

**TOWN OF BIG RIVER  
BYLAW NO 2025 - 05**

A BYLAW OF THE TOWN BIG RIVER TO PROVIDE FOR THE ENTERING INTO AN AGREEMENT WITH THE R.M. OF BIG RIVER #555 FOR THE OPERATION OF THE BIG RIVER AND DISTRICT RECREATION FACILITIES AND THE BIG RIVER AND DISTRICT RECREATION AND CULTURAL BOARD.

The Council of the Town of Big River in the Province of Saskatchewan, enacts as follows:

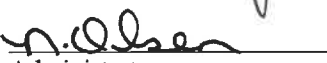
1. The Town Big River is hereby authorized to enter into an agreement with the R.M of Big River No. 555 the terms of which are attached hereto and forming part of this bylaw and identified and marked EXHIBIT "A"
2. Bylaw 2024-09 is hereby repealed.

Read it for the first time on this 22nd day of July 2025.

Read a second time this 21st day of August 2025.

Read a third time and adopted this 21st day of August 2025.

  
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Mayor

  
\_\_\_\_\_  
Administrator



**EXHIBIT "A"**

THIS AGREEMENT MADE IN DUPLICATE THIS 8<sup>th</sup> DAY OF SEPTEMBER 2025 BETWEEN:

**The Town of Big River  
and  
The Rural Municipality of Big River No. 555**

Whereas the Rural Municipality of Big River #555 and The Town of Big River own the Big River and District Recreation and Cultural Facilities located at 606 First Street North, Big River, Saskatchewan and;

Whereas the Recreation and Cultural Facilities consist of the Skating and Curling Rink, a Community Hall, Library, Municipal Offices and Meeting Room; and

Whereas the Councils of the Rural Municipality of Big River #555 and the Town of Big River desire to operate the Big River Recreation and Cultural Facilities through an appointed Board; now

Therefore, the Rural Municipality of Big River No. 555 and the Town of Big River enact as follows:

There shall be appointed by the Municipalities, a Board which shall be known as the Big River and District Recreation and Cultural Board.

**DEFINITIONS**

In this Bylaw including this section:

"Arena Manager" means the employee hired by the municipalities on advice from the Board to manage the Skating Rink and Curling Rink.

"Board" means an organized voluntary board named "Big River & District Recreation and Cultural Board" appointed pursuant to this Bylaw.

"Facility" means the entire building including but not limited to Skating and Curling Rinks, Community Hall, Library, Municipal Offices and Meeting Rooms, located at 606 First Street North, unless otherwise directed.

"Municipalities" means the Town of Big River and Rural Municipality of Big River #555.

"Program" means those activities normally carried on in culture, recreation and sports.

"Recreation" means a pleasurable activity that one is voluntarily engaged in during leisure time which includes physical, artistic, creative, spiritual, cultural, social, and intellectual pursuits.

"Recreation Board Coordinator" means an employee hired by the municipalities on advice from the Board to manage the Community Hall and organize recreation activities approved by the Board.

"Treasurer" means the person hired as the "Recreation Board Coordinator" or a person contracted with the Town of Big River to take charge of and safely keep the funds and financial records of the Board.

**COMPOSITION**

1. A Board shall be appointed by the municipalities and shall be known as the Big River and District Recreation and Cultural Board, composed as follows:
  - (a) Two elected members of the R.M. of Big River No. 555, appointed by its Council.
  - (b) Two elected members of the Town of Big River, appointed by its Council.
2. The following terms of office shall be observed:
  - (a) Elected members from the Councils shall be appointed annually.
3. If any member absents themselves from the meetings of the Board for three consecutive regular meetings, unless excused by Board resolution, or if the seat becomes vacant by death, resignation, or otherwise, the appropriate Council shall be notified and shall appoint a replacement for the remainder of the term.

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4. If a Council member is unable to attend a meeting, a designated alternate member of Council may attend in their place, with rights to participate and vote. The alternate member must be appointed by Council resolution in advance, and their attendance shall be recorded in the minutes.
5. At its first meeting each year, the Board shall appoint a Chair and a Vice-Chair. The Chair shall have a vote on all questions and in the event of a tie, the motion shall be lost.
6. The Recreation Board Coordinator shall be an employee of the Town of Big River and shall have no voting powers.
7. A majority of the appointed Board members are necessary to form a quorum, and no meeting shall be conducted without a quorum.
8. The Board shall meet in regular sessions on a date fixed at its first meeting of the year. Special meetings may be called by the Chair.

#### FUNCTION

1. The Function of the Board shall be:
  - to manage and operate the Facility in co-operation with the Recreation Board Coordinator and the Arena Manager, who shall be employed by the Town of Big River to manage and operate the facility; and
  - to hear and consider representations by any individual, organization or delegation of citizens with respect to recreation or culture and act on such recommendations arising there from as the Board shall deem to be in the general interest of all citizens; and
  - to work towards the operations of the facility.
  - The Recreation Board Coordinator and the Arena Manager are two separate positions. Both are jointly employed by the Town of Big River and the Rural Municipality, with their wages paid through the Town.
  - These employees act as advisors to the Recreation Board. Their responsibilities are outlined in a Job Description developed by the Board and submitted to the municipalities for approval. This Job Description is attached to the agreement as "Schedule A."
  - The Recreation Board Coordinator and the Arena Manager work closely together to ensure the facility is well-managed and meets the needs of the community. Together, they oversee day-to-day operations, event coordination, scheduling, and facility maintenance.
2. The Employees shall report to an elected official designated by the board.
3. The Board shall have the power to employ part-time personnel as may be necessary to carry on the programs or operations of the Board and the Board shall have power to set terms or salaries with such employees; the costs incurred shall be the responsibility of the Board; and further the Board shall monitor the performance of such part time employees and discipline as required.
4. The Board shall make recommendations to the municipalities for terms or salaries of the Recreation Board Coordinator and the Arena Manager, employed by the Town of Big River.

#### FINANCIAL

In Conjunction with the Treasurer who may be:

- i) a person hired as the "Recreation Board Coordinator" who takes on the responsibilities of "Treasurer"; or
- ii) a person appointed by contract with the Town of Big River and the R.M. of Big River No.555 to take charge of and safely keep the funds and financial records of the Board.

1. The Board shall maintain and keep a complete and detailed record of all financial transactions with respect to activities at Big River Community Centre, to include all transactions as provided for in Section 5 below, and present monthly and annual financial reports to the Municipalities and further prepare records for auditing purposes in a fashion acceptable to the Auditor appointed by the Town of Big River.

2. The Board shall before March 31<sup>st</sup> of each year, prepare and submit to the Municipalities for approval, a proposed balanced budget of revenues and expenditures for the upcoming year which shall include a provision for future capital expenditures:

- a) The Skating Curling Rink Operations of the Recreation and Cultural Facility; and
- b) The Community Centre Operations of the Recreation and Cultural Facility.

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3. The Board shall expense funds in accordance with the approved budget.
4. Anticipated unbudgeted expenditures shall be presented to Councils for approval prior to being incurred.
5. The Town of Big River shall pay vouchers related to expenses of the Recreation and Cultural facility as outlined below and the RM of Big River, No. 555 shall reimburse the Town of Big River for 50% of the said expenses:
  - a) Utilities:
    - i. water
    - ii. power
    - iii. telephone
    - iv. energy
  - b) Wages and benefits:
    - i. Recreation Board Coordinator
    - ii. Arena Manager
  - c) Contract Treasurer (if applicable)
  - d) Insurance:
    - i. Property Insurance
    - ii. Liability Insurance
  - e) Audit Fees:
  - f) Grounds Maintenance
6. The Board shall be responsible for all expenses other than those outlined in Section 7 of this bylaw.
7. The Board shall establish a long-term plan that will result in:
  - a) Paying down Section 5 of this bylaw, and
  - b) Working towards paying for long term capital expenditures.
8. Surpluses that result from a given year's operations are to be reviewed by the Board. The Board shall bring the surplus information to the attention of the Municipalities. The Municipalities shall collectively determine if those funds in any given year shall be applied to reduce the annual expenditures outlined in Section 5 or placed in a reserve account for future capital expenditures.

FISCAL YEAR

The fiscal year of the Board with respect to all cultural and recreational activities, shall end December 31st in each year and shall be audited each year by the Auditor of the Town of Big River.

INSURANCE

1. General Property Insurance will be held in the policy of the Town of Big River. General Liability Insurance pertaining to the Board's employees, volunteers, operations, facilities, grounds and equipment shall also be held in the name of the Town of Big River.
2. The Board shall be responsible for acquiring and incurring costs of any "Special Events" Liability Insurance.

TOWN OF BIG RIVER  
(seal)



RM OF BIG RIVER NO. 555  
(seal)



  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Administrator

## Schedule "A"

### Big River & District Recreation Board Employees Job Description/Specifications

Employees of the Town of Big River are answerable to the Town of Big River through the Council Members appointed to the Big River and District Recreation and Cultural Board. The position requires that pride and common sense be exercised on a continual basis to ensure the continued integrity of the facility and the safety of the users.

#### RECREATION BOARD COORDINATOR

##### Required Skills:

- A "Recreation Board Coordinator" who is hired to perform the additional duties of "Treasurer" must be familiar with "QuickBooks" and Financial Reporting for the Board, Municipalities, Provincial and Federal Agencies and Auditor.
- Ability to perform the daily maintenance and general repairs of the facility.
- Ability to co-ordinate projects outside what may be considered daily maintenance or general repairs; and seek direction from the board if required.
- Solid organization, communication and management skills.
- Ability to express ideas and present reports both orally and in writing.
- Ability to maintain effective working relationships with staff, volunteers, and public.
- Ability to utilize computers for basic functions including Word processing, spread sheets, database, e-mail communication etc.
- Must provide and keep a valid driver's license.
- Must have initiative, and ability to work with minimal supervision.
- Be familiar with current policies and legislation as it applies to labor standards, public health & workers compensation.

##### Duties of Employees:

1. Scheduling of functions, meetings and rentals of the facilities & billing for functions
2. Daily janitorial duties in facilities and maintenance at exits
3. General repairs and maintenance of facilities and grounds
4. Ensure building is secure and inventory is accounted for
5. Be familiar with current policies and legislation as it applies to labor standards, public health & workers compensation.
6. Be willing and able to work irregular hours and on weekends.
7. Attending scheduled Board Meetings as required to provide reports and/or perform the duties and functions of the Secretary/Treasurer.
8. Perform the duties of Treasurer as required by the Municipalities or the Board.
9. A Recreation Board Coordinator who is hired to perform the additional duties of "Treasurer" shall assist the Board in their financial responsibilities as outlined in the most current agreement between the municipalities for the operation of The District Recreation Facilities and the Big River and District Recreation and Cultural Board, as attached to the respective bylaw of each municipality.
10. Collaborate closely with the Arena Manager to ensure the smooth operation and management of the facility, as a whole.
11. Provide and keep a clear Criminal Record Check.

#### ARENA MANAGER

##### Required Skills:

- Ability to make & maintain Skating and Curling Ice
- Ability to perform the daily maintenance and general repairs of the facility.
- Ability to co-ordinate projects outside what may be considered daily maintenance or general repairs; and seek direction from the board if required.
- Solid organization, communication and management skills.
- Ability to express ideas and present reports both orally and in writing.
- Ability to maintain effective working relationships with staff, volunteers, and the public.
- Ability to utilize computers for scheduling
- Must provide and keep a valid driver's license.
- Must have initiative, and ability to work with minimal supervision.
- Be familiar with current policies and legislation as it applies to labor standards, public health & workers compensation.

**Duties of Employees:**

1. Make & maintain Skating and Curling Ice
2. Maintain Ice Plant and record Ice Plant readings
3. Operate and Maintain Olympia Ice Machine
4. Daily janitorial duties in facilities and maintenance at exits
5. General repairs and maintenance of facilities and grounds
6. Scheduling of functions and rentals of the Skating Arena & record data to be used for billing.
7. Ensure building is secure and inventory is accounted for
8. Be familiar with current policies and legislation as it applies to labor standards, public health & workers compensation.
9. Be willing and able to work irregular hours and on weekends.
10. Attend scheduled Board Meetings as required to provide report.
11. Collaborate closely with the Recreation Board Coordinator to ensure the smooth operation and management of the facility, as a whole.
12. Provide and keep a clear Criminal Record Check.

**PROCEDURE FOR CALLING OF MEETINGS**

1. Meeting dates for the year shall be fixed at the first meeting of each year. The Meeting dates, time and place shall be posted in on a bulletin board in the Big River Community Centre Lobby.
2. If meeting dates are changed or special meetings are called by the Chair, adequate notice shall be given to:
  - a. Board members 24 hours before the meeting in a fashion acceptable to members; and
  - b. Public at least 24 hours before the meeting by posting the time date and place on the bulletin board in the Big River Community Centre Lobby.
  - c. In situations that 24-hour notice is not possible all members of the Board shall sign a waiver of notice before commencement of the meeting. The notice shall be attached to an agenda that outlines the topics of the meeting and no other topics other than those on the attached agenda may be discussed unless all members are present and pass a resolution to add to the agenda.

**PROCEDURE FOR HANDLING MINUTES OF MEETINGS**

1. All actions of the Board shall be done through resolution of the Board. Resolutions require a mover and must be Carried, Lost or Tabled.
2. Minutes of the Board must be reviewed at the next meeting for errors or omissions and a resolution passed Approved or Amended.
3. Minutes of the Board must be signed by the person presiding at the meeting at which the minutes are approved (Chair or Acting Chair) and the Secretary-Treasurer. All pages of the said minutes and attachments must be initialed by the same.

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