

TOWN OF SALTCOATS

BYLAW NO. 13-2010

A BYLAW TO RE- ESTABLISH THE SALTCOATS MINOR SPORTS BOARD

THE COUNCIL OF THE TOWN OF SALTCOATS, IN THE PROVINCE OF SASKATCHEWAN, ENACTS AS FOLLOWS:

DEFINITIONS:

1. In this bylaw, including this section:
 - (a) “Board” means the Minor Sports Board appointed pursuant to this bylaw.
 - (b) “Council” means the council of the Town of Saltcoats.
 - (c) “Municipality” means the Town of Saltcoats.
 - (d) “program” means those activities normally carried on in culture, recreation and sport, particularly as these refer to activities associated with the Arena

FUNCTION:

2. The function of the Board shall be:
 - (a) To manage and operate the Saltcoats and District Arena on behalf of the Town and community,
 - (b) To be responsible with the Town for the upkeep and maintenance of the Arena,
 - (c) To facilitate responsible access to, and use of, the arena by people of the community,
 - (d) To seek ways to keep the Arena as economically viable as possible through such means as user fees, rental charges, fund raising activities, out-of community rentals,
 - (e) To advise council on issues of required or desirable improvements to building structure, appliances and equipment, and to advise of cost efficiencies that could be effected,
 - (f) To work with Council and the Saltcoats Recreation Board to identify ways to improve or extend any of the recreation facilities or programs within the community,
 - (g) To represent the Town of Saltcoats in area sports organizations and consultations.

COMPOSITION OF BOARD:

3. The board shall consist of at least seven persons nominated at the Annual Meeting of the Saltcoats Minor Sports Association or at a special public meeting of the Association called specifically for that purpose, such nominations to be forwarded to Council for ratification and official appointment.

While all members shall be persons with a keen interest and personal commitment to the community, the Arena, and the programs of the Minor Sports Association, there should be included in the membership of the Board, representatives of Saltcoats and community based groups that are regular users of the Arena, i.e. Saltcoats School, organized teams or clubs.
4. The annual meeting shall appoint one board member as:
 - (a) chairperson
 - (b) vice-chairperson
 - (c) secretary
 - (d) treasurer
5. Notwithstanding the above (4 c & d) the Minor Sports Association may in any given year choose to combine these responsibilities, or to have a person serve in either or both of these capacities who is not a voting member of the Board.
6. The seat of a member of the board who is absent from two consecutive meetings without authorization by resolution of the board, shall be declared vacant.
7. The seat of a member of the board shall become vacant upon the receipt of a written notice of resignation by the secretary of the board.
8. The secretary of the board shall bring to the attention of Council any vacancies as they arise. With advice from the Minor Sports Association, Council shall seek to fill the vacancy without delay.
9. 50% of Board members shall constitute a quorum.

MEETINGS:

10. The board shall meet at the call of the Chair or Vice-Chair.
11. The secretary of the board shall, at the request of the chairperson or one third of the members of the Board call a meeting at a date specified in the request. Ordinarily 48 hours notice should be given all members of the Board.
12. All meetings of the board shall be open to the public and a public notification of all meetings should ordinarily be given at least 48 hours in advance of the meeting taking place.
13. All members of the board present shall vote on each question
14. The chairperson shall preside at all meetings.
15. If the chairperson should be unable to attend the meeting, the vice-chairperson or designate from the Board membership shall preside.

16. All actions of the board shall be entered in a minute book to be kept for that purpose by the secretary and signed by the presiding officer and the secretary.
17. The chairperson shall provide a written report on the activities of the board, at an April or May council meeting.
18. An annual meeting of the Minor Sports Association, called by the board, open to the residents of the municipality and other interested persons, shall be held in October or November of each year.
19. At the annual meeting the treasurer of the board shall present, for approval, the audited financial statement of the previous year, as well as an interim financial report of the current year's operations. This same audited statement shall be made available to all Board members as soon as possible after it has been made available by the auditors.

POWERS AND DUTIES

20. The board shall establish annual goals and objectives.
21. The financial year of the board shall be the calendar year to facilitate the inclusion of the Board's financial statement with the Town's required annual audit. The Board may, at its discretion, adopt a program year that more accurately gives accountability to the Minor Sports Association, Council and the community.
22. The board shall keep the Minor Sports membership and Council apprised of its assessment of community recreation needs and of the Board's yearly goals and objectives to council.
23. All volunteers working for the board shall be considered employees.
24. The board shall encourage and co-operate with community organizations in the promotion of programs.

DELETION OF PREVIOUS BYLAWS

Bylaws # 318 and #373 are hereby repealed.

MAYOR

ADMINISTRATOR

Certified a true copy of Bylaw No. 13-2010
Adopted by resolution of the Council on the
____ day of _____, 2010

ADMINISTRATOR