

## **Operations Manual**

### **i) Introduction**

This manual contains the **Rules, Policies & Procedures** adopted by the Board of Directors of Mount Brenton Golf Course Ltd.

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### **iii) Mission Statement & Commitments**

MOUNT BRENTON GOLF COURSE LTD. IS A SHAREHOLDER-CONTROLLED AND DIRECTED NOT-FOR-PROFIT ORGANIZATION WHICH AIMS TO PROVIDE THE CENTRAL ISLAND COMMUNITY WITH AN AFFORDABLE AND HIGH-QUALITY GOLF EXPERIENCE. THE CLUB SEEKS TO ATTRACT AND RETAIN LOYAL MEMBERS AND ENCOURAGES ALL RESIDENTS AND VISITORS TO ENJOY ITS GOLF, FACILITIES AND NATURAL BEAUTY.

Derived from the **Mission Statement** are the following **Commitments**:

1. Providing, developing and maintaining a high-quality golf course and continually striving to improve the setting's playability, functionality, and attractiveness to the highest order.
2. Providing an inclusive and respectful atmosphere for members, guests and the public.
3. Offering competitive green fees and equitable member dues.
4. Providing Clubhouse amenities (pro shop, food and beverage, office, etc.) that appeal to members, residents, and visitors.
5. Providing careful and responsible management of finances to accomplish the mission.

#### iv) **Compliance**

The Rules, Policies & Procedures in this manual are intended to comply with the current Business Corporations Act of BC (“the Act”) and the Articles of the Mount Brenton Golf Course Ltd. (“the Club”).

### 1. **Governance**

Mount Brenton Golf Course Ltd., as a ‘not for profit’ corporate entity, is required to have all Regular members become Shareholders in the Company. Shareholders must be members and cease to be Shareholders on termination of their membership. Shares carry no value other than the purchase price set by the Board of Directors from time to time, and do not accrue in value beyond the original purchase price. Upon termination of membership, the share must be redeemed forthwith through the Club Administrative Office. The Club will maintain a ‘Central Securities Register’ of current shareholders, updated monthly and validated by resolution at the Annual General Meeting.

Shareholders are entitled to vote on resolutions and the election of a Board of Directors (the Board) at the Annual or Special General Meetings. The Board serves as the representatives of the Shareholders and administers the business of the Club as delineated in this manual.

#### 1.1. **Mandate and Authority of the Board of Directors**

1. The Board is responsible to the shareholders for effectively serving the Club in its external relations with the community, government, and the governing golf bodies.
2. The Board must manage and supervise the business and financial affairs of the Club under the Act and its Articles and has the authority to exercise all powers conferred by the Act and the Articles.
3. The Board has the authority to establish rules and policies, ensure they are properly carried out by the staff, and, indirectly, through the President and Board committees, oversee their functioning. Such authority includes, but is not limited to, supervision and management of the Office staff, the Head Professional, Pro Shop and Golf Operations, the Grounds Superintendent and Grounds Crew, and the Food and Beverage Operation.
4. The Board shall oversee the management of all facilities and equipment owned and operated by the Club.
5. The Board may adopt rules governing the effective operation of the Club and the conduct of members, guests, staff, and contractors.
6. The Board may appoint a lawyer and seek legal advice from time to time as required in operating the Club.
7. Any request for a legal opinion must be approved by the board. Every Director must review and acknowledge receipt of all legal responses.
8. The Board shall recommend the appointment and remuneration of an Auditor to prepare the annual audit and financial reports for approval by the Shareholders at the Annual General Meeting.

## 1.2. Composition of the Board

1. The number of Directors will be as set out in the Articles, currently between 8 and 10.
2. Directors must be shareholders of the Club and are elected for set terms of three years at the Annual General Meeting (AGM) of shareholders, with an annual rotation of ~1/3 of the Board to provide balance and stability. If, due to resignation or other circumstances, a Director cannot complete their term, the Board may, to the extent permitted by the Act and the Articles, appoint Directors from the general shareholders' list to fill vacancies that may arise between AGMs, provided that the appointee will run for election at the next AGM to complete the original term. Alternatively, the Board may choose to continue with 8-9 Directors until the next AGM, at which time nominations will be entertained to fill the remainder of the partial term of 1 or 2 years. Should the number of Directors fall below 8, then the Board must appoint replacement Directors or call a Special General Meeting to seek nominees for election. All directors must complete such consents and declarations required by law. All Directors must disclose any potential conflicts of interest and conduct themselves in accordance with the Act and the Articles when managing such conflicts.
3. Directors may be asked to attend educational functions, for which the Club will reimburse expenses. Travel expenses for these and any Board business may be reimbursed upon approval of the President and the Director of Finance.

## 1.3. Board Meetings

1. Meetings of the Board usually take place once a month or at the President's call.
2. A quorum, a simple majority of the then duly constituted Directors, must be present to conduct the club's legal and financial business.
3. Members and any guests asked to attend for specific reasons, as determined by the Board, may attend meetings.
4. Certain members of staff or appointed Officers of the Board may be required or asked to attend meetings.
5. The secretary (Office Administrator) will keep minutes of all board meetings in a format approved by the Board and review them with the President or designate before presenting them for the Board's approval at the following regular meeting.
6. Meeting minutes should be circulated at least one week before the next scheduled board meeting.
7. Sensitive in-camera meeting minutes will be recorded by the President or designate and presented for approval at the next regular meeting of the Board. In-camera minutes will be stored in confidential files and not posted or published.
8. Once approved, regular or extraordinary meeting minutes will be posted on the Club website and the Clubhouse notification Board.
9. Excerpts or summaries of the minutes may be published in the Club newsletter.

#### **1.4. Meetings of Shareholders**

1. The Annual General Meeting (“AGM”) will be held in May of each year or at such time as the Board determines, in accordance with the Act.
2. The Articles govern the AGM's notification and proceedings under the Act, requiring 21 days' notice before the meeting, excluding the day of the meeting and the day of posting the notification.
3. The secretary will keep minutes, review them with the Board, and present them to shareholders for approval at the next AGM.
4. Proxies for voting at the AGM may be permitted, subject to guidelines published before the meeting.
5. The annual financial report and audit will be presented and require shareholder approval. The appointment of auditors and the Board's determination of remuneration for the current year will also require shareholders' approval of the Board's recommendation.
6. Elections will be held to fill vacancies on the Board.
7. The Board may present special resolutions.
8. All Club members may attend the AGM, but only Shareholders may vote on motions, resolutions, or the election of directors.
9. A quorum of 5% of current registered shareholders is required to conduct any business at any Annual or Special General Meeting.
10. The Board may call a Meeting of Shareholders at any time to address special business and present to shareholders matters of profound importance facing the Club.
11. A group of shareholders representing 5% or greater of the shareholders may requisition a meeting or special resolution in accordance with the Act & Articles.

##### **1.4.1. Nomination of Directors**

1. Nominations for vacant positions on the club's Board of Directors are open until the close of business on the Friday before the AGM. Nomination and self-nomination forms will be available at the Club office, 2816 Henry Road, Chemainus, BC, V0R 1K5, or by email or the Club's newsletter. They must be delivered to the office by the date and time above.
2. Nomination papers should include a brief bio, written consent to act and an attestation of eligibility, as per the BC Business Corporations Act.
3. If sufficient nominations are not received in the nomination period before the AGM, any current directors in office who so consent may continue to act as Directors, and any vacancies may be filled in accordance with the Articles and the Act.
4. If nominations exceed the number of available positions, a secret ballot election will be held at the AGM.

#### **2. Directors' Duties and Specific Roles & Responsibilities**

1. Directors will carry out their duties honestly, in good faith, and in the Club's best interests, while exercising care, diligence, and skill.
2. Directors will act with respect and shall accept the Board's decisions as a group.

3. Directors will respect the confidentiality of the Board's proceedings.
4. Directors will familiarize themselves with the Operations Manual, the current Articles, the Business Corporations Act, and all employment contracts.
5. Directors should seek professional guidance where appropriate in managing the affairs of the Club.
6. All Directors must be aware of and familiar with any legal matters concerning the Club and be informed of the substance of any legal opinion sought by the Board and/or any course of action recommended by a legal professional.
7. Directors will be assigned to a particular portfolio, in consultation with the President, that aligns with their interests, expertise, or experience.
8. Directors may be asked to direct or supervise projects for which they appear suited by interest or experience, and to perform other duties as may be approved by the Board from time to time.
9. Directors are generally expected to attend any scheduled Board and committee meetings unless reasonable circumstances prevent them. Anticipated absence should be discussed with the President.

## **2.1. President (Chair)**

1. Elected by a majority vote of the Board at the first meeting after the AGM or at such time as a vacancy in the position exists.
2. Chairs all meetings of the Board and annual or special meetings of shareholders.
3. Develops the agenda for Board meetings.
4. Recommendations for appointment by the Board, portfolio Directors and/or committee chairs in keeping with their experience, expertise and desires.
5. Recommendations for appointment by the Board, standing and ad hoc committees.
6. Is responsible for the Club Office's administration and supervises the staff.
7. Completes or oversees an annual Performance Evaluation of the office staff.
8. Is an ex officio member of all standing and ad hoc committees.
9. Has signing authority for all contractual documents, legal documents and financial transactions as representative of the Board and, in association with the Director of Finance, recommends additional Directors with financial/banking signing authority as may be required and approved by the Board.
10. Call annual and special meetings of the shareholders.
11. Presents a summary report of the proceedings of the Board at the Annual General Meeting.
12. Speaks as the voice of the Board.

## **2.2. Vice-President (Vice Chair)**

1. Elected by a majority vote of the Board of Directors at the first meeting following the AGM or when a vacancy exists.
2. Performs the duties of the President in their absence.
3. Has signing authority for all contractual and legal documents, in the absence of the President, and financial transactions as a representative of the Board.

4. Is responsible for the investigation of all disciplinary issues affecting members, green fee players, and staff, in consultation with relevant directors and staff. Reports findings and recommendations to the Board.
5. Assists the President by undertaking additional duties from time to time.

### **2.3. Golf Operations**

1. Recommended by the President for appointment by the Board.
2. Is responsible for Board oversight of the Head Professional with respect to the Chronogolf booking system or such booking system in use at Mount Brenton, tee sheet management and all matters related to recreational play by members and green fee players, league play and tournaments.
3. The Head Professional delivers a monthly report to the Board on course and Pro Shop activities, problems, and solutions.
4. Discuss with the Head Professional any Board concerns, decisions, or policy changes regarding Golf Operations.
5. Completes an annual Contract Review Meeting with the Head Professional on or before the anniversary date of his contract.
6. Serves on the Board's ad hoc negotiating committee and provides input on contract renewal for the Head Professional as an independent Contractor.
7. The Head Professional and the Directors of Member & Guest Services and Finance prepare an annual review of green fee and cart rental rates, with recommendations for Board approval.

### **2.4. Finance**

1. Recommended by the President for appointment by the Board.
2. Chairs the Finance Committee.
3. Oversees all functions relating to the accounting for revenues and expenditures of the Club.
4. Assists the Office and accounting staff with procedures that ensure proper accounting for revenues and expenditures of the Club.
5. Liaises with our accountant/auditor on potential problems and assists with the annual financial audit as required.
6. Works with the Office Administrators to develop monthly financial reports for the Board.
7. Prepares a quarterly narrative report for the Board encompassing revenues and expenses about budgeted amounts and seasonal variations and makes recommendations to the Board for any adjustments.
8. Has signing authority for all financial/banking transactions.
9. The President and Office Administrators prepare a provisional operating and capital expense budget in November of each year, with an estimate of anticipated revenue and expenses, for consideration by the board.
10. Serves on the Strategic Planning Committee to develop capital spending initiatives for the 5-year plan and ongoing review of all capital projects.

11. The auditor's performance is reviewed, and recommendations for the appointment of auditors and the associated remuneration are made for approval by the Board and shareholders at the Annual General Meeting.

## **2.5. Grounds and Greens**

1. Recommended by the President for appointment by the Board.
2. Provides Board oversight of the Grounds Department.
3. Meets with the Superintendent monthly or as required to discuss personnel requirements, maintenance schedules, course projects and equipment requirements.
4. Works with the Superintendent to prepare a monthly report to the Board on the department's activities, ongoing projects, and planned initiatives.
5. Supervises the Grounds Superintendent and conducts an annual Performance Evaluation on or before the anniversary date of their contract.
6. Serves on the Board's ad-hoc Negotiating Committee for renewal of the Superintendent's contract and contract negotiations for the unionized grounds crew.
7. With the Superintendent, develops an annual Grounds Budget for approval and inclusion in the Club's Budget.
8. Serves on the Strategic Planning Committee to develop initiatives and capital funding estimates for course maintenance, improvements, and equipment purchases.
9. Ensures that a course safety plan is developed and maintained, and that all labour, health, and safety rules comply with regulations.

## **2.6. Member & Guest Services**

1. Recommended by the President for appointment by the Board.
2. Monitors all aspects of member and guest services and develops initiatives to enhance the golf experience at Mount Brenton.
3. Provides board oversight of the Pro Shop retail operation and works with the head professional to manage inventory, sales procedures, and performance.
4. Oversees all aspects of league play and meets twice a year with League Captains and the Director of Golf Operations to review all league play and make appropriate recommendations for board approval.
5. Works with the Communications Director to serve as a welcoming committee for new members and ensures they are informed of Club amenities, events, leagues, and the appropriate league captain's contact information.
6. Works with the Director of Finance and the Head Pro to determine the upcoming season's green fee rates and cart rental rates for board approval.
7. Provides oversight of the Member Cart Registry system and ensures all fees and agreements are current.
8. Works closely with the Buildings & Infrastructure Director to ensure the security of the Pro Shop, Cart Rental fleet, and Cart Shed.

## **2.7 Membership, Marketing & Advertising**

1. Recommended by the President for appointment by the Board.
2. Develop advertising, sponsorship, and promotional opportunities for the Club.
3. Responsible for public relations and marketing activities to benefit the Club and works closely with the Director of Communications.
4. Works closely with the Office Administrators and the Head Professional to maintain an accurate, up-to-date membership list and ensure payment of all dues.
5. Fosters and promotes drive for full membership.
6. Presents a monthly report to the Board on membership numbers and new member enrolment
7. Annually reviews membership categories, dues structure and cart storage rates, and recommends changes or adjustments for the board's approval.

## **2.8 Project Management**

1. Recommended by the President for appointment by the Board.
2. Works closely with the Director of Buildings and Infrastructure.
3. Serves on the Strategic Planning Committee.
4. Develops and/or supervises projects for the renewal and renovation of all Club buildings and related infrastructure.
5. Procures building and renovation contracts for suitable general or sub-trade contractors in compliance with the Operations Manual.
6. Together with the Buildings & Infrastructure Director, presents a monthly report on all activities, future projects and identified problem areas.

## **2.9 Buildings and Infrastructure**

1. Recommended by the President for appointment by the Board.
2. Serves on the Strategic Planning Committee.
3. Works closely with the Director of Project Management.
4. Develops routine maintenance schedules for all buildings and related infrastructure.
5. Secures maintenance arrangements with appropriate service companies for routine and emergency services of all club assets.
6. In consultation with Isle Golf Cars, develop a warranty-approved maintenance schedule for the club's rental fleet administered by the Head Pro.
7. Develops and maintains fleet security measures in consultation with the Head Pro.
8. Develop an annual safety inspection of member carts with the board-approved Cart Maintenance provider (Isle Golf Cars).

## **2.10 Human Resources**

1. Recommended by the President for appointment by the Board.
2. Responsible for contract development and negotiation with the Club's Food & Beverage contractor, Club Head Professional, Office staff, and Grounds Superintendent.

3. Responsible for negotiating contracts with the Club's unionized employees (grounds crew) either directly or through the services of a professional negotiator.
4. Chairs the Board ad-hoc Negotiating Committees.
5. Works with the Office Administrators to maintain an accurate and up-to-date list of shareholders.
6. Advises the Board on all matters related to the Club's human resources.
7. At the Board's direction, seeks advice from the Club's legal counsel and other regulatory or professional authorities on all matters related to contract development, human resource issues and employment standards.
8. Develops and maintains a method of annual performance evaluation of Management, Staff and Club contractors as the basis for contract renewal and remuneration.

### **2.11 Communications**

1. Recommended by the President for appointment by the Board.
2. Responsible for external and internal communications on behalf of the Board and under the direction of the President.
3. Whenever possible, the communications director should vet all formal board communications to ensure accuracy, style, and clarity of content.
4. Publishes a Club newsletter for the membership monthly or more frequently as the need arises regarding Board and Club activities, notices from the Head Professional, Grounds Superintendent, Food & Beverage Operator and the Club Captain.
5. The newsletter's content will reflect the Club's values and goals while remaining informative, accurate, and relevant to the membership's needs.
6. Acts as the Board's primary recipient of letters from members through the Club Office and keeps the Board informed of their content and substance. At the Board's direction, respond to member letters or may refer letters to other Directors for advice and/or direct response if appropriate.
7. Works closely with the Office Administrators, the Head Professional and the Club's website developer to maintain and update the Club's website.
8. Responsible for all Club social media interfaces (e.g., Facebook) and ensures that posted information is accurate and timely.
9. Develops and maintains signage for all tee boxes and other informational signage around the Clubhouse and Course.

### **2.12 Food & Beverage Liaison**

1. Recommended by the President for appointment by the Board.
2. Acts as the Board contact for communication and consultation with the Mount Brenton Pub operator.
3. Ensures both parties comply with all terms of the service and lease contracts.
4. Ensures compliance with all kitchen and restaurant equipment maintenance procedures and secures appropriate service contracts.

### **2.13 AGM Planning & Operations Manual Review**

1. Recommended by the President for appointment by the Board.
2. In conjunction with the Directors of Communication, Member and Guest Services, and F&B Liaison, develops plans for the Annual General Meeting, along with all necessary documentation and appropriate forms.
3. Annually reviews the MB Operations Manual and makes such revisions as the board approves.

### **2.14 Committees of the Board**

The Board, on the President's recommendation, may appoint Directors to standing and ad hoc committees chaired by portfolio Directors to facilitate the Board's work. These appointments will be based on relevant portfolios of Directors, where cross-pollination and expertise will enable the committee's function and workload and, in turn, the Board's.

Directors are encouraged to communicate or meet with other directors when subjects and responsibilities overlap, and to develop recommendations for Board approval. The Board works as a unit to ensure the best possible outcomes in managing the Club's affairs.

#### **2.14.1 Strategic Planning Committee**

1. Directors of Project Management, Grounds & Greens, Buildings & Infrastructure, and Finance, with the chair selected in consultation with the President.
2. Meets monthly or as required.
3. Consolidates all capital improvement ideas and potential projects identified by Directors and facilitates the development of a cohesive, justifiable plan with details on design, costing, labour and material requirements, and proposed timing.
4. Develop and maintain a rolling 5-year Strategic Plan for capital projects and equipment, including expenditures and revenue sources.
5. Develop a capital budget within the framework of the 5-year plan.
6. Monitor and report to the Board on the progress of the Strategic Plan and seek approval for changes and updates.
7. Develop the annual Strategic Planning report, encompassing the 5-year plan, for presentation to and approval by shareholders at the Annual General Meeting.

#### **2.14.2 Finance Committee**

1. Comprised of the Finance Director, President and Office Administrators.
2. Duties as outlined in the finance portfolio.
3. Meets monthly or as required.
4. Annually develops the provisional budget for discussion and finalization by the Board meeting as a committee of the whole.

**2.14.3 Negotiating Committee (ad hoc)**

1. To negotiate all contracts or letters of agreement with both union and non-union employees and all Club contractors, with final approval by the Board
2. Chaired by the Director of Human Resources
3. Member - President
4. Member(s) - Directors relevant to the contract being negotiated.
5. Member - Grounds Superintendent (union contract only)
6. Meets as required

**2.14.4 League Committee (ad hoc) - See Section 6.1 Club Leagues****2.15. Officers of the Club**

The Board may appoint officers from the general membership who are willing to act and will benefit the Club's operations. The officers will report periodically, as requested, to the Board and may be asked to attend specific Board meetings.

**2.15.1 Club Captain**

1. Appointed by the Board annually.
2. Should have a minimum certification Level 1 - "Golf Rules" offered online by Golf BC.
3. Encouraged to take further educational opportunities from Golf BC and Golf Canada at the Club's expense.
4. Liaises with the Head Professional and Director of Golf Operations on all aspects of play at the Club. Serves on the Golf Operations Committee.
5. Interprets the Rules of Golf published by governing bodies and is responsible for local playing rules for general and tournament play.
6. Renders decisions on questions, disputes, rules, and other matters concerning league and general recreational play.
7. Reports discipline problems to the Director of Golf Operations.
8. Has general supervision of all activities of League Captains; arranges for League Captains to meet and reports information to the Board; serves as liaison between the Board and League Captains.
9. Serves as Club liaison with Golf Canada, Golf BC and Zone 6 in all matters related to tournament and recreational play at the Club.
10. Oversee all Club-operated tournaments with the volunteer chairs.
11. Is involved in organizing the Mount Brenton Amateur tournaments with the volunteer chairs.
12. Request financial assistance and sponsorship from the Board for all Club-sponsored tournaments.

**2.15.2 Handicap Chair**

1. Appointed by the Board annually.
2. Forms and chairs the Handicap committee.

3. Develops a handicap index for all members participating in the Golf Canada Handicap system.
4. Liaises with Golf Canada and Golf BC to develop course handicap ratings, slope ratings, and hole allocations.
5. Works with the Club Captain and Head Professional in all Club tournament development and administration matters.

### 3. Membership

This section deals with dues-paying members. Individual categories are designed to offer a continuum of membership options for all ages and abilities, with affordability to enjoy the game of golf at MBGC. There are two membership divisions: Regular and Associate. Regular members must be shareholder (voting) members of the company and may hold office; Associate members do not require a share purchase, have no voting privileges, or hold office.

Membership at Mount Brenton GC is currently capped at 500 Regular Members, or such number as the Board deems appropriate. Individual member categories may also be capped at a number deemed appropriate by the Board.

#### 3.1. Regular Membership - (Shareholders)

1. There are four Regular Membership categories: Full, Limited, Intermediate, and Sustaining, with detailed descriptions and dues structure below.
2. Regular members must be shareholders and purchase a share at the value in effect at the time of joining. Intermediate members on record as of April 19, 2023, may buy a share and become shareholders. A share purchase is mandatory for Intermediate members when transitioning to a Full or Limited membership. All new Intermediates joining after April 19, 2023, must purchase a share.
3. New Regular Full and Limited members are required to pay an entry fee (non-refundable on termination of membership) at the value in effect at the time of joining. Previous Intermediate, Student, and Junior members (age-related categories) receive a 10% discount on the entry fee for each full year of membership when transitioning to Regular Membership.
4. A spouse of an existing or new Regular (Full and Limited) member may become a member on the purchase of a share and payment of an entry fee equivalent to 50% of the standard entry fee in effect at the time of joining.
  - a. A spouse is defined as a significant other in a marriage, civil union, or common-law relationship, and is gender neutral.
  - b. Proof of cohabitation may be required.
5. Regular members have full use of the Club facilities, Pro Shop discounts on in-stock products, power cart rental discounts, and reciprocal privileges at select Vancouver Island and Lower Mainland courses, as published annually.
6. Regular members may book up to three guests per round.
7. Upon termination of a Regular Membership, the share must be redeemed for its initial value at the Club Office within 30 days.
8. **Milestone/Loyalty Credit** - In recognition of long-standing membership and to retain elderly valued members, the Club offers a credit equivalent to 15% of

annual dues for Full and Limited members who have reached the milestone age of 75 with 25 or more years of continuous loyal membership. Members will qualify on the date both requirements are fulfilled. Formal application must be made to the Club Office with proof of age, date of joining and/or total years of membership at Mt. Brenton Golf Course, confirmed by our Office Staff. The discount will be applied on a prorated basis from the qualifying date in the first year of eligibility and will be paid with the annual dues on January 1 of each subsequent year.

### 3.1.1 Full

Full membership comprises most Club members.

1. Full members have year-round unlimited access for booking and playing privileges.
2. Dues - 100% of the annual baseline rate plus applicable taxes.

### 3.1.2. Limited

An affordable option for working or retired members, with year-round play but limited to afternoons in the high season only.

1. Limited members are limited to booking and playing privileges after 1 pm during the high season (April 1 - October 31).
2. Limited members have unlimited booking and playing privileges during the low season (November 1 - March 31).
3. Limited members may book and play before 1 pm during the high season, subject to the applicable guest green fee rate.
4. Dues - 75% of the annual baseline rate plus applicable taxes.
5. Category currently capped at 80. (2026)

### 3.1.3. Intermediate

1. Intermediate membership is available for those aged 19 to 39 (proof of DOB is required). Membership will cease on the 40th Birthday unless transitioning to Full or Limited status.
2. The entry fee is waived for all Intermediate Members until transition to Full or Limited membership at age 40, at which time it will be payable, subject to any accrued discounts or credit.
3. Intermediate Members receive 10 % off the entry fee for each full year of accumulated membership when transitioning to Full or Limited Membership.
4. New Intermediate members must be shareholders in Mount Brenton Golf Course Ltd. and purchase a share at the current value established by MBGC.
5. Membership is based on a one-year contract, with the first year prorated to December 31 and renewals occurring on January 1 for each subsequent year.
6. Early termination must be given with 3 months' notice or payment of 3 months of equivalent dues.
7. Dues - 75% of the annual baseline rate plus applicable taxes.

### 3.1.4. Sustaining (Leave of Absence)

Sustaining membership is offered to Regular Members of the Club who have chosen to take a leave of absence and can thereby 'sustain' membership for a period of up to 3 years. Members considering taking a leave of absence (LOA) and moving to Sustaining status are encouraged to discuss their circumstances and plans with the Club Office Staff to fully understand the terms of this category and to develop a custom solution. (All information is confidential).

1. Only a Regular member may apply to become a Sustaining member.
2. Sustaining members will comprise two categories of Leaves of Absence (LOA).
  - a. Medical LOA
  - b. Non-medical LOA
3. Medical LOA is defined as a temporary circumstance of ill health, debility, infirmity, convalescence, or compassionate care of a family member, which prevents the member from active participation in golf at the Club for over three (3) months.
4. Non-Medical LOA is defined as a temporary circumstance of work relocation, family circumstance and/or relocation of residence that prevents the member from active participation in golf at the Club for over three (3) months; (LOA will not be granted for extended holidays or 'snowbird' absences).
5. A Regular Member may apply through the Club Office for Sustaining membership at any time during the year.
6. A Sustaining Membership will have a maximum term of three (3) years, including all or part of the first year. When transitioning from Regular to Sustaining status, the member will pay a non-refundable Sustaining fee equal to 20% of the baseline dues, in addition to any regular dues fully paid for year 1 or PAD payments, which will remain in place until Dec 31 of year 1. Upon return to Regular status, the member will receive any credit for dues from year 1, applied to the dues applicable for the year of return. No refund or credit will be issued for Sustaining dues paid.
7. There is no limitation on the length of the leave of absence up to a maximum of 3 years. However, if a member takes a LOA, returns to active status and then wishes to take another LOA within the same calendar year, a new Sustaining fee is required.
8. In each subsequent year of Sustaining membership, the member will pay only the Sustaining fee (20% of the baseline) on January 1.
9. If a membership waiting list is in effect, a member moving to the Sustaining category will create an immediate opening on the active roster. Upon returning to active status, the member will bypass any existing membership waiting list.
10. Sustaining members will have full use of the Club facilities, except for booking privileges (except as noted), and will have full voting privileges.
11. Sustaining members while on LOA may play with payment of green fees either at the 18 or 9-hole 'guest' rate or the lowest rate applicable to the tee time being booked.
12. Sustaining members on medical LOA, who wish to assess their playing capability while on rehab, prior to a return to active status, should consult with the Head

Professional for assistance in determining the most appropriate booking, playing time, number of holes and associated green fees.

13. At the conclusion of the subsequent two full years of Sustaining membership (in addition to year 1), without a return to Regular membership, the membership will be terminated by the Club on December 31, with no credit owing, other than return of the initial share cost.
14. A Sustaining member may terminate membership at any time; however, no refund or credit will be given in respect of any dues or entry fee paid, other than return of the share cost.

### **3.2. Associate Membership**

Associate members are not shareholders, do not have voting privileges and cannot hold office. They comprise three categories: Student, Junior and Juniors-in-waiting. Except for Juniors-in-waiting, the following apply:

1. No entry or share fee, no voting privileges.
2. Full booking and playing privileges, and up to three guest bookings per round
3. Associate Members have full use of the Club facilities, Pro Shop discounts on in-stock products, power cart rental discounts, and reciprocal privileges at Vancouver Island and lower Mainland courses, as published annually.
4. Associate Members receive 10 % off the entry fee for each full year of membership when transitioning to Regular Membership.

#### **3.2.1. Student**

1. Student Members must be age 19 or over.
2. Student Members must be enrolled in a recognized full-time post-secondary collegiate or university program (as defined by CRA) and provide documented proof of full-time enrolment (as defined by the institution), available through the registrar's office of the institution.
3. Membership is divided into two 6-month terms, contingent on the fall and spring terms starting July 1 and terminating December 31 and/or January 1 to June 30, respectively.
4. Proof of eligibility (as per item 2) is required for each term of the academic year to maintain student status. Failure to do so will result in a block on booking and playing privileges.
5. Upon cessation of student status, the member may transition to the Intermediate category (if eligible), with an appropriate adjustment to term and dues.
6. For students enrolling partway through a term, dues will be prorated from the date of joining.
7. Dues - 30%/2 of the annual MB baseline dues rate plus applicable taxes for each 6-month period. All dues must be paid in full either by cash, e-transfer, cheque, debit or credit card. Alternatively, Student members may enroll in monthly PAD payments through the Club Office, with each 6-month membership contingent on the terms of items 2 and 4.
8. No refund of dues for early termination.

### 3.2.2. Junior

1. Junior members must be between the ages of 13 and 18 (proof of DOB required) and are placed in two divisions: Division 1 - ages 13 to 15, and Division 2 - ages 16 to 18.
2. Dues are determined on the annual MB baseline rate; 10% for Div. 1 and 15% for Div. 2.
3. Membership is on a 6-month contract term, from July 1 to December 31 and/or January 1 to June 30. (No refund for early termination.)
4. Junior members are not eligible for PAD payments. Payment must be made in full for each term by cash, cheque, e-transfer, debit or credit card.
5. Junior members enrolling partway through a 6-month term will have dues prorated from the date of joining. No refund for early termination.
6. Junior members transitioning from Div 1 to Div 2 during the year will have a prorated dues adjustment applied on their birthdate.
7. Children or Grandchildren of Regular members, between the ages of 13 and 18, are eligible to receive a complimentary Junior membership. The application must be made by the regular member parent or grandparent at the Club Office. If the sponsoring member ceases to be a member, the corresponding complementary Junior membership will be terminated at year's end. On their 19th Birthday, Juniors may transition to either Student or Intermediate (under terms of eligibility) with an appropriate prorated dues adjustment; otherwise, membership will cease on that date.
8. Junior members may be required to take an introductory course administered by the Head Professional or provide the Head Professional with evidence of basic competency.
9. Beginning golfers are encouraged to take further training under the auspices of the Professional staff and/or participate in training programs set up by the Club.
10. Junior members may participate in the RCGA handicap system and in sanctioned Club, Golf BC, and Golf Canada tournaments representing the Club.

### 3.2.3. Juniors-in-waiting

The Club encourages children to play, fostering the advancement and enjoyment of golf at Mount Brenton.

1. The Board endorses a junior training program provided by the Head Professional, with assistance of the Junior Development Coordinator, and the Club's Professional staff.
2. Juniors aged 12 and under must have an orientation/introductory session with the Head Professional or provide proof of basic competence in the rules and etiquette of the game.
3. Juniors aged 12 and under must always play with a responsible adult (age 19). Green fees to be determined by the Head Professional.
4. Juniors 12 and under may play for free after 2 pm when accompanied by an adult.

5. Juniors aged 12 and over are encouraged to join the Club and take advantage of its facilities, training programs, discounts, and amenities.

### **3.3. Membership and Waiting lists**

The Board may, from time to time, cap the total membership list or any constituent member category at a number deemed in the best interests of the Club.

1. In the event of a membership cap, a waiting list will be established through the Board office, and any new member applicant may register for it.
2. New Associate (Student and Junior) members will be admitted regardless of a current cap on the total membership and will not be placed on a waiting list.
3. A non-refundable deposit of \$300 must accompany the application for new membership and will be applied to the first year of dues once accepted; (not applicable to Student and Junior members).
4. When eligible for membership, the applicant will be notified by telephone and email and will have 10 days to complete their application and pay the entry fee, share, and dues.
5. If an applicant declines or fails to complete the application within 10 days, their name will be placed at the bottom of the list.
6. Resignations from the waiting list will result in the forfeiture of their deposit.

#### **3.3.1 Priority of Membership and List Placement**

Applications for Membership and/or placement on the waiting list will be dealt with by the Board in the order they are received, except for the following:

1. A Qualified Transferee, within the meaning of that term as used in the Articles of Mount Brenton Golf Course Ltd., who is approved and who applies for membership within five years of the issuance of a Class "B" Common share, in accordance with section 27.1(8)(d) of the Articles.
2. All new member applications, except for new Student and Junior applicants, will be placed on the list in the order they are received, subject to provisions 1 and 2.
3. Waiting list members will be granted a provisional membership card, which allows them to book within the six-day green-fee booking window at a discounted rate, not to exceed the guest/reciprocal green fee.

### **3.4. Booking Privileges and Tee Times**

All members will have advanced, priority booking privileges for tee times, as specified in their membership category terms.

1. All members, regular and associate, have advance booking privileges for seven days prior to their play date.
2. Non-member green-fee players may book up to 6 days in advance of their play date.
3. The booking period will begin at such time as determined by the Golf Operations Committee.

4. Bookings are preferred online, using the current booking system.
5. Supplementary bookings or changes may also be made in-person or by telephone through the Pro Shop.
6. No member may book more than one tee time within a 4-hour period or be booked by another member into more than one tee time within a 4-hour period.
7. Tee time bookings must include participants' names within 24 hours of booking, either online or by calling the Pro Shop. Failure to do so may result in cancellation of the tee time.
8. All players who need to cancel a tee time should do so within 24 hours of their scheduled tee time. Public players who fail to do so may incur a fee equivalent to the green fee rate. Members will not incur a fee; however, frequent no-shows will be monitored and may result in a warning or additional Board-administered penalties. The Pro Shop will use discretion for reasons of illness, valid unforeseen circumstances, or weather conditions.
9. At the Head Professional's discretion, in consultation with the Board, some tee times may be blocked for green-fee players in the interest of golf promotion for the benefit of the Club.
10. At the discretion of the Head Professional, advanced bookings may be made for small groups of golf tourists or 'Play and Stay' packages with local hotels.

#### **4. Membership Dues, Cart Fees and Green Fees**

The Board will update the required fees for shares, entry fees, and baseline dues annually, usually in November, in conjunction with budget deliberations. Dues are paid annually (January 1) and constitute a one-year membership contract with the Club. For new members joining in any category partway through the year, dues are prorated from the date of joining to the year-end. The board will determine a baseline rate for Regular Full Membership, and all other categories will be set at a percentage of that base rate.

For age-based categories (Intermediate, Student, and Junior), if a transitioning or termination birthday occurs during the year, dues are prorated to that date.

Payment options and membership terms differ slightly for Associate (Student and Junior) members. Please refer to the individual category descriptions for details.

##### **4.1 Payment Options; Late Payment and Default**

1. The contracted membership year for Regular Members runs from January 1 to December 31 with applicable dues. New members joining during the year will pay a prorated amount for the period from the date of signing to year-end, as determined by the Admin Office.
2. Payment of dues (and other fees as applicable) may be made in full by all members for the annual or pro-rated amount by cheque, e-transfer, debit or credit card at the time of joining or on the renewal date of membership.
3. Credit card payments may incur a surcharge of up to 2.4% of the transaction amount to offset fees charged by the Credit Card company.

4. Alternatively, payment may be made in equal monthly Pre-Authorized Debit (PAD) payments arranged through the Club Office. Regular members only.) PAD payments may require a one-time set-up administrative fee for new applicants.
5. The Board will normally determine dues rates for all member categories for the new year in late November. Members will be notified by early December, through the Club Newsletter, of the new dues structure, invoicing, payment methods and the payment window, which runs from January 1 to 31. Except for post-dated cheques (to Jan 1 or after), no payment can be accepted by the Admin Office prior to the window beginning Jan 1.
6. PAD agreements renew each year automatically at the updated dues rate. Members are responsible for informing the Office of any changes or cancellations; absent such notification, PAD deductions will continue in January at the new rate.
7. Booking and playing privileges are automatically suspended on January 31 if full payment has not been received by that date.
8. After the final renewal date of January 31, an email will be sent to the member advising them that their membership will be terminated and shares redeemed if no response is received within 15 days, on or about February 15.
9. Late payment of dues will not be prorated and will include all dues payable from the renewal date for each category.
10. Monthly payments (PAD) in arrears will result in the suspension of member privileges, a block on green fee playing privileges, potential bank charges, and/or other measures as may be adopted by the Board.
11. When a membership is revoked or terminated for cause, no refund of annual dues is payable.
12. Annual dues are generally not refunded upon voluntary termination or cancellation of membership. However, in exceptional or unusual circumstances, a member may submit a formal written request to the Board of Directors for a prorated refund of their dues. Each such request will be dealt with on a case-by-case basis. The only exception to this rule is for a deceased member, whose heirs or estate will receive a prorated refund of prepaid dues.
13. The contract period for the Regular Full and Limited categories is one year or prorated from the date of joining to December 31. Category changes can only be made on the annual renewal date (January 1), except for age-based categories, which follow separate rules. In unusual circumstances, a Limited member may move to Full membership during the calendar year; applicable 'Full dues' will be applied, retroactive to January 1. (Please consult with an Office Administrator for the details.)

#### **4.2. Cart Shed Storage, Trail Fees, and Other Supplementary Charges**

These charges are applied to individual members, are not part of annual dues and are not subsidized by general membership dues.

1. Member carts may be stored in the Cart Shed under the terms of the 'MB Cart Storage Agreement' at a rate established on/or before December 1, for the following year.

2. The annual rental rate is all-inclusive, covering storage, hydro, trail fees, and security/insurance costs for the facility.
3. Cart members will be issued a vehicle parking sticker/pass for use in the Cart Shed's restricted parking area, to be prominently displayed on the driver's-side rear window. Members may register two personal vehicles, including make, model, and license plate number, at the Club Office. Member parking is limited, especially during peak periods, and is not guaranteed.
4. Payment must be made on a prorated basis at the time of annual dues renewal or at the time of the initial contract, in accordance with the terms set forth in 4.1.
5. Default of payment may result in the removal and impoundment of the member's cart from the Shed.
6. Member carts not stored and trailered to the course will be charged trail fees annually.
7. Stored and trail-fee carts must be identified with an MB license sticker for the current year.
8. All private member carts operating at MBGC must provide proof of liability insurance when paying storage or trail fees.
9. Non-member private carts are not permitted on the course for liability reasons.

#### **4.3. Green Fee and Cart Rental Rates**

The Board, in consultation with the Head Professional, will establish green fee and cart rental rates annually that are consistent with industry standards and competitive with those of other Island golf courses.

1. The Board will publish green fees at a season-specific rack rate. Discounted rates may be offered for member guests and immediate family (spouse, sons, and daughters).
2. Green fees may be discounted for early bird and twilight tee times on a seasonal basis, as determined by the Head Professional and approved by the Board.
3. Course maintenance rates may be instituted at specific times of year in consultation with the Head Professional and Course Superintendent.
4. A discounted guest and/or reciprocal green fee rate may be instituted at the discretion of the Head Professional in consultation with other Island or lower mainland courses and approved by the Board.
5. Power cart rental rates may be discounted and/or offered to members through a punch-card system at the discretion of the Head Professional, with Board approval.

#### **5. Management, Contractors, Employees**

The Board is responsible for managing the Club, using the resources necessary to operate the golf course and its facilities effectively through its contractors and employees.

### **5.1. Head Professional and Pro Shop**

1. The Head Professional is contracted to manage course play, the tee sheet and booking system, green fees, the cart rental fleet, and the procurement and sale of retail items in the Pro Shop.
2. The Club provides all fixtures and fittings of the Pro Shop, except those owned by the Head Professional, for the exclusive use of the Head Professional and his staff. The Club owns the Cart rental fleet and retail inventory, and profits accrue to the Club except for bonus clauses, which may be documented in the Head Professional's contract.
3. The Office Administrators manage the daily reconciliation of receipts and revenue.
4. The Head Professional is responsible for managing Golf Passes for the club's benefit in conjunction with the directors of golf operations and member services.
5. The Head Professional is responsible for hiring and managing staff to operate the pro shop, cart-rental fleet, and course play, with starters and marshals as deemed necessary, in consultation with the Board.
6. Pro shop staff will wear casual attire appropriate for their duties and in keeping with the Club dress code.
7. The Director of Golf Operations provides board oversight and serves as a liaison.
8. The Head Professional may assist in managing league play and tournaments in consultation with the Director of Golf Operations and the Club Captain.
9. The Head Professional will attend the Board's monthly meetings and, in conjunction with the Director of Golf Operations, provide a report.
10. The Head Professional and his staff may offer lessons to members and the public outside of normal contractual obligations.
11. The Director of Golf Operations will conduct a performance evaluation at or near the date of the Contract.

### **5.2. Food and Beverage (F&B) Service**

1. The Mount Brenton Pub is managed on a contract basis by the Food and Beverage operator, under terms negotiated by the Board. These terms include but are not limited to the pub's hours of operation, the operation of the MB Snack Shack, the operation of a course Beverage Cart, and the provision of F&B services for Club tournaments.
2. The club owns and services all furnishings and equipment in the kitchen, restaurant, and deck, except for the operators' equipment.
3. The Club holds the liquor permit issued by the BC Liquor and Cannabis Regulation Branch. The operator must follow the LCRB's guidelines.
4. The operator is responsible for hiring staff to operate the service efficiently.
5. The operator must comply with all health and work-safety regulations.
6. The Food & Beverage Director provides oversight and communication on behalf of the Board and will assist the operator in promoting and marketing the service to members and the public in accordance with the contract's terms.
7. The Food & Beverage Director may conduct an annual Performance Evaluation on or around the Contract date, benefiting both the Operator and the Board.

### **5.3. Grounds Superintendent**

1. Hires, controls, and supervises the unionized grounds crew in the seasonal and daily management of the golf course.
2. Manages the Maintenance building (Crozier Rd.) and other course buildings and facilities in conjunction with the Director of Building Maintenance.
3. In conjunction with the Grounds & Greens Committee, develop an annual budget for maintenance, supplies and staffing requirements for Board review.
4. Works closely with the Director of Grounds & Greens, who liaises with the Board and the membership to optimize the golf course's operations.
5. Consult with the Director of Strategic Planning, the SP committee, and the Grounds & Greens Committee to develop a five-year plan, with capital costing, for major equipment, course infrastructure replacement, and improvements.
6. Attends board meetings and, in conjunction with the Director of Grounds & Greens, provides a monthly report.
7. The Director of Grounds & Greens will conduct a performance evaluation at or near the contract's anniversary date using the standardized PE form held on file in the Club Office.

### **5.4. Grounds Crew**

1. The Grounds Crew is a member of the Service Employees International Union, Local 2, Branch 244, and works under a contract and term negotiated with the Board.
2. The contract is negotiated by the Director of Human Resources (and/or contracted professional negotiator), the Board President or designated Board member(s) and the Grounds Superintendent, as deemed appropriate by the Board.
3. The Board must ratify the final contract with a formal resolution.
4. The Board will, through the HR Director, maintain a close and cordial relationship with the local Shop Steward and Union representative at the Vancouver office during the contract's term.
5. Employment may be full-time, seasonal, part-time or casual as defined by the contract.
6. Hiring and management are under the direction of the Grounds Superintendent.

### **5.5. Office Administrators/Club Office**

1. Administrative employees hired under 'terms of agreement' to manage all aspects of the Club Office, administrative, bookkeeping and customer service duties.
2. Administrative and day-to-day duties are supervised by the President (or Vice-President).
3. The current position is one 'Full Time Equivalent' (FTE), shared by two Administrators, to facilitate flexibility and cover illness and holidays.
4. Normal open office hours are Monday to Friday from 9 AM to 3 PM, except for Statutory Holidays, or such days and hours to meet operational requirements.
5. Under the direction of the Director of Finance and the Finance Committee, provide bookkeeping and financial management of the Club's revenue and expenses. By

- Board resolution, have signing authority for all financial/banking transactions countersigned by the Director of Finance, President, Vice-President, or such Director with signing authority as determined and authorized by the Board.
6. Manage and reconcile payroll, accounts payable, member dues, cart member fees, green fees and retail sales revenue.
  7. In conjunction with the Director of Member Services, maintain an accurate and up-to-date Member Cart Registry.
  8. Maintain an accurate Share Registry with monthly updates of share issues and redemptions. Liaise with our legal team to identify and correct problems
  9. Provide administrative assistance to the Head Professional, Course Superintendent and the Food & Beverage contractor.
  10. Aid the Club's Accounting Firm in fulfilling the terms of the Annual Audit and Financial Report.
  11. In conjunction with the Grounds Superintendent and the appropriate Directors, manage the Club's security systems, CCTV system, Webcams and relevant contractors,
  12. Maintains effective communication and relationships with members, the public, the Club's contractors, employees, suppliers, and contracted service personnel.
  13. Attends monthly board meetings and the Annual General Meeting to record minutes and provide information relevant to the operation of the Club Office and administrative services.
  14. Provides such services as may be required for Directors to perform their duties.
  15. Ensure that all Directors complete such regulatory documents as are required by the Club lawyer and submit those documents to the Club's law firm and/or Registrar of Companies in compliance with the Act.
  16. The President will conduct an annual Performance Evaluation at or near the employment anniversary date, using the standardized PE form on file in the Board office.
  17. In conjunction with 16, the President, with the assistance of the HR Director, will review rates of pay, and benefits, if any, and make recommendations to the Board for adjustments on an annual basis.

#### **5.5.1. Confidential Files**

1. The Office will maintain a locked, confidential file of personnel records, in-camera minutes, staff medical and employment records, PAD agreements, legal documents, and other sensitive records.
2. Access to these files is restricted to the President in the presence of one Office Administrator, who shall record the event with the date, time, and signatures of the above.
3. No other Director or staff member may access these files without the express permission of the President and the Board, and only in the presence of the President and the Office Administrator.
4. These files may not be removed from the Office.

**5.6. Insurance Services**

1. Insurance services are contracted through a broker, preferably a local one.
2. In consultation with the Board, the President and Office Administrators will negotiate and maintain appropriate property and liability insurance to protect the Club's assets and to cover all employees, directors, and member volunteers.
3. Reappraisal and valuation should be conducted annually.

**5.7. Auditing and Financial Services**

1. The Board will, according to shareholder approval, retain a qualified accounting firm to provide an Annual Audit and Financial Report for Board and Shareholder review.
2. The Board may, from time to time, request consulting services from a qualified accounting firm regarding financial matters.

**5.8. Project, Service and Repair Contractors**

1. The Board may engage various service and repair contractors on a standing basis or an individual project or job basis.
2. The Board will rely on the Directors of Projects and Building Maintenance, or Grounds and Greens (and, if applicable, the Grounds Superintendent), to provide the scope of work for their respective areas.
3. In the case of a standing contract or service agreement, the responsible Director should be satisfied that the work is of high quality and reasonable cost.
4. If most of the Board is unable to satisfy itself as to the cost or validity of a project or purchase, the Board will follow the tendering process, obtaining two or three estimates or quotes from different contractors or service companies. The final decision will rest with the Board, considering all relevant factors.
5. Disposal of marketable surplus Club assets should be offered to the membership for at least 30 days.
6. All Board-engaged contractors or service companies shall have appropriate WorkSafe coverage and a minimum liability insurance of \$2 million.
7. All contractors and service personnel must notify the Office Administrator(s) and/or Grounds Superintendent of their attendance and presence at the course or Club buildings. Any keys issued for their duties must be returned by the close of business.

**5.9. Hiring, Contracts, and Agreements (non-union)**

1. The process of hiring employees and contractors and developing contracts or letters of agreement is the responsibility of the Director of Human Resources, in conjunction with the appropriate director for the relevant portfolio.
2. A fair and comparative approach uses existing resources, such as the current cost of living and/or the inflation rate, as well as industry standards for the employee's or contractor's duties.

3. Legal advice from the board-appointed lawyer may be sought for any contract, and such advice must be communicated to all Directors.
4. All contracts or letters of agreement must not exceed five years.
5. The Board must ratify all contracts and agreements.

### **5.10. Discretionary Bonuses**

1. The Board may, on a discretionary basis, consider a year-end bonus for all employees in December. The Club is not obligated to provide a discretionary bonus to any employee.
2. The primary consideration will be the club's financial health at year's end. A secondary consideration may be employment status, i.e., full-time, part-time, or seasonal.
3. The bonus is not intended to be performance-linked, but rather a simple thank-you from the Board, on behalf of the members, for the service provided by our staff in the past year.
4. A record of the previous year's bonus (if any) should be available for the Board's consideration.

### **5.11. Communications**

The Board of Directors welcomes communication, comments or suggestions from the membership.

1. Members can communicate with the Board by hand delivery or by posting a letter to the Club Office at 2816 Henry Road, Chemainus, BC, V0R 1K5. Alternatively, they can email [mtbrentonoffice@gmail.com](mailto:mtbrentonoffice@gmail.com).
2. The Office Administrator will acknowledge emails or letters and forward them to all Directors for discussion. The Director of Communication or the Director responsible for the subject matter will respond.
3. Members are also encouraged to read the Club newsletter, *The Brenton Beat*, which is emailed to all members from time to time and contains noteworthy news, information, and important announcements.
4. Members may respond directly to the Newsletter by replying to the newsletter's email.
5. Minutes of monthly Board meetings are posted in the lower lounge of the Clubhouse and on the website, as are copies of 'The Brenton Beat.'
6. Members are encouraged to download the 'Mount Brenton' App for timely information and course updates.

## **6. Leagues and Tournaments**

The Board is committed to providing equitable booking and playing time across a reasonable number of leagues and tournaments operated during the high season, while accounting for tee sheet availability for non-league recreational golfers, both members and the public.

### 6.1. Club Leagues

1. The Board will establish an ad hoc League Committee early in the year, comprising interested member groups that plan to operate a league. The Board reserves the right to determine the number and character of leagues.
2. The Committee Chair will be the Director of Golf Operations. Members will include the Director of Member Services, the Director of Communications, and, if able, the Club Captain and the Head Professional. The Grounds Superintendent may be consulted for course playability and crew considerations.
3. The Club Captain may serve as a resource and liaison between the leagues and the Board's League Committee and will aid in establishing leagues.
4. Every league must have a Captain and an executive team, including a Vice-Captain and a Draw Chair. If dues or prize money are collected, a Treasurer is responsible for maintaining accurate records. The Club or any of its employees or contractors will not be held accountable for the financial management or obligations of the leagues.
5. All leagues must ensure that their participants are MB members, except for invited green-fee guests, who must pay the appropriate green fee.
6. League play will commence on or after the first week of April and cease during the last week of September. Leagues may operate weekly or at such time intervals as they determine appropriate. Days and start times for league play will be subject to Board approval.
7. The Board may establish minimum and maximum participant counts for draws. A minimum number of participants is required for each draw unless extraordinary circumstances warrant maintaining formal league status.
8. The Board, through the League Committee, will determine whether running or shotgun starts will be employed for play.
9. The Head Professional will reserve a predetermined number of tee times for the day of play ahead of the regular booking days and times for members.
10. League Captains must inform the Pro Shop of the draw sheet four days before the play day and release any unused tee times for members and the public. If the number of participants is below the minimum requirement, the draw may be cancelled, and such penalties as determined by the Director of Golf Operations may ensue. (If periodic zone or inter-Club tournaments affect the number of participants, this rule may be waived.)
11. Non-members may participate in league play at the guest green-fee rate, provided that no member is excluded.
12. Course maintenance schedules and playability due to weather conditions will take precedence over league play, as determined by the Grounds Superintendent and the Head Professional.

### 6.2. Tournaments

1. All club tournaments will be scheduled and operated under the direction of the Club Captain and Head Professional.

2. The Club Championship, the Men's and Ladies Amateur, and any Golf BC or Zone tournaments will be directed by the Club Captain, who will have such volunteer members as needed to operate the tournaments.
3. Mount Brenton golf passes, or any exchange passes with other Clubs, are administered by the Head Professional and should be used as tournament prizes or promotions for the benefit of the Club.
4. All participants in sanctioned tournaments must have a valid Golf Canada handicap index.
5. Private, corporate and charity tournaments will be under the direction of the Head Professional.
6. The Food and Beverage operator should be consulted well before the event for any required food and beverage services.
7. The Directors of Communications, Member Services, and Marketing may be consulted for assistance in media promotion, marketing and advertising as required.
8. Final approval of the tournament rests with the Board through the Director of Golf Operations in consultation with the Head Professional.

## 7. Course Rules

The Club adheres to the Rules of Golf published by Golf Canada and other regulatory golf bodies. The Club may, from time to time, publish local rules governing play and the use of the course. Adherence to the principles of 'Ready Golf' and the new Rules of Golf (2019), designed to speed up play and enhance the enjoyment of the game of golf, is paramount.

1. The Pace of Play at Mount Brenton is set at 4 hours or less.
2. As recommended by our Head Professional, we recommend using the appropriate tees at Mount Brenton based on your scoring average:
  - a) Black - 65 - 79
  - b) Gold - 80 - 95
  - c) Green - 96 - 110 plus
  - d) For younger Juniors or beginners, we suggest our new advanced 'yellow' tees.This will improve the pace of play, increase enjoyment of the game and lessen

frustration.

Leagues will continue to establish preferred tees for their play, based on a handicap framework.

3. All golfers should maintain an 8-minute interval when teeing off at #1 or such an interval as deemed appropriate by the Pro Shop or Course Starter.
4. All golfers are expected to keep up with the group ahead at a respectful and safe distance and avoid hitting into it.
5. Groups may, by request or invitation, play through the group ahead.
6. If falling behind by more than one hole, groups are asked to speed up the pace or pick up and move on to the next hole.
7. All golfers are expected to play the course in sequence of holes 1 to 18. No "jumping" holes out of sequence will be tolerated.

8. The Head Professional determines the course's opening and closing times in consultation with the Grounds Superintendent.
9. The Head Professional, in consultation with the Grounds Superintendent, determines the course's playability and whether to close the course in whole or in part due to snow, rain, wind, flooding, or maintenance issues. Temporary greens and temporary tee boxes or mats may be employed for frost and excessive saturation, especially in winter months. All golfers must respect these restrictions.
10. The Grounds Crew has the right of way when working on and traversing the course.
11. Power carts (rental or member) may be restricted to 'cart paths only' during winter and at other times as determined by the Grounds Superintendent, with appropriate signage.
12. All power carts are prohibited from traversing the hillsides of holes 5, 6, 13 and 18; the slope between 17 green and 18 tee box; and the fairway from the top of the hill on 18 and all areas adjacent to the 18 pond and green. (Cart path only!)
13. No power carts are permitted within the white chalk lines surrounding the approaches to greens on all par 4's and 5's. No power carts are permitted on par-3 fairways except for disabled permit holders with a flag. Power carts may not be driven or parked within 15 feet of greens on any hole, unless on a cart path or designated parking area.
14. Power carts should use cart paths whenever possible and use the Mount Brenton 90-degree rule when entering the fairway relative to their ball location. Fairways may then be traversed until the white chalk line or cart exit signs are evident, then exit to the cart path in a 90-degree direction.
15. Power carts should avoid entry into any wooded or ecologically sensitive areas of the course and avoid contact with or unnecessary disturbance of any wildlife on the course.
16. Transgression of these rules may result in removal from the course or other penalties as determined by the Head Professional and/or the Board.
17. In consultation with the Head Professional, the Club Captain is the authority on the interpretation of rules.
18. The Handicap Chair is responsible for hole handicap allocation, accurate distance measurements, and course ratings, and consults with and uses Golf BC's resources.
19. The Handicap Chair will publish handicap indexes for all members participating in the Golf Canada handicap system.

## **8. Conduct of Members, Guests, Staff and Contractors**

All members, guests, staff, contractors, and employees shall conduct themselves respectfully and comply with the rules. The Board is committed to providing an environment for all that respects human dignity. Unacceptable behaviour, including but not limited to personal and sexual harassment, will be addressed through incident recording, investigations, written warnings, and/or punitive penalties issued by the Board. Discipline will be progressive and documented. Depending on the severity of the incident or repeated offences, penalties may include suspension, termination of membership or employment, or permanent banishment from the course.

1. Incident reports will be completed in a format prescribed by the Board. The LCRB may recommend a specific format for liquor inspectors to review alcohol-related incidents.
2. All incident reports must be filed with the Club Office and brought to the Board's attention for resolution.
3. The Director of Golf Operations is responsible for investigating all incidents and, if any, recommending further action to the Board.
4. The Head Professional, Club Captain, Office Administrators, Grounds Superintendent, Food & Beverage Administrator, and Directors may initiate incident reports for investigation, either by witnessing the incident or by receiving a complaint.
5. Threats, physical altercation, or use of weapons will result in the individual being asked to leave the course immediately and/or initiate a request for law enforcement to attend by calling 911.

### **8.1. Personal Harassment**

1. Personal harassment is defined as any abusive, unfair, or demeaning treatment of an individual that has the effect or purpose of unreasonably interfering with their status or performance, or of creating a hostile or intimidating environment.
2. Furthermore, such treatment has the effect or purpose of offending or demeaning a person or group of persons based on race, colour, ancestry, place of origin, nationality, religion, family, marital status, physical or mental disability, age, sex, or sexual orientation.
3. Threats, unwelcome remarks, jokes, innuendos or taunting concerning any of the above are considered harassment, as are displaying racist or bigoted ethnic materials.

### **8.2. Sexual Harassment**

1. Sexual harassment is defined as any incident involving unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature, which conduct may reasonably be expected to cause insecurity, discomfort, offence, or humiliation of another person.
2. Sexual harassment includes submission to, or rejection of, such conduct used as a basis for employment decisions, either real or implied.
3. Examples of sexual harassment include, but are not limited to, unwelcome remarks of a sexual nature, propositions or requests for sexual favours, unwanted touching, verbal abuse, threats, and sexual assault.

### **8.3. Workplace Bullying and Harassment Policy**

The Board of Directors, Mount Brenton Golf Club, has, with the assistance of Work Safe BC, formulated a comprehensive process to deal with potential incidents of the subject matter and includes the following precepts:

1. Bullying and harassment of MBGC staff are not acceptable or tolerated in the workplace. All workers will be treated in a fair and respectful manner.
2. Bullying and harassment - definition
  - a. (a) Includes any inappropriate conduct or comment by a person towards a worker that the person knew or ought to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by the employer or supervisor relating to the management and direction of workers or the place of employment.
  - b. (b) Examples of conduct or comments that may constitute bullying and harassment include verbal aggression or insults, derogatory name-calling, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.
3. Workers and Supervisors must:
  - i. Do not engage in bullying and harassment of other workers.
  - ii. Report if bullying or harassment is observed or experienced.
  - b. (c) Comply with the employer's policies and procedures on harassment as otherwise described in this section.
4. Application
  - a. This policy statement applies to all workers and employees, including permanent, temporary, casual, and student workers. It applies to all interpersonal communication, including verbal, written, and digital forms such as email and text messaging.
5. Reporting, Investigation and Resolution
  - a. (a) Detailed template documents for the process of reporting, investigation and resolution are kept on file in the Club Office.
  - b. (b) A complaint may be made verbally or in writing to the worker's immediate Supervisor or the Board President unless that person is the focus of the complaint.
  - c. (c) Alternatively, the complaint may be made to any Director of the Board with whom the complainant is comfortable in discussing the circumstances.
  - d. (d) In all instances, the Board of Directors should be made aware of the complaint as soon as practicable. The President will appoint the Director of Human Resources (or an alternate Director) to thoroughly investigate the complaint, interview the subjects and their immediate supervisor, and prepare a report, including resolution recommendations, for submission to the Board.
  - e. (e) All matters relating to the complaint will be kept in strictest confidence by all parties.
6. Annual Review
  - a. This policy statement will be reviewed annually. All workers will receive a copy.

## 8.4 Course Alcohol

Alcohol may be purchased and consumed at the Club in designated areas. All members and guests of the course are expected to drink responsibly, follow staff directions, and adhere to the law regarding driving under the influence. This applies to golf carts and private motor vehicles.

1. Under the terms of the Club's liquor permit and regulations administered by the Liquor and Cannabis Regulation Branch, the Club is a licensed establishment for the sale and consumption of alcohol in the Restaurant and Clubhouse and the playing area of the golf course.
2. No outside-purchased alcohol may be brought to or consumed on the golf course. Signage to this effect is prominent on the course.
3. All alcohol sold on the golf course is labelled with an appropriate identifier and may be purchased at the Restaurant, the Snack Shack, or the Beverage cart (if applicable).
4. Failure to comply with the regulations may result in fines under the Act.
5. Staff will monitor members and green-fee players in the parking lots, the Clubhouse, and on the course. Members and green-fee players may be subject to random, mandatory bag and cooler checks. Failure to comply may be interpreted as an admission of carrying contraband alcohol and may result in cancellation of the tee time and round.
6. All staff, including grounds crew and Course Marshals, will monitor illicit alcohol consumption on the course. Possession and consumption of contraband alcohol will result in confiscation of alcohol, which will be returned upon leaving the course. Perpetrators may be asked to leave the course immediately.
7. The Board has adopted a three-strike policy regarding the transportation and consumption of alcohol outside.
  - a. A first offence will result in a written warning, which will be documented and kept on file in the Club office.
  - b. A second offence will result in an automatic 30-day suspension of booking and playing privileges from the date of the infraction.
  - c. A third offence will result in an automatic, indefinite suspension of booking and playing privileges, and a Board hearing to determine whether membership should be cancelled or a permanent banishment from Mount Brenton imposed.
8. Overindulgence and inebriation on the course or Clubhouse will not be tolerated. Under "Serving it Right" guidelines, staff are obligated to cease alcohol sales when overconsumption is evident. Staff must also notify law enforcement if there is a risk of drunk driving.
9. Aberrant behaviour on the golf course resulting from overindulgence or Intoxication will result in the suspension of the round and the individual's immediate removal. Further punitive measures may follow.

### **8.5 Smoking and Vaping**

1. Smoking tobacco products or vaping is prohibited anywhere in the Clubhouse, the Restaurant, the patio deck, the south, east, and west frontage of the Clubhouse, including the practice green, the first tee, the practice area, and within 10 metres of the cart shed.
2. Smoking is permitted in all parking lots, at the NW corner of the Clubhouse, near the bag drop, where an appropriate disposal receptacle is located. Please dispose of butts in the receptacle. Smoking is permitted on the course, subject to the agreement of playing partners. Please carry a fireproof container to dispose of smoking products responsibly. Do not dispose of smoking products on the greens, fairways, or in the rough, or in waste or recycling bins.
3. When fire conditions are rated extreme, smoking on the course may be prohibited while such conditions exist. No exceptions! Notices will be posted in the Clubhouse, on the course and on the website.

### **8.6 Dress Standards**

The Club seeks a consistent dress standard for golfers on the course and Clubhouse staff. This standard will be reasonable and non-intrusive.

1. The Dress Standard for golfers will be posted at or near the Pro Shop.
2. Clothing and footwear should be appropriate for golf.
3. Any attire bearing blatant product advertising (excluding designer labels and logos), offensive, demeaning or racist language, or political messaging is prohibited.
4. Pro Shop staff will monitor golfers' attire and, if deemed outside the posted standard, may deny playing privileges.
5. Clubhouse staff should wear casual clothing appropriate for their duties in keeping with the Club's dress code.

## **9. Member Golf Carts and Cart Shed**

The Club operates a Cart Storage Facility for its members. Annual cart shed expenses, comprised of maintenance, security, hydro, and insurance, are wholly funded and supported by cart member dues. The following are the policies and rules governing the cart shed and the operation of member carts on the golf course.

1. Cart shed spaces will be allocated only to Club members.
2. The Cart Shed Rental Agreement must be completed by the owner(s) and signed by the owner(s) and an Office Administrator. The Agreement is integral to this Policy.
3. The annual cart shed rental fee is established and published by the Board in December and is payable on January 1 in each calendar year. The initial annual fee will be prorated for cart shed rental agreements that start midyear.

4. Any electric cart and charger older than 20 years at the time of the storage application must have a certificate of good electrical and mechanical condition issued by a recognized golf cart service agent or dealer.
5. The owners must maintain all carts in the shed in good condition. Annual inspections will be conducted at the Board's discretion using service agents as the Board deems appropriate. Individuals may contract out their inspection, provided it meets the Board's minimum requirements, and the results are provided to the Club Office. Failure to remedy and provide proof of such remedy of any identified issues within a reasonable period may result in removal of the cart from the cart shed and termination of the Cart Shed Rental Agreement. Where an immediate risk to the cart or the cart shed exists, the Club may authorize and pay for immediate repairs. The owner of the cart agrees to reimburse the Club for the cost of these repairs.
6. Part ownership of golf carts and co-rental of a cart space will be allowed when signing a Cart Shed Rental Agreement. A co-renter may convert to a sole renter at any time. A sole renter or co-renter may not add or change a co-renter without the Club's approval.
7. After the cart is removed, any member terminating their membership will receive a pro-rated refund of the annual fee.
8. The sale of a member cart does not automatically grant the buyer storage space. A Cart Shed Rental Agreement must be submitted to rent cart storage space. Cart spaces cannot be gifted, deeded, loaned, or turned over to another member.
9. Storage or use of accelerants or any inflammable substance (gasoline, propane, etc.) in the cart shed or near the cart shed will not be allowed under any circumstances and, if found, will be removed by staff. Smoking or vaping in or within 10 m of the cart shed is strictly prohibited. Fueling of gas carts must take place outside, at least 10 metres away from the shed. Any member who contravenes this rule may have their Club membership and cart shed rental privileges suspended or permanently revoked immediately.
10. The Club is an electric golf-only course. The only exception will be grandfathered gas-fueled carts, which may be stored in the cart shed or used on the course only by their original owner. A grandfathered gas-propelled cart is a member-owned cart that was in operation before June 26, 2019. Another member or guest may drive a grandfathered gas-propelled cart without the owner member being present on the cart. No grandfathered gas-propelled carts will be allowed on the Course on or after January 1, 2030. Gas carts will only be stored in designated shed stalls.
11. Members who wish to continue off-course storage and trailering of electric carts or grandfathered gas-propelled carts will be required to complete a Cart Trailering Agreement and pay an annual Trail Fee. The Trail Fee is payable on January 1, and no prorated refund of the annual fee will be made if trailering is discontinued. Failure to pay this fee may result in suspension of booking privileges and/or termination of membership.
12. All carts stored in the cart shed, or Trail Fee users, shall prominently display a current Mount Brenton Golf Club cart license sticker attached to the windshield of their cart.

13. All carts, whether stored in the cart shed or used by Trail Fee users, shall be insured as set out in the Cart Shed Rental Agreement.
14. Storage of unused or abandoned carts in the cart shed is not permitted. Should a member or former member fail to remove a cart from the cart shed within 30 days of the posting of written notice by the Club, it may be removed and disposed of by Mount Brenton Golf Club without any recourse by its owner.
15. The Club will not be responsible or liable whatsoever for any death, damage, injury, or loss occasioned to a golf cart or occasioned by a golf cart's storage or use on or in the proximity of the cart shed or grounds. All such death, damage, injury, and loss will, to the fullest extent of the law, be the responsibility of the golf cart's owner, regardless of the actions, inactions, or negligence of the Club or its members, guests, employees, and agents.
16. All golf carts operated at the Club must adhere to the posted driving rules on the golf course and within Club facilities, including those rules restricting and governing use in and around the parking lot. Under no circumstances will any cart be allowed to cross Henry Road over the roadway or by the pedestrian crosswalk.
17. Carts may approach greens only to the perimeter indicated by white chalk lines and must follow directional cart signs. All carts are prohibited from traversing the demarcated hillsides of holes 5, 6, 13 and 18, the slope between 17 green and 18 tee and the approach and perimeter of the pond on 18. Carts may not enter or traverse the fairway of any par-three hole. Carts must be operated to avoid injury or damage to persons, property and/or vegetation. Transgression may result in the removal of golf carts from the Club, loss of cart shed rental, cart trailing and cart rental privileges and other punitive measures determined by the Board, including suspension of booking and playing privileges or termination of membership.
18. Members with mobility impairments may obtain a handicap flag through the Club Office on presentation of a physician's certificate equivalent to the SPARC BC parking permit. The flag on their cart will allow them to access all par-3 fairways. All other restrictions of (19) apply. The handicap flag must be renewed with a new signed certificate every three years.
19. Advertising, except for brand or sports team logos, offensive commercial products or services, and political messaging, in any manner or form are prohibited on private and rental carts.
20. It is illegal to drive a cart across Henry Road to the main parking lot. MBGC will not be responsible for any damage to property, life, or limb resulting from the irresponsible use of power carts.

## **10. Course Memorials**

Mount Brenton wishes to provide family and friends of deceased members or employees with the opportunity to establish an enduring memorial by donating trees, shrubs, or plants, along with an accompanying plaque, at specified locations on the course.

1. Due to high maintenance costs, new memorial benches and plaques will no longer be considered. Where room exists on current benches, additional plaques may be considered on application to the Board.

2. Those benches currently on the course will be grandfathered until they are unfit and beyond repair. The Club will contact the original donor to arrange an alternative memorial, per policy. Should this not be possible, the plaques will be retained, and the Club will seek an alternate location for an appropriate memorial for fallen members and staff.
3. Annual maintenance and repairs of current benches may be undertaken by the Board through an independent contractor or volunteer, should the original donors be unable or unwilling to sponsor the work.
4. The appropriate process for an enduring living memorial is for family or friends to apply to the Board through the Club Office and complete an application form. The Grounds Superintendent will then contact the applicant to discuss the details and request information about the location and type of vegetation.
5. The Grounds Superintendent will make the final decision on location and type based on course requirements, suitability, and survivability. Should the planting be unsuccessful or lost to disease or damage, the Club will not be responsible for replacement and will contact the donor for replacement if the donor so wishes. Likewise, if changes to course requirements necessitate removal or relocation, the Club will contact donors to propose an alternative.
6. Plaques will be uniform in size and style, with wording determined by the applicant in consultation with the Grounds Superintendent. The Grounds Superintendent will be responsible for procuring plaques, trees, shrubs, or plants.
7. The donor, whether an individual or group, will bear the cost of any vegetation and plaque payable to Mount Brenton Golf Course Ltd.

## **11. Advertising**

1. Mount Brenton contracts with many local businesses as hole sponsors for an annual fee set by the Board. Such advertising is to be tasteful and limited in size for attachment to hole markers, as determined by the Board.  
No other commercial advertising or marketing vehicles are allowed anywhere on the course, the clubhouse or any other building or structure owned or operated by Mount Brenton Golf Course without the express written permission of the Board.
  - i. The Food & Beverage operator may advertise hours of operation, menu items and/or food and drink specials, or special events on poster boards, chalkboards, bulletin boards or sandwich boards in or near the clubhouse and snack shack, provided they do not interfere with the regular operation of the golf course. The operator should seek guidance from the Board's Liaison Director on location and method of application.
  - ii. Except for brewery names or logos on portable structures such as umbrellas and sandwich boards, all other forms of alcohol advertising are strictly regulated by the BC Liquor and Cannabis Control Branch and enforced by MBGC.
  - iii. The Pro Shop may advertise special events, inventory sales, or news of interest using poster boards, chalkboards, bulletin boards, or sandwich boards in and around the Clubhouse, provided the regular

- operation of the golf course is not impeded. Commercial advertising for golf products and apparel is limited to the Pro Shop interior.
- iv. The Office Administrators control the Bulletin boards located near the main Clubhouse entrance and in the lower lounge. Before posting, the office Administrator should approve any commercial or private notices or advertising.
  - v. Political, religious or controversial messaging is strictly prohibited anywhere on Mount Brenton Golf Course property.
2. Mount Brenton hosts several charity golf tournaments, each of which may have various sponsors. Mount Brenton will allow these sponsors to advertise at the tournaments, provided they do not interfere with the golf course's normal operations.
- i. If in doubt as to the placement of signs and posters, advice should be sought by the tournament organizers from the Head professional, the Head Groundskeeper and/or the Director of Golf Operations. Posters will not usually be attached to the outer walls of the Clubhouse or any other MB building using tape, staples, nails, or screws.
  - ii. Signs or posters may be placed no more than one day before the tournament and removed no more than one day after.
3. Advertising or messaging (except as noted below) is prohibited on private member carts or MB rental carts, except for sports or team logo decals.
- i. On rental carts equipped with a clear plastic message holder (front canopy), MBGC may provide pertinent messaging for cart users or contracted advertising from local businesses.

## **12.0 Distribution, Review and Revision**

The Operations Manual will be available to all Directors and Members through such medium as the Board determines. It should be reviewed and revised completely at least once every three years.

1. The Operations Manual is a dynamic document that should be revised and updated as circumstances and policies change. It is relevant to the board's day-to-day guidance, and information for all members is paramount.
2. Any policy, rule or substantive change instituted by the Board and inherent in this manual should trigger the revision of the applicable section when the change is approved by the Board and noted by the 'date of revision.'
3. The board should conduct a general review every three years and make changes or updates as required by circumstances or changing conditions, with the current year of the Manual annotated.
4. The club office should retain a master copy of the manual.
5. All Directors should receive a copy of the current Manual on election to the Board.
6. All Board Officers, the Head Professional, the Grounds Superintendent and the Food & Beverage Administrator should receive a copy.

7. The Manual will be posted on the Club website in the members' section, and all new members should receive a digital copy.

### Revision Log

Section/Req.	Summary of Change	Date
Revision Log	Added Revision Log	<b>Nov. 20, 202</b>
5.5.1 / 2	Reworded to clarify access requirements	<b>Nov. 20, 202</b>
Section 3.0	Intermediate membership changed from Associate to Regular	<b>April 19, 202</b>
Mission Statement & Commitment	Updating to include respectful and inclusive atmosphere	<b>April 19, 202</b>
3.1.2.4	Limited membership dues percentage increased over a 2-year period	<b>Nov. 24, 202</b>
11.0	Added 11.0 Advertising	<b>Sept. 18, 2024</b>
Sections 3,4,5,9	Multiple updates and revisions	<b>January 13/25</b>
Section 1&2	Multiple updates and revisions	<b>April 2025</b>
Entire manual	Addition of 8.3 Workplace Bullying and Harassment. Multiple updates and revisions.	<b>April 2026</b>



Organizational Chart

MOUNT BRENTON GOLF COURSE LTD.

