

BYLAW 2-2016 Joint

A BYLAW TO ESTABLISH A RECREATION BOARD

The Council of the Rural Municipality of Hart Butte No. 11, in the Province of Saskatchewan, for the purpose of establishing a Recreation Board.

The Council of the R.M. of Hart Butte No. 11 enacts as follows:

SHORT TITLE:

This Bylaw shall be cited as the RECREATION BOARD BYLAW

DEFINITIONS

Wherever in this bylaw the following terms are used they shall be held to have the following meanings:

- a.) R.M. Council – means the council of Hart Butte No. 11
- b.) Town Council – means the council of the Town of Coronach
- c.) Board – means, Coronach & District Recreation Board.

APPLICATION

BOARD

1. There shall be appointed by the town council and the R.M. Council, a recreation board which shall be known as the, "Coronach & District Recreation Board"
2. Such recreation Board shall consist of thirteen (13) members. The town council and the R.M. Council shall each appoint two (2) members of council to sit on the Board. At every annual general meeting, the executive positions will be re-opened for election.
3. a) At the expiration of the term of any appointed member of the Recreation Board, the town council and RM Council shall appoint another person as a member of the Recreation Board. Any existing board member whose term is expiring may be reappointed for another term.  
b) The recreation board may recommend persons to the town council and RM Council to be appointed to the Recreation Board.
4. a) If any member of the Recreation Board absents themselves from the meetings of the Board for a period of three (3) consecutive regular meetings, unless excused by resolution of the board, in session, that members position on the board shall be declared vacant, or their seats become vacant by death, resignation or otherwise, the board shall forthwith notify the town council and RM Council of the vacancy.  
b) Upon being notified of a vacancy pursuant to subsection (1) the town council and RM Council shall appoint a person to fill such vacancy for the remainder of the term of the seat declared vacant.
5. The board shall, at its very first meeting of the calendar year, elect a Chairman, Vice Chairman, Secretary and Treasurer for the board.
6. a) The board shall meet in regular session at least once a month on a date fixed at the first meeting of the board in each year. The board shall hold special meetings at the call of the Chairman.  
b) In cases whereas a meeting cannot be called or is unnecessary, voting for any decisions can be made through emails. When a quorum is reached through these emails these decisions are constituted as final.
7. Seven (7) members shall constitute a quorum.

- 8 a) All orders and proceedings of the board shall be entered in the books to be kept for purpose and signed by the Chairperson and the secretary. A copy of these minutes is to be submitted to the town council and the RM Council.
- b) All cheques and payment vouchers shall be signed by the treasurer of the board and the chairman or vice-chairman.
- 9) The duties and responsibilities of the board shall be outlined in Schedule "A" as attached hereto and forming a part of this bylaw.
- 10) All invoices and unpaid accounts shall be presented to a duly convened meeting of the Recreation Board for approval prior to being paid.
- 11) The fiscal year end of the Recreation Board shall be appointed December 31 in each year.
- 12) Bylaw 6-89 of the municipality is hereby repealed.



*Donald Kirby*  
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REEVE

*[Signature]*  
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ADMINISTRATOR

The following is Schedule "A" referred to in the Bylaw No. 2-2016.

Duties & Responsibilities of the Board

Recreation Board Duties Pertaining to General Operations

1. The Coronach Recreation Board works to effectively promote and maintain quality Recreation facilities and programs for our community.
2. a) The board shall, on or before the last day of November in each year, prepare and submit to the town council and RM Council, it's estimates for the operation and supervision of organized and supervised recreational activities for the town and district.  
b) The funds so requested shall be for the operation and coordination of recreational activities only. No proposals for the acquisition of capital expenditures shall be included.  
c) The budget shall be approved by councils by January 1<sup>st</sup> of the following year. All approved funding shall be forwarded to the Recreation Board.
3. a) In the event it is deemed necessary to hire a Recreation Director to the Board shall the authority to hire a recreation director to perform duties as set out in a job description for that position. Such job description shall be approved by the town council and RM Council prior to a recreation director being hired.  
b) The salary paid to the recreation director shall form a part of the appropriation to the Recreation Board from the (2) councils in any year.

Recreation Board Duties Pertaining to the Coronach Sportsplex Operations

1. It shall be the responsibility and duty of the board to operate, maintain and administrate the Coronach Sportsplex and its surrounding grounds, overnight campground, sports grounds and all physical facilities.
2. Annual budgets are to be prepared and presented to the town council and RM Council showing the projected revenues and operating costs by the first day of December in each year. The budget is to be submitted at the same time as the budget for general recreation board operations.
3. a) The recreation board shall be responsible to hire any personnel deemed necessary or the operations of the sportsplex and area.  
b) The salary or wages paid to personnel related to the sportsplex operation shall be provided for in the operating costs of the facility.

Capital Expenditures Request

1. The board shall annually prepare a Capital expenditure request form for presentation to the town council and RM Council as has been mentioned above. The request form shall be included with the annual budget presentation and shall list specific items which are required for purchase.
2. The said form shall include the amounts of expenditures requested by the board as well as a projection as to the effect the proposed expenditures will have on the operating costs of the facility.
3. The items on the list shall be listed in order of priority requested by the board and the town council and RM Council may annually make an allocation of funds for the acquisition of the items requested.

4. Emergency Repairs (Capital)

There all be established the Recreation Board, a "Capital Emergency Replacement Fund" made up of at least 2% of the gross revenue taken in from the operations of the Sportsplex. This fund is to be held in trust by the recreation board and shall be used in accordance with this approved spending guidelines, for the replacement of capital equipment as required. Any emergency required to maintain the operation of the sportsplex or other facilities shall be paid for from the proceeds in the "Capital Replacement Fund" under control of the board. If the proceeds of this do not cover the total cost of required repairs the town council and RM Council will appropriate the required funds to make up the shortfall. The councils reserve the right, however, to inspect and make final judgement as to the necessity of any repairs carried out by the board. If in the opinion of the councils any repair was not warranted or in any way appears to be inappropriate the funds to cover such expenditure will not be forthcoming.