

TOWN OF HEPBURN

BYLAW NO. 12-2013

A BYLAW TO GOVERN THE HEPBURN AND DISTRICT PARKS AND RECREATION BOARD

This Bylaw shall be known as: The Hepburn and District Parks and Recreation Board Bylaw.

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

Definitions:

1. For the purpose of this bylaw the expression:
 - a. "Board" refers to the Hepburn and District Parks and Recreation Board.
 - b. "Council" refers to the Council of the Town of Hepburn.
 - c. "Municipality" means the Town of Hepburn and its administration.
 - d. "Recreation Director" means the Secretary/Community Co-ordinator appointed by Council and accountable to the Board.
 - e. "program" means activities normally carried on within Culture and/or Recreation.
 - f. "Treasurer" means a board member duly appointed by the Board.
 - g. "Secretary" means the Recreation Director or Community Co-ordinator being an employee of the Municipality and accountable to the Board.

Function:

2. The function of the Board will be:
 - a. To make recommendations to Council regarding the passing of Bylaws, Regulations and Policies pertaining to the regulation management, supervision and operation of program areas, facilities, maintenance and equipment under the board's control.
 - b. To advise Council in all matters placed before it dealing with Culture and Recreation.
 - c. To have the management, control and operation of program areas, facilities and equipment; which may be assigned by resolution of Council.

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- d. Advise or make recommendations to Council with respect to suitable sites, alterations, improvements or extension to the Municipal Recreation Facilities to provide planned future expansion of the Community and District.
- e. Advise Council regarding hazardous and unsafe areas, facilities and equipment that do not comply with Health and Safety Rules and Regulations.
- f. Advise Council regarding employment opportunities of Full Time or Part Time Recreation and Parks personnel that would be required to administer the Parks and Recreation Programs.
- g. All volunteers working for the board shall be considered agents of the municipality.
- h. The Board will encourage and co-operate with organizations regarding promotion of programs.
- i. All sports, culture and recreation clubs will be formed under and in consultation with the Board. Any club receiving grants or funding from the Board is responsible for their own liabilities when the club terminates. All assets (Money and Equipment) are property of the Village of Hepburn, to be allocated to the Hepburn and District Parks and Recreation Board. Upon termination of a club, all assets must be handed over to the Board within 30 days.

Composition of the Board:

3. The Board will consist of not less than **seven (7)** and up to **nine (9)** members, as appointed by resolution of the Council of the Village of Hepburn. The Board is to consist as follows:
 - a. One member appointed by Town Council to act as the Representative of the Town of Hepburn;
 - b. One member appointed by the R.M. of Laird Council to act as the Representative of the R.M. of Laird No.404;

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- c. The remaining members shall be members at large. The names of any potential members who are not elected at the annual meeting shall be presented by the Board to the Town of Hepburn Council for approval.
- d. Appointed members will be allowed to join the Board upon approval of Council effective immediately upon approval of the Town of Hepburn Council;
- e. The Parks and Recreation Director/Community Co-ordinator shall be the Secretary of the Board.

Appointments

4. The Board shall appoint one member for each of the following positions:
 - i. Chairperson
 - ii. Vice-Chairperson
 - iii. Treasurer

Finances of the Hepburn and District Parks and Recreation Board

- The Treasurer of the Hepburn and District Parks and Recreation Board is responsible for reporting all revenues and expenses to the Municipality. The Board finances will be recorded and reported as a department within the Municipalities financial records. Quarterly and Annual Department Reports will be provided by the Municipality.
- All expenses paid on behalf of the Board shall be by cheque issued through the Municipality from the Boards bank account. At no time shall expenses be paid with cash revenue from a program.
- The financial year of the board shall be the fiscal calendar year. The Financial Records shall be audited annually by the Municipal Auditor.
- The Annual Department Reports will be presented for approval at the Annual General Meeting.
- The Projected Budget Report for the following year will be presented to the Board at the Annual General Meeting for approval.



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- The board shall establish annual goals and objectives at their first meeting of the year. Annual Budget Reports will be presented to the Board at the first meeting of the year for approval. Annual Budget Reports will be presented to Council before April 1st of each year.
- The Treasurer shall report to the Municipality with all monies on behalf of the board for the Municipality to deposit to the credit of the board in a chartered Bank or Credit Union. Withdrawal of funds will be by a cheque signed by the Administrator of the Municipality and counter-signed by one of the; Treasurer, Chairperson or Secretary.
- Minutes of the Board will be held in the Town office.

This Bylaw shall come into full force and effect on the date of third reading thereof.




Mayor

Administrator

Subsection 285&289&290- The Municipalities Act



This is a Certified True Copy of
Bylaw 12-2013, passed at the
Nov. 20, 2013 Regular Meeting
of the Town of Hepburn Council.


Administrator