

BYLAW NO. 2-2017

A BYLAW OF THE TOWN OF PREECEVILLE TO ESTABLISH A BOARD TO OPERATE AND MANAGE THE PREECEVILLE SKATING ARENA

NOW THEREFORE, the Council of the Town of Preeceville in the Province of Saskatchewan, in an open meeting assembled enacts as follows:

1. Name: A Board to be known as the 'Preeceville Arena Board' is hereby established.
2. Composition of the Board:
 - (a) The Board shall be comprised of Nine (9) members as follows:
 - One (1) member from the Preeceville Town Council
 - One (1) member from the Preeceville Figure Skating Club
 - One (1) member from the Preeceville Minor Hockey Association
 - One (1) member from the Preeceville School
 - One (1) member from the R.M. of Preeceville No. 334
 - One (1) member from the Preeceville Lion's Club
 - One (1) member from the Preeceville Recreation Hockey Club
 - Two (2) members from the Community at Large
 - (b) Should any organization fail to submit a delegate of their organization for appointment to this committee, the Board shall recommend a member at large for the position.
3. Term of Appointment:
 - (a) The term of appointment shall be for two years, with one-half of the memberships term to expire in the first year and the second half of the memberships term to expire in the second year.
 - (b) The organizations mentioned above shall in the applicable year, be invited, no later than April 1st, by the Management Board, to submit names of persons to be considered as nominees to the Board.
 - (c) If any of the said Board members absent himself/herself from three consecutive meetings, (unless absence is caused through illness or is preauthorized by a resolution of the Board, entered in the minutes), he/she shall forthwith declare his/her office vacated and notify the council accordingly. Council shall, on recommendation from the Board appoint a replacement to fill the vacancy for the remainder of the term.
 - (d) A retiring member of the Board may be re-appointed by the Town Council.
 - (e) All Volunteers of the Board shall be considered agents of the Municipality.
4. Board Structure:
 - (a) The Officers of the Board shall consist of a Chairperson, Vice-Chairperson and a Secretary, who shall be elected from the membership of the Board at its first meeting of the year.
 - (b) The treasurer will be a paid employee of the Town with this persons duties to be limited to accounts receivable, accounts payable, bank reconciliation, bookkeeping entries and financial statement preparation. Financial Statements will be presented to the Chairman prior to each meeting as meeting attendance by the Treasurer will be minimal.
 - (c) The Board may appoint sub-committees to deal with any special phase of the matters concerned within the scope and jurisdiction of the Board herein set forth.
 - (d) The Board will select from its membership, liaisons to the Concession Management and other staff as it deems necessary.

5. Meetings:

- (a) The Board shall meet regularly at least once a month when the facility is in operation. The time and place of such meetings shall be determined by the Board. The date and place of such meetings may be changed by the Board from time to time or as deemed advisable. The method of notification of meetings is to be left to the discretion of the Board.
- (b) A quorum of the Board shall consist of a majority of the Board members.
- (c) Special meetings of the Board shall be called by the Chairperson or Vice-Chairperson.
- (d) Each member of the Board including the Chairperson shall have one (1) vote on any question, and in the event of a tie, the motion will be lost.

6. Finances:

- (a) The Financial Year of the Board shall be the Calendar Year.
- (b) The Board shall before March 1st of each year, prepare an 'Operations' budget, being an estimate of its proposed revenues and expenditures for the current calendar year operations, submitting same to the Town for approval.
- (c) The Board shall before March 1st of each year, prepare a three-year capital works, facility maintenance, and equipment maintenance forecast for presentation to the Town.
- (d) Signing officers for the Board shall be the Treasurer and either the Chairperson or Vice-Chairperson.
- (e) The Board shall receive revenues from Facility Rental, Ice Rental, Skating Fees & Services, Sign Advertising, Fundraising, Donations, Grants and Investments
- (f) The Board shall be responsible for costs relating to the Operation of the Arena, including but not limited to: gas and power services and consumption, telephone services and costs, caretakers contract cost, non wear and tear building and equipment expenses, concession stand supplies and related costs, cleaning supplies, zamboni operation costs, membership fees, advertising and office expenses
- (g) The Town of Preeceville shall be responsible for Capital costs, normal wear and tear costs of building and equipment, property and liability insurance costs.
- (h) The Town may grant monies to the Operational costs of the Board.
- (i) The Board may grant monies to the Capital and other costs of the Town.

7. Duties and Responsibilities:

- (a) The Board shall be responsible to the Town of Preeceville.
- (b) Managerial policy shall be the responsibility of the Board.
- (c) The Board shall be concerned with public safety at the facility and ensure that:
 - fire regulations are adhered to
 - prompt action is taken on all matters pertaining to safety
 - the first-aid room is properly maintained
- (d) The Board shall establish a policy relating to discipline at the facility.
- (e) The Board shall promote the Arena for use to all Sporting activities that require such a facility and if time is available to area minor and major league groups.
- (f) The Board shall work in conjunction with all groups utilizing the facility.
- (g) The Board shall establish a rental program for the facility, that is to be approved by council prior to implementation.

8. Duties and Responsibilities: (Continued)

- (h) The Board shall set the date of operation for the facility and determine regular hours of operation, that is to be approved by council.
- (i) The Board shall determine the method of operation and staffing of the concession.
- (j) The Board shall hire a 'Caretaker' on a contract basis.
- (k) The Board shall ensure that the Arena is kept clean and free from all pests.

8. Bylaw No. 1 – 2005 is hereby repealed.





Mayor

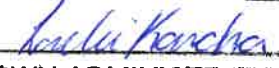


Administrator



CERTIFIED A TRUE AND CORRECT COPY OF
BY LAW No. 2-2017 OF THE TOWN OF
PREECEVILLE.

DATED AT PREECEVILLE, SASKATCHEWAN THIS
15th DAY OF March AD 2017



TOWN ADMINISTRATOR