

## Town of Birch Hills

### Bylaw 03/19

#### A BYLAW OF THE TOWN OF BIRCH HILLS TO ESTABLISH A BIRCH HILLS GOLF COURSE COMMITTEE

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

#### SHORT TITLE

1. This bylaw may be known as "Golf Course Bylaw".

#### DEFINITIONS

2. For the purpose of this bylaw, the expression:
  - a. **BH&DRB** – means the Birch Hills and District Recreation Board.
  - b. **Committee** – means the management committee appointed pursuant to this bylaw.
  - c. **Council** – means the Council of the Town of Birch Hills.
  - d. **Municipality or Town** – means the Town of Birch Hills.
  - e. **Your Facility**– means the Golf Course facility located on Birch Hills property including buildings and surfaces intended for activities such as golfing.
  - f. **Program** – means those activities normally carried on in the management of the Birch Hills Golf Course
  - g. **AGM** – means Annual General Meeting
  - h. **Playing or player membership** – means the paid green fee membership (also known as the 'golf course membership')
  - i. **Social membership** – means those who do not hold a playing membership but have an interest in the golf course.

#### COMPOSITION OF BOARD

3. The committee shall consist of 7 members, to be appointed by resolution of Council as follows:
  - a. one member of Council;
  - b. six (6) members of the user group from the Town of Birch Hills and district that are elected at the annual meeting by those in attendance. The six representatives shall be elected pursuant to section 4 (a) and (b) at the annual meeting of the Birch hills golf course, and a list of the executive shall be given to the BH&DRB after the first golf board meeting following the Annual General Meeting.
4. At the first appointment of the committee members, the terms of office for elected members shall be as follows;

- a. two (2) members for a one year term
  - b. two (2) members for a two year term
  - c. two (2) members for a three year term
5. Subject to Section 4
  - a. each term of office shall be three years, and
  - b. two consecutive terms of office may be served, however, subsequent to serving two terms, there is an obligatory one year of absence from the committee.
6. The committee shall appoint one member as:
  - a. Chairperson;
  - b. Vice-chairperson; and
  - c. Secretary-treasurer
  - d. BH&DRB representative
7. The seat of a member of the committee who absents himself/herself from three consecutive meetings, without authorization by resolution of the committee, shall be declared vacant.
8. The seat of a member of the committee shall become vacant upon the receipt of a written notice of resignation by the Secretary-treasurer of the committee.
9. The Secretary-treasurer of the committee shall bring to the attention of BH&DRB and Council at its next meeting any vacancies as they arise.
10. The committee shall make recommendations to BH&DRB and Council to fill vacancies as they arise.
11. Council shall, by resolution, at the first meeting following receipt of the notice of a vacancy, fill the vacancy.
12. In the event a committee member is filling a vacated term, the partial term does not count towards 5 (b).
13. The BH&DRB shall be advised of the change once approved by Council.
14. Four (4) members shall constitute a quorum.

## **MEETINGS**

15. The committee shall meet at least once a month from April to October, at a time and place, as set by resolution of the committee at the first meeting of

the committee each year.

16. 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.
17. All meetings of the committee shall be open to the public.
18. The Recreation Director must be invited to all meetings of the committee.
19. All members of the committee present shall vote on each question.
20. The chairperson shall preside at all meetings.
21. If the chairperson should be unable to attend the meeting, the vice-chairperson shall preside.
22. All actions of the committee shall be entered in a minute book, to be kept for that purpose by the Secretary-treasurer and signed by the presiding officer and the Secretary-treasurer.
23. An annual meeting of the residents of the municipality and other interested persons, shall be held in April of each year.
24. At the annual meeting the Secretary-treasurer of the committee shall present, for approval, the audited financial statement of the previous year, as well an interim financial report of the current year's operation.
25. Only playing/player members and social members as defined under definitions shall be entitled to vote at the AGM.
  - a. Playing membership purchased in the year prior to the spring AGM includes the right to vote at the spring AGM. If the AGM is moved to the fall, the current year playing membership includes the right to vote at the AGM.
  - b. Social membership fee would be due and payable at the AGM and include voting rights made at the AGM.

#### **POWERS AND DUTIES**

26. The committee shall establish annual goals and objectives.
27. The financial year of the committee shall be the calendar year.
28. The committee shall submit a copy of its assessment of the facility needs and

its yearly goals and objectives to BH&DRB, before May 1<sup>st</sup> of each year.

29. The committee, with the Recreation Director, shall before March 1<sup>st</sup> of each year, prepare a budget, being an estimate of its proposed revenues and expenditures for the current calendar year operations.
30. The committee shall, within its budgetary allotment, manage and operate the following facility:  
    Birch Hills Golf Course
31. The board shall seek approval from Council, through the BH&DRB, for spending over \$5,000 that is not prior approved in the budget
32. All volunteers working for the committee shall be considered agents of the municipality.
33. The Recreation Director (with assistance from the Secretary-treasurer, if required) shall, at year end, ready the financial records for audit. The records shall be audited by the municipal auditor.
34. The Recreation Director, Birch Hills Golf Course Clubhouse Manager, Secretary-treasurer or other employee of the Town of Birch Hills shall deposit all funds to the credit of the BH&DRB in the Affinity Credit Union. Those funds shall be withdrawn only by cheque signed and countersigned by valid bank signatories as approved by BH&DRB. All deposit slips must be given to the Recreation Director and all invoices must be submitted to BH&DRB for payment.
35. All operating funds of the committee shall remain in a separate ledger account in the BH&DRB.
36. The committee may advise or make recommendations to the BH&DRB with respect to improvements or extension to the Birch Hills Golf Course.
37. The committee shall assess the infrastructure needs of the Birch Hills Golf Course:
  - a. for the current year
  - b. for a five year projection    And provide BH&DRB and with a copy of these assessments annually.
38. All structures, including clubhouse, storage sheds, storage compounds, outdoor washrooms and any other structure erected on the golf course property are the sole property of the Town of Birch Hills and thereby will be

insured by the Town of Birch Hills.

39. All equipment, including mowers, golf carts and any other items purchased by the golf course, OR donated by any individual, are the sole property of the Town of Birch Hills. Items donated voluntarily or by way of agreement for "services rendered" must be authorized by the committee and are the sole property of the Town of Birch Hills as soon as they are delivered to the golf course, and thereby will be insured by the Town of Birch Hills.

40. The committee shall encourage and co-operate with organizations in the promotion of programs.

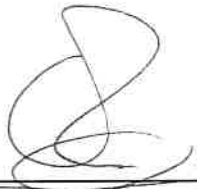
**REPEAL**

41. Bylaw #06/18 is hereby repealed.

**COMING INTO FORCE**

42. This bylaw shall come into force on final passing thereof.




  
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Mayor

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

*SH* Read a third time and adopted  
this 29<sup>th</sup> day of April 2019.

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

Certified to be a true copy of Bylaw No. #03/19  
adopted by the council of the Town of Birch Hills  
on the 29<sup>th</sup> day of April 2019  
  
\_\_\_\_\_  
Administrator

