

TOWN OF WOLSELEY

BYLAW NO. 02-2019

**A BYLAW OF THE TOWN OF WOLSELEY IN THE PROVINCE OF SASKATCHEWAN  
TO ESTABLISH A WOLSELEY & DISTRICT SPORTSPLEX BOARD**

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The Council of the Town of Wolseley in the Province of Saskatchewan enacts as follows:

**1. SHORT TITLE**

1.1 This Bylaw may be cited as the **Wolseley & District Sportsplex Board Bylaw**.

**2. ESTABLISHMENT & CONSTITUTION**

2.1 A Board is hereby established and known as the **Wolseley & District Sportsplex Board** (hereinafter referred to as the "Board"), which shall promote, implement and manage recreation programs and manage the facility during "Ice In" season at the Wolseley Sportsplex.

2.2 The Board shall be governed by a Constitution in the form of Appendix A attached hereto and forming a part of this Bylaw; adopted and approved by the Council of the Town of Wolseley and the said Board.

**3. REPEAL**

3.1 All previous Board Bylaws are hereby repealed, provided however, that the repeal shall not affect any right or rights accrued or accruing thereunder at the time of the coming into force of this Bylaw.

**4. COMING INTO FORCE**

4.1 This Bylaw shall come into force and take effect on the date of final reading thereof.

READ A FIRST TIME this 19<sup>TH</sup> day of JUNE, 2019.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

READ A THIRD TIME and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

[ S E A L ]

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

**BYLAW NO. 02-2019**

**APPENDIX A**

**WOLSELEY & DISTRICT SPORTSPLEX BOARD**

**CONSTITUTION**

The **Wolseley & District Sportsplex Board** adopts the following regulations and laws as the Constitution of the Board:

**1. OBJECTIVES**

The **Wolseley & District Sportsplex Board** shall have the following objectives:

- a. to promote, implement and manage a recreation program during “Ice In” season; “Ice In” season shall be defined from October to March of any given year;
- b. to manage the Wolseley & District Sportsplex facility during “Ice In” season; and
- c. to encourage and develop recreation activities during “Ice In” season.

**2. COMPOSITION**

- a. the Board shall consist of seven (7) members and so far as is practical shall be composed of one member from the elected council and a cross-section of community leaders;
- b. the Mayor and Council shall be ex-officio members of the Board; and
- c. the members of the Wolseley & District Sportsplex Board shall be appointed by resolution of Town Council.

**3. APPOINTMENTS**

The members of the Board shall be appointed as follows:

- a. All member appointments shall be reviewed at the time of passage of this Constitution.
- b. Council representation to be appointed in conformity with the policy of Council.
- c. Four (4) members shall hold office until December 31, 2021 and the remaining three (3) members shall hold office until December 31, 2022. Thereafter, each member shall be appointed for two years.
- d. At the first Council Meeting in September before “Ice In” season, the Council shall, by resolution and upon the recommendation of the Board, fill vacancies occurring on the Board through retirement of members or the expiry of their terms of office.
- e. A retiring or former member of the Board may be re-appointed by Council, provided that every member of the Board must retire for at least one year after they have served two consecutive terms, except in the case of Councillors who may be appointed repeatedly.
- f. Each member of the Board shall hold office at the pleasure of Council and the Council may request the resignation of any member of the Board, at any time, prior to the expiry date of the member’s term of office with due cause.

- g. Any member of the Board who shall be absent from three (3) consecutive meetings of the Board shall, unless such absence was duly authorized and entered in the minutes, forfeit his office and another member shall be appointed in their place for the remainder of the term.
- h. Any member of the Board may resign therefrom at any time, upon submitting notice to the Secretary of the Board to that effect. When a vacancy occurs, the Council shall, upon recommendation of the Board, appoint by resolution a person to fill such vacancy and such person shall hold office for the remainder of the said term.

#### 4. MEETINGS

- a. The Board shall meet regularly, at least once each month, the time and place of such regular meeting to be determined by the Board at its first meeting of each year which shall be held on or before the 20th day of September.
- b. The Officers of the Board shall be a Chairperson, Vice-Chairperson, Secretary and Treasurer, who shall be elected from the membership of the Board at its first meeting of each year.
- c. Special Meetings of the Board shall be called on 24-hours' notice to the members thereof by the Chairperson or at the request of any three (3) members of the Board.
- d. A quorum of the Board shall be four (4) members in good standing. Each member, including the Chairperson, shall have one vote on any question.
- e. The Chairperson shall preside at all meetings of the Board. In the Chairperson's absence, the Vice-Chairperson shall assume the duties of Chairperson.
- f. The Board may appoint sub-committees to deal with any special phase of the matters coming within the scope and jurisdiction of the Board as herein set forth.

#### 5. RESPONSIBILITIES

- a. The Board shall be concerned with and shall be responsible for all aspects of managing, supervising and controlling the equipment, staffing, maintaining and programming of the **Wolseley & District Sportsplex**.
- b. Areas of responsibilities include, but are not limited to:
  - Building and maintenance;
  - Custodial (Caretaker);
  - Ice plant;
  - Ice making equipment;
  - Concession;
  - Minor Hockey;
  - Recreational Hockey;
  - Organized Hockey Teams (Wolseley Junior C Mustangs);
  - Figure Skating.
- c. The Board shall promote and/or develop, at its discretion and to the limit of the finances available to it, a broad range of recreational activities and shall provide the necessary facilities therefore that will enable citizens, regardless of age, to use their leisure time in a wholesome and satisfying manner. To accomplish this objective, it shall develop a well-balanced and co-ordinated recreation program and shall continually review the said program to ensure that it is meeting the objective.

- d. The Board shall be concerned with and shall be responsible for developing and maintaining long range plans for the development of both recreational facilities and programs.
- e. In the interest of a well-balanced, co-ordinated recreational program, the Board shall co-ordinate with and encourage all organizations, cultural, private, civic, social and religious within its jurisdiction which are supporting, encouraging and working for recreation in its entire application.
- f. The Board will have the power to make such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations and policies are not inconsistent with the powers herein conferred. Copies of all such rules and regulations shall be filed with Council.
- g. The Board shall hear and consider representation by individuals, organizations or delegations on matters with respect to recreation and act on such recommendations arising thereafter as the Board deems to be in the general interest of all citizens.

## **6. COMMITTEE OF COUNCIL**

- a. In addition to the above duties, the Board shall serve as the Sportsplex Committee of Council. The Council shall refer all matters pertaining to recreation to the Board. If the matter is within the jurisdiction of the Board, it shall be dealt with in accordance with the powers granted to the Board in this Constitution. If the matter is outside the jurisdiction of the Board, then the Board shall make recommendations to Council on the matter.

## **7. BOARD LIMITATIONS**

The Board's powers shall be limited to the following areas even though these may fall within their jurisdiction:

- a. The Board shall make recommendations to Council with regard to entering into formal agreements, but they may not enter into formal agreements on their own accord.
- b. The Board must seek approval from Council before entering into long-range informal agreements.
- c. The Board will submit, for approval of Council, any informal agreements or working arrangements which substantially change portions of the formal agreement.
- d. The Board may not proceed with the construction or development of a facility without first having the development plan and/or design approved by Council.

## **8. COUNCIL VETO**

- a. Council may overrule a Board decision or pass resolutions affecting the Board's area of jurisdiction and these shall be binding on the Board, provided that if such decisions of Council involve increased expenditures of funds not provided for in the Board's budget that the Council must provide for these additional funds. The foregoing should not be meant to diminish the authority of the Board and is meant to indicate the ultimate authority of Council; however, the normal procedures should be to make recommendations to the Board and/or enter into discussions with the Board prior to resorting to the use of the authority herein specified.

## **9. FINANCES**

All finances shall be under the custody of the Council. The Council shall receive:

- a. All funds donated directly to the board; such funds to be held in trust by the Town.
- b. A monthly financial statement.
- c. All grants and contributions received from the Provincial or Federal Governments.

The Board shall:

- i. Establish a bank account at a local financial institution. Signing authority shall be any two of the Chairperson, Vice-Chairperson and Treasurer.
- ii. Implement a financial policy and protocol as outlined in Schedule 1.
- iii. Be responsible to set and collect all fees for use and activities within the Sportsplex facility during "Ice In" season.
- iv. Pay all regular utility expenses such as Energy, Power and Telephone during the "Ice In" season.
- v. Pay Caretaker's wages, as per Caretaker Contract Agreement.
- vi. Pay maintenance, repair and operating costs of the facility.

## **10. REPORTING**

The Board shall supply the Council with the following:

- a. On or before the 31st day of October in each year, the Board will submit a budget outlining estimated revenues and expenditures for the year with respect to all matters over which the Board has jurisdiction, according to the terms of this Constitution. Once this budget is approved by Council, the total amount of the budget shall not be exceeded by the Board without first seeking the approval of Council, but the Board may make any change within their budget without Council approval.
- b. Within two weeks of each Board meeting, a certified copy of the minutes shall be filed with the Chief Administrative Officer in the Town Office.

## **11. FISCAL YEAR**

- a. The fiscal year of the Board shall be from September 1 to August 31.

## **12. JOINT MEETING**

- a. The Council of the Town of Wolseley and the Wolseley & District Sportsplex Board shall hold a joint meeting at least once each year for the purpose of giving the Board an opportunity of outlining to the Council, plans, programs, problems and objectives, and also for the purpose of giving the members of Council the opportunity to ask questions in regard to action taken by the Board or questions on recommendations tabled by the Board.

**TOWN OF WOLSELEY**

[SEAL]

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**WOLSELEY & DISTRICT SPORTSPLEX BOARD**

\_\_\_\_\_  
Chairperson of the Board

\_\_\_\_\_  
Secretary of the Board

DRAFT

## SCHEDULE 1: Financial Policies and Protocols

### GENERAL

1. A **Receipt Book** shall be maintained with receipts issued for all fees and moneys collected in the operation of the facility. Receipts shall be reconciled to bank deposits.
2. **Cheques** shall be used for payment of all bills and invoices.
3. A **General Ledger** shall be maintained outlining credits and debits and reconciled to monthly bank statements.
4. A **Monthly Statement** of Financial Activities shall be provided to Town Council.
5. An **Annual Audited Statement** of Financial Activities shall be provided to Town Council.

### CONCESSION

- At the end of day all cash shall be counted by two (2) individuals, the total reconciled to the till tape and moneys placed in a night deposit bag.
- The total shall be noted on the bag and initialled by both counters and the bag sealed.
- A deposit slip shall be completed and the sealed bag with the deposit slip deposited in the night deposit at the financial institution.
- Funds retained for till float shall be noted.