

Town of Radisson, Saskatchewan

Bylaw No. 2022 - 02

A Bylaw to establish a 'Recreation Committee of Council', to be known as the Radisson Recreation Association Board.

Whereas the Council of the Town of Radisson deems recreation to be considered a primary service;

And whereas the Council of the Town of Radisson envisions that all citizens of the community have the opportunity to engage in meaningful, accessible, recreation experiences that promote:

- i) Individual wellbeing
- ii) Community wellbeing
- iii) The wellbeing of recreational places and spaces

And whereas the Council of the Town of Radisson deems that this vision can be best realized with the direction and coordination of a Recreation Association Board;

The Council of the Town of Radisson, in the Province of Saskatchewan, pursuant to Section 81 *The Municipalities Act*, enacts as follows:

A **Recreation Association Board** is hereby established to serve the Town of Radisson and the Board shall be known as the Radisson Recreation Association Board and further; it shall be recognized as a Committee of Council as per Bylaw 2020-03.

Definitions

In this bylaw:

- i) "Community" refers to the Town of Radisson
- ii) "Council" refers to the Council of the Town of Radisson
- iii) "Board" refers to the Radisson Recreation Association Board members
- iv) "Committee" refers to bodies established for specific recreation service operations
- v) "Recreation" – the term shall be inclusive for sport, culture and recreation

1) Title

This bylaw may be cited as the Radisson Recreation Association Board Bylaw.

2) Purpose

The Radisson Recreation Association Board shall investigate, research, and advise Council on matters pertaining to sport, culture and recreation services; and further shall support, promote, and manage operations for sport, culture and recreation services within the entire community for the benefit and wellbeing of all citizens of the Town of Radisson.

3) Powers of the Board

- i) The Board shall advise and recommend on any and all matters pertaining to recreation services as outlined by the citizens and Council of the community.
- ii) The Board shall appoint committees to manage and operate the following:
 - a. Swimming Pool
 - b. Parks/Outdoor Spaces/Sport Fields
- iii) The Board shall appoint ad hoc committees it deems necessary for the purposes of recreation management.

4) Board Function

- i) The Board shall deal with recreation service matters as delegated by Council.
- ii) The Board shall engage the citizens of the community in an effort to bring forward 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, operation and coordination of Recreation Services in the Town Radisson, including:
 - a. Swimming Pool
 - b. Parks/Outdoor Spaces/Sport Fields
 - c. Recreation Programs
- v) The Board shall strive for the provision of Recreation for all citizens.

5) 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 shall ensure the 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) Shall oversee all recreation service related matters, including matters connected with the management, regulations, supervision, and operation of staff and volunteers, programs, facilities, and equipment.
- v) Investigate and develop 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.

6) 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.
- Legislative and administrative functions.
- Preparation of an operating budget and is authorized to plan, spend, and account for the finances.
- 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.
- Co-operate 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.

7) Membership

- i) Membership of the Board

The Board shall consist of Seven (7) members of which:

- One (1) Councillor of the Town, who shall be appointed by resolution of Town Council on an annual basis.
- Three (3) members who shall be: one (1) representative from each committee named in Part 3.ii of this agreement; for a term of three (3) years or the duration of their appointment on the respective committees.
- Three (3) members from the community of Radisson; for a term of three (3) years or the duration of their appointment on the respective committees.
- 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 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.
- In the event of a vacancy, the Board shall arrange to have the vacancy filled in an expedient as possible manner.

- On an annual basis, at the first meeting of the calendar year of the Board the following officers shall be elected from the Board membership:
 - a. Board Chairperson
 - b. Board Vice-Chairperson
 - c. Board Secretary
 - d. Finance Officer

- All Board members shall receive a written Recreation Association Member Handbook, outlining board operations. The handbook shall be reviewed by all members, on an annual basis, at the first meeting of the calendar year.

ii) Meetings of the Board

- Regular meetings shall be held once a month on a date to be fixed at the first meeting of the Board in each year.
- The Board may hold special meetings at the call of the Chairman.
- All members shall receive a minimum of two weeks prior, written notice (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 called to vote on each question except a member who declares themselves in a conflict of interest on the said question. That member shall declare a conflict of 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.

iii) 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 Council shall receive a copy of all regular and special meeting minutes in a timely manner.

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

- Fiscal Responsibilities of the Board:
 - a. The financial year of the Board shall commence on the first day of January and close the thirty-first 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 15 day of February each year.
 - c. The Board shall present to council a 5 Year Capital Facility Plan with regard to Recreation Facilities.
 - d. The Board Finance Officer shall oversee the Recreation Service Financial Operations. All revenues and expenditures for recreation services shall be accounted for, utilizing the procedures set forth by legislation.
 - e. The Board shall review and monitor recreational services financial accounts at their monthly meetings and the account reports shall be prepared and presented to the Board meeting by the Boards Finance Officer.
 - f. The Board, its committees, and staff/volunteers shall be authorized to expend finances on recreation services only upon the approval of the annual budget presented to Council.
 - g. All new capital expenditures or major improvements to said capital assets, must have prior approval of Council prior to purchase, upgrade, repair or improvement is commenced.

8) General

- i) All Members of the Board and its Committees are deemed to be agents of the Municipality and are to be insured under the Town of Radisson's general comprehensive insurance policies; the costs of which are to be paid by the Municipality.
- ii) The Municipalities Act shall govern any and all procedures of the Board not outlined in this bylaw.

9) Repeal Bylaw

- i) That Bylaw No. 343 is hereby repealed.

10) Effective Date

- i) This Bylaw shall come into force and take effect on approval by the Town of Radisson Council

Read a third time and adopted this 15th day of Jun, 2022.


Mayor


Municipal Administrator



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