

BYLAW NO. 2016-010

TOWN OF CHURCHBRIDGE

Recreation Board Bylaw

A BYLAW of the Town of Churchbridge in the Province of Saskatchewan, to provide direction for Churchbridge Recreation Board.

THE COUNCIL FOR THE TOWN OF CHURCHBRIDGE IN THE PROVINCE OF SASKATCHEWAN ENACTS AS FOLLOWS:

1. SHORT TITLE

This Bylaw may be cited as The Recreation Board Bylaw.

2. PURPOSE

The purpose of this Bylaw is to:

- to outline and describe the duties of the volunteer Recreation Board that is given the responsibility of promoting recreation, culture and sports in the Town.

3. DEFINITIONS

3.0 Board

Means the Churchbridge Recreation Board appointed pursuant to this bylaw.

3.1 Council

Means the Council of the Town of Churchbridge

3.2 Municipality

Means the Town of Churchbridge and/or the Rural Municipality of Churchbridge

3.3 Program

Means those activities normally carried on in recreation, culture and sports

4. Function

The function of the Board shall be:

- to promote activities and programs carried on in recreation, culture and sports
- to advise Council on projects to improve recreation, culture and sports in Town.

5. Composition of the Board

1. The Board shall consist of not less than 10 members as follows:
 - a) Two members of council
 - b) Maximum of two members selected from each organization in the community engaged in recreation, culture and sports. Schedule A includes current list of organizations.
2. The Board shall, immediately after the annual meeting, appoint one of its members to each of the following positions:
 - a) Chairperson
 - b) Vice Chairperson

c) Secretary and/or Treasurer

3. The Board shall be appointed by resolution of Council at the council meeting immediately following the Board's annual meeting.
4. Five members shall constitute a quorum for a meeting.

6. Meetings

1. The Board shall meet at least six times per year.
2. All meetings of the Board shall be open to public.
3. All members present shall vote on all questions.
4. The decision of the majority of the Members present at a meeting duly convened shall be deemed to the decision of the Board.
5. All actions of the Board shall be entered in a minute book to be kept by the Secretary and/or Treasurer and shall be signed by the presiding officers.
6. An annual meeting shall be held in September of each year.
7. At the annual meeting an audited financial statement of operations should be presented for approval.

8. Powers & Duties

1. The Board shall establish goals & objectives.
2. The Board shall review grant applications and approve community recreation grants that flow from Lottery funding
3. The Board shall encourage and cooperate with the public and all organizations in the promotion of programs within Town.
4. The Board shall advise council in all matters placed before it dealing with recreation, culture and sports.
5. Financial year will be the calendar year.
6. The Secretary and/or Treasurer shall deposit all funds into the Recreation Board bank account and those funds can only be withdrawn with cheques signed by secretary and/or treasurer and one of either chairperson or vice-chairperson
7. All monies received are to be receipted and all monies paid out are to be substantiated by vouchers.
8. Only Board members shall have authority to purchase or approve purchases. The secretary and/or treasurer shall submit payments for Board approval.
9. The chairperson shall provide a written report on the Board's activities to the January Town Council meeting.
10. The Secretary and/or Treasurer shall prepare and present the Board financial records to the Municipal Auditors in February.
11. All records of the Board shall be filed at the Town Office.
12. All volunteers of the Board are considered employees of the Town.

9. Coming into Force

This Bylaw shall come into force on the day of its final reading and will repeal Bylaw 3-86

Administrator

Mayor

Date

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Recreation Board Bylaw

Schedule A

Aquatic Centre
Arena Board
Churchbridge Library
Churchbridge Public School
Curling Club
Evergreen Club
Figure Skating
Fitness Centre
Gun Club
Dance Studio
Minor Sports
Churchbridge in Bloom
Daycare
Cemetery
Pre-School
In Motion Group
Sports Court