

COMMUNITY HALL COMMITTEE BYLAW

Village of Bulyea

BYLAW # 02-2024

A bylaw for the Village of Bulyea to establish the Village of Bulyea Community Hall Committee.

The Council of the Village of Bulyea in the Province of Saskatchewan enacts as follows.

DEFINITIONS:

1.

- a) "Committee" means the Village of Bulyea Community Hall Committee.
- b) "Council" means the council of the Village of Bulyea.
- c) "Project" an individual or collaborative enterprise that is carefully planned to achieve a particular aim.
- d) "Undertaking" a formal pledge or promise to do something.
- e) "Village" means Village Of Bulyea.

FUNCTION:

2. The function of the committee shall be:

- a) The Committee and Council will be willing to work in a co-operative manner and will maintain a working relationship.
- b) The Committee shall supervise and maintain the Village of Bulyea Community Hall.
- c) To preserve, promote, expand, and enhance the use for the community, within the Village of Bulyea by means of the Village of Bulyea Hall.
- d) To advise council on projects, expenses, maintenance, or events to improve or extend the life and capable uses of the Village of Bulyea Community Hall.
- e) To undertake the completion of projects and all other items set out in **2.(d)** of this bylaw, once approved by council.
- f) To initiate, promote and manage programs, once approved by Council, which may be of value to the citizens Village of Bulyea and surrounding districts.
- g) To raise funds as required and take financial impact into consideration when planning all aspects set out in the *Community Hall Committee Bylaw*.

COMPOSITION OF THE COMMITTEE:

3. The committee shall be composed of not less than five (5) members, and no more than ten (10) members as appointed.

4. The committee shall appoint, at its first meeting of each year, one member to each position of:

(a) Chairperson (1)

(b) Vice-Chairperson (1)

(c) Secretary-Treasurer (1)

5. The seat of a member of the committee, who absents themselves from three consecutive meetings, without authorization by resolution of the committee, shall be declared vacant.

6. The seat of a member of the committee shall become vacant upon the receipt of a written notice of resignation by the Secretary-Treasurer or Chairperson of the committee.

7. The Secretary-Treasurer shall bring to the attention of the committee at its next regular meeting any vacancies that might arise.

8. The committee shall make recommendations, and agree, to fill vacancies as they arise.

9. The committee shall, by resolution, at the first meeting following receipt of the notice of vacancy, fill the vacancy.

10. A majority of appointed members shall constitute a quorum.

MEETINGS:

11. 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 at the annual meeting but may be changed by the Committee as required.

12. 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.

13. 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.

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

15. The Chairperson or designate shall preside at all meetings.

16. 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 Chairperson present.

17. At the request of the Secretary-Treasurer, the Village of Bulyea administrator will supply the latest bank requisition at least one week prior to their meeting so as to make informed spending decisions.

18. Copies of the approved minutes, shall be provided to the Council within one week of the meeting via electronic mail or dropped off at the Village of Bulyea office for approval.

POWERS AND DUTIES:

19. The committee shall establish annual goals and objectives.

20. The financial year of the committee shall be the calendar year.

21. The committee shall make sure any donations or monetary funds they receive for the hall are dropped off at the Village of Bulyea administrative office within 48hrs of it being received.

22. The committee shall forward any receipts, invoices, or statements immediately to the Village of Bulyea if spending or received by any member.

23. The committee shall receive budgetary allotment than manage, initiate, and complete the projects and improvements at the Village Community Hall within the budget.

24. All volunteers working for the committee shall be considered agents of the municipality.

25. Signing authority on the hall bank account shall remain the Village administrator and Council.

26. The request for spending shall be in the hall committee meeting minutes and will need approval by Council prior to spending of public funds.

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

28. The committee shall not enter into any contracts or lease agreements for rental or services of the hall or grounds. All such contracts and lease agreements must be approved and signed by The Village of Bulyea Administrator.

29. The Committee shall ensure the facility and grounds are fully cleaned for every event and booking.

30. No member of the Committee shall issue any order, direction, or instruction to any member of Village Staff.

31. Failure to comply with the regulations of this bylaw shall make any or all members of the committee liable to dismissal from the committee, entirely at the discretion of Council.

32. Upon dissolution of the committee, all facilities, equipment, and assets will remain the sole possession of the municipality.

33. This bylaw shall come into force and take effect from and after the date of final passing thereof.

34. This Bylaw shall come into effect on the date of passing thereof.

_____ Mayor

_____ Administrator

Read 1st time this 20th day of March 2024

Read 2nd time this 22nd day of April 2024

Read 3rd time this 22nd day of May 2024