



BYLAW NO. 4/2023

A BYLAW OF THE TOWN OF PENSE TO ESTABLISH A RECREATION BOARD

The Council of the Town of Pense in the Province of Saskatchewan under the provision of Subsection 81 of the Municipalities Act, enacts as follows:

- 1) SHORT TITLE
This Bylaw may be cited as the Recreation Board Bylaw.
- 2) ESTABLISHMENT
A Recreation Board is hereby established to be known as the Pense Recreation Board shall promote, implement, and manage programs relating to Culture, Sport, and Recreation.
- 3) CONSTITUTION
The Recreation Board shall be governed by Terms of Reference in the form as annexed to and forming a part of this bylaw and adopted by the Council of the Town of Pense. A copy of this Bylaw will be presented to the Board.
- 4) DEFINITIONS
In this bylaw, including this section:
 - (a) "Rec Board" means Town of Pense Recreation board
 - (b) "Council" means the Council of the Town of Pense
 - (c) "Municipality" means the Town of Pense
 - (d) "Program" means those activities normally carried on in Culture, Sport, and Recreation
 - (e) "Presiding Officer" means the chairperson or vice chairperson who is running the Recreation meetings."
 - (f) "Member" means individual elected to the board
 - (g) "Program Manager" means people volunteering to run a program within the Town of Pense
- 5) FUNCTION
 - (a) The Pense Recreation Board exists to foster, lead, and support a wide range of culture, sport and recreation activities
 - (b) Build a healthier community and enhance the quality of life for our residents
 - (c) Involve community volunteers to participate in planned events, activities and developmental projects.
- 6) COMPOSITION
 - (a) The composition of the Board shall consist of up to five (5) elected members, one (1) nonvoting official appointed by town council.
 - (b) Board members serve staggered one-year terms beginning on July 1st to June 30th of the following year.
 - (c) Board members are voted by ballot at Annual General Meeting held on the first Tuesday of June each year
 - (d) All Board members are volunteers.



- (e) The seat of a Board member who absents themselves from three consecutive meetings, without authorization by resolution of the board, shall be declared vacant.
- (f) The seat of a Board member shall become vacant upon the receipt of a written notice of resignation submitted to the board secretary.
- (g) The Board Secretary shall bring to the attention of the board at its next regular meeting, any vacancies as they arise.
- (h) The Board shall, by resolution, at the first meeting following receipt of the notice of vacancy, fill the vacancy.

7) MEETINGS

- (a) The Board shall meet at least 10 times a year, on the first Tuesday of the month from September to June at 7:00 pm
- (b) All meetings shall be open to the public
- (c) Meetings shall be held at the Town of Pense Council Chambers @ 243 Brunswick Street
- (d) The Board at its discretion may hold its meeting electronically with the public being able to access the meeting electronically.
- (e) In extenuating circumstances, a meeting may be delayed for a period of one week to the following Tuesday
- (f) The Board Secretary shall, at the request of the chair or one-third of the members call a special meeting at a date specified in the request ensuring at least 48 hours of notice is given to the remainder of the Board members
- (g) All members of the board present shall vote on each question.
- (h) The chair shall preside at all meetings, if unable to attend, the vice-chair shall preside.
- (i) 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 the secretary.
- (j). The Council official on the board shall present a verbal report of the activities of the Board at the regular meetings of Council.
- (k) The Fiscal Year for the Board shall be from January 1 to December 31st.
- (l) Three (3) Board members shall constitute a quorum. If quorum is not present the meeting shall be adjourned, and the minutes should reflect that quorum is not present.
- (m) The agenda for the meeting shall be as follows:
Agenda:

Call to Order
Declaration of Interest
Approval of the minutes
Financial Report
Call for Nominations (if applicable)
Program reports
Old business
New business
Adjournment
- (n) (i) - The board secretary shall record the minutes of each meeting and shall distribute copies to the board members at least 24 hours prior to the next regular scheduled meeting.
(ii) - The names of the members present at the meeting are to be recorded in the minutes of every meeting.
(iii) - Copies of agendas, approved minutes and financial statements shall be submitted to the Town Office within 1 week after each meeting.
(iv) - The Town Office shall post all board approved minutes on the Town website.



- (o) Meeting procedures guidelines not listed or in question shall be referred to the Town of Pense Council Procedures Bylaw or the Roberts Rule of Order.

8) ELECTION OF MEMBERS:

- (a) By public notice, advertise for nominations from the public for appointments to the board for the ensuing term; the nomination period shall be open for 10 days.
- (b) If multiple names are put forward for a position, an election shall be held prior to June 30 for the Town of Pense and R.M. of Pense #160 residents to vote.
- (c) All appointments elected to the board shall be submitted to Town of Pense
- (d) All members appointed to the board (reoccurring or new appointment) shall annually file with the Town of Pense a Public Disclosure Statement.
- (e) No member shall serve for a period of more than four (4) years without a one (1) year break between.
- (f) There shall be no proxy voting

9) POWERS AND DUTIES

- (a) The board shall establish annual goals and objectives as referred in the Terms of Reference
- (b) The Board may apply for any grant for which it is eligible, and which falls under its jurisdiction.
- (c) The Board shall have the authority to raise funds by any legal means at their disposal
- (d) The Board may act as advisors to Council with respect to improvements or extension to the Municipal Recreation facilities.
- (e) The Board shall encourage and cooperate with external partner organizations in the promotion of The Town of Pense' culture, sport, and recreational programs.
- (f) The Board shall not have responsibility or authority to manage any Town Property including but not limited to the Community Hall, Town Office, or The Rink
- (g) The Board may make recommendation however the Board shall not have responsibility for, or administrative authority over any other special purpose committees the Town may create or already administer, which may include Park and Public space improvements, sporting venues, The Rink, Community Hall, or Zoning.
- (h) The Board shall make recommendations to Council regarding entering into formal agreements, but they may not enter into formal agreements on their own accord.
- (i) The Board must seek approval from Council before entering into long-range informal agreements.
- (j) The Board will submit for approval of Council any informal agreements or working arrangements which substantially change portions of the formal agreement.
- (k) The Board may not proceed with the construction or development of a facility without first having the development plan and/or design approved by Council.
- (l). 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.
- (m) Subject to pre-existing town bylaws the Recreation board shall use a terms of reference manual to guide their decisions (*The Board shall have the authority to prepare its' own operating constitution*)



and Bylaws, which shall not be contrary to this Bylaw or the statutes of the Town and shall become effective after receiving the approval of the Town Council.)

- (n)
 - (i) - The terms of reference will include such details as ongoing program offerings, ad hoc programs, sub committee procedures, grant application, and funding dispersion.
 - (ii) - The terms of reference guide shall be updated by majority vote of the Board
 - (iii) - The terms of reference shall be made available to public
 - (iv) - The terms of reference shall include an assessment of the current years recreational needs, as well as a 5 year projection
 - (v) - Managing program manager reports
- (o) Programs under supervision of the Recreation board may by resolution of the board be excluded from future funding if they do not submit regular progress reports/updates.
- (p) The board may advise council on the need for inter-municipal recreation agreements with adjacent communities.
- (q) At the AGM the public shall elect each fiscal year, one individual as "chair," one individual as "vice chair," one individual as "secretary" and one individual as "treasurer" from those that have expressed interest.

Chair

Leads the development and management of grant applications and affiliate memberships including communication with funding partners, (including but not limited to Saskatchewan Parks & Recreation Association)

Leads community presentations & acts as spokesperson for the Recreation Board

Acts as the Presiding officer.

Vice Chair

Act on behalf of the Chair as necessary

Lead Coordinator – Community Event

Treasurer

Prepares monthly and annual financial report

Tracks all revenue and expenditures

Prepares and presents annual financial information to the Town of Pense Administrator

Secretary

Takes and distributes meeting minutes

Reviews and distributes all mail

Distributes general community communication & correspondence (Pense Progress, social media, Advertising, Town Website updates etc.)

Annually File a Public Disclosure Statement and forward a copy to the town administrator.

Member at Large

Helps organize and facilitate activities

Seeks new Culture, Sports and Recreation opportunities in the Region.

Council Appointment

Provides updates to council

Acts as advisor to the Board.

10)

FINANCES

- (a) The town shall maintain a bank account to retain all Rec board funds
- (b) Upon receipt of a request, the town administrator shall pay moneys owed to the relevant parties as noted by the treasurer.



- (c) All funds received by the Rec Board will be turned over to the town for deposit
- (d) All Rec Board transactions shall be recorded by the board secretary and the town administrator.
- (e) All transactions shall be reviewed by the town administrator and treasurer and reconciled by January 31st each year.
- (f) All Rec board transactions shall be included in the Town of Pense' annual Audit Report
- (g) This bylaw shall be reviewed by council once each Town of Pense election cycle.
- (h) A list of all assets owned / used by the Pense Recreation shall be prepared and maintained. The list should be reviewed at least annually at a meeting and a motion made accepting the inventory list. The inventory list will be kept on file with the Pense Recreation Board documents and a copy submitted to the Town Office by January 31st.
- (i) The board shall before March 1st of each year, prepare a budget, being an estimate of its proposed revenues and expenditures for the current calendar year operations.

11) COUNCIL VETO

- (a) Council may overrule any Board decision if such decisions involve increase of funding from Council. The foregoing is not 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.
- (b) Council has the right to request the resignation of a member with just cause if required.

12) JOINT MEETING

- (a) The Council of the Town of Pense and the Recreation Board shall hold a joint meeting at least once each year, preferably in the January meeting for the purpose of giving the Board an opportunity of outlining to the Council plans, programs, and objectives. Council shall have the opportunity to ask questions regarding actions taken by the Board or give recommendations.

13) REPEAL OF FORMER BYLAWS

- (a) Bylaw #81-87 a Recreation Board Bylaw is hereby repealed.

14) COMING INTO FORCE

- (a) This bylaw shall come into force after the third reading of Council.

Mayor

{SEAL}

Administrator

Read a first time this 12th day of July, 2023.
 Read a second time this _____ day of _____, 2023.
 Read a third time and adopted this _____ day of _____, 2023