

# Rink Board Bylaw

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**Village of Craven**

**Bylaw No. 07-2024**

## **A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE CRAVEN COMMUNITY RINK BOARD**

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

### **ESTABLISHMENT**

1. A Rink Board is hereby established to be known as the 'Craven Community Rink Board' which shall Manage the Craven Skating Rink and shall encourage and develop recreation activities in the Village of Craven.

### **CONSTITUTION**

1. The Rink Board shall be governed by a Constitution in the form as annexed to and forming a Part of this bylaw and adopted and approved by the said Board and the Council of the Village of Craven.

Seal

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

Read a third time and adopted this  
\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Administrator

**RINK BOARD  
OF THE VILLAGE OF CRAVEN**

**CONSTITUTION**

The Rink Board of the Village of Craven adopts the following regulations and laws as the Constitution of the Board:

**OBJECTIVES**

1. The Rink Board of the Village of Craven shall have the following objectives:
  - (a) to promote, encourage and develop recreation activities in the Village of Craven;
  - (b) to apply for funding available under the Saskatchewan Lotteries Community Grant Program
  - (c) to manage the Craven Community Rink;

**COMPOSITION**

2. The Board shall consist of a minimum of six (6) members and so far as is practical shall be composed of at least one member from the elected council and a cross-section of community members.
3. The Mayor shall be an ex-officio member of the Board.
4. Members of the Rink Board shall be appointed by resolution of Council.

**APPOINTMENTS**

5. The members of the Rink Board shall be appointed as follows:
  - (a) All member appointments shall be reviewed at the time of passage of this Constitution.
  - (b) Each member shall be appointed for two years with terms expiring in June.
  - (c) At the council meeting in June each year, the council shall by resolution and upon the recommendation of the Rink Board, fill vacancies occurring on the Board through retirement of members or the expiry of their terms of office.
  - (d) 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 his/her term of office with due cause.
  - (e) The council shall, upon recommendation of the Board when a vacancy occurs, appoint by resolution, a person to fill such vacancy and such person shall hold office for the remainder of the term concerned.

**MEETINGS**

6. The Board shall meet as may be required depending on the projects being pursued.

- (a) The officers of the Board shall be a Chairman, Vice- Chairman, Secretary and a Treasurer, who shall be elected from the membership of the Board at its first meeting of each year.
- (b) Special meetings of the Board shall be called on 24 hours notice to the members thereof by the Chairman or at the request of any three members of the Board.
- (c) A quorum of the Board shall be three (3) members in good standing. Each member, including the Chairman, shall have one vote on any question.
- (d) The Chairman shall preside at all meetings of the Board, and in his absence, the Vice-Chairman shall assume his duties.
- (e) 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.

## **RESPONSIBILITIES**

- 7. The Rink Board shall be concerned with and shall be responsible for all aspects of managing, supervising and controlling the equipping, staffing and maintaining of the interior of the Craven Community Rink. The Craven Community Rink Board shall receive all Rink generated rents and proceeds from programing to aid in the running of the rink.
- 8. The Board shall promote and/or develop at its discretion and to the limit of the finances made available to it, and with respect to using the building for it's intended use as primarily a skating rink, a range of recreational activities and shall provide the necessary facilities that will enable residents of the area, 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.
- 9. 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 for area residents.
- 10. The Board will have the power to make such rules, regulations and policies as it may deem necessary from time to time, for operation of the Craven Community Rink 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.
- 11. 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.

## **BOARD LIMITATIONS**

- 12. The Rink 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.

### **COUNCIL VETO**

13. 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.

### **FINANCES**

14. All finances shall be under the control and custody of the Craven Community Rink Board. The Board will manage:
- (a) All funds raised by the Board from local activities.
  - (b) All funds donated directly to the Board.
  - (c) All grants and contributions received from the Provincial or Federal Governments.

The Craven Community Rink Board shall pay:

- (a) All expenses incurred in connection with the operation of the Craven Community Rink.
- (b) All expenses incurred for local recreation or cultural activities organized by the Board.
- (c) All expenses incurred to purchase items to be used by the Board for local fund raising conducted by the Board.
- (d) All expenses provided for in the annual budget of the Board.
- (e) All wages and employee costs of any employees employed in or for the Craven Community Rink.
- (f) Maintenance, repair and operating costs of the Craven Community Rink.
- (g) The Craven Community Rink is insured under the Village insurance policy.

### **REPORTING**

15. The Board shall on or before the 31<sup>st</sup> day of October in each year supply the Council with a full financial statement for the preceding year.

**FISCAL YEAR**

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

(SEAL)

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Mayor

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Administrator

Read a third time and adopted  
this \_\_\_\_ day of \_\_\_\_\_, 2024

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Administrator