

Town of Birch Hills

Bylaw 03/2020

A BYLAW OF THE TOWN OF BIRCH HILLS TO ESTABLISH A BIRCH HILLS & DISTRICT RECREATION BOARD

The Council of the Town of Birch Hills in the Province of Saskatchewan enacts as follows:

SHORT TITLE

1. This bylaw may be known as "Recreation Board Bylaw".

DEFINITIONS

2. For the purpose of this bylaw, the expression:
 - a. **BH&DRB** – means the Birch Hills and District Recreation Board.
 - b. **Community Organization** – means any self-interest club or organization which joins the BH&DRB in principle and spirit.
 - c. **Council** – means the Council of the Town of Birch Hills.
 - d. **Facility Committee** – means the operational committee elected by the public at their own annual meetings to operate one of the following facilities.
 - i. Birch Hills Curling Rink
 - ii. Birch Hills Golf Course
 - iii. Birch Hills Skateboard Park
 - iv. Birch Hills Skating rink
 - v. Birch Hills Sports Grounds
 - e. **Immediate Family** – means someone's spouse, parents and grandparents, children and grand children, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law. Adopted, half, and step members are also included in immediate family.
 - f. any person who is named in Appendix I
 - g. **Municipality or Town** – means the Town of Birch Hills.
 - h. **Program** – means any activities normally carried out in sport, culture or recreation.
 - i. **Recreation Director**– means the individual employed by Town of Birch Hills to further the goals and objectives outlined in this bylaw and in the job description as approved by the Town.
 - j. **Sub-Committee** – means any committee appointed by resolution of the BH&DRB to study any matter.

COMPOSITION OF BOARD

3. The committee shall consist of 9 members, to be appointed by resolution of Council, on a yearly basis, as follows:
 - a. one (1) member of Council of the Town of Birch Hills
 - b. one (1) member of Council of the Rural Municipality of Birch Hills No, 460
 - c. one (1) member of Birch Hills Curling Rink
 - d. one (1) member of Birch Hills Golf Course
 - e. one (1) member of the Birch Hills & District Historical Society
 - f. one (1) member of Birch Hills Skateboard Park
 - g. one (1) member of Birch Hills Skating rink
 - h. one (1) member of Birch Hills Sports Grounds
 - i. one (1) member of the public from the Town of Birch Hills and district that are elected at the annual meeting by those in attendance.
 - j. none of the above shall be from the immediate family of the Recreation Director.

4. At the first appointment of the committee members, the terms of office for elected members shall be as follows;
 - a. five (5) members for a one year term
 - b. four (4) members for a two year term

5. Subject to Section 4;
 - a. each term of office shall be two years, and
 - b. three consecutive terms of office may be served, however, subsequent to serving three terms, there is an obligatory one year of absence from the board.

6. The board shall appoint one member as:
 - a. Chairperson;
 - b. Vice-chairperson

7. 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. After two absents, a letter will be sent to the board of the member that has missed.

8. The seat of a member of the board shall become vacant upon the receipt of a written notice of resignation by the Recreation Director.

9. The Secretary-treasurer of the committee shall bring to the attention of Council at its next meeting any vacancies as they arise.

10. The committee shall make recommendations to Council to fill vacancies as they arise.
11. Council shall, by resolution, at the first meeting following receipt of the notice of a vacancy, fill the vacancy.
12. Five (5) members shall constitute a quorum.

MEETINGS

13. The board shall meet by- monthly at a time and place, as set by resolution of the board at the first meeting of the board each year.
14. The Recreation Director shall, at the request of the chairperson or one third of the members call a special meeting at a date specified in the request.
15. All meetings of the committee shall be open to the public.
16. The Recreation Director must be invited to all meetings of the board.
17. All members of the board present shall vote on each question.
18. The Chairperson shall preside at all meetings.
19. If the Chairperson should be unable to attend the meeting, the Vice-chairperson shall preside.
20. All actions of the board shall be entered in a minute book, to be kept for that purpose by the Recreation Director and signed by the presiding officer.
21. The Chairperson shall, bi-monthly, report in writing to BH&DRB, and shall provide a report in person, on the activities of the board.
22. An annual meeting of the residents of the municipality and other interested persons, shall be held in April of each year. The date of such meeting shall be established at the prior February regular meeting of the BH&DRB and the annual general meeting shall be advertised to the public at least 14 days in advance.
23. At the annual meeting the Recreation Director shall present, for approval, the audited financial statement of the previous year, as well an interim financial report of the current year's operation.
24. All meeting shall be conducted according to Roberts Rules of Order.

POWERS AND DUTIES

25. The board shall establish annual goals and objectives.
26. The financial year of the board shall be the calendar year.
27. The board shall submit a copy of its assessment of the facilities needs and its yearly goals and objectives to Council, before February 1 of each year.
28. The board, with the Recreation Director, shall before February 1 of each year, prepare a budget, being an estimate of its proposed revenues and expenditures for the current calendar year operations.
29. The board shall ensure that each facility manages and operates within their own Bylaws.
30. The board shall ensure that each facility establishes and follows a schedule of regular maintenance for preserving the safety and usability of their facility including surfaces and area.
31. Once in the spring and once in the fall, the board shall ensure that each facility makes a thorough inspection of their facility surface and surrounding area and make a plan to repair any safety hazards.
32. The board shall ensure that each facility makes visual inspections of their facility to ensure the safety of the facility.
33. The board may advise Council in all matters placed before it dealing with the facilities.
34. All volunteers working for the board shall be considered agents of the municipality.
35. The Recreation Director shall, at year end, ready the financial records for presentation to Council.
36. The Recreation Director shall deposit all funds to the credit of the BH&DRB in the Affinity Credit Union. All deposit slips must be given to the Recreation Director and all invoices must be submitted to BH&DRB for payment.
37. The board shall appoint four (4) bank signatures during the Annual General Meeting.
38. The board may advise or make recommendations to Council with respect to

improvements or extension to the Facilities.

39. The board must receive approval from Council for any improvements or extensions that are not included in the approved Budget for the facility.
40. All purchases of the Recreation Board not provided for in the budget must be approved by Council.
41. The board shall assess the recreation needs of the municipality and seek the general public's support:
 - a. for the current year
 - b. for a five year projectionand provide Council with a written assessment annually.
42. With the approval of Council, the BH&DRB shall have the power to employ full or part-time personnel as may be necessary to carry on the programs or operations of BH&DRB and shall have the power to set terms or salaries with such employees. All such employees shall be deemed as employees of the BH&DRB.
43. BH&DRB shall have the power to establish a petty cash fund for itself or for the use of Facility Committees. Funds shall be set up in the name of the Recreation Director of the BH&DRB, or Facility Committee and the Recreation Director shall be held accountable for such funds.
44. BH&DRB shall have the power to establish by resolution any sub-committee it deems necessary and the resolution establishing the sub-committee shall incorporate any powers granted to the sub-committee by BH&DRB.
45. BH&DRB may apply for any grant which it is eligible for and which falls under its jurisdiction.
46. Any community functions, programs or events proposed by or to the Recreation Director must be approved by BH&DRB and the approval motion must be forwarded to the Town office in order to be covered by the Town's insurance.
47. BH&DRB shall be responsible for acquisition and setting aside of reserves for future capital projects. BH&DRB shall be authorized to borrow from said Capital Recreation Reserve Fund an amount not exceeding ten percent (10%) of the opening balance of the fund as of the start of the fiscal year for the purpose of payment of operating expenses. BH&DRB shall endeavor to replace the money borrowed from the fund in the same fiscal year. Should BH&DRB be unable to repay such funds borrowed in the same fiscal year then BH&DRB shall apply for approval by a majority vote at the BH&DRB annual general meeting to

incorporate the repayment of the debt in the budget of the next fiscal year.

48. BH&DRB shall not have any borrowing powers whatsoever other than those designated in section 45 of this Bylaw.

49. The board shall encourage and co-operate with organizations in the promotion of programs.


REPEAL

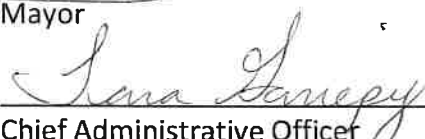
50. Bylaw #05/18 is hereby repealed.

COMING INTO FORCE

51. This bylaw shall come into force on final passing thereof.

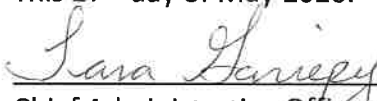





Mayor


Chief Administrative Officer

Read a third time and adopted
This 27th day of May 2020.



Chief Administrative Officer

Certified to be a true copy of Bylaw No. 03/2020
adopted by the council of the Town of Birch Hills
on the 27 day of May


Administrator