

CITY OF SURREY

BY-LAW NO. 11331

A by-law governing the management, maintenance, improvement, operation, control and use of "The Surrey Museum and Archives" collections.

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**As amended by By-law No. 12268, 04/25/94 and 14531, 10/22/01**

THIS IS A CONSOLIDATED BY-LAW PREPARED BY THE CITY OF SURREY FOR CONVENIENCE ONLY. THE CITY DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BY-LAW PROVISIONS.

WHEREAS the City Council of the City of Surrey may make, pursuant to Section 679 of the "Municipal Act", being Chapter 290, R.S.B.C. 1979, rules and regulations governing the management, maintenance, improvement, operation, control and use of a museum.

NOW THEREFORE, the Council of The City of Surrey, in open meeting assembled, enacts as follows:

1. The parcel of land located at 13723 Crescent Road, described as Parcel "C" (Reference Plan 2787), except firstly: Parcel "B" Reference Plan 8932, Secondly, Part subdivided by Plan 16397, and Thirdly: Part subdivided by Plan 38883, of District Lot 157, Group 2, New Westminster District, containing the following buildings which have been designated by By-Law No. 7823: Farmhouse, Barn, Garage, Woodshed, Rootcellar and which contain and display objects from the collections of The Surrey Museum and Archives, and commonly known as The Historic Stewart Farm, is hereby held for use of the public as a museum.

AND

The parcel of land described as Lot Two (2) of the Northwest Quarter of Section Eight (8), Plan 3612, save and except that land on Reference Plan 6293, New Westminster District, and commonly known as The Surrey Museum and Archives, is hereby held for the use of the public as a museum.

(both of which are hereinafter referred to as "The Surrey Museum and Archives").

2. The Surrey Museum and Archives shall encompass museological and archival institutions and collections which are defined by the following activities: acquisition and management of collections, artifact and document care and preservation, research and documentation, display, public programming and interpretation, and reference and research services.
3. The Council of the City of Surrey delegates the administration of the operation of The Surrey Museum and Archives to the Surrey Parks and Recreation Commission under By-Law No. 4395 and By-Law No. 3113 Schedule "A", excluding the power to acquire, lease or dispose of real property, and the power to administer the construction of any building projects.
4. The collections of The Surrey Museum and Archives are acquired for and owned by the City of Surrey.
5. Authority to acquire collections of historic artifacts, documents and natural specimens for The Surrey Museum and Archives is delegated to the Manager of Heritage and Cultural Services (hereinafter referred to as "the Manager") of the Surrey Parks and Recreation Department who shall report to the Surrey General Manager, Parks and Recreation. The collections of the Surrey Museum and Archives are public assets as defined by the Income Tax Act of Canada and the Manager may issue income tax receipts in accordance with the provisions of the Income Tax Act of Canada.
6. Acquisition and deaccession of collections for The Surrey Museum and Archives shall be a matter of public record and such appropriate records shall be kept and maintained by the Manager.
7. Management of the collections of The Surrey Museum and Archives through deaccession shall comply with all relevant statutes and laws and with the deaccession policy of The City of Surrey, a copy of which policy is attached to and forms part of this by-law.

8. Since the City of Surrey intends to acquire the collections of The Surrey Museum and Archives for long term custody and ownership, a vote of two-thirds (2/3) of all the members of Council is required if the collections are to be given complete and absolute dissolution. Notwithstanding the foregoing, partial deaccessions may be made in accordance with the provisions of this by-law.
9. "Surrey Museum By-law, 1965, No. 2280" is hereby repealed.
10. This by-law shall be cited for all purposes as "Surrey Museum By-law, 1992, No. 11331."

PASSED THREE READINGS by the Municipal Council of The Corporation of the District of Surrey on the 1st day of June, 1992.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 15th day of June 15, 1992.

"R. J. BOSE" MAYOR

"D. B. KENNY" CLERK

## SURREY MUSEUM AND ARCHIVES POLICY EXCERPT

### DEACCESSIONS POLICY

#### 1. Definition

1.1 Deaccessioning is the documented and approved removal of objects from the collections. Deaccessioning becomes desirable as collections are subject to strict and rigorous scrutiny to re-evaluate their condition and their relationship to the goals and priorities of the Acquisitions Plan. As a result of changing perspectives, the acquisition of superior examples of artifacts already acquired and redundancies which may become apparent, it may be desirable to delete particular objects from the collections. The Surrey Museum and Archives will maintain rigorous and uniform procedures for the deaccessioning process.

1.2 Collections may be deaccessioned for the following reasons:

- 1.2.1 Accidental loss or destruction
- 1.2.1 Redundancy
- 1.2.3 Irrelevancy
- 1.2.4 Repatriation
- 1.2.5 Trade or exchange
- 1.2.6 Intentional discard
- 1.2.7 Sale

#### 2. Intention at Time of Acquisition

The Surrey Museum and Archives will not acquire material with the definite intention of eventual deaccession.

#### 3. Documentation

A record of the conditions and circumstances of the deaccessioning will be made and retained as part of the central permanent collections records. Full documentation may not be possible in the case of artifacts lost or destroyed.

#### 4. Accidental Loss or Destruction

In the event of accidental loss (theft, mysterious disappearance or total destruction), this event will be reported in writing to the General Manager, Parks and Recreation. Steps will be taken to prevent other similar occurrences and insurance claims will be filed.

## 5. Procedure

Items proposed to be deaccessioned will be disposed of in one of the following prioritized ways:

5.1 Transfer. By transferring care to another public institution capable of offering an acceptable standard of care and curation and enabling the object to remain in the public domain.

5.2 Exchange. By exchanging with another non-profit educational institution, dedicated to the preservation of cultural heritage.

5.3 Sale. By auction or similar at fair market value at the time of sale. Where practical, reasonable and possible to do so, the museum will contact the donor or his or her heirs, before disposing of deaccessioned materials.

5.4 Destruction.

## 6. Restrictions on Disposition

Where conditions attached to an accession restrict disposition, the Surrey Museum and Archives will comply with those restrictions.

## 7. Arms Length Disposition

Deaccessioned objects will not be sold or given to Museum employees, City employees, members of City Council or to their representatives.

## 8. Repatriation

Material will be deaccessioned for the purpose of repatriation when it can be demonstrated that other bodies or governments have a right to the material. The repatriation will proceed when the Surrey Museum and Archives is assured that the collection will be preserved in accordance with the highest standards of the museum profession.

## 9. Unknown Provenance

When deaccessioned objects lack an acquisition record or are otherwise of unknown provenance, they may be stored until such time as it is appropriate to dispose of them.

10. Materials Held "In-Trust"

Materials held "in-trust" for a Native Indian band may only be deaccessioned and disposed of in favour of the band or to another appropriate public institution with the consent of the Provincial Archaeologist or other provincial official delegated such power under the Heritage Conservation Act.

11. Adherence to Laws

Deaccession will adhere to the applicable provincial and Canadian laws and international agreements and treaties.

12. Appraisals

Appraisals, or other evidence of fair market value, will be sought prior to the disposal of objects from the collection.

13. Revenues

All revenues resulting from a deaccession will be retained and applied to the purchase of objects for the permanent collections of the Surrey Museum and Archives or to suitable capital expenditures for the care, preservation and presentation of the collection.

14. Public Record

The Surrey Museum and Archives will make a public record of deaccessioned material.