

**TOWN OF EATONIA**

**BYLAW NO. 1/18**

**A BYLAW TO ESTABLISH A RECREATION BOARD**

The Council of the Town of Eatonia, in the Province of Saskatchewan under the provision of Section 8 of *The Municipalities Act*, enacts as follows:

**ESTABLISHMENT**

1. A Recreation Board is hereby established to be known as the "Eatonia and District Recreation Board" which shall promote, implement and manage a recreation program and manage municipal recreation facilities in Eatonia and shall encourage and develop recreation activities in Eatonia, Saskatchewan.

**CONSTITUTION:**

2. The Recreation Board shall be governed by a Constitution as set out in Schedule A, attached to and forming a part of this bylaw, adopted and approved by the said Board and the Council of Eatonia.

**REPEAL:**

3. Upon effective date of this Bylaw, Bylaw No. 7/16 and attached Constitution are hereby repealed.

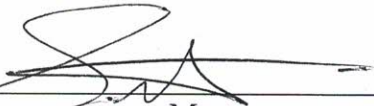
**COMING INTO FORCE:**

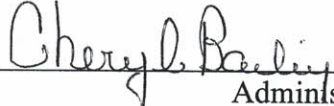
4. This bylaw shall come into force and take effect on the date of final passing.

Read a first time this 13<sup>th</sup> day of March, 2018.

Read a second time this 13<sup>th</sup> day of March, 2018.

Read a third time this 13<sup>th</sup> day of March, 2018.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

Certified a true copy of  
Bylaw No. 1/18 adopted  
by resolution of Council  
on the 13<sup>th</sup> day of  
March, 2018



  
\_\_\_\_\_  
Administrator

**TOWN OF EATONIA  
SCHEDULE "A"  
FORMING PART OF BYLAW NO. 1/18**

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**EATONIA AND DISTRICT RECREATION BOARD  
CONSTITUTION**

The Recreation Board of the Town of Eatonia adopts the following regulations and laws as the Constitution of the Board:

**OBJECTIVES**

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

**DEFINITIONS**

2. In this constitution:
  - a) "Administrator" means the Town Administrator of the Town of Eatonia.
  - b) "Board" means the Eatonia and District Recreation Board
  - c) "Council" means the Municipal Council of the Town of Eatonia.
  - d) "Member" means a person appointed to the Recreation Board.
  - e) "Recreation" means the experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community well being.
  - f) "Town" means the Town of Eatonia

**COMPOSITION**

3. (1) The Board shall consist of the following ten (10) voting members approved by the Council of the Town of Eatonia:
  - a) One (1) member of the Town of Eatonia council appointed by their respective council;
  - b) One (1) member of the R.M. of Chesterfield No. 261 council appointed by their respective council;
  - c) One (1) member of the R.M. of Newcombe No. 260 council appointed by their respective council;
  - d) Seven (7) members at large from the Town of Eatonia, R.M. of Chesterfield and R.M. of Newcombe.
- (2) Council members appointed from each municipality shall be approved members of the Board.
- (3) Members at large on the Recreation Board shall be appointed by the Board and approved by resolution of Town Council at a regular council meeting.
- (4) Members at large on the Recreation Board must read and understand and agree to abide by the Code of Ethics adopted by bylaw by the council and sign a Committee/Board Member Oath after they are approved to the Recreation Board by resolution of Town Council.
- (5) All member appointments shall be reviewed at the time of passage of this Constitution.
- (6) Seven (7) members at large shall hold office for a two (2) year term from the date they are approved by the council to the Board. At the end of the two (2) year term members have an option to continue to serve on the board for another term or resign from the board.
- (7) Every 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.

- (8) Any member of the Board who shall be absent from three (3) consecutive meetings of the Board shall, unless such absence was duly authorized and entered in the minutes, forfeit his/her office and another member shall be appointed in his/her place.
- (9) Any member of the Board may resign therefrom at any time, upon submitting written notice to the Secretary of the Board to that effect. The council shall, upon recommendation of the Board when a vacancy occurs, approve by resolution, a person to fill such vacancy.
- (10) An application, as set out in Form 1 attached and forming a part of this constitution, for new members must be completed by anyone wishing to fill a vacancy on the Board for a member at large.

## **MEETINGS**

4. (1) The Board shall meet regularly, at least once each month, 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 20<sup>th</sup> day of January.
- (2) All meeting of the Board shall be open to the public.
- (3) The officers of the Board shall be the Chairperson and Vice-Chairperson who shall be elected from the membership of the Board at its first meeting of each year. Members of the Town and R.M. Councils shall not be elected as Chairperson and Vice Chairperson on the Board.
- (4) The Recreation Director shall be the secretary of the board.
- (5) Special meetings of the Board may be called by the Chairperson or any three (3) members of the Board. A written notice of the day, hour and place of every special meeting shall be given to each member of the Board and to the public at least 24 hours prior to the meeting.
- (6) A quorum of the Board shall be six (6) members of the Board. The Mayor's attendance shall not, however, be included for the purpose of determining a quorum.
- (7) Each member shall have one vote on any question. The chairperson shall only vote to break a tie vote.
- (8) The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Board.
- (9) Motions put forth must be voted on by all members, except motions in which a member has direct or indirect interests. The member must declare that they have a conflict of interest before any discussion in the matter and leave the meeting while the matter is being discussed and voted on. The secretary records in the minutes all declarations of conflict of interest and the withdrawal from the meeting.
- (10) All regularly scheduled meetings shall stand adjourned when the board has completed all business as listed on the agenda or upon the arrival of two and half (2 ½) hours past the call to order.
- (11) A majority of the members present may extend a regularly scheduled meeting beyond the two and half (2 ½) hours by unanimous vote of all members present.
- (12) If the meeting is not extended past the two and half (2 ½) hours, then any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled meeting, or until a special meeting is called for the purpose of dealing with the unfinished items.
- (13) The Chairperson shall preside at all meetings of the Board, and in his/her absence, the Vice-Chairperson shall assume his/her duties.
- (14) The minutes of the Board, shall be kept in a book, for the purpose and signed by the Chairperson and Secretary of the Board.

## **RESPONSIBILITIES**

5. (1) The Recreation Board shall be concerned with and shall be responsible for all aspects of managing, supervising and controlling the equipping, staffing, maintaining and programming of playground programs, ball diamonds, arena and the swimming pool. The following facilities, that are owned by the town, shall be under the jurisdiction of the Recreation Board:
  - a) Eatonia Memorial Arena
  - b) Eatonia and District Swimming Pool
  - c) Eatonia Sports Grounds (Block J, Plan CS624, Ext 7)
- (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 that will enable the residents of Eatonia and surrounding area 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 both recreational facilities and programs for Eatonia and surrounding area.
- (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 shall 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 approved by the 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.
- (7) The Board may appoint sub-committees to deal with any special phase of the matters coming within the scope and jurisdiction of the Board as herein set forth.

## **BOARD LIMITATIONS**

6. 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 shall submit for approval of Council any informal agreements or working agreements which substantially change portions of the formal agreement.
  - d) The Board may not proceed with the construction, development or structural changes of a facility without first having the development plan, design and tentative budget approved by Council.

## COUNCIL VETO

7. 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.

## RECREATION DIRECTOR

- 8 (1) The Recreation Director is an employee of the town and under direct supervision of the Chairperson of the Board.
- (2) The Recreation Director, as an employee of the town, must sign a Municipal Employee Code of Conduct at the time of hire and any amendments or revisions to the code thereafter as a condition of employment.
- (3) The Board shall have the responsibility of developing policies with regards to the duties and responsibilities of the Recreation Director and other recreational staff.
- (4) The Recreation Board shall advise Council on the appointment and/or dismissal by the Board of the Recreation Director.

## FINANCES

9. (1) All finances shall be under the control and custody of the Board. The Board shall receive:
  - 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 Federal, Provincial and Municipal Governments.
- (2) The Board shall pay:
  - a) All expenses incurred for local recreation activities organized by the Board.
  - b) All expenses incurred to purchase items to be used by the Board for local fund raising conducted by the Board.
  - c) All expenses provided for in the annual budget of the Board.
  - d) All wages and employee costs of the Recreation Director and other employees employed in recreation and recreation facilities in Eatonia.
  - e) Maintenance and operating costs of the facilities owned by the Town of Eatonia.
- (3) The Council shall pay:
  - a) All major repairs to the facilities owned by the Town of Eatonia.
  - b) All structural changes to a facility after the Board submits a development plan, design and tentative budget and is approved by Council.
  - c) The liability insurance and the insurance on the buildings under the jurisdiction of the Recreation Board.
- (4) Depending on the cost of any major repairs, and/or structural changes, the cost may be shared between the Town and the Board depending on the Board's finances and both parties agree to cost share.
- (5) The signing officers of the Board shall be the Chairperson and the Town Representative and in the absence of either the Recreation Director and/or the Administrator shall sign.

**REPORTING**

10. The Board shall supply the Council with the following:
- a) On or before the 28<sup>th</sup> day of February in each year the Board shall submit 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. Once this budget is approved by Council, the total amount of the budget shall not be exceeded by the Board without first seeking approval of Council.
  - b) Within two weeks of each Board meeting, a copy of the minutes shall be submitted to the Council by the Recreation Director.
  - c) The Board must submit to council for approval any policies or agreements that they have created or revised prior to enforcing the policy or agreement.

**FISCAL YEAR**

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

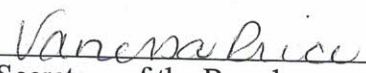
**GENERAL**

12. All members of the Board and its Committees are deemed to be agents of the Town and are additionally insured under the Town of Eatonia's General Comprehensive Liability and Errors and Omissions Insurance Policy, the costs of which are paid by the Town.

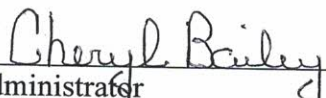
**JOINT MEETING**

13. The Council of the Town of Eatonia and the Eatonia Recreation and District Board shall hold a joint meeting at least once each year (in the first quarter of the year) for the purpose of giving the Board an opportunity of outlining to the Council plans, programs, problems and objectives and also for the purpose of giving the members of Council the opportunity to ask questions in regard to action taken by the Board or questions on recommendations tabled by the Board.

  
\_\_\_\_\_  
Chairperson of the Board

  
\_\_\_\_\_  
Secretary of the Board

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator



TOWN OF EATONIA  
FORM "1"  
FORMING PARTY OF BYLAW NO. 1/18

EATONIA AND DISTRICT RECREATION BOARD  
MEMBER APPLICATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Why are you interested in being a member on the Eatonia and District Recreation Board?

What skills, talents or experience do you feel you have to offer the Eatonia and District Recreation Board?

What organizations, community projects, activities or boards have you been involved with in the past and what volunteer commitments do you currently have?

What area(s) of the community do you feel you represent?

TOWN OF EATONIA  
FORM "1"  
FORMING PARTY OF BYLAW NO. 1/18

EATONIA AND DISTRICT RECREATION BOARD  
MEMBER APPLICATION

Fundraising is an important role of the Recreation Board. Are you willing to make yourself available to help out with these projects?

Please share any information that you feel is important for consideration of your application to serve as a member on the Eatonia and District Recreation Board?

I understand that pending my approval as a member to the Eatonia and District Recreation Board, I would be expected to fulfill a term of 2 years. If for some reason I am unable to fulfill my term a written resignation will be required. Up expiration of my 2 year term, I will have the option to renew said term or step down from the Board.

Name: \_\_\_\_\_ Date: \_\_\_\_\_