

BYLAW #2018-057

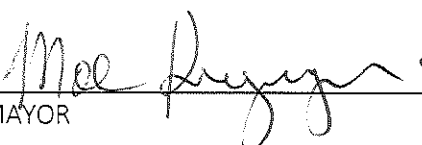
A BYLAW TO ESTABLISH THE VISCOUNT RECREATION BOARD

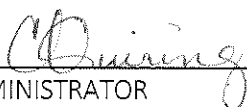
The Council of the Village of Viscount in the Province of Saskatchewan enacts as follows:

1. This Bylaw may be cited as the Viscount Recreation Board Bylaw.
2. The Village of Viscount is hereby authorized to enter into agreement known as "A Bylaw to Establish the Viscount Recreation Board," attached hereto and forming a part of this bylaw, identified as exhibit "A", with the Rural Municipality of Viscount #341 for the purposes stated within the agreement:
3. In this bylaw, including this section;
Definitions:
 - i) "Community" refers to the Village of Viscount and surrounding area
 - ii) "Municipal Council" refers to the Council of the Village of Viscount and RM of Viscount
 - iii) "Board" refers to the Viscount Recreation Board
 - iv) "Committee" refers to the bodies established for specific recreation service operations
 - v) "Recreation" the term shall be inclusive for sport, culture and recreation
4. In this Bylaw, the function of the Viscount Recreation Board shall be to operate the Viscount Community Centre and Grounds.
5. All volunteers working for the Viscount Recreation Board shall be considered agents of the Village of Viscount.
6. The Mayor and Administrator of the Village of Viscount are hereby authorized to sign and execute the attached agreement identified as Exhibit "A".
7. The Bylaw to Establish the Viscount Recreation Bylaw #2008-14 is hereby repealed and 2008-14 Exhibit A – Viscount Recreation Board Constitution is hereby repealed.
8. This Bylaw shall come into force and take effect on Approval by the Village of Viscount Council and the R.M. of Viscount Council.



Read a third time and adopted
this 8th day of August 2018.


MAYOR


ADMINISTRATOR

Certified a true copy of Bylaw No. 2018-057
adopted by Resolution of Council on the 8th day
of August, 2018.


ADMINISTRATOR

Exhibit "A" to Bylaw 2018-057

This Agreement made in duplicate this 3rd day of August, 2018 between the Village of Viscount and the RM of Viscount.

WHEREAS the Municipal Councils deem recreation to be considered a PRIMARY service;
AND WHEREAS the Municipal Councils envision that all citizens of the community can engage in meaningful, accessible, recreation experiences that promote:

- i) Individual well-being
- ii) Community well-being
- iii) The well-being of places and spaces

AND WHEREAS the Municipal Councils deem that this vision can be best realized under the direction and coordination of a Recreation Board;

THE MUNICIPAL COUNCILS of the Village of Viscount and RM of Viscount, in the Province of Saskatchewan, pursuant to Section 81 *The Municipalities Act*, enacts as follows:

A RECREATION BOARD is hereby established to serve the Village of Viscount, the RM of Viscount and surrounding area

The board shall be known as the Viscount Recreation Board.

1. Responsibilities of the Municipal Councils

- a. The Participation of the Village of Viscount in this board is an acknowledgment of the fact that they are wanting to provide recreational programs and facilities for the citizens of the Village of Viscount.
- b. The Participation of the Rural Municipality of Viscount #341 in this board is an acknowledgement of the fact that they are wanting to provide recreational programs and facilities for the citizens of the Rural Municipality of Viscount, who are supporters of the community center in the Village of Viscount. There are residents of the Rural Municipality of Viscount who are supporters of community centre's other than that in the Village of Viscount, the board does recognize the fact that the Council of the Rural Municipality of Viscount will be acting with that in mind at all times.
- c. Due to that fact of ownership and financial responsibilities of the Council of the Village of Viscount, consideration must be given to this fact, and that all actions of the board must be considered as actions of the Council of the Village of Viscount, with the exception of the appointments to this board by the Rural Municipality of Viscount, and shall be submitted to the Council of the Village of Viscount for ratification or rejection in whole or in part.

2. Formation and Financial Responsibilities

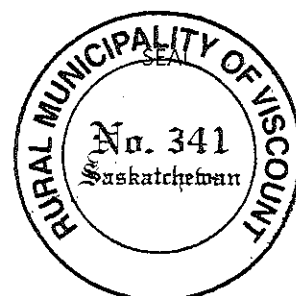
- a. The Viscount Recreation Board has been formed by the passing of a bylaw of the Council of the Village of Viscount, and any amendments, attached here to and forming part of this bylaw.
- b. The Viscount Recreation Board has been formed by the passing of a bylaw of the Council of the Rural Municipality of Viscount #341, and any amendments, attached here to and forming part of this bylaw.
- c. Due to the fact of building ownership, all capital expenditures that do or may result in any financial indebtedness shall be submitted to the Council of the Village of Viscount for ratification or rejection in whole or in part.
- d. Schedule "A" attached hereto shall be read and form part of this bylaw.
- e. Schedule "B" attached hereto shall be read and form part of this bylaw.
- f. Schedule "C" attached hereto shall be read and form part of this bylaw.

Maie Hrygier
Mayor - Village of Viscount

Quiring
Village of Viscount Chief Administrative Officer

Green
Reeve - RM of Viscount

Joni Maw
RM of Viscount Administrator



SCHEDULE A to Bylaw 2018-057
Operation of the Viscount Recreation Board

1) Purpose

The Recreation Board shall investigate, research, and advise municipal council on matters pertaining to sport, culture and recreation services; and furthermore, shall support, promote, and manage operations for sport, culture and recreation services within the entire community for the benefit and well-being of all citizens

2) Powers of the Board

- i) The Board is empowered to advise and recommend on all matters pertaining to recreation services as outlined by the citizens and council of the community
- ii) The Board is empowered to appoint committees to, within their budgetary guidelines, manage and operate the following areas such as Minor Sports, Bowling Alley, Archery, Kitchen Committee or any committee it deems necessary to serve the board:
- iii) The Board is empowered to manage on full time/part time or seasonal recreation staff/contractors
- iv) The Board is empowered to manage financial resources within their budgetary guidelines and adhere to the financial management procedures of the Village of Viscount Council, under the direction of the Village Chief Administrative Officer or designate
- v) The board is empowered to appoint ad hoc committees as it deems necessary for the purposes of recreation management

3) Board Function

- i) The Board, reactively, shall deal with recreation service matters as delegated by Council
- ii) The Board proactively, shall engage the citizens of the community in an effort to bring to Council, the opinions and concerns of the community regarding Recreation Services
- iii) The Board shall investigate policies that further the creation, awareness and appreciation of the value and benefits of Recreation, as a Primary Service in the community
- iv) The Board shall be Responsible for the management and coordination of all committees operating under the Viscount Recreation Board.

4) Board Roles

- i) Develop and implement an ongoing process of strategic planning for managing and delivering Recreation Services including human resources, programs, and infrastructure (people, programs, facilities). This plan should ensure maximum utilization of all community resources.
- ii) Engage and involve recreation related community organizations (non-profit and private sector) for overall community strategies
- iii) Develop and manage operational financial budgets and monitor expenditures and revenues for all recreation services
- iv) Recommend on all recreation service related matters, including matters connected with management ,regulations, supervision, and operation of staff and volunteers, programs, facilities, and equipment
- v) Investigate and recommend on public relation policies that may further the valuing of recreation as a primary community service
- vi) Investigate and advise on trends and changes and opportunities that exist in the field of recreation
- vii) Advisory Activities of the board shall include:
 - Advise Municipal Council on recreation service policy matters including human resources, programs/services and facility infrastructure
 - Engage and encourage all organizations, public, private, social and religious, which are supporting, promoting and working for the overall wellbeing of the citizens and the community
 - Represent the community and its Recreation Vision at the various district and provincial levels of Sport, Culture and Recreation Organizations. This may include memberships in the organizations, attendance at courses, conferences and workshops, and representing the recreation sector in the community

viii) Operational activities of the board shall include:

- Acts in a coordinating role by providing human, financial, communication, facility and equipment resources
- Directs the operation and administration of facilities and programs regarding management, control, maintenance, rules and regulations of programs/services and facilities
- Has legislative and administrative functions
- Administers an operating budget and is authorized to plan, spend, and account for the finances as approved by Council.
- To direct attention to and suggest possible solutions to any part of areas, facilities and equipment which might be hazardous to the health and safety of the people who come into contact with it
- Cooperate with and encourage all organizations, public, private, civic, social and religious, which are supporting, promoting and working for recreation in its broadest application
- The Board may, as a duty, take an active part in the District, Provincial Recreation Sport and Culture Organizations. An active part may include memberships in the organizations and attendance at courses, conferences and workshops
- The Board shall also act as community contact for recreation services to the community as well as to agencies outside of the community

5) Board Operations

i) Membership of the Board

The Board shall consist of six (6) members and seven (7) advisory members of which,

- One (1) Councillor of the Village, who shall be appointed by resolution of Village Council on an annual basis
- One (1) Councillor of the R.M. of Viscount and shall be appointed by resolution of the R.M. of Viscount on an annual basis
- Four (4) representatives at-large, appointed by resolution on an annual basis at the Annual General Meeting.
- Seven (7) advisory members who shall be one (1) representative from the following committees; Kitchen Committee, Archery Committee, Bowling Committee, Women's Hockey, Men's Hockey, Minor Sports Association and the Historical committee, on an annual basis or the duration of their appointment on the respective committee.
- All Board members duly appointed shall hold office until their successor is appointed
- Any member of the Board who is absent from three (3) consecutive meetings of the Board shall, unless such absence be caused by illness or he/she be authorized by the Board, forfeit his/her office and another member shall be appointed in his/her place for the remainder of the term of office.

ii) Secretary/Treasurer

The Board's secretary/treasurer shall be the Village Chief Administrative Officer or designate.

iii) Annual General Meeting

- At the AGM that takes place in April, all concerned citizens of the community in attendance shall vote in the four (4) representatives at-large. From these (4) representatives at-large;
 - a. One (1) shall be elected as Board Chairperson
 - b. One (1) shall be elected as Board Vice-Chairperson
 - c. Two (2) shall be elected as Members at large

iv) Officer Duties

- Chairperson
 - Preside as chairperson at all meetings of the Viscount Recreation Board
 - Power to call meetings for the Viscount Recreation Board
- Vice-Chairperson
 - In the absence of the Chairperson, or his/her ability to act, perform the same duties and functions as are provided to be performed by the Chairperson

- Secretary-Treasurer

Attend all meetings of the Viscount Recreation Board and meetings of Members and enter or cause to be entered in the records kept for that purpose, minutes of all proceedings there at.

Give or cause to be given all notices to members, directors, officers, auditors and members of committees of the Board.

Ensure that proper accounting records are kept

Responsible for the deposit of money, the safekeeping of membership interests and the disbursement of funds of the Board, including, without limitation, rendering an account of all transactions and the financial position of the Board, whenever required.

Prepare and contact committee groups to gather all necessary financial information for audit purposes.

v) Meetings of the Board

- Regular meetings shall be held at the call of the Chairperson at a minimum of four meetings a year
- All members shall receive notice by mail, email or text (supplied by the Board Secretary) of regular meetings
- All meetings shall follow Roberts Rules of Order
- All actions of the Board shall be by resolution formally moved and adopted
- All regular and special meetings of the Board are open to the public
- All members shall be caused to vote on each question except a member who declares themselves in a conflict of interest on the said question. That member shall declare interest and leave the meeting while the discussion and vote take place
- All members shall have the right to vote. The question shall be decided by a majority of votes
- Four (4) members shall constitute a quorum and no business shall be conducted by the board in the absence of a quorum

vi) Proceedings of the Board

- Minutes:
 - a. All resolutions, decision and other proceedings of the Board shall be recorded and entered into the minute book by the secretary
 - b. The minutes are to be signed by the Chairperson and Secretary once adopted
 - c. All members shall receive written copies of the minutes and the Councils of the Village of Viscount and RM of Viscount shall receive a copy of all regular and special meeting minutes

vii) Reporting

- a. The Board shall submit annually, no later than January 15th, a written report that accounts for all activities of the Board from the previous year. This report shall be presented by the Board Chairperson to the Village of Viscount Council
- b. The Board shall submit regular reports pertaining to recreation services to local media and use other such promotional outlets deemed appropriate

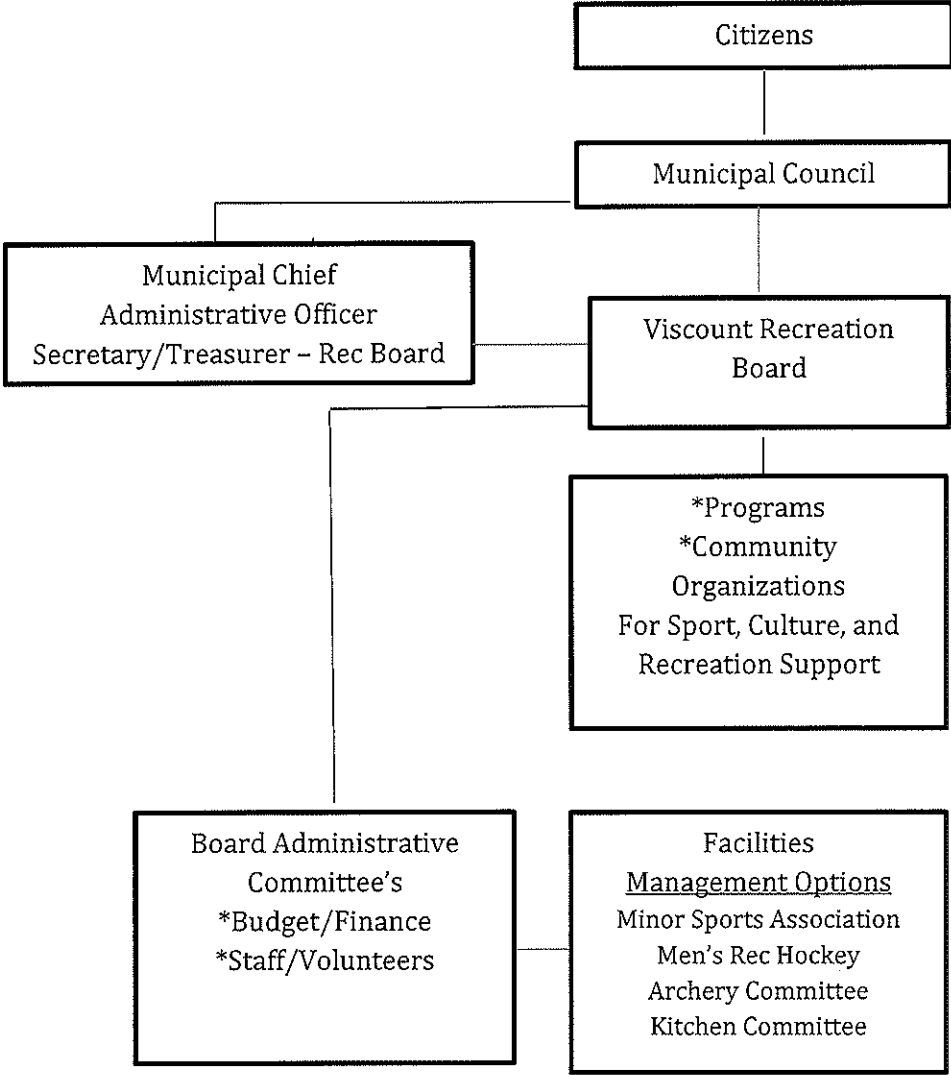
viii) Fiscal Responsibilities of the Board

- a. The fiscal year of the Board shall commence on the 1st day of January and close the 31st day of December each year
- b. The Board shall submit financial operating budgets for all recreation services, programs and facilities to council on or before the 15th day of February each year
- c. The Board shall have input into the Village of Viscount Council 5 Year Capital Facility Plan with regard to Recreation Facilities
- d. The Board Finance Officer shall oversee the Recreation Service Financial Operations and all finances shall be channelled through, and form a part of, the municipal council operating budget. All revenues and expenditures for recreation services shall be accounted for, utilizing the procedures set forth by the Village of Viscount Council and Administration
- e. The Board shall review and monitor recreational services financial accounts at their meetings and the account reports shall be prepared through the municipal administration office
- f. The Board, it's committees, and staff/volunteers shall be authorized to expend finances on recreation services only as per the approved annual budgetary guidelines

6) GENERAL

- i) All members of the Board and its Committees are deemed to be agents of the Municipality and are additionally insured under the Village of Viscount General Comprehensive Liability and Errors and Omissions Insurance Policies
- ii) This bylaw, shall, at the first regular meeting of the board annually, be available to all members of the board.
- iii) *The Municipalities Act* shall govern any and all procedures of the Board not outlined in this bylaw

SCHEDULE B to Bylaw 2018-057
Viscount Recreation Board
 Lines of Responsibility Diagrams



Schedule "C" To Bylaw 2018-057

Committees of the Recreation Board

All Committee Groups Operating under the Viscount Recreation Board

Part I - Duties

1. To hold a meeting on or before April 1 of each year for everyone in the community that is involved with that committee and adopt annual report to be submitted to the Viscount Recreation Board for the Annual General Meeting held for the public.
2. Each Committee group is recommended to have at least three (3) members, who will be their Chairperson, Secretary-Treasurer and one other.
3. Each committee is to promote, manage and finance their operations.
4. At a meeting prior to April 1 each year, Minor Sports will appoint a board member to sit on the committee of the Minor Sports Association.
5. All Committees must keep accurate books and accounts as well as pay all running expenses incurred for the operation of the facilities and services.
6. All Committees must deposit all monies in a bank account in the name of the Committee.
7. On or before April 1 of each year, turn over to the Viscount Recreation Board Secretary-Treasurer all surplus monies, with a financial statement and a report on all activities for the year.
8. Advise the Bank that if the committee becomes inoperative the Executive Council of the Board has the authority to clear the Bank account without future signatures.
9. All Committees are to be responsible for the proper care and storage of all equipment, uniforms, etc., of their club.

Part II – Constitution of Committee

1. The committee shall consist of three (3) member representatives (who shall serve for a period of three years from the time of appointment).
2. Each member of the committee, duly appointed, shall hold office until his/her successor is appointed.
3. The committee shall elect, from its membership, a Chairman, Vice-Chairman and Recording Secretary, who shall hold office until their successor is appointed. These respective positions shall have the right to vote. Elections of officers shall take place annually at the first meeting of the new year.
4. The Chairperson of the committee shall be the committee's representative to the Recreation Board and shall report to the Board on the facility operations and bring board items back to the committee table.
5. The committee shall annually, submit to the Recreation Board a report of the previous year's activities by April 1.

Part III – Meetings of the Committee

1. Half plus 1 of the voting members of the committee shall constitute a quorum, and no business shall be conducted at any meeting unless a quorum is present
2. All orders and proceedings of the committee shall be entered in the books and shall be signed by the Chairman and Recording Secretary
3. If the Chairman is unable to preside at a meeting of the committee the Vice-Chairman shall preside, if the Vice-Chairman is not in attendance the members present shall select a chairman for that meeting
4. The Chairman of the committee, at the first regular meeting of a new year, shall distribute this bylaw to all incoming members
5. The committee shall not go longer than a period of six consecutive months without a regular meeting
6. Special meetings may be called when deemed necessary
7. The committee shall establish, at the first regular meeting of the new year, regular meeting dates.

Part IV – Fiscal Responsibilities

1. The financial year of the committee shall commence on the January 1st of each year, and close on December 31st of each year
2. The Committee Operations shall all be channeled through and form a part of the overall Recreation Board budget.
3. All committees shall present finance reports to the Viscount Recreation Board by January 15th of each year.