

# Municipality of Cumberland By-Law 84-09

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## Sunset Adult Residential Centre By-Law

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- Sec. 1. In this By-Law unless the context otherwise requires:
- (a) "Board" means the Board of Management.
  - (b) "Council" means the Municipal Council of the Municipality of the County of Cumberland.
  - (c) "Centre" means the Sunset Adult Residential Centre.
- Sec. 2. The Board shall consist of five members appointed as follows:
- (a) Four members appointed by Council, all of whom shall be Councillors, and who shall hold office for one year or until a successor has been appointed, but any member shall cease to be a member if he ceases to be a Councillor.
  - (b) One member living in the catchment area of the Centre and appointed by the Governor in Council.
- Sec. 3. The Board of Management, subject to the approval of Council, shall be responsible for all senior staff hiring along with the development and approval of policies relevant to the following areas; personnel, general and administration, finance, programme development and evaluation and any other related matters, and shall annually report to Council regarding the complete operation of the Centre.
- Sec. 4. The Board shall meet at least ten times a year, and these meetings shall be called "Regular" meetings. The chairperson may call a special meeting at any time, and shall call a special meeting upon the written request of a majority of the board members.
- Sec. 5. The order of business at a regular meeting of the Board shall be:
- (a) The approval of the minutes of the last regular meeting and of any special meetings held since the last regular meeting.
  - (b) Business arising therefrom.

- (c) Correspondence.
  - (d) Financial Reports.
  - (e) Committee Reports.
  - (f) New Business.
  - (g) Adjournment.
- Sec. 6. At any special meeting of the Board, the order of business as provided shall not apply, but the Board shall proceed immediately to the consideration of business for which the meeting was called.
- Sec. 7. A majority of the members of the Board shall be deemed a quorum of the Board and shall be sufficient to transact any business of the Board.
- Sec. 8. The Administrator of the Centre shall attend all meetings of the Board unless otherwise requested but shall not have any voting privileges. Other staff members may be asked occasionally to attend regular or special meetings of the Board.
- Sec. 9. The office of a member shall be considered vacated if:
- (a) By notice in writing to the secretary, he resigns his office; or
  - (b) A member misses three consecutive meetings without just cause as determined by the Board; or
  - (c) A Municipal Councillor who is a member ceases to hold that office.
- Sec. 10. Where any vacancy occurs in the membership of the Board, the authority responsible for the appointment shall appoint another representative for the remainder of that member's term.
- Sec. 11. The officers of the Board shall consist of a Chairperson, Vice Chairperson, and Secretary-Treasurer and such other officers as may be appointed from time to time by the Board. The Chairperson and the Vice Chairperson shall be members of the Board; the Chairperson must be one of the appointees of the Municipal Council. The Secretary-Treasurer need not be a member of the Board.
- Sec. 12. The Chairperson shall preside at all meetings of the Board and perform such other duties as may be requested by the Board.


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- Sec. 13. The Vice Chairperson, in case of a vacancy in the office of Chairperson or during his absence or inability to act, shall exercise all the powers of the Chairperson and perform any other duties assigned to him by the Board.
- Sec. 14. The Secretary-Treasurer shall cause to be kept a careful record of all proceedings of the meetings of the Board; shall give written notice of all meetings to the Board members, and shall in general perform all other duties incidental to the office of the Secretary-Treasurer.
- Sec. 15. The Secretary-Treasurer shall also be charged with the custody of all papers and documents relating to the financial interests of the Board. He shall be responsible to ensure that the revenues and expenditures for all funds of the board are accounted for in accordance with the guidelines of the Department of Social Services and good accounting principles. Where the Treasurer is not the Municipal Treasurer he shall be under the direct supervision and responsible to the Municipal Treasurer. Whenever requested and at least once a year at the annual meeting, the Secretary-Treasurer shall render to the board and to the Council an accurate account of the financial condition of the Centre. The Secretary-Treasurer may, with the permission of the Council and the Board, delegate to the person in charge of the daily administration of the Centre those financial matters which relate to the daily operation of the facility but such persons shall be under the direct supervision and responsible to the Municipal Treasurer.
- Sec. 16. The Board shall hold an annual meeting in the month of February each year, at which time the election of officers shall take place and the annual reports shall be submitted.
- Sec. 17. The Board may establish Committees from time to time to deal with such matters as it feels are necessary and pertinent to the operation of the Centre.
- Sec. 18. The amount of honourarium and remuneration for expenses paid to the Board members and committees of the Board shall be equal to those amounts paid by the Municipality to its other Boards and Committees as approved by Municipal Council by By-Law.

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I, Rennie J. Bugley, Clerk for the Municipality of the County of Cumberland, do hereby certify that the foregoing is a true copy of a By-Law duly passed at a duly called meeting of the Council of the Municipality of the County of Cumberland duly held and convened on the 7th day of February, A.D. 1984.

Given under the hand of the Municipal Clerk and under the Corporate seal of the Municipality this 18<sup>th</sup> day of August, A.D. 2006.

  
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Municipal Clerk  
~~Municipality of the County of Cumberland~~