VILLAGE OF FROBISHER

BYLAW NO. 07-2024

A BYLAW TO ESTABLISH A COMMUNITY HALL OPERATING COMMITTEE

The Council of the Village of Frobisher in the Province of Saskatchewan enacts as follows:

1) TITLE

This Bylaw shall be cited as "Community Hall Bylaw."

2) AUTHORITY

The authority for this Bylaw is subsection 8(1) of *The Municipalities Act*.

3) PURPOSE

The purpose of this Bylaw is to establish standards for the operation of the Village of Frobisher Community Hall and the correspondence between Village Council and the Committee who oversee the Hall.

4) DEFINITIONS

"Committee" means the Village of Frobisher Community Hall operating board appointed pursuant to this bylaw;

"Council" means the Council of the Village of Frobisher;

"Hall" means the Village of Frobisher Community Hall located at Lot 20 Block 4 Plan 41749;

"Member" means a member of the Committee; and

"Municipality" means the Village of Frobisher.

5) FUNCTION

The function of the Committee shall be to:

a) Manage, operate, supervise, and maintain the Hall;

b) Work in a co-operative manner and maintain a working relationship with Council;

c) Preserve the Hall and promote, expand, and enhance the use for the Municipality;

d) Advise Council on projects to improve or extend the useful life of the Hall;

e) Undertake the completion of projects, as approved by Council;

f) Promote, initiate, and manage programs, developed in conjunction with Council, which may be of value to the citizens of the Municipality and surrounding area; and

g) Raise funds for Hall use and upgrades, as required.

6) COMPOSITION OF THE COMMITTEE

a) The committee shall be composed of not less than three (3) members and no more than nine (9) members.

b) Council and Committee shall work together to ensure the minimum number of Committee members is achieved.

c) Committee members shall reside in the Municipality or the immediate surrounding area.

d) Anyone interested in joining the Committee shall be allowed to do so.

e) The committee shall appoint, at its first meeting of each year, one member to each position of:
   i) Chairperson;
   ii) Vice-Chairperson; and
   iii) Secretary-Treasurer

f) Terms of Office
   i) Each term of office shall be two years; and
   ii) Consecutive terms of office may be served

g) The seat of a member of the committee, who is absent from three consecutive meetings, without authorization by resolution of the committee, shall be declared vacant.

h) The seat of a member of the committee shall become vacant upon receipt of a written notice of resignation provided to the Secretary-Treasurer of the committee.

7) MEETINGS

a) Regular meetings of the Committee shall be held at least four (4) times in a calendar year. The time and place of such regular meetings shall be determined by the Committee as required.

b) Public notice of meeting specifics shall be posted a minimum of one week prior to the meeting date, as every meeting must be open to the public.

c) The Chairperson or designate shall preside at all meetings.

d) The Secretary-Treasurer of the Committee shall, at the request of the Chairperson or one third of the members, call a special meeting at a date specified in the request.

e) All members of the committee present shall vote on each question.

f) All actions of the committee shall be entered in the minute book, to be kept for that purpose by the Secretary-Treasurer and signed by the Secretary-Treasurer and the presiding officer.

g) Copies of the approved minutes and all financial statements shall be provided to the Council within one week of the meeting date for review and acknowledgement at the next meeting of Council.

h) A majority of appointed members shall constitute a quorum at any meeting.

i) Conflicts of Interest
   i) All members shall be required to disclose any conflict of interest in the same manner as required of an elected official under the provisions of *The Municipalities Act*; and
   ii) If a conflict of interest is declared, that members shall not sit or vote on the item before the Committee.

8) POWERS AND DUTIES

a) The Committee shall establish annual goals and objectives.

b) The financial year of the Committee shall be the calendar year.

c) The Committee shall keep detailed records of the expenditures and revenues that were generated by the Committee during the year.

d) The Committee shall provide annual reports to the Council detailing the expenditures and revenues that were generated by the Committee during the year.

e) The Committee shall, within its budgetary allotment, manage, initiate, and complete the projects and improvements at the Hall.

f) All volunteers working with the Committee shall be considered agents of the Municipality and follow all bylaws and policies set forth by the Municipality.

g) Signing authority on the Committee bank account shall be any two of the Chair, Vice-Chair, or Secretary-Treasurer to sign together.

h) Spending of Hall funds must be approved by resolution of the Committee and recorded in the meeting minutes prior to being spent.

i) Neither the Committee nor any member thereof shall have power to pledge the credit of the Village in connection with any matters whatsoever, nor shall the Committee or any member thereof have any power to authorize any expenditure to be charged against the Village.

j) The Committee shall not enter into any contracts or lease agreements for rental or services of the hall or grounds that will exceed a 72-hour rental or lease term. All such contracts and lease agreements must be approved and signed by Council.

k) The Committee shall ensure the facility and grounds are fully cleaned within forty-eight hours of any event or booking to ensure immediate access to the Hall, if required.

l) No member of the Committee shall issue any order, direction, or instruction to any member of Village staff.

m) Failure to comply with the regulations of this bylaw shall make any or all members of the Committee liable to be dismissed from the Committee entirely at the discretion of Council.

n) Upon dissolution of the Committee, all facilities, equipment, and assets will remain the sole possession of the Municipality.

Read a third time and adopted this 17th day of September, 2024.

[SEAL] VILLAGE OF FROBISHER Seal

Mayor

Administrator

Certified a true copy of
Bylaw No. 07-2024 adopted by
resolution of Council on the
17th day of September, 2024.

Administrator