



VILLAGE OF RYCROFT BYLAW NO. 235-21

“RYCROFT ARENA BOARD BYLAW”

A BYLAW FOR THE PURPOSE OF ESTABLISHING THE RYCROFT ARENA BOARD TO BE RESPONSIBLE FOR THE CONTROL, MAINTENANCE, AND OPERATION OF THE RYCROFT ARENA.

WHEREAS, under the provisions of the *Municipal Government Act*, R.S.A 2000, Chapter M-26, with amendments thereto, the Municipal Council of the Village of Rycroft may pass Bylaws respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS, the Council of the Village of Rycroft deems appropriate to provide an arena for the enjoyment of citizens within the region;

AND WHEREAS the Council of the Village of Rycroft determined the most effective manner of providing the services in the arena is through the establishment of a Board to direct and oversee the operation of the arena;

NOW THEREFORE BE IT RESOLVED that the Council of the Village of Rycroft, in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

This Bylaw may be cited as the “RYCROFT ARENA BOARD BYLAW”.

- a. There is hereby established an advisory board to be known as the "Rycroft Arena Board" (hereinafter known as the “Board”) to exercise the duties and powers and to perform the functions as prescribed in this Bylaw.
- b. All Board Members shall be appointed by resolution of the Village of Rycroft Council (hereinafter known as the “Council”). Appointments to the Board shall be made as needed and be reviewed at the annual Organizational Meeting of Council. Members of the board shall serve without remuneration.
- c. The Board Membership shall be composed of a total of 5 to 7 members comprised of one member of Village of Rycroft Council who has full voting privileges, and 4 to 6 members at large.
- d. The Board shall ensure new members are aware of:
 - Local, regional, provincial, and federal government legislation which affect municipal recreation;
 - Village policy and procedures regarding municipal services;
 - Local community clubs and organizations which are involved with the arena.
 - Current and proposed projects and programs affecting the arena and operations.

2. TERM

- a. Board Members may apply to Council to be reappointed on the recommendation of the Board. Village Councilors who are appointed to the Board must have their appointment made or renewed annually.
- b. Any Member may resign from the Board at any time upon sending written notice to the Board and to Council to that effect.

- c. An appointed Member ceases to be a member of the Board when:
- They fail to attend 3 consecutive regular meetings of the Board, unless such absence is due to illness or other justifiable reason or;
 - They are removed from office by resolution of Council; or
 - They provide written notice of resignation from the Board, and in the case of a Member appointed from Council, he or she resigns his or her position on Council.

3. MEETINGS

- a. The Board shall hold a minimum of 2 meetings annually at a time and place so designated by the Board.
- b. A special meeting may be called by the Chairperson at any time or by special request of any Members of the Board.
- c. A majority of the Members of the Board constitutes a quorum.
- d. Each Member present at a meeting of the Board shall vote when the vote is taken unless a pecuniary interest in a matter is declared.
- e. In the event of a tie when a vote is taken, the motion shall be lost.
- f. Meetings of the Board shall be open to the public. Individuals and groups may make a presentation to the Board at a meeting if the presentation is related to the Board and its mandate.
- g. Approved Board meeting minutes shall be forwarded to the Council for public record.

4. ROLE OF THE BOARD

- a. The Board shall make recommendations to Council on the operation and maintenance, and capital projects of the arena. The board shall be responsible for program development, scheduling of facility rentals and collecting of rental fees for the arena.
- b. The Board shall monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of Bylaws, policies, and procedures relating arena operations.
- c. The Board shall ensure that Village Bylaws, policies, procedures, and practices relevant to its mandate and function are adhered to.
- d. The Board shall ensure that checks and balances are in place for all financial functions including authorizations, budgeting, spending approvals, purchasing, cash handling, cash deposits, cheque writing, bank account reconciliations, cash receipts, donation receipts, and financial accounting software.
- e. The Board shall submit their annual operating and capital budget to the Council.
- f. The Board shall submit their audited annual financial statements to the Council.

5. SEVERABILITY:

If any section, subsection, or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

6. EFFECTIVE DATE

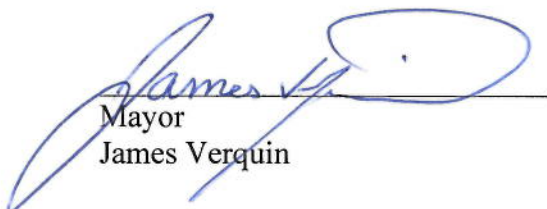
This Bylaw comes into effect upon third and final reading.

This Bylaw repeals Arena Bylaw 181-16.

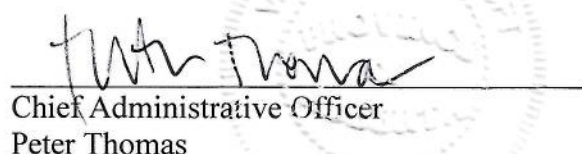
READ A FIRST TIME this 16th day of November 2021.

READ A SECOND TIME this 16th day of November 2021.

READ A THIRD TIME this 16th day of November 2021.



Mayor
James Verquin



Chief Administrative Officer
Peter Thomas

