

TOWN OF REGINA BEACH

BYLAW NO. 3/2005

A BYLAW TO ESTABLISH THE REGINA BEACH
PARKS, RECREATION AND CULTURE BOARD

The council of the Town of Regina Beach, in the Province of Saskatchewan, enacts as follows:

DEFINITION:

1. In this bylaw, including this section:
 - (a) “board” means the recreation board appointed pursuant to this bylaw.
 - (b) “council” means the council of the Town of Regina Beach.
 - (c) “program” means those activities normally carried on in culture, recreation and sport.
 - (d) “community at large” means the Town of Regina Beach.
 - (e) “recreation director” means the recreation director appointed by the council.

FUNCTION:

2. The function of the board shall be:
 - (a) To advise council on the management and operation of the following facilities:
 - i) Lions Park
 - ii) ball diamonds
 - iii) skating rink
 - iv) any other facility which may be approved by council
 - v) any programs pertaining to parks, recreation or culture
 - (b) To advise council on projects to improve, extend, or construct any recreation facility in the municipality.
 - (c) The board shall encourage use of its facilities by members of the community and co-operate with other community organizations in the promotion of programs for parks, recreation and culture.

COMPOSITION OF BOARD:

3. The board shall consist of not less than 8 members, to be appointed by resolution of council, as follows:
 - (a) 2 members of council
 - (b) recreation director
 - (c) 7 members of the community at large
4. At the first appointment of the board members, the terms of office shall be as follows:
 - (a) 2 members for one year term
 - (b) 2 members for two year terms
 - (c) 3 members for three year terms.
5. Subject to Section 4 each term of office shall be three years.
 - (a) The appointment of board members shall be on the recommendation of the existing board members.
 - (b) Two consecutive terms of office may be served, however, subsequent to serving two terms, there is an obligatory one year of absence from the board.
6. The board shall appoint one board member as
 - (a) chairperson,
 - (b) vice-chairperson, and
 - (c) secretary.
7. The seat of a member of the board who absents himself from three consecutive meetings, without authorization by resolution of the board, shall be declared vacant.
8. The seat of a member of the board shall become vacant upon the receipt of a written notice of resignation by the secretary of the board.

9. A council representative on the board shall bring to the attention of the council at its next regular meeting any vacancies as they arise.
10. The board shall advise council for their approval as vacancies are filled.
11. Five members shall constitute a quorum.

MEETINGS:

12. The board shall 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 each year.
13. The secretary of the board shall, at the request of the chairperson or one third of the members call a special meeting at a date specified in the request.
14. All minutes of the board shall be made available to the public and on the town website.
15. All members of the board present shall vote on each question.
16. The chairperson shall preside at all meetings.
17. If the chairperson should be unable to attend the meeting, the vice-chairperson shall preside.
18. All actions of the board shall be entered into a minute book, to be kept for that purpose by the secretary and signed by this presiding officer and the secretary.
19. Recreation director shall attend monthly meetings or in his/her absence, provide a written report.

POWER AND DUTIES:

20. The board shall assess the recreation needs of the residents of the municipality:
 - (a) for the current year
 - (b) for a five year projectionand provide council with a copy of these assessments annually.
21. The financial year of the board shall be the calendar year.
22. The chairman of the board shall report in person to the council, and shall provide a written report, on the activities of the board based on the calendar year, at the first December council meeting. The report shall include:
 - (a) recommendations on improvements or alterations to present areas, facilities or equipment
 - (b) recommendations for any part of an area, facility or equipment which might be hazardous to the health and safety of those who may come into contact with it
 - (c) recommendations as to the possible employment of part time recreation and parks personnel as may be necessary to carry out the programs on behalf of the board.
23. The council representatives on the board shall:
 - (a) make monthly written reports to council
 - (b) conduct an annual job evaluation of the recreation director.
24. Council may be approached at any time in the year by the board with recommendations for improvements or extensions to the facilities or programs. Council shall approve or disapprove of the recommendations within one month.
25. The board shall, before January 1 each year, prepare a budget, being an estimate of its proposed fundraising revenues and its expenditures for the next calendar year and the chairman shall present it to council. All funds raised due to fund raising activities shall be deposited with the town. The town administrator to monitor and advise the board on balances.
26. In consultation with the board the recreation director shall provide a proposal for disbursement of grant monies. The recreation director shall provide reports on program funding to the board.
27. The board shall advise on the management and operation of all municipal recreation facilities.
28. The board may advise council in all matters placed before it dealing with culture, recreation and sport.
29. All volunteers working for the board shall be considered employees of the board and will be covered by liability insurance under this bylaw.
30. The town will pay the liability insurance for each of the facilities.

31. The town shall be responsible for costs of maintenance and operation of town facilities i.e. Activity Centre, rink and parks. The board may advise or make recommendations to council with respect to improvements, extension or construction of municipal recreation facilities and advise on future recreation use of all land owned by the municipality.
32. The board may advise council on the need for inter-municipal recreation agreements with adjacent communities.

MAYOR

TOWN ADMINISTRATOR

Read a third time and
adopted this 28th day
of June, 2005.