

TOWN OF ROSETOWN
Bylaw No. 814-19

WHEREAS The Council of the Town of Rosetown has constructed a 20 bed personal care home using funds donated from the Orange Benevolent Society of Saskatchewan, with the balance of the project financed by the Town of Rosetown; and

WHEREAS Council intends to operate the Orange Memories Personal Care Home under the following terms and policy guidelines;

THEREFORE, the Council of the Town of Rosetown enacts as follows:

1. Council will annually appoint a Management Board to provide for the operation of the Orange Memories Personal Care Home Inc. and such Board shall be known as the Orange Memories Personal Care Home Management Board.
2. Notwithstanding any of the terms and policy guidelines contained in this bylaw, all operations of the Board shall be subject to *The Personal Care Homes Act*.
3. Composition of the Orange Memories Personal Care Home Management Board shall consist of up to seven (7) directors (members) made up as follows:
 - a) five (5) member of the Council of the Town of Rosetown:
 - Mayor (1)
 - Councillors (4)
 - b) (2) members from Rosetown and area, including but not limited to, representation from the following entities: urban or rural municipalities, community service organizations, health-based organizations, senior-based organizations and interested individuals.
 - c) the Orange Memories Manager as an officer.
 - d) the CAO of the Town of Rosetown as an officer.
4. All Board members shall be appointed by Town Council in November with their duties beginning the first of January.
5. The term of each member of the Board shall be two (2) years. If a vacancy occurs during a board member's term, the appointment shall be for the balance of the term of the member who is being replaced.
6. Members whose terms have expired shall be eligible for re-appointment at the discretion of Council, however, no Board member may serve more than four (4) consecutive 2-year terms.

7. The Board shall have the right to declare the seat on the Board vacant if a member absents himself/herself from three (3) consecutive regular meetings thereof without just cause unless excused by resolution by the Board at a duly called meeting of the Board.

8. The Board shall meet regularly at a time and place to be determined at the first meeting each year.

9. A quorum of the Board shall consist of half the Board members plus one. All resolutions, rules and policies and proceedings of the Board shall be kept in books for this shall be forwarded to Council for their consideration and information.

11. The Board, at the first meeting which shall be held in January of each year, shall appoint from among its members a Chairman, Vice Chairman, Secretary, and such Committees as deemed necessary.

12. The Board shall prepare a yearly budget and submit the same to Town Council prior to December 31st of each year, regarding the preceding year.

13. The Board shall prepare policy recommendations with regards to the operation of the Orange Memories Personal Care Home and be responsible for the hiring of staff and awarding of contracts.

14. Council shall approve all hiring, wages or contracts which will be contained in the budget of the Board for each year.

15. The Board shall keep an accurate record of all receipts and payments, through the Town of Rosetown Administration, in respect to the operation of the Orange Memories Personal Care Home each year in accordance with the approved budget or by Board resolution. The financial records shall be audited annually by an individual or firm as chosen by the Town of Rosetown.

16. The Board shall operate through the policy established by the Board, and may consider the preparation or production of a policy manual which could be used and given to each new Board member when they are appointed to the Board.

17. The Board will set rates annually for residents living in the facility. Such rates shall be approved by Council.

18. When a member of the Board has a monetary or pecuniary interest in any matter presented to the Board and is present at the meeting of the Board they shall, when a matter arises that they have a monetary or pecuniary interest in, declare an interest and shall in no way, before, during or after the meeting, attempt to influence the voting on the matter. Once they have declared their monetary and pecuniary interest they shall leave the room of the meeting until the matter has be decided by the balance of the Board.

19. That Bylaw No. 806-19 is hereby repealed.

17. This Bylaw shall come into effect upon its final passing.

S e a l

Mayor

CAO

Read a third time and hereby adopted this