

BYLAW NO. 2016-009

TOWN OF CHURCHBRIDGE

Arena Operating Board Bylaw

A BYLAW of the Town of Churchbridge in the Province of Saskatchewan, to provide direction for Churchbridge Arena 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 Arena 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 operating and maintaining the Churchbridge Arena.

3. DEFINITIONS

3.0 Board

Means the Churchbridge Arena 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 manage and operate the Churchbridge Arena
- 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 9 members, and not more than 12 members as follows:

- a) Two members of council
- b) The balance from community organizations that are using the Churchbridge Arena and who have been appointed at an annual meeting of the organization.

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.
- c) Secretary and/or Treasurer

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 once a month during the operating season and as needed the balance of the year.
2. All meetings of the Board shall be open to public.
3. All members present shall vote on all questions.
4. The decision of the majority of the Members present at a meeting duly convened shall be deemed to the decision of the Board.
5. All actions of the Board shall be entered in a minute book to be kept by the Secretary and/or Treasurer and shall be signed by the presiding officers.
6. An annual meeting shall be held in September of each year.
7. At the annual meeting an audited financial statement of operations should be presented for approval.

8. Powers & Duties

1. The Board shall establish goals & objectives.
2. The Secretary and/or Treasurer shall deposit all funds into the Arena Board bank account and those funds can only be withdrawn with cheques signed by secretary and/or treasurer and one of either chairperson or vice-chairperson
3. All monies received are to be receipted and all monies paid out are to be substantiated by vouchers.
4. Only Board members shall have authority to purchase or approve purchases. The secretary and/or treasurer shall submit payments for Board approval.
5. The Board shall prepare a budget of revenues and expenditures for the operation of the Churchbridge Arena.
6. That the Arena Board establish a reserve for future capital expenditures or replacements from surplus remaining at year-end.
7. The chairperson shall provide a written report on the Board's activities to the January Town Council meeting.
8. The Secretary and/or Treasurer shall prepare and present the Board financial records to the Municipal Auditors in February.
9. The Board shall before March 1st submit a budget of any capital expenditures proposed for the year to the Town Council.
10. All records of the Board shall be filed at the Town Office.
11. All volunteers of the Board are considered employees of the Town.

9. Coming into Force

This Bylaw shall come into force on the day of its final reading and will repeal Bylaw 2-86

Administrator

Mayor

Date

Certified a true copy of Bylaw 2016-009

Date Carried on _____

Resolution _____

Administrator