

Operations Manual

i) Introduction

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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. We provide an inclusive and respectful atmosphere for members, guests, and the public.
3. Offering competitive green fees and equitable member dues.

4. We provide Clubhouse amenities (pro shop, food and beverage, office, etc.) which appeal to members, residents, and visitors.
5. We provide careful and responsible management of finances to accomplish the mission.

iv) **Compliance**

The policies, procedures, and rules in this manual are intended to comply with the current Business Corporations Act (“Act”) and the Articles of the Mount Brenton Golf Course Ltd. (“Club”).

1.0 Governance and Board of Directors

This section contains statements about the Board of Directors (“Board”). It speaks to its operations, procedures, practices, and conduct as a Board. Some statements will set forth guidelines concerning our closest relationships, both external and internal, and in matters related to policy development for members, green fee players, employees, contractors, and their staff.

1.1. Mandate and Authority of the Board

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 Club's business and financial affairs, as required by 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 policies and see that they are correctly carried out by the staff and indirectly, through the President and committees of the Board, oversee their functioning. Such authority includes but is not limited to supervising and managing

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 all facilities and equipment owned and operated by the Club.
5. The Board may institute rules for 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 as occasionally required in operating the Club.
7. The Board must approve any requests for legal opinions, and 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 Board

1. The number of directors will be set out in the Articles, currently at least eight or 10.
2. Directors must be shareholders of the Club and are elected for set terms of one, two, or three years at the Annual General Meeting (AGM) of shareholders, fulfilling an annual rotation of 1/3 of the Board.
3. 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.
4. All directors must complete such consents and declarations required by law.
5. All Directors must disclose any potential conflict of interest and conduct themselves in accordance with the Act and the Articles in managing such conflict.
6. Directors may be asked to attend educational functions, which the Club will reimburse. 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 call of the President.
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. Directors 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 Manager) will keep minutes of all board meetings in a format approved by the Board and review them with the President or designate before they are presented 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 as the Board determines under the Act.
2. The Articles define the notification and proceedings of the AGM under the terms set out by the Act.

3. The secretary will keep minutes, review them with the Board, and approve them with shareholders at the following AGM.
4. Proxies for voting at the AGM may be allowed with guidelines published before the meeting.
5. The annual financial report and audit will be presented and require approval from shareholders.
6. The appointment of auditors and the Board's determination of remuneration for the current year will require approval from shareholders on the Board's recommendation.
7. Elections will be held to fill vacancies on the Board.
8. The Board may present special resolutions.
9. All Club members may attend the AGM, but only Shareholders may vote on motions, resolutions, or election of directors.
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, as provided in the Act and Articles.

1.4.1. Nomination of Directors

1. Nominations for vacant Club Board of Directors positions are open until 4:00 pm, 21 days 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, and must be delivered to the office by the date and time indicated above.
2. Nomination papers should include a brief bio, written consent to act and an attestation of eligibility.
3. Suppose insufficient nominations are received by the above date. In that case, the Board shall extend the nomination period until sufficient nominations are received to fill vacancies or five business days before the AGM.

4. Sufficient nominations still need to be received five business days before the AGM. In that case, any current directors in office who so consent shall continue to act as Directors, and any ongoing vacancies shall be filled under the Articles and the Act.
5. If nominations exceed the number of available positions, a secret ballot election will be held at the AGM.

2.0 Directors Duties and Specific Roles & Responsibilities

1. Directors will carry out their duties honestly, in good faith and in the Club's best interest while exercising care, diligence and skill.
2. Directors will act with respect and shall accept the majority decisions made by the Board as a group.
3. Directors will respect the confidentiality of the proceedings of the Board.
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. They must also be informed of the substance of any legal opinion sought by the Board and the course of action recommended by a legal professional.
7. Directors may be asked to direct or supervise projects for which they seem suited by interest or experience and perform other duties as may be approved by the Board from time to time.
8. 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 to 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. Recommends for appointment by the Board, portfolio Directors and committee chairs in keeping with their experience, expertise and desires.
5. Recommends 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. Calls 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 investigating 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. Director of Golf Operations

1. Recommended by the President for appointment by the Board.
2. Chairs the Golf Operations Committee
3. Is responsible for board oversight, with the director of member services and the head professional, and for managing the Pro Shop, Cart Rental fleet, and the booking system.
4. Liaises and meets regularly with the Head Professional on all matters related to the golf course's use, including recreational play by members and green fee players, league play, and tournaments.
5. With the Head Professional delivers a monthly report to the Board on course and Pro Shop activities, problems, and solutions.
6. Discuss with the Head Professional any Board concerns, decisions, or policy changes regarding Golf Operations.
7. Completes an annual Contract Review Meeting with the Head Professional on or before the anniversary date of his contract.
8. Serves on the Board's ad hoc negotiating committee and provides input on contract renewal for the Head Professional as an independent Contractor.
9. With the Head Professional develops an annual review of green fee and cart rental rates with recommendations for the Board's approval.

2.4. Director of 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 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 Managers to develop monthly financial reports for the Board.
7. Prepares a quarterly narrative report for the Board encompassing revenues and expenses concerning budgeted amounts and seasonal variations and makes recommendations to the Board for any adjustments.
8. Has signing authority for all financial/banking transactions.
9. Prepares a provisional operating and capital expense budget for consideration by the Board with an estimate of anticipated revenue and expenses in advance of the fiscal year.
10. Review the auditor's performance and recommend appointing auditors and the associated remuneration, which the Board and shareholders will approve at the Annual General Meeting.

2.5. Director of Grounds and Greens

1. Recommended by the President for appointment by the Board.
2. Chairs the Grounds and Green Committee.
3. Supervises the Grounds Superintendent and conducts an annual Performance Evaluation on or before the anniversary date of their contract.
4. Serves on the Board's ad-hoc Negotiating Committee for renewal of the Superintendent's contract and contract negotiations for the unionized grounds crew.

5. With the Superintendent, develops an annual Ground's Budget for approval and inclusion in the Club's Budget.
6. Works closely with the Superintendent to develop annual workforce requirements, maintenance schedules, course projects and equipment requirements.
7. Works with the Superintendent and the Directors of Finance and Strategic Planning to develop strategic planning initiatives and funding for course maintenance, improvements, and equipment purchases.
8. Along with the Superintendent presents a monthly report to the Board of activities of the department and planned initiatives.
9. Ensures that a course safety plan is developed and maintained and that all labour, health, and safety rules comply with regulations.

2.6. Director of Member Services

1. Recommended by the President for appointment by the Board.
2. Chairs the Member Services committee.
3. Fosters and promotes drive for full membership.
4. Annually reviews membership categories, due structure, and cart storage rates and recommends changes or adjustments for the Board's approval.
5. Serves as a welcoming committee to new members and sees they are made aware of Club amenities, events, leagues, and appropriate league captain's contact information.
6. Serves on the Golf Operations Committee and works closely with the Director of Golf Operations.
7. Works closely with the Office Managers and the Head Professional to maintain an accurate, up-to-date membership list.
8. Responsible for public relations and marketing activities to benefit the Club and works closely with the Director of Communications.
9. Develops advertising, sponsorship, and promotional opportunities for the Club.

10. Acts as Board liaison with the Food & Beverage contractor and compliance with terms of the F&B contract.
11. Completes a Contract Review Meeting with the Food and Beverage contractor and restaurant services on or before the contract's anniversary date.
12. Acts as Board liaison with the Head Professional in managing Pro Shop retail.

2.7. Director of Project Management

1. Recommended by the President for appointment by the Board.
2. Serves on the Projects and Buildings committee.
3. Develops and supervises projects for renewal and renovation of all Club buildings and related infrastructure.
4. Procures building and renovation contracts for suitable general or sub-trade contractors in compliance with the Operations Manual.
5. Work closely with the Director of Strategic Planning to develop a five-year Capital plan.

2.8. Director of Building Maintenance

1. Recommended by the President for appointment by the Board.
2. Serves on the Projects and Building Committee.
3. Develops routine maintenance schedules for all buildings and related infrastructure.
4. Secures maintenance arrangements with appropriate service companies for routine and emergency services.
5. Works closely with the Head Professional and designated Cart service provider to maintain the Club's cart rental fleet.

6. Develop an annual safety inspection of member carts, usually held in late December or early January, with the board-approved Cart Maintenance provider.
7. Works closely with the Food & Beverage contractor to maintain all Club-owned kitchen equipment and restaurant furnishings.

2.9. Director of 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. Serves on the Member Services Committee.
6. Works with the Office Managers to maintain an accurate and up-to-date list of shareholders.
7. Advises the Board on all matters related to the Club's human resources.
8. At the Board's direction, seek 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.
9. Develops and maintains a method for annual performance evaluation of Management, Staff, and Club contractors, which forms the basis for contract renewal and remuneration.

2.10. Director of 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. Serves on the Member Services Committee and works closely with the Director of Member Services on marketing, promotional, sponsorship and advertising opportunities for the Club.

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

2.11. Director of Strategic Planning

1. Recommended by the President for appointment by the Board.
2. Chairs the Strategic Planning Committee.
3. Consolidates all capital improvement ideas and potential projects identified by Directors and facilitates the development of a cohesive, justifiable plan with details of design, costing, labour and material requirements, and proposed timing.
4. Develops and maintains a five-year strategic plan for capital projects and equipment with expenditures and sources of revenue.
5. Works closely with the Director of Finance to facilitate an annual operating and capital budget within the framework of the 5-year plan.

6. Monitors and reports to the Board on the progress of the Strategic Plan and seeks approval for changes and updates.
7. Develop the annual Strategic Planning report encompassing the 5-year plan, which will be presented to and approved by shareholders at the Annual General Meeting.

2.12. Committees of the Board

The Board, on the President's recommendation, may appoint Directors to stand 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. The following are recommended appointments but may include 'members at large 'to facilitate continuity and succession planning.

2.12.1. Golf Operations Committee

1. It encompasses all duties of the Director of Golf Operations
2. Chaired by the Director of Golf Operations
3. Director of Member Services
4. Club Head Professional
5. Club Captain
6. Meets monthly or at the call of the chair.

2.12.2. Finance Committee

1. Encompasses all the duties of the Director of Finance
2. Chaired by the Director of Finance
3. Member - Director at large
4. Meets monthly or at the call of the chair.

2.12.3. Grounds and Greens Committee

1. Encompasses all the duties of the G&G Director.
2. Chaired by the G&G Director
3. Member - Director at large
4. Grounds Superintendent
5. Meets monthly or at the call of the chair.

2.12.4. Strategic Planning Committee

1. Encompasses all the duties of the SP Director.
2. Chaired by the SP Director
3. Member - one member of the Finance Committee
4. Member - one member of the Projects and Building Committee
5. Member - Director at large
6. Member(s) - chosen from general membership with expertise in one or more areas of planning (optional)
7. Meets monthly or at the call of the chair.

2.12.5. Projects and Building Management Committee

1. Encompasses all duties of the Directors of Project Management and Building Maintenance.
2. Chaired by one of the above

3. Develops a comprehensive plan for building and infrastructure maintenance, replacement, and new development in conjunction with the Strategic Planning Committee.
4. Meets monthly or at the call of the chair.

2.12.6. Member Services Committee

1. Encompasses all duties of the Director Member Services.
2. Chaired by the Director of Member Service.
3. Member - Director of Human Resources
4. Member - Director Communications
5. Member - Director at large
6. Meets monthly or at the call of the Chair.

2.12.7. League Planning Committee (ad hoc)

1. Responsible for determining the structure and functioning of all Club leagues with appropriate recommendations to the Board for final decision.
2. Chaired by the Director of Golf Operations
3. Member - Club Head Professional
4. Member - Club Captain
5. Member - Director of Member Services
6. Member - Director of Communications
7. Member at large - chosen from the general membership with experience in league play, but not to include any league executive member.
8. Meets annually or as required to provide ongoing assessment of league play.

2.12.8. 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.

2.12.9. AGM Planning Committee (ad hoc)

1. To plan and organize the Annual General Meeting of Shareholders
2. Chair chosen from the Board of Directors
3. Member - Director of Communications
4. Member - President
5. Member(s) - chosen from the general membership (optional) 6. Meets as required.

2.13. Officers of the Club

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

2.13.1. Club Captain

1. Appointed by the Board annually.
2. Should have 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, general rules, and tournaments.
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 for these events.
11. Is involved in organizing the Mount Brenton Amateur tournaments with the volunteer chairs of these events.
12. Request financial assistance and sponsorship from the Board for all Club-sponsored tournaments.

2.13.2. 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 rating, slope rating, and hole allocation.
5. Works with the Club Captain and Head Professional in all matters related to tournament development and administration.

2.13.3. Junior Development Coordinator

1. Appointed by the Board annually.
2. Fosters the development of Junior golf at the Club.

3. Works with the Head Professional to develop and promote opportunities for Junior golfers, including teaching the rules of golf, golf etiquette, and skill development.
4. Liaises with Golf Canada and Golf BC to utilize any existing educational programs for Junior golf, such as First Tee.
5. Works with the Club Captain, the Director of Golf Operations and the Head Professional to develop recreational and tournament play for junior golfers.
6. Identifies junior golfers who may qualify for participation in the Golf BC tournament.
7. Liaises with local school programs that may foster participation in golf.
8. Develops funding opportunities in conjunction with the Board for junior golf at the Club.

3.0 Membership

This section deals with dues-paying members. Individual categories are designed to offer a continuum of relevant membership for all ages, abilities, and affordability in enjoying the club's golf game.

3.1. Regular Membership

The following provisions apply to Regular Membership:

1. There are four Regular Membership categories: Full, Limited, Intermediate and Sustaining, with descriptions following.
2. Regular members are required to be shareholders and to purchase a share at a value in effect at the time of joining. Intermediate members on record as of April 19, 2023, can buy a share and become shareholders. Share purchase is mandatory for these Intermediate members when transitioning to a Full or Limited membership.
3. New Full or Limited members must pay an entry fee at a value in effect at the time of joining.
4. A spouse of an existing or new regular member may become a regular member on purchase of a share, and payment of an entry fee equivalent to 50% of the 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 will be redeemed at the initial value.

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 play limited to afternoons in the high season.

1. Limited members are restricted to booking and playing privileges on or 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 p.m. in the high season upon payment of the applicable guest green fee rate.
4. Dues - 75% of the annual baseline rate plus applicable taxes. To accommodate an equitable transition to the new percentage, the dues for 2024 will be \$1425.00 plus applicable taxes. The full transition 75% will be completed for the 2025 Dues.

3.1.3. Intermediate

1. Intermediate membership is available from 19 to 39 (DOB proof required).
2. The entry fee is waived for all Intermediate Members.
3. Intermediate Members receive 10% off the entry fee for each full membership year when transitioning to Full or Limited Membership.
4. Dues - 75% of the annual baseline rate plus applicable taxes.

3.1.4. Sustaining

A Sustaining member is an inactive Regular Member of the Club who has chosen to take a leave of absence.

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 a temporary circumstance of ill health, debility, infirmity, convalescence, or compassionate care that prevents a family member from actively participating in golf at the Club for over three months.
4. Non-medical LOA is a temporary circumstance of work relocation, family circumstance and residence relocation that prevents the member from actively participating in Club golf for more than three 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 anytime during the year.
6. A Sustainable membership has a maximum term of two years (in addition to the year of commencement) beginning on January 1 of the year following initial application. Re-application and payment of Sustainable Membership dues are required before January 1 of each subsequent year.
7. In the event of a membership waiting list, a member moving to the Sustaining category will immediately create an opening on the active roster.

8. Sustaining members will have full use of the Club facilities, except for booking privileges, and will have full voting privileges.
9. Sustaining members while on non-medical 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.
10. Sustaining members on medical LOA who wish to assess their playing capability to return to active status should consult with the Head Professional for assistance in determining the most appropriate booking, playing time, and associated green fees.
11. After two full years of maintaining membership without a return to regular membership, the membership will be terminated with no credit owed other than the return of the initial share cost.
12. A Sustaining member may terminate membership at any time; however, no refund or credit will be given for any dues or entry return of the share cost.
13. Dues - 20% of the annual baseline rate plus applicable taxes.

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. There is no entry or share fee and no voting privileges.
2. Complete 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 published annually.
4. Associate Members receive 10 % off the entry fee for each full membership year 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 enrolment.
3. One-year contractual obligation from the time of joining unless they cease to be a student at any time during the year.
4. Proof of eligibility (as per item 2) is required to maintain student status for each academic year term.
5. On cessation of student status, the member may transition to the Intermediate category (if eligible) with an appropriate dues adjustment.
6. Dues: 30% of the annual baseline rate plus applicable taxes.

3.2.2. Junior

1. Junior members must be between the ages of 10 and 18. (DOB required)
2. 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.
3. Beginning golfers should be encouraged to take further training under the auspices of the Professional staff and participate in training programs set up by the Club.
4. One-year contractual obligation from the time of joining.
5. Junior members turning 19 in their last year of eligibility may transition to Student status, if eligible, or Intermediate status from their birth date, with appropriate dues adjustment.
6. Junior members may participate in the RCGA handicap system and represent the club in sanctioned Club, Golf BC, and Golf Canada tournaments.
7. Dues - 20% of the annual baseline rate plus applicable taxes.

3.2.3. Juniors-in-waiting

The Club encourages children's play to foster the advancement and enjoyment of the game of golf at Mount Brenton.

1. The Board endorses a junior training program provided by the Junior Development Coordinator, the Club Captain, and the Club's Professional staff.

2. Juniors under the age of 10 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 under 10 must always play with a responsible adult (age 19). The head professional will determine the green fees.
4. Juniors under 10 may play for free after 2 pm with an adult.
5. Juniors over 10 are encouraged to join the Club and take advantage of the facilities, training programs, discounts and amenities offered.

3.3. Membership and Waiting lists.

The Board may occasionally cap the total membership list or any constituent member category at a number deemed best for the Club.

1. In the event of a membership cap, the board office will establish a waiting list, and any new member applicant may register.
2. New 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. Once accepted, the deposit will be applied to the first year of dues. (It does not apply 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. Should an applicant decline or fail to complete the application within 10 days, their name will go to the bottom of the list.
6. Waiting list resignations will forfeit their deposit.

3.3.1. Priority of Membership and List Placement

The Board will deal with applications for Membership and placement on the waiting list 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, per 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, but with provisions 1, 2 and 3.
3. Waiting list members will be granted a provisional membership card, which allows them to book in the six-day green fee booking window but with a discounted rate to stay within 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 the terms of their membership category.

1. All regular and associate members have advanced booking privileges seven days before their play date.
2. Non-member green fee players may book six days before their play date.
3. The booking period will begin at the time determined by the Golf Operations Committee.
4. Bookings are preferred online, using the current booking system.
5. Supplementary bookings or changes may be made in person or by telephone through the Pro Shop.
6. No member may book more than one tee time within four hours or be booked by another member into more than one tee time within four hours.
7. Tee time bookings must be populated with the names of participants within 24 hours of booking, either online or by calling the Pro Shop. Failure to do so may result in the tee time being cancelled.
8. All players who need to cancel a tee time should do so within 24 hours of the 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 member no-shows will be monitored and may incur a warning or further board-administered penalties. The pro shop will use discretion for illness, valid unforeseen circumstances, or weather conditions.

9. At the discretion of the Head Professional, 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.

4.0 Membership Dues and Green Fees

The Board will annually update the required share, entry fee, and baseline dues on/or before December 1, payable on/or before January 1 of the new year. Dues are paid annually and form a one-year membership contract with the Club.

4.1. Payment Options: Late Payment and Default

1. Dues (and other fees as applicable) may be paid in full for the annual or prorated amount by cheque, e-transfer, or credit card at the time of joining or on the membership renewal date.
2. Alternatively, payment may be made in equal monthly Pre-Authorized Debit (PAD) payments arranged through the Club Office.
3. Booking and playing privileges are automatically suspended on January 1 if full payment has not been received or the PAD agreement has been completed.
4. Late payment of annual dues or failure to complete a PAD agreement before January 1 will result in interest of 2% of total dues per month, compounding monthly until payment is made or arranged.
5. Thirty days after the renewal date, a registered letter and an email notification will be sent advising the member that their membership will be terminated unless a response is received within 15 days.
6. Late payment of dues will not be prorated. It will include all dues payable from the renewal date for each category and any accumulated interest.
7. Monthly payments in arrears will result in suspension of member privileges, punitive penalties as above, potential bank charges and other measures as may be adopted by the Board.
8. No refund of dues is payable when a membership is revoked or terminated for cause.

9. If members wish to cancel their membership, they may formally request a pro-rated refund of their dues to the Board of Directors.
10. The only exception to this rule is in the case of a deceased member whose heirs or estate will receive a pro-rated refund of prepaid dues.

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 and includes storage, hydro, trail fees, and facility security/insurance costs.
3. Payment must be pro-rated during annual dues renewal or initial contract under the terms listed in 4.1.
4. Default of payment may result in removal and impoundment of the member cart from the Shed.
5. Trail fees (for member carts not stored and trailered to the course) will be charged annually.
6. Member and trail fee carts must be identified with an MB license sticker for the year.

4.3 Green Fee and Cart Rental Rates

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

1. The board will establish the Green Fees and Cart Rental rates schedule by April 1 each year.
2. Course maintenance rates may be instituted at specific times of year in consultation with the Head Professional and Course Superintendent.
3. The discounted guest and reciprocal Green Fee and Cart Rental rate may be applied at the discretion of the Head Professional according to the guidelines provided by the Board.

5.0 Management, Contractors, Employees

The Board is responsible for managing the Club and using the necessary resources 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 Managers 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 and 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 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 provide a report to the Director of Golf Operations.
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 F&B operator manages the

restaurant on a contract basis.

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 ensure the efficient operation of the service.
5. The operator must comply with all health and work-safe regulations.
6. The Director of Member Services is the board liaison. He assists the operator in promoting and marketing the service to members and the public according to the terms of the contract.
7. The Director of Member Services will conduct a performance evaluation at or near the date of the Contract.

5.3. Grounds Superintendent

1. The Superintendent is a management employee hired under an agreement to manage and care for all aspects of the golf course's grounds, fairways, and greens.
2. Hires, controls, and supervises the unionized grounds crew in the seasonal and daily management of the golf course.
3. Manages the Maintenance building (Crozier Rd.) and other course buildings and facilities in conjunction with the Director of Building Maintenance.
4. In conjunction with the Grounds & Greens Committee, develop an annual budget for maintenance, supplies, and workforce requirements for Board review.
5. Works closely with the Director of Grounds & Greens, who liaises with the Board and the membership to optimize the operation of the golf course.
6. 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 significant equipment, course infrastructure replacement, and improvements.
7. Attend board meetings and provide a monthly report to the Director of Grounds & Greens.

8. 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 are members of the Service Employees International Union, Local 2, Branch 244, and work under a contract and term negotiated with the Board.
2. The contract is negotiated by the Director of Human Resources (or contracted professional negotiator), Board member(s) and Grounds Superintendent, as deemed appropriate by the Board.
3. The Board must ratify the final contract with a formal resolution.
4. Through the HR Director, the Board will maintain a close and cordial relationship with the local Shop Steward and Union representative at the Vancouver office during the contract 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 Managers

1. Management employees hired under 'terms of agreement' to manage all aspects of the Club Office and administrative functions.
2. Administrative and day-to-day duties supervised by the President (or Vice-President).
3. 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.
4. Manage and reconcile payroll, accounts payable, member dues, cart member fees, green fees, and retail sales revenue.
5. The grounds superintendent and appropriate directors manage the Club's security systems and contractors, CCTV system, and Webcams.

6. Maintains effective communication and relationships with members, the public, the Club's contractors, employees, suppliers, and contracted service personnel.
7. Attends monthly board meetings to record minutes and provide information relevant to the operation of the Club Office and administrative services.
8. Provides such services as may be required for Directors to perform their duties.
9. 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.
10. The president will conduct an annual Performance Evaluation at or near the anniversary date of employment, using the standardized PE form held on file in the Board office.

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 Manager who shall record the event with the above date, time, and signatures.
3. Only a director or staff member may access these files with the express permission of the president and the board, and they may only do so in the presence of the president and office manager.
4. These files may not be removed from the Office.

5.6. Insurance Services

1. Insurance services are contracted through a broker, preferably local.
2. In consultation with the Board, the President and Office Managers will negotiate and maintain appropriate property insurance to protect the Club's assets and liability insurance for all employees, directors, and member volunteers.
3. Re-appraisal and valuation should be done on an annual basis.

5.7. Auditing and Financial Services

1. Under shareholder approval, the Board will retain a qualified accounting firm to provide an Annual Audit and Financial Report for the Board and Shareholders to review.
2. The Board may request consultation services from a qualified accounting firm on matters of finance from time to time.

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 Grounds Superintendent if applicable), to provide the scope of the work to be done in their relevant 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. Suppose most of the Board cannot satisfy themselves on the cost or validity of a project or purchase. In that case, the Board will follow the tendering process, obtaining two or three estimates or quotes from contractors or service companies. The final decision will rest with the Board, considering all factors.
5. Disposal of marketable surplus Club assets should be offered to the membership for a minimum 30-day period.
6. All Board-engaged contractors or service companies shall have appropriate Work Safe Coverage and a minimum liability insurance of \$2 million.
7. All contractors and service personnel must notify the Office Manager(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 the business day.

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

1. The director of Human Resources is responsible for hiring employees and contractors and developing contracts or letters of agreement in conjunction with the appropriate director for the portfolio in question.
2. A fair and comparative approach using existing resources such as the current cost of living and/or inflation rate, as well as industry standards for the duties of the employee or contractor.
- 3.

Any contract may require legal advice from the board-appointed lawyer, which must be communicated to all Directors.

4. All contracts or letters of agreement must be at most three years.
5. The Board must ratify all contracts and agreements.

5.10. Discretionary Bonuses

1. The board may consider bonuses on a discretionary basis in December for all employees, staff members, and contractors.
2. The first consideration will be the club's financial health. The Club is not obligated to provide a discretionary bonus to any employee, staff member, or contractor.
3. Any bonuses will be given based on a set of criteria that shall include, at a minimum, job performance, length of service, and extraordinary service.
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 the membership's communication, comments, or suggestions.

1. Members can communicate with the Board by hand delivery or posting a letter to the Club Office at 2816 Henry Road, Chemainus, BC, V0R 1K5. Alternatively, they can email mtbrentonoffice@gmail.com.
2. Emails or letters will be acknowledged by the Office Manager and forwarded to all Directors for discussion.

3. A response will be sent either by the Director of Communication or the Director responsible for the subject matter.
4. Members are also encouraged to read the Club newsletter, *The Brenton Beat*, which is occasionally emailed to all members. It contains noteworthy news, information, and important announcements.
5. Members may respond directly to the Newsletter by return email.
6. 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.'

6.0 Leagues and Tournaments

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

6.1. Leagues

1. The Board will establish an ad hoc League Committee early in the year to take representation from interested member groups planning 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, and members will include the Club Captain, the Head Professional, the Director of Member Services, the Director of Communications and one member chosen from the general membership with league experience, not to include a member of any league executive.
3. The Grounds Superintendent may be consulted for course playability and crew considerations.
4. The Club Captain will serve as a resource and liaison between the leagues and the Board's League Committee and will aid in establishing leagues.
5. Every league must have a Captain and an executive, consisting of a Vice-Captain, Draw Chair, and, if dues or prize monies are collected, a Treasurer who keeps books for this

- purpose. The Club, or any of its employees or contractors, will not be responsible for any financial management or encumbrances of the leagues.
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 a minimum and maximum number of participants for draws. Unless extraordinary circumstances exist, a minimum number of participants is required for every draw to maintain 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 block a pre-determined number of tee times for the day of play before the regular booking days and times for members.
 10. League Captains must notify the Pro Shop of the draw sheet four days before the play day and release unused tee times for members and the public. The draw may be cancelled if the number of participants falls below the minimum. (This rule may be set aside if the number of participants is affected by periodic zone or inter-Club tournaments.)
 11. Non-members may participate in league play at the guest green fee rate, provided that no member is excluded from participating.
 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 before the event regarding any required food and beverage service.
7. The Directors of Communications and Member Services may be consulted for assistance in media promotion, marketing and advertising as required.
8. Final tournament approval rests with the Board through the Director of Golf Operations.

7.0 Course Rules

The Club adheres to the Rules of Golf published by Golf Canada and other regulatory golf bodies. The Club may occasionally publish local rules specific to play and 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 determined to be four hours or less.
2. The Club Captain is the rule interpretation authority in consultation with the Head Professional.
3. The Handicap Chair is responsible for allocating hole handicaps, accurately measuring distances, rating courses, and consulting with and utilizing Golf BC's resources.
4. The Handicap Chair will publish handicap indexes for all members participating in the Golf Canada handicap system.
5. The Head Professional determines the opening and closing times of the course in consultation with the Grounds Superintendent.
6. The Head Professional, in consultation with the Grounds Superintendent, determines the playability of the course and whole or partial course closures due to snow, rain, wind, flooding, or maintenance issues. Temporary greens may be employed for frost and excessive saturation, and temporary tee boxes may be used for maintenance or excessive saturation.

7. The Grounds Crew has the right of way working on and traversing the course.
8. Power carts may be restricted to 'cart paths only' during winter and at other times as determined by the Grounds Superintendent.
9. All power carts are restricted from traversing the hillsides of holes 5, 6, 13 and 18; the slope between 17 green and 18 tee boxes; and the fairway adjacent to the 18 pond and green. No power carts are allowed within the white chalk lines surrounding the approaches to greens.
10. No power carts are permitted on par 3 holes except for flagged disabled permit holders.
11. Power carts entering fairways should use the 90-degree rule relative to their ball when entering the fairway. Fairways may be traversed until the white chalk line or cart exit signs are evident, and then exit to the cart path in a 90-degree direction.
12. Power carts should avoid entry into any wooded or eco-sensitive area of the course.

8.0 Conduct of Members, Guests, Staff and Contractors

All members, guests, staff, contractors, and employees shall respectably conduct themselves and follow 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 handled by recording incidents, 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, termination of 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 alcohol-related incidents for review by the liquor inspector.
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 recommending further action to the Board, if any.

4. The Head Professional, Club Captain, Office Managers, Grounds Superintendent, Food & Beverage Manager, and Directors may initiate incident reports to be investigated either by witnessing the incident or 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 any individual that has the effect or purpose of unreasonably interfering with their status or performance or creating a hostile or intimidating environment.
2. Furthermore, such treatment has the effect or purpose of offending or demeaning the 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, request 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 actual 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. 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 the direction of staff, and adhere

to the law concerning 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, Clubhouse, and the course. Members and green fee players may be subject to random mandatory bag or 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 enacted a three-strike policy for transporting and consuming outside alcohol.
 - 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 permanent banishment from Mount Brenton.
8. Overindulgence and drunkenness on the course or in the Clubhouse will not be tolerated. Under "Serving it Right" guidelines, staff must cease alcohol sales when overconsumption is evident. Staff must also notify law enforcement if the potential for drunk driving exists.

9. Aberrant behaviour on the golf course resulting from overindulgence or intoxication will result in the suspension of the round and the immediate request to leave. Further punitive measures may follow.

8.4. Smoking & 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 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 and rough, or in waste or recycle bins.
3. When fire conditions are rated extreme, smoking on the course may be prohibited while such conditions exist. Notices will be posted in the Clubhouse, on the course and the website.

8.5. Dress Standards

The Club wishes to have 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 the game of golf.
3. Any attire bearing blatant product advertising (excluding designer labels and logos), offensive, demeaning, racist language, or political messaging is prohibited.
4. Pro Shop staff will monitor golfers' dress and may deny playing privileges if it is outside the posted standard.
5. Clubhouse staff should wear casual clothing appropriate for their duties in keeping with the Club's dress code.

9.0 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 policy and rules of use for the cart shed and the operation of member carts on the golf course.

1. Cart shed spaces will only be allocated to members of the Club.
2. The Cart Shed Rental Agreement must be completed by the owner(s) and signed by the owner(s) and an Office Manager. The Agreement is an integral part of this Policy.
3. The annual cart shed rental fee is established and published by the Board in December and is payable on January 1 of each calendar year. The initial yearly fee will be prorated for cart shed rental agreements started during the year.
4. Any electric cart and charger older than 20 years at the time of application for storage must have a certificate of good electrical and mechanical condition from a recognized golf cart service agent or dealer.
5. Owners must keep their 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 standards 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. Members terminating their membership will receive a pro-rated annual fee refund after removing the cart.
8. The sale of a member cart does not automatically confer the storage space on the buyer. A Cart Shed Rental Agreement must be submitted for cart storage space rental. Cart spaces cannot be gifted, deeded, loaned, or turned over to another member.

9. Storage or use of accelerants or any flammable 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 membership at the Club and cart shed rental privileges suspended or permanently revoked immediately.
10. The Club is an electric golf cart-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 owned by a member before June 26, 2019. No grandfathered gas-propelled cart may be driven by another member or guest 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 return of a yearly fee will be made in the case of discontinuance of trailering. 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 for any death, damage, injury, or loss occasioned to a golf cart or occasioned by a golf cart's storage or use on or near 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 cart owner, regardless of the actions, inactions, or negligence of the Club or its members, guests, employees, and agents.

16. Non-member golfers wishing to use their carts on the course must pay the designated Daily Trail Fee.
17. 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.
18. 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 3 hole. Carts must be operated responsibly 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, cart rental privileges and other punitive measures determined by the Board, including suspension of booking and playing privileges or termination of membership.
19. 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 blue flag on their cart will allow them to go on all par 3 fairways. All other restrictions of (19) apply. The handicap flag must be renewed with a new signed certificate every three years.
20. 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.

10.0 Course Memorials

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

1. Due to high maintenance costs, memorial benches and plaques will no longer be used. 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 to be on the course. The Club will contact the original donor for an alternative memorial per the 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. The appropriate process is for family or friends to apply to the Board through the Club Office and complete an application form. The applicant will then be contacted by the Grounds Superintendent to discuss details and requests for location and type of vegetation.
4. The Grounds Superintendent will decide 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 but will contact the donor for replacement if they so wish. Likewise, if changing course requirements require removal or relocation, the Club will contact donors for an alternate solution.
5. Plaques will be uniform in size and style, with wording determined by the applicant in consultation with the Grounds Superintendent. The procurement of plaques, trees, shrubs, or plants will be the responsibility of the Grounds Superintendent.
6. The donor individual or group will bear the cost of any vegetation and plaque payable to Mount Brenton Golf Course Ltd.

11.0 Distribution, Review and Revision

The Operations Manual will be available to all Directors and Members through the medium determined by the Board. It should be reviewed and revised entirely at least once every three years.

1. The Operations Manual is a dynamic document that should be revised and amended 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 undertake a general review once every three years and make changes or updates as required by circumstance or changing conditions, with annotation of the current year of the Manual.
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 Manager should receive a copy.
7. The Manual will be posted on the Club website in the member's section, and all new members will be made aware of its location.

Revision Log

Section/Req.	Summary of Change	Date
Revision Log	Added Revision Log	Nov. 20, 2022,
5.5.1 / 2	Reworded to clarify access requirements	Nov. 20, 2022,
Section 3.0	Intermediate membership changed from Associate to Regular	April 19, 2023,
Commitments	Updating to include respectful and inclusive atmosphere	April 19, 2023,
3.1.2.4	Limited membership dues percentage increased to 75% over a 2-year period	Nov. 24, 2023,
Document	Cleanup edit	April. 11, 2024
Document	Cleanup edit	Sept. 11, 2024,
Document	Cleanup edit	Sept. 18, 2024,