

THE RURAL MUNICIPALITY OF ST. FRANCOIS XAVIER  
POLICY MANUAL

Title <b>Historical Society</b>	
Section <b>Administration</b>	Index <b>309</b>
Date <b>9 October 2012</b>	Authority <b>Res. 2012 331</b>

1. **Supercedes.** New policy.
2. **Purpose.** This policy constitutes a memorandum of understanding between the Municipality and the St. Francois Xavier Historical Society (“Society”).
3. **General.** For certain purposes the Society may be considered a committee of Council. Council will give due weight and consideration to any request or observation made to it by the Society. The Society to the best of its ability will undertake to accomplish requests made of it by Council.
4. **Artifacts.** Artifacts donated to the Society, wherein ownership is transferred, are to be considered the property of the Society. In the event that the Society either dissolves or no longer wishes to own artifacts, ownership shall pass to the Municipality. Unless ownership is transferred to the Municipality the Society shall care for artifacts with due consideration.
5. The Municipality shall make available to the Society the mezzanine floor of the public works building, 1505 Highway 26, for the care and storage of artifacts (“Mezzanine”).
6. The Municipality is obligated by the Municipal Act to retain and to care for certain records for varying periods of time. The Society will be involved in the care and disposition of records.
7. In the case of records that require permanent or long-term retention, the Society will be involved in preservation and storage. An example of such records are the minutes of Council meetings. These records will be stored under Municipal control. This storage will be either at the Municipal offices, or in the Mezzanine.
8. In the case of records which are stored in the Mezzanine, the Society is responsible for storage, and for ensuring they are accessible to Municipal staff quickly. In other words, they are to be kept accessible and in the original marked boxes provided by Municipal staff. It is assumed these are records of current value which may be consulted on an occasional basis.
9. In the case of records which are to be disposed of by the Municipality in accordance with the Municipal Act, the following process will be followed:
  - a. Municipal staff will obtain a resolution of Council directing disposal, and will mark the applicable files “For Disposal”.

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- b. The files will be passed to the Society
  - c. The Society will review the files
  - d. The Society will retain the files selected for retention, and become responsible for appropriate storage under Society control
  - e. The Society will destroy by burning or shredding those files not selected for retention
10. **Naming of Features.** The Society will be consulted by Council prior to the authorization of road names in new subdivisions, changes of names of features under Municipal control, or proposals to name features not under Municipal control.
11. **Liaison.** Council will designate a member of Council to liaise with the Society and to attend Society Board meetings as applicable.