



# PROPOSED SPORT, RECREATION AND CULTURE ADVISORY COMMITTEE BYLAW

## BYLAW NO.1396-14

BEING A BYLAW OF THE TOWN OF GRAVELBOURG, IN THE PROVINCE OF SASKATCHEWAN, TO ESTABLISH THE TOWN OF GRAVELBOURG SPORT, RECREATION AND CULTURE COMMITTEE.

WHEREAS the Council for the Town of Gravelbourg has agreed to establish a Recreation Committee;

THEREFORE under the authority of Section 8(1) of the Saskatchewan Municipalities Act, and amendments thereto, the Council of the Town of Gravelbourg, in the Province of Saskatchewan, duly assembled enact as follows:

1. This Bylaw may be cited as the Sport, Recreation and Culture Committee Bylaw.
  - a. In this Bylaw the following definitions apply:
    - i. **"Act"** means the Municipalities Act.
    - ii. **"Committee"** means the Town of Gravelbourg Recreation Committee.
    - iii. **"Chief Administrative Officer"** or **"CAO"** means the person authorized to exercise the duties and responsibilities on behalf of the Municipality in the administration of the affairs of Council.
    - iv. **"Department"** means the Sports, Culture & Recreation Department of the Town of Gravelbourg;
    - v. **"Manager"** means the Sports, Culture & Recreation Department Manager;
    - vi. **"Council"** means the Council of the Town of Gravelbourg.
    - vii. **"Municipality"** means:
      1. the Corporation of the Town of Gravelbourg.
      2. where the context requires, means the areas of land contained within the boundaries of the Municipal corporate limits.

### ESTABLISHMENT OF THE RECREATION COMMITTEE

2. The Committee is hereby established and shall consist of the following:
  - a. The Committee shall be composed of not more than seven (7) members that upon the adoption of this Bylaw, shall consist of the following:
    - i. Two (2) representatives from the Council of The Town of Gravelbourg appointed by resolution of the Council of the Town of Gravelbourg;



- ii. One (1) representative of the Rural Municipality of Gravelbourg; at their sole discretion; and appointed by resolution of the Council of the Rural Municipality of Gravelbourg;
  - iii. Four (4) representatives at large from the Town of Gravelbourg and/or surrounding area appointed by resolution of the Council of the Town of Gravelbourg.
- b. The members of the Committee shall serve at the pleasure of the respective Councils.
  - c. The members of the Committee shall elect from its membership a Chairperson and Vice-Chairperson. A Recording Secretary may also be elected if required.
  - d. Elections of the Chairperson and Vice-Chairperson shall occur at the first meeting of the Committee after the adoption of this Bylaw, and every first meeting of the Committee following Council's organizational meeting of each calendar year thereafter. If the Recording Secretary is elected, the same procedure will follow.
  - e. In the event of absence or inability of the Chairperson to preside at a meeting, the Vice-Chairperson shall preside.
  - f. In the event of absence or inability of both the Chairperson and Vice-Chairperson to preside at the meeting, the members shall elect one of its members as Chairperson for that meeting.
  - g. All members shall be required to disclose any conflict of interest in the same manner as required of an elected official under the provisions of the Act.
  - h. If a conflict is declared, that member shall not sit or vote on that item before the Committee.
  - i. The Manager, who shall not have a vote, shall be a liaison to the Committee.
  - j. The majority of all the Committee members that comprise the Committee shall constitute a quorum.
  - k. Only those members of the Committee in attendance at a meeting of the Committee may vote on any matter before the Committee.



- I. The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Committee.
- m. The Chairperson shall vote on every question, and, in the event of a tie, the motion shall be lost.
- n. The Committee shall hold no less than ten (10) regular meetings each year and it may hold special meetings at the call of the Chairperson or any five (5) members upon twenty four (24) hours written notice.
- o. Meetings of the Committee shall be open to the public.

### **DUTIES AND RESPONSIBILITIES**

#### **3. The Committee:**

- a. The Committee is established to advise the Council in pursuing and implementing Sports, Culture & Recreation programs and services within the approved functions of the Department within the corporate limits of the Town of Gravelbourg, in the Province of Saskatchewan.
- b. The Committee may advise the Council regarding rules, regulations and policies with regards to direct programming and services within the approved functions of the Department as it may deem necessary from time to time, provided such rules and regulations are not inconsistent with the power herein confirmed.
- c. The Committee shall act in an advisory capacity to the Council in matters relating to the operations and maintenance of recreation facilities, provided in or to be provided in the Town of Gravelbourg. For greater certainty and subject to terms and conditions of certain agreements and contracts that Council may enter into from time to time, those facilities shall include:
  - i. The Ball Diamonds;
  - ii. The Palestre Skating and Curling Arena;
  - iii. The Aquaplex;
  - iv. The Driving Range; and
  - v. Any other recreation facilities that may from time to time be designated by Council.
- d. The Committee may advise the Council regarding the establishment of rules and regulations for the users of public recreation facilities where applicable. For greater certainty and subject to terms and conditions of certain agreements and contracts that Council may enter into from time to time, those facilities shall include:
  - i. The Ball Diamonds;



- ii. The Palestre Skating and Curling Arena;
  - iii. The Aquaplex;
  - iv. The Driving Range; and
  - v. Any other recreation facilities that may from time to time be designated by Council.
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- e. The Committee shall be consulted whenever possible where it is proposed to lease or to sell or to otherwise dispose of any Town land that is held for park purposes, or for other public recreation purposes, and whenever it is proposed to purchase or otherwise acquire land for public recreation purposes.
  - f. The Committee may identify the need for new or expanded facilities and shall make recommendations to the Council as to location and type. Alternatively, it may recommend the alteration or discontinued use of existing facilities.
  - g. The Committee may recommend to the Council the need for additional department staff.
  - h. The Committee may cooperate with and encourage all organizations, public, private, civic, social and religious, within the Town, supporting, promoting or working for any sport, culture or recreation.
  - i. Annually and no later than December 31<sup>st</sup> of the previous year, the Committee shall review and provide advice to the Council regarding the expenditures to be made by the Department and the revenues to be generated by the Department and the Capital Budget Expenditures as prepared by the Department Manager of the Department during the following year with respect to all matters over which, under the terms of the Bylaw, the Committee has advisory jurisdiction.
  - j. The Committee will annually and no later than December 31st of the previous year, review and advise the Council regarding fees or charges for facilities, programs and services over which, under the terms of the Bylaw, the Committee has advisory jurisdiction.

#### **LIMITATION OF POWERS**

- 4. Regarding limitations of Powers:
  - a. Neither the said Committee nor any member thereof shall have power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the said Committee or any member thereof have any power to authorize any expenditure to be charged against the Town.



- b. Except when appointed to communicate a decision of the Committee no member thereof shall issue or purport to issue any order, direction or instruction to any member of Town Staff.

**Other**

- 5. The Recording Secretary of the Committee shall:
  - a. Keep proper and accurate minutes of the proceedings of all meetings of the Committee, true copies of which shall be filed with the CAO for inclusion in the next regular Council meeting in accordance with the Procedural Bylaw.
  - b. Carry out other such administrative duties as the Committee may specify, including, but not limited to, completion of all necessary correspondence.
- 6. The Manager shall:
  - a. Notify all members and advisors of the Committee of the arrangements for the holding of each regular and special meetings of the Committee by preparing and circulating an agenda for the meeting.

Bylaw #820/86 and any amendments thereto are hereby rescinded.

This Bylaw comes into full force and effect on the date of the third and final reading.

READ A FIRST, SECOND AND THIRD TIME this 15TH day of SEPTEMBER A.D., 2014.

J. Green-Stephens  
Mayor

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Chief Administrative Officer

READ A THIRD AND FINAL TIME this 29th day of September A.D., 2014.

Certified a true copy of  
Bylaw No. 1396-14  
adopted by Council on the  
29<sup>th</sup> day of September, 2014

for [Signature]  
Administrator