



BYLAW # 3-2025

A bylaw of the Town of Sturgis to establish a Sturgis & District Community Hall Board.

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

DEFINITIONS:

1.
 - a) **"Board"** means the Sturgis & District Community Hall Board;
 - b) **"Council"** means the council of the Town of Sturgis;
 - c) **"Project"** means an individual or collaborative enterprise that is carefully planned to achieve a particular aim;
 - d) **"Undertaking"** means a formal pledge or promise to do something and
 - e) **"Town"** means Town of Sturgis;

FUNCTION:

2. The function of the Board shall be:
 - a) To work in a co-operative manner and will maintain a working relationship with Council.
 - b) To manage, supervise and maintain the Sturgis & District Community Hall Fundraising efforts.
 - c) To preserve the Sturgis & District Community Hall Facility and promote, expand and enhance the use for the community.
 - d) To advise council on projects or events to improve or extend the useful life or expand the use of the Sturgis & District Community Hall.
 - e) To promote, initiate and manage programs, which may be of value to the citizens of the Town of Sturgis and surrounding area.
 - f) To manage & supervise the roles & responsibilities of the caretaker.

COMPOSITION OF THE BOARD:

3. The Board shall be composed of not less than seven (7) members, and no more than nine (9) members as appointed by Council.
 - (a) One (1) member from the Sturgis Town Council
One (1) member Sturgis Recreation Director
Seven (7) members from the Community at Large
 - (b) Should any organizations fail to submit a delegate of their organization for appointment to this committee, the Board shall recommend a member at large for the position.
4. By January 1 the board will recommend a list of names of board members to Council.
5. The Council, by resolution, at the first meeting following receipt of the list of names shall appoint the members to the Board, unless there are objections from Council.
6. The Board shall appoint, at its first meeting of each year, one member to each position of:
 - (a) Chairperson
 - (b) Vice-Chairperson
 - (c) Treasurer will be the Rec Director or a shared position with the Rec Director & a member of the committee.
 - (d) Secretary
7. The seat of a member of the Board, who absents him/herself from three consecutive meetings, without authorization by resolution of the Board, shall be declared vacant.
8. The seat of a member of the Board shall become vacant upon the receipt of a written notice of resignation by the Secretary of the Board.
9. The Secretary shall bring to the attention of the Board at its next regular meeting any vacancies that might arise.
10. The Board shall make recommendations to Council to fill vacancies as they arise.
11. The council shall, by resolution, at the first meeting following receipt of the notice of vacancy, fill the vacancy.
12. A majority of appointed members shall constitute a quorum.

MEETINGS:

1. Regular meetings of the Board shall be held at least four (4) times in a calendar year. The time and place of such regular meetings shall be determined at the annual meeting but may be changed by the Board as required.
2. The Secretary of the Board shall, at the request of the Chairperson or one third of the members, call a special meeting at a date specified in the request.
3. Meeting dates and times shall be posted a minimum of one week prior to the meeting date, as every meeting must be open to the public.
4. The Secretary will provide an agenda to the Board members three days prior to the meeting.

MEETINGS CONTINUED:

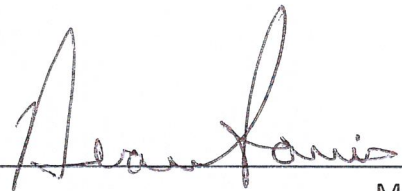
5. Where the bylaw is silent on the actions at a meeting the Town of Sturgis Procedural Bylaw will be followed.
6. All members of the Board present shall vote on each motion.
7. All members shall be required to disclose any conflict of interest in the same manner as required of an elected official under the provisions of the *Municipalities Act*.
8. If a conflict is declared, that member shall not sit or vote on the item before the Board.
9. The Chairperson or designate shall preside at all meetings.
10. All actions of the Board shall be entered in the minute book, to be kept for that purpose by the Secretary and signed by the Secretary and the presiding officer.
11. Copies of the approved minutes, and all financial statements shall be provided to the Council within one week of the meeting for approval.

POWERS AND DUTIES:

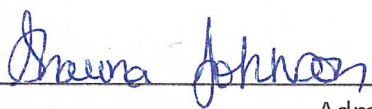
1. The Board shall be responsible to the Town of Sturgis.
2. The Board shall establish annual goals and objectives.
3. The financial year of the Board shall be the calendar year.
4. The Board shall prepare and approve an annual budget in December of each year to be submitted to council for approval.
5. The Council shall, by resolution, following receipt of the budget, review, revise, return for clarification or approve the annual budget.
6. The Board shall keep detailed records of the expenditures and revenues that were generated by the Board during the year.
7. The Treasurer of the Board shall, at year end, ready the financial records for audit. The records shall be audited by the municipal auditor
8. The Board shall within its budgetary allotment manage, initiate and complete the projects and improvements at the Sturgis & District Community Hall.
9. Signing authority on the Board bank account shall be held by 3 individuals, one shall be the Board's Treasurer(s), one shall be the Chairperson of the Board and the third shall be the Vice-Chairperson of the Board.
10. Prior to spending funds approval by board resolution must take place and it will be recorded in the meeting minutes. No individual member of the Board shall commit the Board to any expenditure or action. Decisions made shall follow as much as possible, the provisions of the Municipalities.

POWERS AND DUTIES CONTINUED:

11. Neither the Board, nor any member thereof, shall have power to pledge the credit of the Town in connection with any matters whatsoever. Nor shall the Board, or any member thereof, have any power to authorize any expenditure to be charged against the Town.
12. The Board shall ensure the facility and grounds are fully cleaned within forty-eight hours of any event or booking to ensure immediate access if required.
13. No member of the Board shall issue any order, direction or instruction to any member of Town Staff.
14. Failure to comply with the regulations of this bylaw shall make any or all members of the Board liable to dismissal from the Board, entirely at the discretion of Council.
15. Upon dissolution of the Board, all facilities, equipment and assets will remain the sole possession of the municipality.
16. This bylaw shall come into force and take effect from and after the date of final passing thereof.



Mayor



Administrator