

BHA Procedure: Stall Rental

MARCH 28 2022

Applicability

The Director of Stalls shall use the following procedure for the subletting of Stalls.

Procedure

1. B.H.A. shall have the first option to retain possession of any Stall with respect to which a Sublease Agreement has been terminated PROVIDED IT DESIGNATES SUCH Stall for boarding a horse used in the Public Lesson Program and shall rent the Stall to an instructor in the Public Lesson Program;
2. If B.H.A. does not exercise it's option, B.H.A. shall first offer the Stall to be sublet by those Members on the Burnaby Resident's List using the following procedure:
 - (i) As soon as practicable, the Director of Stalls will contact the Member whose name first appears on such list and is otherwise entitled by the By-Laws and these Rules to receive notice to sublet a Stall;
 - (ii) Upon contact being made as provided in these Rules, the Director of Stalls will offer to sublet the Stall to such Member. The Member so contacted shall, if he or she wishes to sublet the Stall, agree, within twenty-four (24) hours of being so contacted by the Director of Stalls, to sublet the Stall;
 - (iii) Members who are on such list, but not in good standing, shall be entitled to be contacted with an offer to sublet the Stall, but if they should accept the offer to sublet the Stall, their entitlement to sublet the Stall shall be conditional on such member rectifying within four (4) business days, the default by reason of which the Member is not in good standing and if such Member should fail to remedy same within the time allowed, such Member's agreement to sublet shall thereupon be terminated and the Director of Stalls shall offer to sublet the Stall to the next Member on such list who would otherwise be entitled to notification of such offer of subletting;
 - (iv) Contact by the Director of Stalls with a Member shall be deemed to have been made upon the Director of Stalls verbally giving the offer to the Member or leaving a voice mail message for the Member, containing the offer, or forwarding the offer to the Member by facsimile or e-mail to the last known address given to the Secretary by such Member. Alternatively, the Director of Stalls may make such offer to a Member on such list by mailing the offer to such Member by regular mail to the last known address given by such Member to the Secretary and the Member shall have been deemed to have been contacted and received such offer of subletting three (3) business days after such offer shall be sent by mail.
 - (v) If a Member to whom an offer to sublet has been made by the Director of Stalls shall not accept the offer within the time limit provided for in these Rules, the Director of Stalls shall contact the next person on such list until a positive reply has been received from a listed Member;
 - (vi) If an offer to sublet is accepted by a Member, such Member shall enter into that form of Sublease Agreement then currently being used by B.H.A. for subletting Stalls.
3. If no one on the Burnaby Resident's List accepts the offer to sublet as provided for in these Rules, the Director of Stalls shall then offer to sublet the Stall to those Members on the Non- Burnaby Resident's List who shall be entitled to receive such notice pursuant to the By-Laws.

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4. If B.H.A. should terminate a Sublease Agreement with a Renter because it shall require the Stall to be occupied by a horse that will be used in the Public Lesson Program, such Renter's name shall move to the top of the Burnaby Resident's List irrespective of such Renter's residency.
5. A Member, being part of a Family Unit, shall be moved to the bottom of the list applicable to him or her when such Member should sublet or rent a Stall from B.H.A. for the Family Unit, if such Member wishes to rent further Stalls from B.H.A., unless the provisions of Section 6.3 shall apply.
6. Only one member of a Family Unit can be on a waiting list at any given time.

Supporting Documents

- 1) Related BHA Policy
 - a) Stall Sublease Policy
- 2) Related BHA Constitution & Bylaws
 - a) Bylaws 2.4.5 and 6.1.4
- 3) Related BHA Forms
 - a) Stall Sublease Application Form

Review Schedule

Procedure Adopted:	MARCH 28 2022
Procedure Owner:	Director of Stalls
Next Review Scheduled:	April 2023

Version History

Date	Version Number	Details
March 28 2022	1.0	Initial Draft (format but not content has changed from Rules & Regulations)