

# BYLAW NO. 2016-008

## TOWN OF CHURCHBRIDGE

### Aquatic Centre Operating Board

### Bylaw

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A BYLAW of the Town of Churchbridge in the Province of Saskatchewan, to provide direction for Churchbridge Aquatic Centre Operating Board.

THE COUNCIL FOR THE TOWN OF CHURCHBRIDGE IN THE PROVINCE OF SASKATCHEWAN ENACTS AS FOLLOWS:

#### **1. SHORT TITLE**

This Bylaw may be cited as The Aquatic Centre Board Bylaw.

#### **2. PURPOSE**

The purpose of this Bylaw is to:

- to outline and describe the duties of the volunteer operating Board that is given the responsibility of overseeing the operation of the Churchbridge Aquatic Centre.

#### **3. DEFINITIONS**

##### ***3.0 Board***

Means the Churchbridge Aquatic Centre Operating Board appointed pursuant to this bylaw.

##### ***3.1 Council***

Means the Council of the Town of Churchbridge

#### **4. Function**

The function of the Board shall be:

- to oversee the day-to-day operation of the Churchbridge Aquatic Centre
- to make recommendations on management and safe operation of the Aquatic Centre
- to advise Council on projects to improve or extend the facility.

#### **5. Composition of the Board**

1. The Board shall consist of not less than 3 members, and not more than 6 members as follows:
  - a) One member of council
  - b) The balance from the community at large that are using the Churchbridge Aquatic Centre and who have been appointed at the annual meeting.
2. The Board shall, immediately after the annual meeting, appoint one of its members to each of the following positions:
  - a) Chairperson
  - b) Vice Chairperson.

3. The Board shall be appointed by resolution of Council at the council meeting immediately following the Board's annual meeting.
4. Fifty percent plus one member shall constitute a quorum for a meeting.

## **6. Meetings**

1. The Board shall meet at least four times per year.
2. The annual meeting will be held in March.
3. The Town shall provide a secretary for the Board.
4. All members present shall vote on all questions.
5. The decision of the majority of the Members present at a meeting duly convened shall be deemed to the decision of the Board.
6. All actions of the Board shall be entered in a minute book to be kept by the Secretary and shall be signed by the presiding officers.

## **7. Powers & Duties**

1. The Board shall establish policy and procedures in accordance with the Public Health requirements.
2. The operation of the Aquatic Centre shall adhere to the Policy & Procedures Manual established and updated yearly by the Board and as presented to Public Health Department.
3. The Board shall ensure all public health recommendations are implemented.
4. The Board will make recommendations to Council re: staffing, fees and capital upgrades.
5. The Aquatic staff shall deposit all funds into the Town bank account.
6. The town will pay all expenditures.
7. The Town shall prepare a budget of revenues and expenditures for the operation of the Churchbridge Aquatic Centre which will be review by the Board and presented to Council.
8. The chairperson shall provide a written report on the Board's activities to the November Town Council meeting.
9. All records of the Board shall be filed at the Town Office.
10. All volunteers of the Board are considered employees of the Town.

## **8. Coming into Force**

This Bylaw shall come into force on the day of its final reading and will repeal Bylaw 2-98

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Certified a true copy of Bylaw 2016-008

Date Carried on \_\_\_\_\_

Resolution \_\_\_\_\_

\_\_\_\_\_  
Administrator