

## TOWN OF SAINT ANDREWS BY-LAW 13-03

### A BY-LAW TO AMEND BY-LAW 92-3, BEING A BY-LAW RELATED TO THE OPERATION AND MANAGEMENT OF THE W.C. O'NEILL ARENA COMPLEX

The Council of the Town of Saint Andrews, under the authority vested in it by *Section 11* and the First Schedule of the *Municipalities Act*, Statutes of New Brunswick, enacts as follows:

#### **PART 1: ADMINISTRATION**

##### **1.0: Interpretation**

In this by-law

- 1.1 "Council" means the Town Council of the Town of Saint Andrews.
- 1.2 "Board" means the Board of Directors of the W.C. O'Neill Arena Complex
- 1.3 "Committee" means Arena Users Committee.
- 1.4 "Arena" means the W.C. O'Neill Arena Complex.

##### **2.0: Scope**

This By-law

- 2.1 applies to the operation of the W.C. O'Neill Arena Complex
- 2.2 establishes the Board to provide Council with advice regarding the operation of the Arena.
- 2.3 establishes the Committee to provide advice to the Board regarding the activities carried on in the Arena.

##### **3.0: Board of Directors**

- 3.1 The Board of Directors of the W.C. O'Neill Arena Complex, hereinafter referred to as the "Board", shall be established by Council to advise Council regarding the operation of the Arena in areas such as policy and operational matters, marketing and promotion, planning, effective and efficient use of the Arena, and personnel. The Board shall also provide guidance to the Arena Manager with respect to achieving the goals and objectives of the Arena as established by the Board of Directors and approved by Council.
- 3.2 The Board shall consist of eight(8) members of whom one shall be its Chairperson and another its Vice-Chairperson. All members of the Board and their respective successors shall be appointed by Council. All members shall serve without remuneration for their services but shall be paid travel expenses according to the Town's travel directive when authorized to travel outside the Town by the Board.
- 3.3 The Council shall appoint the following as members of the Board of Directors: two(2) nominees of the Arena Users Committee, one(1) Council member, and five(5) persons from the community at large. The Arena Manager shall be an ex officio, non-voting member of the Board and shall act as Executive Secretary to the Board.
- 3.4 The Board members shall be appointed as follows: two(2) members initially for one(1) year, after which these will become two(2) year terms, two members for two(2) years and a Council member at pleasure of Council. If a board member's term expires in a given year, that term shall expire on March 31<sup>st</sup> of that year.

No member other than a councillor shall serve for more than four(4) consecutive years but shall be eligible for re-appointment to the Board after a two(2) year absence.

- 3.5 If at any time a member of the Board is unable to fulfil his or her term, Council shall appoint a replacement. That person shall serve out the remainder of the term of the member he/she is replacing.
- 3.6 Every decision of the Board shall be made by or under authority of a resolution adopted by the majority of the votes cast at a duly convened meeting of the Board.
- 3.7 A majority of all board members shall constitute a quorum.
- 3.8 The Chairperson or, in the Chairperson's absence, the Vice-Chairperson shall preside at all Board meetings. Should the latter and former both be absent, the members in attendance shall, if a quorum exists, elect a Chairperson for that meeting only.
- 3.9 The Board shall meet at least six(6) times per year; one of the meetings shall be in April at which time the Board shall present its annual report and elect its Chairperson and Vice-Chairperson from amongst its current membership. One of the meetings shall be in September to prepare its proposed budget for the next fiscal year.
- 3.10 Not later than October 1<sup>st</sup> of each year, the Board and the Finance and Administration Committee of Council shall prepare a budget for the operation of the Arena for the next fiscal year, in consultation with the Town's administration, for review, amendment, consideration and adoption by Council.
- 3.11 The Board shall provide Council with an annual report and a monthly report for those months during which the Board holds a meeting(s).

#### **4.0: Arena Users Committee**


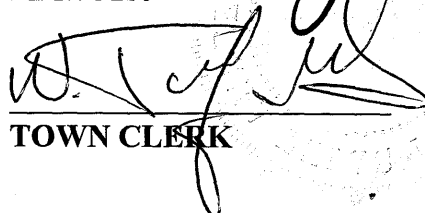
- 4.1 The Board shall establish, yearly, an Arena Users Committee which shall report to the Board and shall consist of representative members of active area groups, organizations or associations, or whom one(1) shall be its Chairperson, another its Vice-Chairperson and another its Secretary. Such Chairperson, Vice-Chairperson and Secretary and all the other members of the Users Committee and their respective alternates shall be appointed annually by the organizations and associations which use the arena facilities and shall serve without remuneration for their services.
- 4.2 The Committee shall advise the Board regarding means to operate the Arena in an efficient and effective manner.
- 4.3 The Committee shall advise the Board regarding the coordination and facilitations of activities within the Arena.

#### **5.0: Repeal**

- 5.1 A By-Law Relating to the W.C. O'Neill Arena Complex of the Town of Saint Andrews adopted May 4<sup>th</sup>, 1992 and all amendments thereto are hereby repealed.

IN WITNESS THEREOF the Town of Saint Andrews has caused its corporate seal to be hereunto affixed to this by-law the 12<sup>th</sup> day of August, 2013

First Reading: July, 8, 2013  
 Second Reading: August 12, 2013  
 Third Reading: August 12, 2013

  
 MAYOR  
  
 TOWN CLERK