

## Town of Birch Hills

### Bylaw 07/18

#### A BYLAW OF THE TOWN OF BIRCH HILLS TO ESTABLISH A BIRCH HILLS CURLING RINK COMMITTEE

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

#### SHORT TITLE

1. This bylaw may be known as "Curling Rink Bylaw".

#### DEFINITIONS

2. For the purpose of this bylaw, the expression:
  - a. **BH&DRB** – means the Birch Hills and District Recreation Board.
  - b. **Committee** – means the management committee appointed pursuant to this bylaw.
  - c. **Council** – means the Council of the Town of Birch Hills.
  - d. **Curling Rink** – means the Birch Hills Curling Rink
  - e. **Municipality or Town** – means the Town of Birch Hills.
  - f. **Your Facility**– means the Curling Rink facility located on Birch Hills property including buildings and surfaces intended for activities such as curling.

#### COMPOSITION OF BOARD

3. The committee shall consist of 7 members, to be appointed by resolution of Council as follows:
  - a. One (1) member of Council;
  - b. Six (6) members of the Curling Rink membership.
4. At the first appointment of the committee members, the terms of office for elected members shall be as follows;
  - a. three (3) members for a one year term
  - b. three (3) members for a two year term
5. Subject to Section 4;
  - a. each term of office shall be two years, and
  - b. three consecutive terms of office may be served, however, subsequent to serving three terms, there is an obligatory one year of absence from the committee.

6. The committee shall appoint one member as:
  - a. Chairperson;
  - b. Vice-chairperson; and
  - c. Secretary-treasurer
7. The seat of a member of the committee who absents himself/herself from three consecutive meetings, without authorization by resolution of the committee, shall be declared vacant.
8. The seat of a member of the committee shall become vacant upon the receipt of a written notice of resignation by the Secretary-treasurer of the committee.
9. The Secretary-treasurer of the committee shall bring to the attention of Council at its next meeting any vacancies as they arise.
10. The committee shall make recommendations to Council to fill vacancies as they arise.
11. Council shall, by resolution, at the first meeting following receipt of the notice of a vacancy, fill the vacancy.
12. Five members shall constitute a quorum.

#### **MEETINGS**

13. The committee shall meet at least once a month from September to May, at a time and place, as set by resolution of the committee at the first meeting of the committee each year.
14. The Secretary-treasurer of the committee 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. The Recreation Director must be advised of all meetings.
16. All meetings of the committee shall be open to the public.
17. All members of the committee present shall vote on each question.
18. The chairperson shall preside at all meetings.
19. If the chairperson should be unable to attend the meeting, the vice-chairperson shall preside.

20. All actions of the committee shall be entered in a minute book, to be kept for that purpose by the Secretary-treasurer and signed by the presiding officer and the Secretary-treasurer.
21. The committee shall, appoint a member of the committee and an alternate to be their representative on the BH&DRB and shall provide a report in person, on the activities of the committee, at all meetings of the BHRB.
22. An annual meeting of the residents of the municipality and other interested persons, shall be held in April of each year.
23. At the annual meeting the Secretary-treasurer of the committee shall present, for approval, the audited financial statement of the previous year, as well an interim financial report of the current year's operation.

#### **POWERS AND DUTIES**

24. The committee shall establish annual goals and objectives.
25. The financial year of the committee shall be the calendar year.
26. The committee shall submit a copy of its assessment of the facility needs and its yearly goals and objectives to BH&DRB, before February 1 of each year.
27. The committee, with the Recreation Director, shall before February 1 of each year, prepare a budget, being an estimate of its proposed revenues and expenditures for the current calendar year operations.
28. The committee shall manage and operate the following facility:
  - a. Birch Hills curling Rink
29. The committee shall establish and follow a schedule of regular maintenance for preserving the safety and usability of the Curling Rink and area.
30. Once in the spring and once in the fall, the committee shall make a thorough inspection of the Curling Rink and surrounding area and make a plan to repair any safety hazards. The Curling Rink, BH&DRB chairperson and Council member will be present to complete the inspection of the facility and report back to their respective committees.
31. The committee shall make visual inspections of the facility to ensure the safety of the facility.
32. The committee shall include a report of all maintenance and inspections in its regular report to BH&DRB.

33. The committee may advise BH&DRB in all matters placed before it dealing with the Curling Rink.
34. All volunteers working for the committee shall be considered agents of the municipality.
35. The Recreation Director with the assistance of the Secretary-treasurer of the committee shall, at year end, ready the financial records for presentation to the BH&DRB to be audited by the municipal auditor.
36. The Secretary-treasurer of the committee shall deposit all funds to the credit of the BH&DRB in the Affinity Credit Union. Those funds shall be withdrawn only by cheque signed by the Recreation Director and one other of the BH&DRB appointed signatories. All deposit slips must be given to the Recreation Director and all invoices must be submitted to BH&DRB for payment.
37. The committee may advise or make recommendations to BH&DRB with respect to improvements or extension to Your Facility.
38. All purchases above \$5,000.00 not provided for in the budget must be approved by BH&DRB.
39. The committee shall encourage and co-operate with organizations in the promotion of programs.

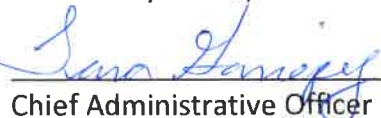
#### **REPEAL**

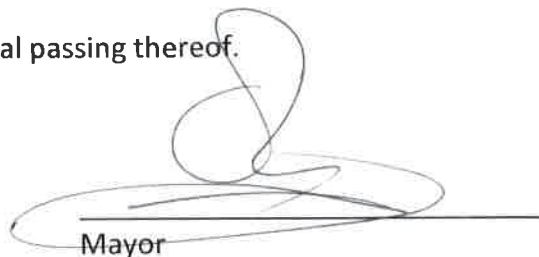
40. Bylaw #05/88 is hereby repealed.

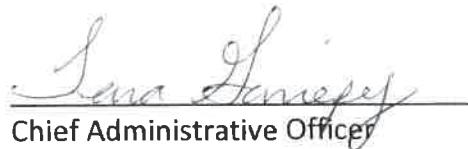
#### **COMING INTO FORCE**

41. This bylaw shall come into force on final passing thereof.

Read a third time and adopted  
This 9<sup>th</sup> day of May 2018.

  
Chief Administrative Officer

  
Mayor

  
Chief Administrative Officer

