

TOWN OF BIRCH HILLS

BYLAW NO. 3/88

A BYLAW TO ESTABLISH  
BIRCH HILLS MUNICIPAL AIRPORT MANAGEMENT BOARD

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

DEFINITION:

1. In this bylaw, including this section:
  - (a) "board" means the management board appointed pursuant to this bylaw.
  - (b) "council" means the council of the Town of Birch Hills
  - (c) "Municipality" means the Town of Birch Hills
  - (d) "program" means those activities normally carried on in the management of the Birch Hills Municipal Airport.

FUNCTION:

2. The function of the Board shall be:
  - (a) to manage and operate the following facility:  
Birch Hills Municipal Airport.
  - (b) to advise Council and seek approval on projects to improve or extend any of the recreation facility.

COMPOSITION OF BOARD:

3. The board shall consist of 5 members, to be appointed by resolution of council as follows:
  - (a) One member of council
  - (b) four representatives from the Town of Birch Hills and district.
4. At the first appointment of the board members, the terms of office shall be as follows:
  - (a) One member for one year term.
  - (b) Two members for two year term.
  - (c) Two members for three year terms.
5. (a) Subject to section 4 each term of office shall be three years.
  - (b) Two consecutive terms of office may be served, however, subsequent to serving two terms, there is an obligatory one year of absence from the board.
6. The board shall appoint one member as:
  - (a) chairperson
  - (b) vice chairperson, and
  - (c) secretary - treasurer
7. The seat of a member of the board who absents himself from three consecutive meetings, without authorization by resolution of the board, shall be declared vacant.
8. The seat of a member of the board shall become vacant upon the receipt of a written notice of resignation by the secretary-treasurer of the board.

9. The secretary-treasurer of the board shall bring to the attention of the council at its next meeting any vacancies as they arise.
10. The board shall make recommendations, to council to fill vacancies as they arise.
11. The council shall, by resolution, at the first meeting following receipt of the notice of vacancy, fill the vacancy.
12. Three members shall constitute a quorum.

MEETINGS:

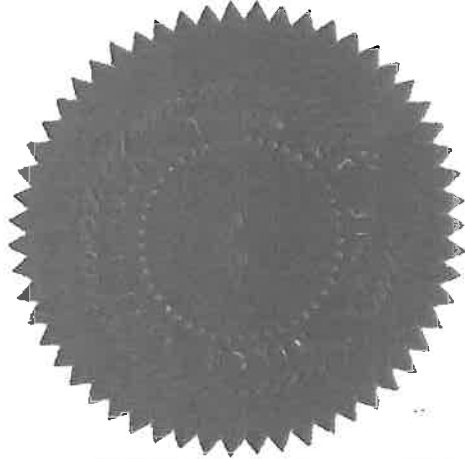
13. The board shall meet at least once a month, at a time and place, as set by resolution of the board at the first meeting of the board each year.
14. The secretary-treasurer of the board shall, at the request of the chairperson or one third of the members call a special meeting at a date specified in the request.
15. All meetings of the board shall be open to the public.
16. All members of the board present shall vote on each question.
17. The chairperson shall preside at all meetings.
18. If the chairperson should be unable to attend the meeting, the vice chairperson shall preside.
19. All actions of the board shall be entered in a minute book, to be kept for that purpose by the secretary-treasurer and signed by this presiding officer and the secretary-treasurer.
20. The chairperson shall, monthly, report in person to the council, and shall provide a written report, on the activities of the board, at the December council meeting.
21. An annual meeting of the residents of the municipality and other interested persons, shall be held in October of each year.
22. At the annual meeting the secretary-treasurer of the board shall present, for approval, the audited financial statement of the previous year, as well as an interim financial report of the current years operation.

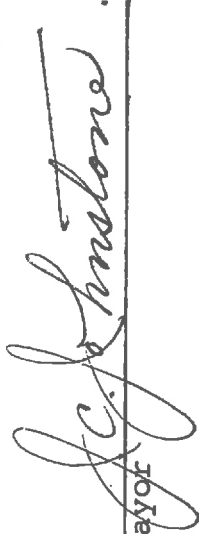
POWERS AND DUTIES:

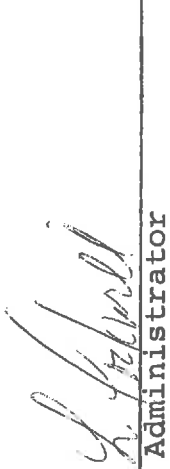
23. The board shall establish annual goals and objectives.
24. The financial year of the board shall be the calendar year.
25. The board shall submit a copy of its assessment of the facility needs and its yearly goals and objectives to council before February 1 of each year.
26. The board shall before March 1 of each year, prepare a budget, being an estimate of its proposed revenues and expenditures for the current calendar year operations.
27. The board shall within its budgetary allotment manage and operate the following facility:  
Birch Hills Municipal Airport
28. The board shall advise in the management and operation of the following facility:  
Birch Hills Municipal Airport
29. The board may advise council in all matters placed before its dealing with Birch Hills Municipal Airport.
30. All volunteers working for the board shall be considered agents of the municipality.
31. The secretary-treasurer of the board shall, at year end, ready the financial records for audit. The records shall be audited by the municipal auditor.

32. The secretary-treasurer of the board shall deposit all funds to the credit of the board in a chartered bank or credit union and those funds shall be withdrawn only by cheque signed by the secretary-treasurer and countersigned by the chairperson or vice-chairperson.
33. The board may advise or make recommendations to council with respect to improvements or extension to the municipal airport.
34. The board shall encourage and co-operate with organizations in the promotion of programs.

INTRODUCED AND READ A FIRST TIME THIS 26th DAY OF APRIL, 1988 A.D.  
READ A SECOND TIME THIS 26th DAY OF APRIL, 1988 A.D.  
READ A THIRD TIME AND PASSED THIS 26th DAY OF APRIL, 1988 A.D.

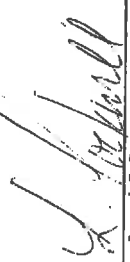


  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Administrator

Section 51  
The Urban Municipality Act (1984)

Certified a true copy of  
Bylaw No. 3/88 adopted by  
resolution of Council on the  
26th day of April, 1988

  
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Lois Cockwill, Acting Administrator