

Town of Rocanville

BYLAW NO. 2017 - 12

A BYLAW TO ENTER INTO AN AGREEMENT WITH THE RURAL MUNICIPALITY OF ROCANVILLE NO 151 IN THE PROVINCE OF SASKATCHEWAN FOR THE CREATION AND FUNDING OF THE ROCANVILLE PARKS AND RECREATION BOARD.

The Council of the Town of Rocanville, in the Province of Saskatchewan, enacts as follows:

1. The Town of Rocanville is hereby authorized to enter into an agreement with the Rural Municipality of Rocanville No. 151 for the creation and funding of the Rocanville Parks and Recreation Board.
2. The terms of the agreement are attached hereto and marked Exhibit "A" - Creation of the Rocanville Parks and Recreation Board.
3. The Mayor and Administrator of the Town of Rocanville are hereby authorized to sign and execute the attached agreement.
4. Bylaw No. 2000 - 04 is hereby repealed.
5. This bylaw shall come into force and take effect upon the date adopted by Council.

- | | | |
|-----------|--------------------------------|--|
| <i>a)</i> | <i>Read a first time this</i> | <i>6th day of December, 2017</i> |
| <i>b)</i> | <i>Read a second time this</i> | <i>20th day of December, 2017</i> |
| <i>c)</i> | <i>Read a third time this</i> | <i>20th day of December, 2017</i> |

Mayor

SEAL

Administrator
Section 81 *The Municipalities Act*

Exhibit 'A'

CREATION OF THE ROCANVILLE PARKS AND RECREATION BOARD

This agreement made this 14th day of December, 2017.

BETWEEN:

Town of Rocanville
Box 265
Rocanville, SK
S0A 3L0

Hereinafter called the "Town"

AND

Rural Municipality of Rocanville #151
Box 298,
Rocanville, SK
S0A 3L0

Hereinafter called the "R.M."

THE PARTIES HERETO MUTUALLY COVENANT THIS AGREEMENT IS FOR THE PROVISION OF SPORT, RECREATION AND CULTURE SERVICES AND AGREE AS FOLLOWS:

1. DEFINITION

1. In this agreement, including this section:
 - a) "Board" means the Rocanville Parks and Recreation Board appointed pursuant to this bylaw.
 - b) "Councils" mean the Councils of the R.M. of Rocanville No. 151 and the Town of Rocanville.
 - c) "R.M." means the R.M. of Rocanville No. 151.
 - d) "Town" mean the Town of Rocanville.
 - e) "Recreation Director" means the Recreation Director/Economic Development Officer.
 - f) "Programs" means the activities normally carried on in sport, recreation and culture.
 - g) "Committee" means those committees which manage and operate the following facilities and/or programs.
 - i. Potash Corp Rocanville Community Hall
 - ii. Rocanville Skating Rink
 - iii. Rocanville Aquatic Centre
 - iv. Rocanville Museum
 - v. Rocanville Community Centre
 - vi. Any other sport, recreation or culture committee as approved by the board.

2. FUNCTION

The function of the Board shall be:

- a) To oversee the operations of all sport, culture and recreational facilities within the Town and surrounding area of the Town of Rocanville.
- b) To advise Councils on projects to improve or extend any of the facilities.

3. COMPOSITION OF THE BOARD

1. The Board shall consist of a minimum of seven members, one member from Town Council, one member from R.M. Council and one member from all committees during their active season:
2. The Recreation Director shall maintain a list of all committees along with details of their board and designated representative, who must attend at least two meeting in a calendar year for the committee to maintain their voting status.
3. Only designated representatives attending the meeting shall be entitled to vote and one vote per person present.
4. If there is an equal number of votes for and against a resolution, the resolution is defeated.

5. The Board shall hold an “Annual Meeting” every spring open to the public with a representative from ALL COMMITTEES PRESENT and elect the executive positions on revolving bi-annual basis.
 - a) Chairperson (odd years)
 - b) Vice-Chair (even years)
 - c) Treasurer (odd years) (if accounts are not completed at Town Office)
 - d) Secretary (even years)
6. Five members present will constitute a quorum, the Recreation Director shall have no voting privileges, and only serve in an advisory capacity.
7. Members of the board including the Chair person and other executives may be removed by a formal vote by both the Town and R.M.

4. MEETINGS

1. The board shall meet at least once a quarter, at a time and place set by the resolution of the Board at the Annual Meeting.
2. The Recreation Director shall, at the request of the Chairperson or a majority of the members, call a special meeting at a date specified in the request.
3. All members of the Board present at a meeting shall vote on each question.
4. The Chairperson shall preside at all meeting.
5. If the Chairperson is unable to attend the meeting, the Vice-Chairperson shall preside.
6. All actions of the board shall be entered in a Minute Book, to be kept for that purpose and signed by the presiding officer and secretary.
7. Copies of the minutes shall be presented to the Councils at the first meeting following the board Meeting and all registered committees. Those items that require the action of the Councils shall be so noted.
8. Upon approval of the minutes at the next regular Board meeting, the Chairperson and the Secretary shall initial each page.
9. At the Annual Meeting the Chairperson shall submit for approval the budget for the current year.

5. POWERS AND DUTIES OF THE BOARD

1. To recommend a suitable candidate for the Town to hire as a Recreation Director.
2. To provide the Recreation Director/Economic Development Officer with an employment contract in accordance with the employment policies of the Town of Rocanville duly authorized by both Councils and signed by the Mayor of the Town of Rocanville.
3. To provide the Recreation Director/Economic Development officer with a job description that also includes REDO duties.
4. The financial year of the board shall be the calendar year.
5. The Board shall establish annual goals and objectives and submit to Councils before April 1 of each year.
6. The Board will authorize all expenditures and the Recreation Director shall initial all invoices prior to payment.
7. All capital purchases and operating expenditures not included in the Recreation Board annual budget must be approved by Councils.

8. The Board shall not be permitted to borrow, from any person, credit union or bank any monies that the board considers necessary to meet the expenditures for recreation purposes without written consent from both Councils.
9. The Board shall advise and make recommendations to Council, with respect to designating programs or projects as a future expense. Donations received for specially designated programs or projects, which have been approved by Councils shall be recorded as reserve for future expenditure.
10. The town shall carry and maintain adequate public liability insurance, as well as, errors and omissions insurance coverage for the Board, its appointed members, the appointed members of all committees and volunteer workers serving under the direction of the Board.
11. Final authority on all decisions is subject to approval and/or change by the Town and R.M.

6. POWERS AND DUTIES OF RECREATION DIRECTOR

1. The Recreation Director shall attend all meetings of the Board.
2. Ensure that:
 - a) That Councils receive a copy of all meeting minutes as approved by the Board.
 - b) That Board Members receive a copy of all meeting minutes.
 - c) Carry out all duties and responsibilities as required by the Rocanville Economic Development Organization (Bylaw #2015-22).
3. Conduct the correspondence of the Board as directed by it.
4. Shall advise the Board of sport, culture and recreation needs, goals and objective, all legal matters pertaining to sport, recreation and culture for the area.
5. Shall advise the Committees and the Board to adhere to all legalities of this bylaw.
6. The Recreational Director shall submit a monthly report of the activities to Councils and the Chairperson of the Board.
7. The Recreational Director shall report to and accept the decision of the Chairperson of the board on all activities and decisions, including the activities and decisions of REDO. The Chairperson's authority is subject to approval and/or change by the Town and RM.

7. COMMITTEES OF THE BOARD:

1. Each committee shall submit an account of its proceedings and decisions by reporting to the Recreation Director, either in writing or a copy of the minutes at each of the Board meetings.
2. Shall prepare a budget by March 25th, for the year following for anticipated revenue, expenditure and capital purchases and submit to the Recreation Director in time for the Annual Meeting.

8. OTHER

1. No person shall:
 - a) injure any facility, member or employee of the board or Councils
 - b) act in a discriminatory fashion to any facility, member or employee
2. Any person who contravenes subsection (1):
 - a) is guilty of an offense; and
 - b) is liable for injury to any person or damage to any property that is occasioned by his or her action.and may be subject to legal action.
3. The Parties hereto agree that in the event of a dispute between them as to the responsibilities or liabilities or otherwise, under this agreement, that such disputes shall be settled by arbitration under the Arbitration Act for Saskatchewan.

4. When a member of the Board has a pecuniary interest in any matter in which the Board, or Committee, Association, Commission or other organization established by the Board and is present at a meeting of the Board, Committee, Association, Commission or other organization at which the matter is considered, the member shall:
 - a) when the matter arises, disclose that he or she has a pecuniary interest
and
 - b) leave the meeting while the matter is under discussion and being resolved.
5. No member or anyone else with direct association with the Recreation Board, or any member of the Town Council or RM council shall attempt in any way, whether before, during or after the meeting, influence the voting on any question involving a matter in which he/she has a pecuniary interest.
6. The Secretary charged with the responsibility of keeping the minutes of the meeting of the Board or Committee shall record in the minutes:
 - a) every declaration of pecuniary interest;
and
 - b) the fact that a member leaves the meeting after their declaration.
7. It is understood and agreed that this agreement shall be continuous, but the agreement may be terminated by either party to the agreement giving twelve (12) months written notice.
8. The Recreation Director is an employee of the Town of Rocanville and subject to the policies of same.

TOWN OF ROCANVILLE

Daryl Fingas, Mayor

SEAL

Monica Pethick, Administrator

Read a third time and adopted
this 20th day of December, 2017

**RURAL MUNICIPALITY
OF ROCANVILLE NO. 151**

Murray Reid, Reeve

SEAL

Sylvia Anderson, Administrator

Read a third time and adopted
this