

## Town of Birch Hills

### Bylaw 04/2021

#### A BYLAW OF THE TOWN OF BIRCH HILLS TO ESTABLISH A BIRCH HILLS SPORTS GROUNDS 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 "Sports Grounds 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. **Municipality or Town** – means the Town of Birch Hills.
  - e. **Sports Grounds** – means the Birch Hills Sports Grounds.
  - f. **Your Facility**– means the Sports Grounds facility located on Birch Hills property including buildings and surfaces intended for activities such as baseball, softball, playground and campground.

#### 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. Four (4) members of the user group from the Town of Birch Hills and district that are elected at the annual meeting by those in attendance.
  - c. Two (2) members at large.
4. Four (4) members must be present to constitute a quorum.

#### MEETINGS

5. The committee shall meet at least twice annually at a time and place, as set by resolution of the committee at the first meeting of the committee each year.
6. 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.

7. All meetings of the committee shall be open to the public.
8. The Recreation Director must be invited to all meetings of the committee.
9. All members of the committee present shall vote on each question.
10. The chairperson shall preside at all meetings.
11. If the chairperson should be unable to attend the meeting, the vice-chairperson shall preside.
12. 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.
13. 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.
14. An annual meeting of the residents of the municipality and other interested persons, shall be held in April of each year.
15. At the annual meeting of the BH&DRB 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**

16. The committee shall establish annual goals and objectives.
17. The financial year of the committee shall be the calendar year.
18. The committee shall submit a copy of its assessment of the facility needs and its yearly goals and objectives to BH&DRB, before April 1 of each year.
19. The committee, with the Recreation Director, shall before April 1 of each year, prepare a budget, being an estimate of its proposed revenues and expenditures for the current calendar year operations.
20. The committee shall manage and operate the following facility:
  - a. Birch Hills Sports Grounds.
  - b. Camp Grounds

21. The committee shall establish and follow a schedule of regular maintenance for preserving the safety and usability of the Sports Grounds surfaces and area.
22. Once in the spring and once in the fall, the committee shall make a thorough inspection of the Sports Grounds and surrounding area and make a plan to repair any safety hazards.
23. The committee shall make visual inspections of the facility to ensure the safety of the facility.
24. The committee shall include a report of all maintenance and inspections in its regular report to BH&DRB.
25. The committee may advise BH&DRB in all matters placed before it dealing with Birch Hills Sports Grounds.
26. All volunteers working for the committee shall be considered agents of the municipality.
27. 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.
28. 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.
29. The committee may advise or make recommendations to BH&DRB with respect to improvements or extension to Sports Grounds.
30. The committee must receive approval from BH&DRB for any improvements or extension.
31. All purchases above \$1,500.00 not provided for in the budget must be approved by BH&DRB.

32. The committee shall encourage and co-operate with organizations in the promotion of programs and will be consulted with on any matters affecting the sports grounds, campground and associated land base.

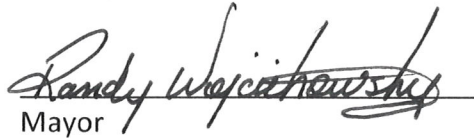
**REPEAL**

33. Bylaw No. 09/18 is hereby repealed.

**COMING INTO FORCE**

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



  
Mayor

  
Chief Administrative Officer

Read a third time and adopted  
this 12<sup>th</sup> day of May 2021.

  
Chief Administrative Officer