

## TOWN OF MOSSBANK

# BYLAW NO. 10/17

A bylaw to establish the Mossbank & District Recreation Board

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

### SHORT TITLE

1. This Bylaw shall be known as the “Rec Board Bylaw”.

### DEFINITIONS

2. In this Bylaw, including this section:
  - a. “Board” means the Mossbank & District Recreation Board appointed pursuant to this Bylaw;
  - b. “Council” means the Council of the Town of Mossbank;
  - c. “Municipality” means all or any of the Town of Mossbank, the Rural Municipality of Lake Johnston #102 and the Rural Municipality of Sutton #103, as the case may be;
  - d. “Municipal Representative” means the representative appointed pursuant to Subsections 5(d)-(f) of this Bylaw.
  - e. “Facilities” means:
    - i. Mossbank Centennial Arena (including the curling rink);
    - ii. Jack Bath Field
    - iii. A’s Diamond
    - iv. Tennis court;
    - v. Mossbank Golf Club;
    - vi. Mossbank Swimming Pool;
    - vii. Volleyball pits;
    - viii. Old Wives Lake Nature Area;
    - ix. Mossbank Community Hall;
    - x. Mossbank Legion;
    - xi. Kinsmen Park;
    - xii. Spray Park;
    - xiii. Nikita Park (including the bike park); and
    - xiv. Any other facility or recreational area owned by the Town of Mossbank and used for the purposes of culture, recreation or sport;
  - f. “Programming” means those activities normally carried on in relation to culture, recreation and sport;
  - g. “School” means Mossbank School.
  - h. “School Representative” means the representative appointed pursuant to Subsection 5(g) of this Bylaw;
  - i. “Town” means the Town of Mossbank;
  - j. “Voting Members” means the Executive and General Members of the Board and excludes all Advisory Members.

### PURPOSE

3. The purpose of the Board shall be:
  - a. To meet with Municipal Representatives to discuss culture, recreation and sport in the region with emphasis on Facilities and Programming;
  - b. To promote culture, recreation and sport through the distribution of grants;

- c. To distribute information related to Board activities to each member's respective club or organization;
- d. To distribute minutes from each organization's and the Board's official meetings to the Town of Mossbank so that activities can be reviewed and approved for insurance purposes; and
- e. To oversee the operations of the Dare to Dream Lottery.

#### COMPOSITION OF THE BOARD

4. The Board shall consist of:
  - a. Executive Members;
  - b. General Members; and
  - c. Advisory Members.
5. The Executive Members of the Board are:
  - a. Chairperson;
  - b. Secretary;
  - c. Treasurer;
  - d. One member from the Council of the Town of Mossbank (this shall be the Chair of the Standing Committee on Recreation unless otherwise appointed by resolution of Council);
  - e. One member from the council of the Rural Municipality of Lake Johnston #102, as appointed by resolution of said council;
  - f. One member from the council of the Rural Municipality of Sutton #103, as appointed by resolution of said council; and
  - g. One representative from Mossbank School.
6. As the first order of business, at the first meeting of the Board following a general municipal election or as soon as possible after one of the following positions becomes vacant, a Voting Member shall nominate a General or an eligible Advisory Member to act as such for the remainder of the term:
  - a. Chairperson;
  - b. Secretary; or
  - c. Treasurer.
7. All positions shown in Section 6 shall be filled and elected by a majority of the Voting Members:
  - a. The vote shall be overseen and confirmed by those Advisory Members present who are not themselves nominated for election; and
  - b. An administrator of a Municipality is not permitted to hold one of the Section 6 positions except for on a temporary basis as outlined by Section 8.
8. In the event that there are no nominations for one of the positions listed in Section 6 and there are otherwise too few Executive Members to form a quorum for the meeting to continue, any Advisory Member may assume that position temporarily, if appointed by a majority of the Voting Members present, until such time as an eligible nominee allows his or her nomination to stand for election:
  - a. An Advisory Member may only assume one position as an Executive Member at a time and shall assume all voting and other rights and privileges of that position until replaced; and

- b. For the period of time in which an Executive Member position has been assumed, the appointee is no longer an Advisory Member for the purposes of this Bylaw.
9. An alternate shall be appointed by each respective Municipality, by resolution, to attend meetings in the absence of the Municipal Representative and this alternate shall act in his or her place in the event of an absence:
  - a. The alternate shall have all rights and privileges normally held by that member for the duration of any meeting in which he or she is representing that Municipality; and
  - b. The Municipal Representative shall provide the Secretary with the name and contact information of any alternate and notify him or her when the alternate will be attending.
10. Mossbank School may, at its discretion, appoint an alternate who shall function in the same manner as that for Municipal Representatives pursuant to Section 9 and he or she shall act in the absence of the School Representative.
11. The General Members of the Board are:
  - a. Any person who has been appointed by resolution of the Board as a representative of a club or organization associated with local culture, recreation or sport; and
  - b. Any appointees pursuant to Subsection 11(a) may represent more than one club or organization at a time.
12. A register of the persons appointed as General Members pursuant to Section 11 shall be maintained by the Secretary.
13. The Advisory Members of the Board, acting in a non-voting capacity but eligible to participate in discussion, are:
  - a. The administrator of each Municipality or any other person appointed by the administrator in his or her absence;
  - b. Any person who is not appointed as a General Member but is allowing, at the meeting in progress, his or her name to stand for election to one of the positions listed in Section 6; and
  - c. Any other person the Board has appointed by resolution to attend meetings and participate in discussions.
14. Except under the conditions described in Subsection 14(a), the seat of an Executive Member who absents him or herself from three consecutive meetings, without authorization by resolution of the Board, shall be declared vacant:
  - a. An absence by an Executive Member filled by an alternate shall not be considered an absence for the purposes of Section 14.
15. The seat of an Executive Member of the Board shall become vacant upon receipt of written notice of resignation by the Secretary:
  - a. This resignation takes effect immediately or on the date specified on the letter and cannot be repealed once given; and

- b. A resolution accepting the resignation, effective on the appropriate date, shall form part of the minutes of the following meeting.
- 16. An Executive Member can simultaneously act as a General Member representing one or several of the organizations listed in the register pursuant to Section 12.
- 17. All volunteers working for an organization that has a duly appointed representative on the Board pursuant to Section 11 shall be considered employees of the Town.
- 18. The financial year of the Board shall be the calendar year.

#### TERM

- 19. Terms for the positions listed in Section 6 shall expire upon the commencement of the first meeting of the Board after a general municipal election has been held:
  - a. Elections for said positions will commence as the first order of business at said meeting and terms commence immediately upon election.
- 20. Except as indicated by Section 19, all Board positions remain in effect until amended by resolution of the Board or, in the case of a Municipal or School Representative, upon a change by resolution of the Municipality or by the principal of the School.

#### QUORUM

- 21. A majority of the Executive Members of the Board shall constitute a quorum.
  - a. A vacant position does affect quorum and counts as an absent member.

#### VOTING

- 22. Only Executive and General Members are permitted to vote on motions.
- 23. All Voting Members shall vote on each question and a decision not to vote shall be counted against the motion.
- 24. Voting Members may only vote once on each resolution regardless of the number of positions held or organizations represented.
- 25. In the event of a tie vote, the motion is defeated.

#### MEETINGS

- 26. The Board shall meet at least semi-annually according to the following schedule:
  - a. One meeting at any time between January 1 and June 30; and
  - b. One meeting at any time between July 1 and December 31.
- 27. All meetings of the Board shall be open to the public.
- 28. If the Chairperson or Secretary cannot attend a meeting, the Executive Members present shall appoint a General Member, except for one already

sitting as an Executive Member, by majority vote, to act in that capacity for the duration of the meeting.

29. If the Treasurer cannot attend a meeting, a written report shall be provided to the Board in accordance with his or her duties as required by this Bylaw.
30. Except in the event of a conflicting section, subsection or clause in this Bylaw, conduct of the Board and its meetings shall be in accordance with the Procedure Bylaw of the Town of Mossbank.

#### DUTIES OF THE CHAIRPERSON

31. The Chairperson shall:
  - a. Preside at all meetings and ensure compliance with this Bylaw and the Procedure Bylaw of the Town of Mossbank;
  - b. Call meetings and advise the Secretary to notify the Board;
  - c. Review and sign minutes prepared by the Secretary; and
  - d. Review expenditures prepared by the Treasurer and sign cheques.

#### DUTIES OF THE SECRETARY

32. The Secretary shall:
  - a. Notify the Board when a meeting has been called by the Chairperson;
  - b. Prepare meeting agendas and distribute meeting packages to the Board;
  - c. Record all resolutions of the Board in a minute book and ensure the minutes of each meeting are signed by the Chairperson and the Secretary;
  - d. As soon as possible after each meeting, supply a copy of the minutes to the administrators of each Municipality and to the Board, who shall then distribute them to their respective organizations;
  - e. Maintain a register of organizations, representatives, and contact information pursuant to Section 12;
  - f. Distribute the register prepared pursuant to Section 12 to the Board whenever there is a change and at least annually; and
  - g. In the absence of the Chairperson, review expenditures prepared by the Treasurer and sign cheques.

#### DUTIES OF THE TREASURER

33. The Treasurer shall:
  - a. At each regular meeting of the Board, present a financial report on current year operations;
  - b. At year-end, ready the financial records for audit and co-operate with any requests by the municipal auditor during said audit;
  - c. Deposit all funds to the credit of the Board in a chartered bank or credit union and those funds shall be withdrawn only by cheque bearing the

- signatures of the Treasurer and Chairperson (or the Secretary in the absence of the Chairperson);
- d. Prepare cheques relating to any resolutions of the Board, sign them, and advise the Chairperson (or Secretary, when applicable) to review and sign the cheques; and
  - e. Annually present, for approval by the Board, the audited financial statements of the previous year.

#### DUTIES OF THE BOARD

- 34. The Board shall, each calendar year, provide each Municipality with a report regarding their priorities with respect to any facility upgrades or maintenance and any financial support the Board may be able to provide.
- 35. The Board shall distribute any funds under its control, including but not limited to those provided through the Saskatchewan Lotteries Community Grant Program and in connection with Dare to Dream Lottery, with the aim of promoting local culture, recreation and sport.
- 36. The members of the Board shall be responsible for reporting to their respective represented clubs/organizations on the operations of the Board and any information intended for general distribution.
- 37. The members of the Board shall be responsible for providing the representative of the Town of Mossbank with a copy of the minutes for each of their official meetings.
- 38. The Board shall oversee the Dare to Dream Lottery, either directly or through a subcommittee formed by resolution of the Board.

#### COMING INTO FORCE

- 39. Bylaw No. 02/08 and Bylaw No. 168/86 are hereby repealed.
- 40. This Bylaw shall come into force and take effect on the date of final passing thereof.

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Mayor

[SEAL]

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Administrator

Read a third time and adopted  
this 12<sup>th</sup> day of February, 2018