

BYLAW ?-200?

**A BYLAW TO PROVIDE FOR AND SET OUT THE
CONSTITUTION, POWERS AND DUTIES OF THE
DISTRICT RECREATION BOARD.**

The Council of _____, in the Province of Saskatchewan, enacts as follows:

TITLE

1. This bylaw shall be known and may be cited as "The District Recreation Board Bylaw".

DEFINITIONS

2. (a) "Board" means the recreation board appointed pursuant to
this bylaw.
- (b) "Council" means the Council of _____.
- (c) "Municipality" means the Rural Municipality of _____ & _____.
- (d) "Recreation Director" means the recreation director appointed by
Council.

(e) "Program" means those programs normally carried on in culture, recreation and sport.

(f) "Secretary" shall mean the secretary appointed by the Board.

(g) "Facilities" means those facilities normally operated by the Board as designated by Council.

FUNCTION

3. (a) To manage and operate the following facilities:

.1 Community Complex including the skating and curling rinks, bowling alley, Fitness Centre

.2 Swimming Pool

.3 Fairgrounds – including ball diamonds.

.4 Other facilities as jointly agreed upon by the Council and Municipality.

(b) To advise and secure ratification from the Council and Municipalities on proposed capital projects to add, improve or extend any recreation facility to be operated by the Board.

(c) To initiate and manage recreational and cultural programs and the facilities as designated by Council.

COMPOSITION OF THE BOARD

4. The Board shall consist of nine (9) members, to be appointed by resolution of Council, as follows:

(a) One member of Council

(b) Three (3) members at large for _____.

(c) Two (2) members appointed on the recommendation of the Rural Municipality of _____.

(d) Two (2) members appointed on the recommendation of the Rural Municipality of _____.

(e) One (1) member appointed on the recommendation of the Local School Board subject to approval of the Council and Municipality.

APPOINTMENT TO THE BOARD

5. Members shall be appointed for a two-year term of office for a maximum of two consecutive terms.

6. Members may be reappointed to the Board after sitting out one year.

7. Upon the expiration of any member's appointment or any member's resignation, subsequent appointments shall be made subject to Section 4.

8. The seat of a member of the Board who absents himself/herself from three consecutive meetings, without authorization by resolution of the Board, shall be declared vacant.

9. The seat of a member shall become vacant upon receipt, by the secretary, of written notice of resignation.

10. The secretary shall bring to the attention of Council, at their next regular meeting, any vacancies as they arise.

11. Council shall, by resolution, fill the vacancy within thirty (30) days of receiving notification from the Secretary.

OFFICERS OF THE BOARD

12. The Council shall appoint one (1) Board member as Chairperson of the Board.

13. The Board shall appoint one (1) member as Secretary.

14. The Recreation Director shall attend all meetings of the Board unless excused by resolution of the Board.

MEETINGS

15. Five (5) members shall constitute a quorum.

16. The Board shall be called to meet at least once a month, at a time and place, as set by resolution of the Board at the first meeting of the Board for the year.

17. The Secretary shall, at the written request of the Chairperson or one third of the members, call a special meeting at a date specified in the request to consider any urgent matter. All members shall be notified of the meeting and the reason for the meeting. Only those items indicated as the reason for the special meeting shall be considered at this meeting.

18. The Chairperson shall preside at all meetings.

19. If the Chairperson is unable to attend the meeting, the Board shall by resolution appoint from those members present a presiding officer for the meeting.

20. All members of the Board present shall vote on each question except where a conflict of interest is declared.

21. All resolutions of the Board shall be entered in a minute book to be kept for that purpose and signed by the Presiding Officer and the Secretary. Upon approval of the minutes the Chairperson and the Secretary shall initial each page.

22. Minutes of all meetings shall be submitted to the Councils of _____, Rural Municipality of _____ and Rural Municipality and the Local School Board prior to the next regular meeting of the Board.

POWERS AND DUTIES

23. The Board shall assess the recreation needs of the residents of the area:
 - (a) for the current year

(b) for a five year projection

24. The Board shall establish annual goals and objectives.

25. The Board shall advise Council on important matters placed before it in dealing with culture, recreation or sport.

26. The Board may advise Council or make recommendations to Council with respect to improvements or extension to recreation facilities.

27. The Board shall immediately direct to Council any hazards to which participants involved in programs or using facilities may come into contact and recommend to Council what actions should be taken to rectify the situation.

28. The Board shall encourage and co-operate with organizations in the promotion of programs.

29. The financial year of the Recreation Board shall be January 1 to December 31.

30. The Board shall make recommendations to Council concerning the employment and salaries of such personnel as may be required to properly carry out the recreation programs and maintain the recreation facilities.

31. The Board shall, before January 1 each year, submit a copy of its assessment of the recreation needs, its yearly goals and objectives, and a prepared budget of its proposed revenues and expenditures for the upcoming year.

32. The Board shall prepare and submit the annual operating statement for the previous year's operation to the Council and Municipality no later than March 31st
33. The Board shall within its budgetary allotment manage and operate the facilities indicated in Section 3 (a).
34. Prior to payment of the recreation board accounts by Council, the Board shall approve payment of all expenditures incurred by the Board in the management and operation of the facilities and programs.
35. The Recreation Board Chairperson and Recreation Director shall report monthly to Council.
36. The Recreation Board Chairperson and Recreation Director shall report quarterly to Municipality.

EFFECTIVE DATE

37. Bylaw No. 23-87 is hereby repealed.

38. This Bylaw will come into affect and take force on the date of final reading by the Council of _____.

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Mayor

Seal

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Administrator

Certified as a true copy of Bylaw 13-2003 adopted

By resolution of Council on December 17, 2003.

Seal

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Administrator