

**Village of Val Marie**

**Bylaw 4-16**

**A Bylaw to Establish a Recreation Board**

**OFFICE CONSOLIDATION**

**As at February 11, 2016**

**FOR REFERENCE PURPOSES ONLY –**

**NOT A CERTIFIED TRUE COPY OF THE ORIGINAL**

This Bylaw was passed on February 11, 2016 and has not been amended since.

**VILLAGE OF VAL MARIE**  
**BYLAW 4-16**  
**A BYLAW TO ESTABLISH A RECREATION BOARD**

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

**ESTABLISHMENT**

1. A Recreation Board is hereby established to be known as the Val Marie Rec Board which shall promote, implement and manage a recreation program and manage municipal recreation facilities in Val Marie, Saskatchewan.

**CONSTITUTION**

2. The Recreation Board shall be governed by a Constitution in the form as annexed to and forming a part of this bylaw and adopted and approved by the said Board and the Council of the Village of Val Marie.

**REPEAL**

3. Bylaws 13-66, 36-83, 1-89 are hereby repealed.

**COMING INTO FORCE**

4. This Bylaw shall come into force and effect on the day of its passing.

# RECREATION BOARD OF VAL MARIE

## CONSTITUTION

The Recreation Board of the Village of Val Marie adopts the following as the Constitution of the Board:

### DEFINITIONS

“*Administrator*” – shall mean the Administrator of the Village of Val Marie

“*Board*” – shall mean the Val Marie Recreation Board

“*Council*” – shall mean the Council of the Village of Val Marie

### OBJECTIVES

1. The Recreation Board of Val Marie shall have the following objectives:
  - (a) to promote, implement and manage a recreation program;
  - (b) to manage municipal recreation facilities in Val Marie;
  - (c) to encourage and develop recreation activities in Val Marie.

### COMPOSITION

2. (1) The Board shall consist of 9 (nine) members and so far as is practical shall include of member from the elected council of the Village of Val Marie and one member from the R.M. of Val Marie No. 17 and a cross-section of community leaders.
- (3) Members of the Recreation Board shall be appointed by resolution of Council.

### APPOINTMENTS

3. The members of the Recreation Board shall be appointed as follows:
  - (a) All member appointments shall be reviewed at the time of passage of this Constitution.
  - (b) Council representation to be appointed in conformity with the policy of Council.
  - (c) Three members shall hold office until December 31, 2016 and the remaining four members shall hold office until December 31, 2017. Thereafter, each member shall be appointed for two years. One representative from the Village of Val Marie and one from the R.M. of Val Marie No. 17 shall be appointed annually by their respective Councils.
  - (d) At the organizational meeting council meeting of the year, the council shall by resolution and upon the recommendation of the Recreation Board, fill vacancies occurring on the Board through retirement of members or the expiry of their terms of office.

- (e) Each member of the Board shall hold office at the pleasure of council and the council may request the resignation of any member of the Board at any time, prior to the expiry date of his term of office with due cause.
- (h) Any member of the Board may resign therefrom at any time, upon submitting notice to the Secretary of the Board to that effect. The council shall, upon recommendation of the Board when a vacancy occurs, appoint by resolution, a person to fill such vacancy and such person shall hold office for the remainder of the term concerned.

## **MEETINGS**

- 4. (1) The Board shall meet at least four times per year, the time and place of such regular meeting to be determined by the Board at its first meeting of each year which shall be held on or before the 20th day of January.
  - (2) The officers of the Board shall be a Chairman, Secretary, and Treasurer who shall be elected from the membership of the Board at its first meeting of each year.
  - (3) Special meetings of the Board shall be called on 24 hours notice to the members thereof by the Chairman or at the request of any three members of the Board.
  - (4) A quorum of the Board shall be five members in good standing. Each member, including the Chairman, shall have one vote on any question.
  - (5) The Chairman shall preside at all meetings of the Board, and in his absence, the Vice-Chairman shall assume his duties. The Vice-Chairman will be appointed by resolution by the members present at the meeting the Chairman is absent.
  - (6) The Board may appoint sub-committees to deal with any matters coming within the scope and jurisdiction of the Board as herein set forth.

## **RESPONSIBILITIES**

- 5. (1) The Recreation Board shall be concerned with and shall be responsible for all aspects of managing, supervising and controlling the equipment, staffing, maintenance of: athletic fields, recreation centres, arenas and other recreational facilities owned and/or controlled by the Council or other properties with the written consent of the owners or authorities thereof. The following facilities shall be under the jurisdiction of the Recreation Board:

- 1. Val Marie Rec Complex
- 2. Val Marie Community Hall/Palais Royal Theatre
- 3. Fit for Life Center

- (2) The Board shall promote and/or develop at its discretion and to the limit of the finances made available to it, a broad range of recreational activities and shall provide the necessary facilities therefore that will enable the residents of the Val Marie community regardless of age, to use their leisure time in a wholesome and satisfying manner. To accomplish this objective, it shall develop a well-balanced and co-ordinated recreation program and shall continually review the said program to ensure that it is meeting the objective.

- (3) The Board shall be concerned with and shall be responsible for developing and maintaining long range plans for the development of all facilities.
- (4) In the interest of a well-balanced, co-ordinated recreational program, the Board shall co-ordinate with and encourage all organizations, cultural, private, civic, social and religious within its jurisdiction which are supporting, encouraging and working for recreation in its entire application.
- (5) The Board will have the power to make such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations and policies are not inconsistent with the powers herein conferred. Copies of all such rules and regulations shall be filed with Council.
- (6) The Board shall hear and consider representation by individuals, organizations or delegations on matters with respect to recreation and act on such recommendations arising thereafter as the Board deems to be in the general interest of all citizens.

### **RECREATION COMMITTEE OF COUNCIL**

6. In addition to the above duties, the Recreation Board shall serve as the Recreation Committee of Council. The Council shall refer all matters pertaining to recreation to the Board. If the matter is within the jurisdiction of the Board, it shall be dealt with in accordance with the powers granted to the Board in this Constitution. If the matter is outside the jurisdiction of the Board, then the Board shall make recommendations to Council on the matter.

### **BOARD LIMITATIONS**

7. The Recreation Board's powers shall be limited to the following areas even though these may fall within their jurisdiction:
  - (a) The Board shall make recommendations to Council with regard to entering into formal agreements, but they may not enter into formal agreements on their own accord.
  - (b) The Board must seek approval from Council before entering into long-range informal agreements.
  - (c) The Board will submit for approval of Council any informal agreements or working arrangements which substantially change portions of the formal agreement.
  - (d) The Board may not dispose of any lands or buildings without first receiving written approval from Council.
  - (e) The Board may not proceed with the construction or development of a facility without first having the development plan and/or design approved by Council.

### **COUNCIL VETO**

8. Council may overrule a Board decision or pass resolutions affecting the Board's area of jurisdiction and these shall be binding on the Board, provided that if such decisions of Council involve increased expenditures of funds not provided for in the Board's budget that the Council must provide for these additional funds. The foregoing should not be meant to diminish the authority of the Board and is meant to indicate the ultimate authority of Council, however, the normal procedures should be to make recommendations to the Board and/or enter into discussions with the Board prior to resorting to the use of the authority herein specified.

## **SIGNING AUTHORITY**

9. Per Section 115 (5) of *The Municipalities Act*; all cheques and other negotiable instruments must be signed by the Administrator and one other person designated by Council. The Val Marie Recreation Board cheques and other negotiable instruments are to be signed by the Administrator and a member of the Val Marie Recreation Board. The Val Marie Recreation board may appoint up to two authorized persons to have signing authority on its accounts along with the Administrator of the Village of Val Marie.

## **FINANCES**

10. All finances shall be subject to the discretion of the Council and included in their Audited Financial Statements. The following shall be deposited with the Administrator of the municipality for inclusion on the financial statements on or before January 31:
- (a) All funds raised by the Board from local activities.
  - (b) All funds donated directly to the Board.
  - (c) All grants and contributions received from the Provincial or Federal Governments.
  - (d) Bank statements or records of monies held by the board.
  - (e) All expenses incurred for local recreation or cultural activities organized by the Board.
  - (f) All expenses incurred to purchase items to be used by the Board for local fund raising conducted by the Board.
  - (g) All expenses provided for in the annual budget of the Board.
  - (h) All wages and employee costs.
  - (i) Maintenance, repair and operating costs of the facilities owned and/or operated by the board or its committees.
  - (j) Board Meeting Minutes.
  - (k) All financial transactions conducted by the Board shall be consolidated into the financial statement of the Village of Val Marie. For reporting and accounting purposes, all funds pertaining to the Board be accounted for separately from the other activities of the Village of Val Marie. Any surplus funds realized as a result of the boards activities shall be allocated to a "Recreation Facility Reserve" and managed by the Val Marie Rec Board.

## **REPORTING**

11. The Board shall supply the Council with the following:
  - (a) The Board will prepare a budget outlining estimated revenues and expenditures for the year with respect to all matters over which the Board has jurisdiction according to the terms of this Constitution.
  - (b) Copies of minutes from Board Meetings are to be deposited with the Administrator of Municipality each year on or before January 31, next.

## **FISCAL YEAR**

12. The fiscal year of the Board shall be from January 1 to December 31.