

AVERAGE NUMBERS INVOLVED

10

ACTIVITY - TEAM CAPTAIN (DOCENT)

GOAL - To establish a complement of Team Captains which will provide a liaison between section heads and the daily teams activity assignments and scheduling.

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OBJECTIVES

- To encourage volunteers to take part in the ongoing educational opportunities offered them.
- To assist staff in establishing a climate of commitment and support.
- To promote pride in performance and to act as an example to others in standards and morale within the team concept.
- To receive an understanding of the roles of staff, their functions and responsibilities.
- To ensure required number of docents on their team will be in attendance for the program.

ROLE

- To have a thorough knowledge of the particular program (content and procedure).
- To participate in the orientation of new docents including providing program descriptions, general museum tours, and placement advice. To welcome and encourage new docents and introduce them to staff and other members of the team.
- To assist staff in docent training and enrichment by advising on training content, organizing dry runs and demonstrations, and evaluating future needs in lectures, demonstrations and information.
- To provide liaison between the docents presenting a particular program and the Education Co-ordinator or designate. This will include conveying ideas, problems and solutions as well as overseeing the general condition of the teaching collection and requesting replacements when necessary.
- To consult in the process of program development, evaluation and training as the year progresses and as time and interest permits.
- To be responsible for assisting the Education Co-ordinator or designate in assuring the required number of docents for each program, for being the initial contact in organizing substitution, and for maintaining a high profile with the docents engaged in program.

ASSIGNMENT AREAS

As defined by the program

REQUIRED HOURS

Minimum of two hours. The required hours will include training time.

LENGTH OF COMMITMENT

Minimum of two continuous months of educational programs.

DIRECTLY RESPONSIBLE TO

Education Co-ordinator or designate

AVERAGE NUMBERS INVOLVED

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MUSEUM DIRECTOR - BURNABY VILLAGE MUSEUM

1. NATURE AND SCOPE OF WORK

This is an administrative and supervisory work in directing the operations of the Burnaby Village Museum complex. The incumbent is responsible for developing and implementing administrative methods and procedures in accordance with policy established by the Board of Directors, as well as the effective coordination and supervision of those functions exercised by the curatorial, technical and administrative staff. Considerable independence of judgment and action is exercised by the incumbent in carrying out day-to-day administrative duties, as well as in the development and implementation of operating methods and procedures. Policy matters are referred to the Board of Directors, who evaluate work performance in terms of achievement of objectives and effectiveness of services rendered to the public.

2. ILLUSTRATIVE EXAMPLES OF WORK

Directs, coordinates and supervises all facets of the Museum's management and operation as follows:

Develops, implements and reviews administrative methods and procedures.

Establishes and maintains a liaison with a variety of internal and external contacts to further the achievement of museum objectives and to promote public awareness and participation in the Museum's various programs and events.

Attends Board of Directors meetings and provides assistance and makes recommendations to same on a variety of policy and/or administrative matters; ensures the preparation of the minutes of Board of Directors meetings.

Directs preparation of the budget, reviews revenue and expenditure estimates and monitors same to ensure adherence to approved budgetary amounts.

Interviews, hires, supervises, evaluates, disciplines and dismisses subordinate staff.

Prepares a variety of reports, records and correspondence.

Performs related work as required.

3. REQUIRED KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern administrative principles, practices and procedures.

Considerable knowledge of the objectives, policies and operating needs of the Museum.

Working knowledge of community resources.

Cont'd.....

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3. REQUIRED KNOWLEDGES, ABILITIES AND SKILLS (Cont'd..)

Ability to deal courteously and effectively with the public and to establish and maintain effective working relationships with subordinates, volunteers, Board members and a variety of other internal and external contacts.

Ability to direct, coordinate and supervise all facets of the Museum's management and operation.

Ability to develop and implement administrative methods and procedures and to identify and analyze problems and recommend suitable solutions or appropriate courses of action.

Ability to interview, hire, supervise, discipline, dismiss and evaluate work of subordinate staff.

Ability to speak effectively in public and to use the press, television, radio and other media to further the Museum's objectives.

Ability to stimulate and maintain public interest and participation in the Museum's various programs and events.

Ability to maintain budgetary controls.

Ability to prepare reports and correspondence.

4. DESIRABLE TRAINING AND EXPERIENCE

University graduation in a commerce discipline plus considerable experience in an administrative capacity, preferably within a museum or related environment or an equivalent combination of training and experience.

5. REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS

Driver's License valid in the Province of British Columbia.

SCHEDULE "D"

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CONTRACT PROCEDURES AND PURCHASE LIMITS

CONTRACTS

In connection with the management of Burnaby Village Museum, acting as the agent of the Corporation and only as provided in the current year's budget:

Purchasing Contracts and Construction Contracts\* up to a maximum of \$5,000.00 shall be authorized by the Museum Director.

Purchasing Contracts and Construction Contracts\* from \$5,001.00 and up to a maximum of \$10,000.00 shall be authorized by the B.V.M.A. Board of Directors.

Purchasing Contracts and Construction Contracts\* from \$10,001.00 and up to a maximum of \$100,000.00 require the approval of the Municipal Manager after first being approved by the B.V.M.A. Board of Directors.

Purchasing Contracts and Construction Contracts\* in excess of \$100,000.00 require the approval of the Municipal Council after first being approved by the B.V.M.A. Board of Directors.

The Association shall have the authority to enter into agreements with Senior Governments for purposes of obtaining funds made available in various programs for the furtherance of the museum purposes. Such agreements shall not commit the Corporation to the expenditure of funds over and above those budgeted for the current year.

The following shall be authorized by the Municipal Council:

Land acquisition  
Legal agreements

\* Construction Contracts - includes buildings, landscape, facility and artifacts.

PURCHASING

In connection with the management of Burnaby Village Museum, acting as the agent of the Corporation and subject to the limitations contained in the section on: CONTRACTS:

The Purchasing of artifacts shall be carried out by the Museum Manager and invoices submitted to the Finance Department for payment.

The Purchasing of Gift Shop stock shall be carried out under the direction of the Museum Director and invoices submitted to the Finance Department for payment.

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SCHEDULE "D"

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PURCHASING - Cont'd.

The Purchasing of general materials shall be carried out by the Purchasing Agent where the Museum Director has determined that it would be to the financial benefit of the Museum to take advantage of the Corporation's purchasing power. The goal shall be to do as much purchasing through the Purchasing Agent as is practical and effective.

The Purchasing of the remainder of general materials shall be carried out by the Museum Director and invoices submitted to the Finance Department for payment.

The Museum Director shall have available an imprest account in the amount of \$3,000.00 for purposes of emergency and convenience purchasing. The imprest account will be reimbursed on a regular basis by the Finance Department and cheques drawn on the account shall carry the signature of the two approved museum staff persons.



CONSTITUTION & BY-LAWSConstitution

1. The name of the Society is the Century Park Museum Association.
2. The purposes of the Association are:
  - (a) To manage, operate, and expand Burnaby Village Museum.
  - (b) To initiate and carry out, where possible, the acquisition, documentation, preservation and housing of objects of historical interest, including official archives. Such objects may be shown in other areas but shall, otherwise, be housed at Burnaby Village.
  - (c) To locate, document and encourage the preservation of the historical buildings and landmarks throughout the Lower Mainland and to co-operate with the Corporation of the District of Burnaby in the designation of Heritage buildings, sites and landscapes.
  - (d) To encourage and promote educational programs on the history of the Lower Mainland of British Columbia in co-operation with the various School Boards of the Lower Mainland and actively carry out educational programs at Burnaby Village Museum.
  - (e) To co-operate with and negotiate exhibits to and from other museums.
  - (f) To actively seek outside support for the future development of Burnaby Village Museum.
  - (g) To initiate and develop interpretation and expansion policies in line with the desire to operate Burnaby Village Museum as a portrayal of Burnaby and/or the Lower Mainland history.
3. In the event the Association is dissolved, all assets of the Association will vest in the Corporation of the District of Burnaby, subject to any prior claims of creditors. This provision shall be unalterable.
4. The operations of the Association are to be chiefly carried on in the Municipality of Burnaby and the Lower Mainland region of British Columbia.
5. It shall be the policy of the Association to encourage the use of volunteers in the operation of Burnaby Village Museum. This provision is unalterable.

Bylaws

I. MEMBERSHIP:

1. Membership of the Association shall be those persons who have completed an application for membership, whose application has been approved by the Board of Directors and who have paid the required membership fee. Approval by the Board of Directors may not be unreasonably withheld.
  - (i) The annual membership fees shall be established by the membership in General Meeting by resolution.
  - (ii) Any member in good standing may automatically renew membership by paying the required dues.
  - (iii) A member whose dues remain unpaid at the Annual Meeting will not be considered in good standing.
  - (iv) No member of the Association is eligible for employment at Burnaby Village Museum, without the approval of the Board of Directors.
  - (v) All members are required to uphold the Constitution and By-laws of the Association.
  - (vi) Members in the Association shall be entitled to free admission to the museum annually without further charge.
  - (vii) Membership shall be classified as follows:
    - (a) Single Membership
    - (b) Student Membership - any person attending an accredited learning institute.
    - (c) Senior Citizen Membership - any person sixty-five (65) years or older.
    - (d) Associate Membership - any business, commercial firm or community group may become an associate member of the Association, and may appoint one person who shall, for a calendar year, have all the privileges of membership.
    - (e) Family Membership - consisting of any combination of five (5) adults and children up to and including 19 years of age.
    - (f) Affiliate Membership - Any Incorporated Society or Association may, at the discretion of the Board of Directors, become an affiliate member of C.P.M.A. and shall appoint one person who shall have all the privileges of membership.
2. Special memberships are established as follows:
  - (i) Life Membership - upon payment of life membership fee of \$100, any person shall be entitled to the privileges of membership for life without payment of further fees.

- (ii) Patron - any person who pays a membership fee of \$500 or more, or donates property having a value of \$500 or more, as determined by the Directors, shall be entitled to the privileges of membership without further fees, and will have his or her name inscribed on a suitable plaque to be located in "Burnaby Village", and will be known as a "Patron".
  - (iii) Benefactor - any person who pays a membership fee of \$2,000 or more, or donates property having a value of \$2,000 or more as determined by the Directors, shall be entitled to the privileges of membership without further fees, and will have his or her name inscribed on a suitable plaque to be located in "Burnaby Village" and will be known as a "Benefactor".
  - (iv) Honorary Membership - The Board of Directors may in its discretion at any time confer upon any person an Honorary Life Membership in the Association and such person shall there upon become entitled to all the privileges of membership for life.
3. (i) The names, addresses and classification of members shall be recorded in a Membership Register maintained by the Association.
- (ii) The Association may by special resolution at a regularly called meeting of the Association, expel, for cause, any member provided at least two (2) weeks' written notice has been given to such member that the matter of his or her expulsion will be considered at said meeting.

## II. MEETINGS OF THE ASSOCIATION

- 1. (i) The General Meeting of the Association shall be held each year in the month of November.
  - (ii) The fiscal year of the Association shall be the calendar year. At the November meeting, the annual reports and financial statements of the Association shall be presented.
2. Special meetings of the Association may be called by the President, or in his absence, the First Vice-President. Special meetings shall be called upon written request of twenty-five (25) members in good standing.
3. The President shall preside as Chairman at all meetings. In absence of the President, the First Vice President shall preside as Chairman, and in the absence of both the President and First Vice President, the Second Vice President shall preside as Chairman. In the absence of all three, the members shall elect a Chairman to preside over the meeting.

4. With the exception of the Chairman who shall only vote in the event of a tie vote, all members in good standing for a period of thirty (30) days shall have the right to vote at any meeting of the Association. A member shall be deemed in good standing as of the date his or her application together with the required dues is received by the membership secretary, provided such application is approved by the Board of Directors. Approval by the Board will be deemed to be retroactive to the date the application is received by the membership secretary.
5. Members in good standing in the previous year who renew their membership before or at the Annual Meeting shall be deemed to be in good standing and entitled to vote at the Annual Meeting.
6. All members shall be given fourteen (14) days' notice of any meeting of the Association by mail addressed to their address as contained in the "Register of Members".
7. A quorum at any meeting shall be twenty-five (25) members.
8. Members who have their 16th birthday and are otherwise in good standing shall be entitled to vote at General Meetings.
9. Proxy voting shall not be permitted.

#### III. OFFICERS

1. At the November General Meeting the members shall elect from the membership seven (7) members to the Board of Directors.
2. All members of legal age and in good standing for a period of thirty (30) days shall be eligible to hold office.
3. Any member of the Board of Directors who absents himself from two (2) consecutive meetings of the Board without legitimate excuse may, at the discretion of the Board of Directors, be removed from office providing due and proper notice has been given to the member; with the exception of the five Council appointed members. They will be dealt with by Council.
4. No executive officer may hold the same office for longer than two (2) years.

#### IV. DUTIES OF THE PRESIDENT

1. The President shall be the principal presiding officer of the Association, and shall chair all meetings of the Board of Directors and the Executive Committee
2. The President, by virtue of his office, shall serve on all committees of the Association.

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V. DUTIES OF THE VICE PRESIDENT

1. In the absence of the President, it shall be the duty of the Vice President to preside at General Meetings, Board of Directors and Executive Meetings and to perform such duties as normally would be performed by the President.

VI. DUTIES OF THE SECRETARY

1. The principal function of the Secretary shall be to attend General, Executive and Board of Directors' meetings and to keep minutes of the proceedings, but nothing in this section shall prevent the Board from engaging a recording secretary.
2. The preparation and custody of the files, records and other pertinent materials of the Association and completion and filing official reports shall be the responsibility of the Secretary.

VII. DUTIES OF THE TREASURER

1. The Treasurer shall be responsible for the financial affairs of the Association; the banking of all monies and the paying of bills incurred on behalf of the Association upon the approval of the Board of Directors.

VIII. DUTIES OF THE EXECUTIVE COMMITTEE

1. The President, two Vice Presidents, Secretary and Treasurer of the Association shall constitute the Executive Committee of the Association, and shall meet regularly at the call of the President or his delegate. Chairman of Standing Committees may be invited to attend meetings of the Executive Committee, but shall not be voting members of the Executive Committee.
2. Except as may otherwise be provided in the By-laws, the Executive Committee is authorized and empowered to conduct and manage the affairs of the Association subject always to the approval of the Board of Directors.
3. Three (3) members of the Executive Committee shall constitute a quorum.
4. The Executive Committee, in addition to the general authority conferred by these By-laws, is specifically empowered to:
  - (i) nominate for membership on the Board of Directors the appointee of an Affiliate Member, but in any one year, the number of members so appointed to the Board shall not exceed three (3).

- (ii) appoint members of Standing Committees for the current year to fulfill the objectives of the Association as set forth in the Constitution.
- (iii) receive and report to the Board of Directors, with recommendations, if necessary, regarding the reports of the Standing Committees, and all correspondence.
- (iv) keep minutes of their meetings
- (v) prepare Agenda for Board of Directors meetings

IX. BOARD OF DIRECTORS OF C.P.M.A..

1. All operations under the aegis of the Century Park Museum Association shall be the responsibility of the Board of Directors.
2. The Board of Directors shall be composed of seven (7) elected Board members; not more than three (3) representatives of Affiliate Member Groups who shall have the status of elected members; and five (5) appointed members, these appointees being chosen by Burnaby Municipal Council. Among the appointees there will be one representative each from the Municipal Council and the Parks and Recreation Commission, one of whom shall be a member of the Finance or Budget Committee.
3. The Board of Directors shall meet on a regular basis, not less than eight (8) times a year.
4. A majority shall constitute a quorum for any regularly called meeting of the Board.
5. An elected member of the Board of Directors may resign by giving notice in writing to the Executive Committee indicating the effective date of resignation.
6. Decisions shall be determined by majority vote of the members present.
7. The Board of Directors may appoint by majority vote, a replacement for the unexpired term of any Director who resigns, is terminated under Section III (3), becomes incapacitated, or is otherwise prevented from fulfilling his duties before the expiration of the term, except those appointed by Council.
8. Members of the Board of Directors shall not receive remuneration for their services as such; notwithstanding the foregoing, they may be reimbursed for approved expenses incurred in connection with the performance of their duties.
9. Members of the Board of Directors shall hold office for as many terms as they are elected or appointed.
10. The Board of Directors may appoint such Standing and Special Committees as it deems necessary.

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#### X. SIGNING

1. All cheques, drafts, etc., and all documents must be signed by any two of the following officers: the President, or any of the Vice Presidents, or the Secretary, or the Treasurer.

#### XI. SEAL

1. The seal of the Association shall not be fixed to any document except upon the authority of a resolution of the Board of Directors and the affixing of the Seal shall be witnessed by two signing officers of the Board of Directors. The Board of Directors shall arrange for the safe custody of the Seal.

#### XII. NOMINATING COMMITTEE

1. A nominating Committee of not less than three (3) members of the Association shall be appointed by the Board of Directors, at least sixty (60) days prior to the November meeting.
2. The Nominating Committee shall place in nomination at the November meeting the names of a number of members, not less than the number of Directors, to be elected at such November meeting, as candidates for election to the Board and as officers of the Association.
3. Notwithstanding the above procedure, names for the officers and positions on the Board of Directors may be placed in nomination from the floor at the November meeting at which the election takes place.

#### XIII. BORROWING POWERS

1. All borrowing powers exercisable by the Association under the Societies Act of British Columbia shall be exercisable by the Board of Directors in such manner as they see fit provided, however, that if the Board of Directors intend to create a debt that would extend beyond the fiscal year-end, such borrowing must be approved by general membership meeting.

#### XIV. AMENDMENTS TO THE CONSTITUTION

1. The Constitution and By-Laws of Century Park Museum Association may be amended by special resolution at any general meeting provided the required notice has been given.
2. Proposed amendments shall be submitted to or initiated by the Board of Directors at least twenty-eight (28) days prior to the meeting at which they are to be presented to the general membership for consideration.
3. The proposed amendments shall be included in the notice of meeting called to consider such amendments and such notice of meeting shall be mailed to all members not more than twenty-one (21) days nor less than fourteen (14) days prior to the meeting.
4. For the purpose of these By-laws, a "special resolution" means a resolution of which notice specifying the intention to propose such resolution as an "extraordinary resolution" has been duly given and which requires that it be passed by three quarters (3/4) of the members who are entitled to vote and as are present at the General Meeting.

XV. MISCELLANEOUS

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1. A copy of the Constitution and By-laws of the Century Park Museum Association shall be furnished to any member upon request accompanied by the payment of an amount to be set by the Board of Directors. 150

2. Annual Reports shall be mailed to all members or made available to all members by making them available at the Administration Office of Burnaby Village Museum.

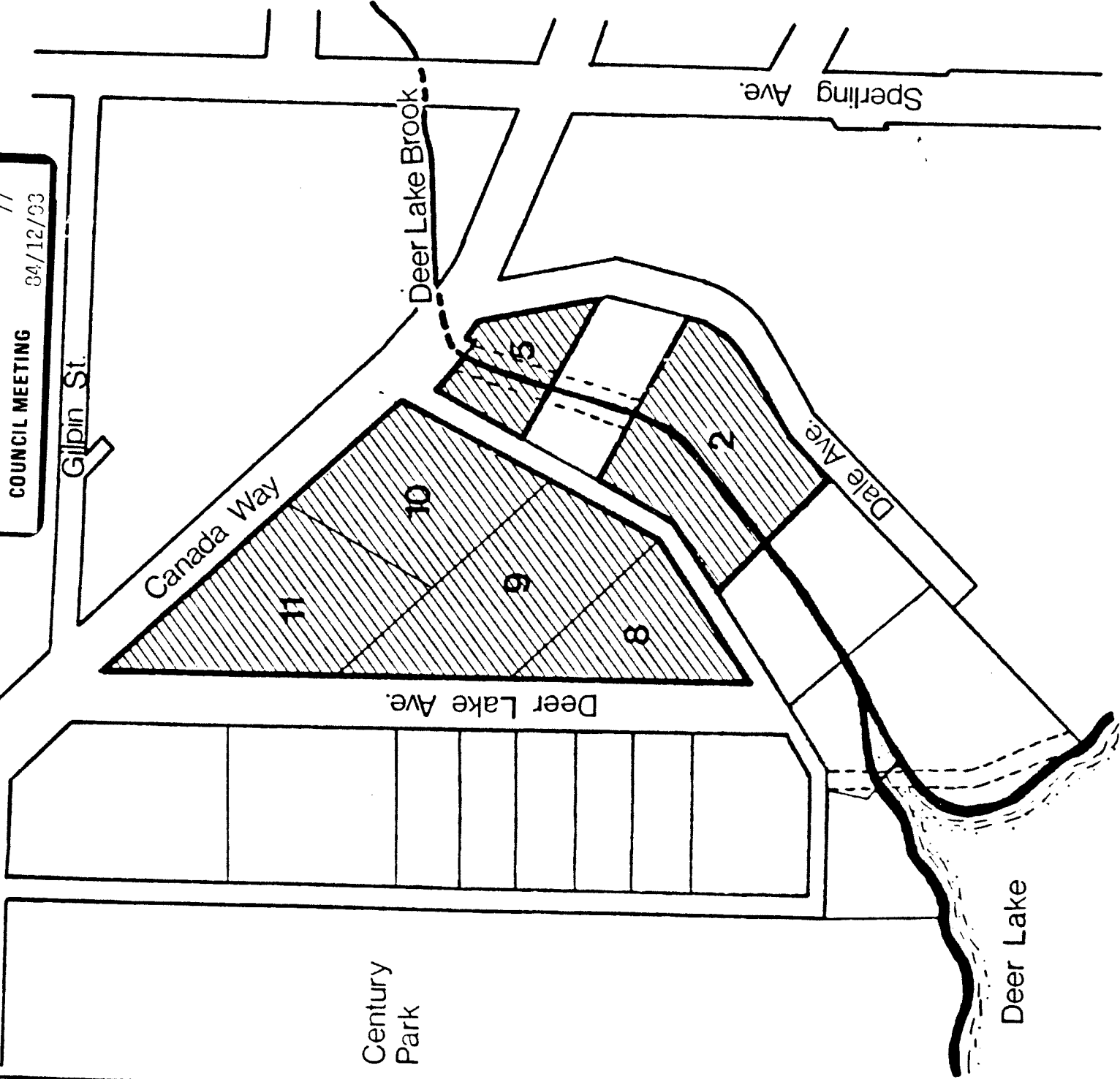
3. Roberts' Rules of Order, where not inconsistent with these By-laws, shall be the governing authority for the conduct of all meetings of the Association.

4. An Auditor shall be appointed by the Board of Directors who shall submit a written report to the membership at the November meeting.



# Burnaby Village Museum

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Legend:



Museum Lands As Defined By Agreement

DATED: 1ST DAY OF DECEMBER, 1984

THE CORPORATION OF THE  
DISTRICT OF BURNABY

AND

CENTURY PARK MUSEUM  
ASSOCIATION

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A G R E E M E N T

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Legal Department  
The Corporation of the  
District of Burnaby  
4949 Canada Way  
BURNABY, B.C.  
V5G 1M2

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