

VILLAGE OF LEASK

BYLAW NO. 3/2024

A BYLAW TO ESTABLISH A RINK BOARD

WHEREAS, the Council of the Village of Leask deems it expedient and advisable that recreation at the Leask Sports Arena be under the management of Leask Rink Board.


NOW THEREFORE, the Council of the Village of Leask enacts as follows;

1. The Village of Leask is hereby authorized to enter into agreement known as "The Constitution of the Leask Rink Board", attached hereto and forming a part of this bylaw identified as Exhibit "A",
2. In this bylaw, including this section:
 - A. "Board" means the Leask Rink Board appointed pursuant to this Bylaw
 - B. "Council" means the Council of the Village of Leask
 - C. "Municipality" means the Village of Leask
3. In this bylaw, the function of the Leask Rink Board shall be to operate the Leask Sport Centre
4. All volunteers working for the Leask Rink Board shall be considered agents of the Village of Leask
5. Bylaw #3/2014 is hereby repealed.
6. The Mayor and Administrator of the Village of Leask are hereby authorized to sign and execute the attached agreement identified as Exhibit "A"





Mayor



Administrator

Read a third time and adopted
This 18th day of December, 2024



Exhibit "A"

Article One The Name

The Leask Rink Board shall hereafter be referred to as the "Board."

Article Two Formation and Financial Responsibilities

1. The Leask Rink Board has been formed by the passing of a bylaw of the Council of the Village of Leask, and any amendments, attached here to and forming part of this constitution.
2. Due to the fact of building ownership, all capital expenditures that do or may result in any financial indebtedness shall be submitted to the Council of the Village of Leask for ratification or rejection in whole or in part.
3. Due to the fact of building ownership all Keys must be logged and signed out at the Village of Leask Office. Keys shall not be duplicated.
4. Due to the fact of building ownership, Executive of the Board and Members of the Board who do not comply can be disqualified and removed from position by the Council of the Village of Leask.
5. Due to the fact of building ownership all rentals that are not skating or hockey related must be organized through the Village of Leask office and submitted to Council of the Village of Leask for ratification or rejection.

Article Three Responsibilities of the Council of the Village of Leask

1. The Participation of the Village of Leask in this Rink Board is an acknowledgment of the fact that they want to provide recreational programs and facilities for the citizens of the Village of Leask and its surrounding districts.
2. Due to that fact of ownership and financial responsibilities of the Council of the Village of Leask, consideration must be given to this fact, and that all actions of the Board must be considered as actions of the Council of the Village of Leask, and shall be submitted to the Council of the Village of Leask for ratification or rejection in whole or in part.

Article Four Objectives of the Rink Board

1. The objectives of the Board are to:
 - a) Plan skating and hockey programs for the residents of the Village of Leask, the surrounding residents of the Rural Municipality and the residents of the surrounding district, giving due consideration to age grouping, ethnic groupings, social groupings, and the varying attitudes towards recreation in the area the Rink Board serves;
 - b) Co-ordinate the ice surface, skating and hockey activities in the district the Rink Board serves;
 - c) Work with all other groups in the area the Board serves, in an attempt to provide a total and unified skating and hockey program for each resident of the district; and,
 - d) Assume the responsibility for the establishment of policies and the supervision and administration or programs and facilities coming under the jurisdiction of the Rink Board.

Article Five Organizational Structure

Council of the Village of Leask

The Executive of the Board

Member of the Board

General Public

Article Six Membership on the Rink Board

1. The Executive Council of the Rink Board shall consist of the following members:
 - a) The Chairman,
 - b) The Secretary
 - c) The Treasurer,
 - d) A council appointed member representing the Village of Leask
 - e) Three (3) elected members-at-large.

2. A list of appointments must be made to the Council of the Village of Leask for ratification or rejection in whole or in part. These appointments shall not be considered ratified until written notification of the actions of council has been received.
3. The Board may, by resolution, establish Committees or Special Committees and state Rink Board Representatives with membership, not to exceed two (2) years.
4. The Board shall consist of the committees and the members stated in Article Six, Sections 1 and 2, and any other member or committee deemed necessary by the Rink Board as formed under Article Six, Section 3.
5. No income is to be made available for the personal benefit of any Board member, however this does not preclude the reimbursement of reasonable out of pocket expenses for any Board member on Rink Board business.

Article Seven **Term of Office of the Officers of the Board**

1. All members of the Executive of the Rink Board, with the exception of the appointment of Village of Leask Council, shall be elected annually at the Annual General Meeting to be held not later than May 31 of any one year. The Officers shall serve for **one** year, or until a successor has been elected and duty ratified.
2. The Board shall at the May (AGM) meeting appoint the Rink Board members to hold the office of Chairperson, the Secretary, the Treasurer on the Executive Council.
3. No one person shall serve for more than three (3) consecutive terms in any of the Executive positions.

Article Eight **Resignations and Elections of Officers**

1. All resignations shall be made in written form to the Executive Board for formal acceptance or rejection.
2. Upon the vacating of a position of a representative of a Board, a new member shall be appointed by the organization, and written notification shall be given under Article Six, Section 2.
3. Upon the vacating of a position on the Executive Board, the Board shall appoint a replacement to fill the vacancy for the balance of the term. The appointment shall be given under Article Six, Section 2, with the exception of the Council appointment.
4. No member of the Board shall resign his/her position on the Rink Board and remain on the Board except by a motion of the Board.
5. 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.

Article Nine **Meetings of the Rink Board**

1. Regular meeting shall be held on the third Tuesday of each month at 7:00 P.M. at the Leask Skating Rink of the Village of Leask, and may be changed by mutual agreement of the Board.
2. The Chairperson shall, upon written request of at least four (4) Board members or Village council, call a special meeting.
3. A quorum shall be defined as the attendance of four (4) members whether they be executive or committee members.
4. A roll call shall be taken and recorded at all meetings of the Board.
5. An Annual Meeting of the Board, shall be held prior to the 31st of May of each year, for the purpose of the election of members being – Chairperson, Secretary, Treasurer, and three (3) members-at-large for the upcoming year. The current chairperson shall preside throughout this meeting.
6. At the Annual meeting all concerned citizens of the community in attendance shall have a vote for the members-at-large.
7. If, at the Annual meeting, a member or members of the Rink Board shall change, the official change in power shall not occur until the regular June meeting.
8. At regular or special meetings, all members of the Board shall have a vote, with the option of a recorded vote if requested prior to the vote being taken.

9. All meetings are open to the public, however only Board members may vote. It is the duty of the chairperson to confirm the fact that only duly appointed members of the Board be allowed to vote. If any doubt exists as to the qualifications to vote, the Roll call shall be used, and a recorded vote be taken. All Rink Board members shall be seated separate from the general public for easy identification.
10. All meetings must be conducted by the "Regulations for the handling of Proceeding for the Board," as outlined in Article Eleven.

Article Ten

Amendments to the Constitution

1. This constitution may be amended at any regular or special meeting of the Board by a majority vote of those Board members present, provided that a quorum exists and that notice of the proposed amendment has been given in writing to the chairperson prior to the adjournment of the previous meeting of the Rink Board.
2. Any bylaw adopted to compliment this constitution may be amended in the same manner as stated in Article Ten, Section 1.
3. This constitution, amendments to the constitution, adopted bylaws, amendments to adopted bylaws must be submitted to the Council of the Village of Leask for ratification or rejection in whole or in part, and shall not be considered in force until written notification has been received from Village of Leask Council.

Article Eleven

**The Regulations for the Handling of Proceedings
For the Leask Rink Board**

1. In all the proceedings of the Rink Board, the following rules and regulations shall be observed, which shall be the rules and regulations for the order and dispatch of business of the Rink Board and committees thereof.
2. As soon after the specified hour of the meeting as there shall be a quorum present, the Chairperson, or if he/she is absent the Vice-Chairperson, shall take the chair and call the meeting to order. In the event that a quorum is not present within thirty (30) minutes after the specified hour of meeting, no meeting shall be held on that day.
3. If the Chairperson does not appear within thirty (30) minutes of the specified hour of the meeting, the Vice-Chairperson shall call the members to order, and if a quorum is present, the Vice-Chairperson as the presiding officer, shall have the same authority at the meeting as the Chairperson would have.
4. The presiding officer shall preserve order and decorum; shall enforce the provisions of this regulation and, subject to an appeal of his/her decision to the Rink Board, shall decide all question of order.
5. Immediately after the presiding officer has called the meeting to order, the Secretary shall read the minutes of the previous meeting. Errors of omissions only shall be corrected before adoption of the minutes, but no other changes shall be made.
6. When the presiding officers shall be called upon to decide a point of order or practice, the points shall be stated without unnecessary comment, and he/she shall cite the rule or authority pertaining to the case.
7. If the presiding officer desires to leave the chair for purpose of participation in the debate or for some other reason, he/she shall request some other Rink Board member to occupy the chair until he/she resumes his/her duties.
8. Every member of the Rink Board, shall before speaking on any question or making any motion, address the presiding officer.
9. When two or more members commence to speak, the presiding officer shall name the member who in his opinion spoke first and is entitled to speak.
10. Every member of the Rink Board (including the presiding officer) present at a meeting when a question is put shall vote thereon, unless excused by the Rink Board because of pecuniary interest in the question which is not common with the interests of the citizens at large. Otherwise, if any member of the Rink Board refuses to vote, he/she shall be considered to have voted in the negative, where applicable.
11. When the presiding officer is putting the question, no member shall walk across or out of the room, or make any noise or disturbance. When a member is speaking, no other member shall

pass between him/her and the Chair, converse with the chairperson, or interrupt the speaker except to raise a point of order.

12. No person present in the Board room shall speak disrespectfully of His Majesty the King, any of the Royal Family, the Governor General, Lieutenant Governor, or any official or either Federal or Provincial Government; nor shall he/she use offensive words in or against the Rink Board or any member thereof; nor shall he/she speak beside the question in debate nor reflect upon any decision of the Rink Board except for the purpose of moving that a motion be rescinded.
13. No person shall disregard the rules of the Rink Board, or disobey the decision of the prescribing officer or of the Rink Board on questions of order of practice. If any person shall disobey, he/she may be ordered by the prescribing officer to leave his/her to be removed from the room, but in case of acceptable apology by the offending person, he/she may be permitted to forthwith resume his/her seat.
14. A member called to order from the Chair shall immediately stop speaking and sit-down, but may afterwards offer and explanation and the Board, if appealed to, shall decide the case without debate. If there be appeal to the Board the decision of the Chair shall be final.
15. Any member of the Rink Board may require the question or action under discussion be read or stated at any time during the debate, but not so as to disrupt a member while speaking.
16. Except as stated herein, no member shall speak more than once on the same question without permission from the Chair:
 - a) to explain material part of his speech which may have been misunderstood, and in such explanations no new material shall be introduced.
 - b) The mover of a motion may conclude the debate
17. When any Rink Board member shall request a recorded vote upon a motion before the Rink Board, the names of the members who for or against the motion shall be entered in the minutes. In all other cases, the vote or the members shall be indicated verbally or by show of hands.
18. In all cases not provided by this regulation, the proceedings of the Rink Board or of any committee thereof shall be governed by the Law of Parliament or by reference to Robert's Rules of Order.
19. The Secretary shall prepare for each member an agenda for each meeting of the Rink Board, which shall be in the following form:

Agenda

1. Call meeting to order
 2. Roll Call
 3. Reading of the Minutes of the Previous Meeting
 4. Business Arising from the Minutes
 5. Nomination of Rink Board Members and Committees
 6. Reports of Committees of Rink Board
 7. Financial Report
 8. Unfinished Business
 9. New Business:
 - a) Correspondence
 - c) Introduction, reading or adoption of bylaws
 - d) Presentation and passing of accounts
 - e) General Welfare
 10. Adjournment
20. Subject to the vote of the Rink Board, business shall be in all cases taken upon the order in which it stands on the agenda.
 21. The business of the Rink Board and all discussion in connection therewith shall be conducted in the English language.
 22. When any motion is made, it shall be stated by the Chair before debate commences. When requested by any member of the Rink Board, the mover of the motion or of any amendment shall present same in writing.

23. When a motion had been stated by the Chair, it shall be deemed to be before the Rink Board but may, with the approval of the Rink Board, be withdrawn at any time before it is voted upon.
24. A motion to refer a question to a special or standing committee shall preclude any amendment to the motion.
25. A motion to adjourn the meeting or to adjourn the debate shall always be in order, but if such a motion is defeated, no second motion to the same effect shall be made until some intermediate business shall have been conducted.
26. When a motion is being debated, no motion shall be received except to refer it, to amend it, or to lay the matter on the table or to adjourn the meeting.
27. Only one amendment to a motion shall be allowed at any one time, and only one amendment to an amendment shall be accepted. Voting shall be in reverse order to that in which motions and amendments are presented, and each amendment shall be voted upon or withdrawn before the main motion is put to a vote.
28. After a question has been put to vote by the presiding officer, no member shall speak to the question; nor shall any other motion be made until the result of the vote has been declared.
29. After a motion has been adopted, it shall not be rescinded or reconsidered at the same meeting, but any member of the Rink Board present may give motion of motion that at such meeting he/she will move that said motion be rescinded or reconsidered:
30. Voting on a motion shall be by show of hands as set out in Article eleven, Section 17.

Proceedings in Committee of the Whole

31. Upon the adoption of a motion that the Rink Board go into "committee of the whole," the presiding officer shall leave the chair, the public shall be excluded from the meeting and the committee shall immediately appointed a chairperson who shall maintain order and shall report to the Rink Board the decision or recommendation of the committee.
32. The rules of the Rink Board shall be observed in committee of the whole except that:
 - a) there shall be no recorded vote on any question
 - b) the number of times nor the length of time of speaking on any question shall be limited.
 - c) If a motion to adjourn be adopted, the committee shall immediately rise and report.
33. Question of order arising in committee of the whole shall be decided by the chairperson, subject to an appeal to the Rink Board, and if any disorder shall arise at the committee meeting, such meeting shall be automatically adjourned, and the presiding officer of the Rink Board shall resume the Chair and proceed with the meeting of the Rink Board.
34. Upon presentation of a motion that the committee of the whole rise and report, the question shall be decided without debate.
35. A motion in committee of the whole to rise without reporting or that the Chairperson leaves the chair, shall always be in order and shall take precedence over any other motion. Such motions shall be debatable if the former motion be adopted, the subject matter referred to the committee shall be considered as disposed of in the negative. The presiding officer of the Rink Board shall then resume the chair and proceed with the order of business of the Rink Board meeting.
36. In considering regulations in committee of the whole, each section shall be separately discussed and approved or otherwise, in the order in which it appears, and proposed amendments shall be reported by the Chairperson to the Rink Board.

Duties of the Rink Board Members

Appendix #1

1. Each Rink Board member must be prepared to act on the Rink Board, study and know the regulations and bylaws and abide by them.
2. Set up and head as many committees as are required to efficiently manage the group that he/she is responsible to as their representative.
3. Each Rink Board committee is to have a Board member and at least two (2) other members (Chairperson, Secretary or Treasurer) interested in the same activity.

4. Prior to the June meeting, the Board member must submit a list of each committee and what section of his/her group he/she is to represent.
5. Each Board member must take his/her seat at the Board table and vote on every motion, unless it is a conflict of interest, and he/she shall retire from that portion of the meeting, after which the member must resume his/her seat. Conflict of Interest being defined as follows: *a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.*
6. All major expenditures must be discussed with the Rink Board as a whole and passed through the Chairperson to the Executive Board for action, and referred to the Village of Leask council.
7. No Rink Board member shall allow any of his Board committees to spend more than \$250.00 on any project (s) and only then if that group has the funds on hand to pay for the project (s) without the approval of the Executive Board.
8. A Rink Board member, on the instruction from his/her committee, may apply through the Chairperson of the Executive Board for such advance funds. The ruling of the Executive Board on such advance and repayment is final.
9. Before May 31, the Rink Board member is to see that a financial report, operational report, and all funds have been turned over to the Rink Board Treasurer.
10. At each Rink Board meeting the Board member will be called on to give a report on the activities of his committee.
11. At any Rink Board meeting the Board may advise or comment through the Chairperson, any project or procedure a committee should consider and in such cases a report must be made at the next meeting of what action has been taken.
12. Board members may request other Board members to assist on projects which they may originate, thus making it a joint operation.
13. All charges for annual fees, rental, etc., must be submitted to the Executive Board for approval by Executive Board before action can be taken.
14. The Rink Board is to appoint a nomination committee to submit names for the positions elected annually on the Executive Board.
15. Prior to the May Rink Board meeting, each Rink Board member shall submit for approval a proposed budget for his/her committee, identifying all proposed capital expenditures, equipment expenditures, and operating expenditures, and showing anticipated revenue for the forthcoming year.
16. The seat of a member of the Rink Board who absents himself from three consecutive meetings, without authorization by resolution of the Rink Board, shall be declared vacant.

Duties of the Executive Board

Appendix #2

1. The Executive Board is made up of the members as stated in Article Six, Section 1.
2. The Executive Board must approve all major expenditures and if the same involves borrowing of money or placing of any contracts, submissions must be made to the Council of the Village of Leask for approval or rejection. In no way may the Executive Board or the Rink Board commit the Village of Leask to any indebtedness. The Executive Board must obtain competitive bids on all major expenditures. The bids must be submitted with a recommendation to the Council of the Village of Leask. The Council of the Village of Leask may authorize the Executive Board, in writing, to take appropriate action.
3. All changes to fees and rentals must be approved by the Executive Board, but must be submitted to the Rink Board for approval.
4. The Executive Board shall, prior to or right after all Rink Board meetings rule on all submissions to the Rink Board by any committee.
5. Each member of the Executive Board may attend any committee meeting in an advisory capacity.
6. It is the responsibility of the Executive Board to submit a Financial Statement and a proposed Budget to the Village of Leask Council after the annual meeting.

7. The Executive Board should establish and maintain (if possible) a capital reserve fund, and contribute to it yearly. This fund must be held in a government bond or other high interest cashable guaranteed bond or certificate.
8. Executive Board is responsible for general revenue for the current year.
9. Monies from the Capital Reserve Fund may be made on action arising from a majority vote of the Rink Board and presented to and approved by the Council of the Village of Leask.
10. Withdrawals from the Capital Reserve Fund may be made on action arising from a majority vote of the Rink Board and presented to and approved by the Council of the Village of Leask.

Duties of the Chairperson

Appendix #3

1. The Chairperson shall be recommended by the May meeting of the Rink Board. His/her appointment must be ratified or rejected by the councils of the Village of Leask Council.
2. He/she shall conduct all meetings as set out in Article Eleven.
3. He/she shall call and preside over all public meetings, annual meetings, and special meetings that may be called, as well as all regularly scheduled Rink Board meetings.
4. The Rink Board shall appoint a Vice-Chairperson from the Rink Board at the first meeting of the Rink Board after the annual meeting.
5. The Chairperson shall appoint sub-committees of the Rink Board as seen necessary, and name the Chairperson of the sub-committees.
6. Duties of the Chairperson or designate shall include booking of the ice surface for Hockey or skating with payment being managed by the Treasurer.
7. He/she will be a member of the Executive Board and will abide by all rulings of the Board and the Council of the Village of Leask.

Duties of the Secretary

Appendix #4

1. He/She shall, attend all meetings and record the minutes, keep all correspondence received since the last meeting and all copies of replies; generally carrying out required secretarial duties. All communications on behalf of the Rink Board will be made through the Secretary, except as determined otherwise.
2. Right after the Annual Meeting, a list of Rink Board members must be sent to the Council of the Village of Leask for approval or rejection.
3. Right after appointments are made, Rink Board members must submit a list of each committee in their group. At least five (4) copies of this chart are to be prepared and are to be placed:
 - a) in the minute book of the Rink Board
 - b) in a protected form in public view at the community facility
 - c) in the possession of the Chairperson
 - d) in the possession of the Council of the Village of Leask
4. In his/her absence from any public or Rink Board meeting, the Secretary shall appoint a person to keep the minutes of that meeting. The Secretary shall arrange to have all minutes, correspondence and accounts available to be presented at that meeting. After this meeting, he/she shall secure the minutes, etc. and have them placed in the regular minute book.
5. He/she will be a member of the Executive Board and will abide by all rulings of the Board and the Council of the Village of Leask.

Duties of the Treasurer

Appendix #5

1. He/she will receive all monies and keep a proper set of books; promptly deposit all monies in such bank accounts as specified by the Rink Board. Trust funds or funds for particular projects may be deposited in separate accounts as instructed by the Executive council. All accounts are to be paid by cheques where possible, signed by the Treasurer and countersigned by the Chairperson or Secretary.
2. Arrange for an audit by a non-committee member and submit this audited report to the Annual General meeting and to the Council of the Village of Leask.

3. Duties to include management of the Leask Skating Rink payment of expenses and collection of all revenues respective of the facility and to maintain records and financial statements and completion of applications for grants and other sources of funding.
4. He/she will be a member of the Executive Board and will abide by all rulings of the Board and the Council of the Village of Leask.

Duties of Any Committee of the Rink Board Appendix #6

1. A committee is at least three people elected by any group in the area served by the Rink Board with a common interest in any one phase of activity of Board.
2. It is to be made up of a Rink Board member, a Secretary or Treasurer, and at least one other active member.
3. Each committee is to promote and manage as many activities as possible for their group, as well as take care of any finances for that group.
4. Prior to June meeting, a report of the year's activities, budget for the activities and notice of facilities required must be turned over to the Rink Board Secretary & Treasurer.
5. Any committee using the Rink Board facilities shall insure that all equipment buildings and rooms are left clean and all garbage is to be placed in the garbage compounds. All bottles and litter are to be removed from the premises.

IN WITNESS WHEREOF the parties hereto authorized by bylaw have executed this agreement.

THE VILLAGE OF LEASK



Eugene Verbonac

MAYOR

[Signature]

ADMINISTRATOR