

TOWN OF KERROBERT

BYLAW NO. 1064-21

That Bylaw No: 1044-18 be repealed and the following be enacted as follows:

A BYLAW OF THE TOWN OF KERROBERT TO ESTABLISH A RECREATION BOARD.

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

1. This Bylaw shall be cited as the Kerrobert & District Recreation Board Bylaw.

DEFINITIONS:

2. In this Bylaw, including this section:
 - (a) "Board" means the Kerrobert & District Recreation Board appointed pursuant to this Bylaw.
 - (b) "KRB" means the Kerrobert & District Recreation Board appointed pursuant to the Bylaw.
 - (c) "Council" means the Council of the Town of Kerrobert.
 - (d) "Committee" means any self-interest club or organization, which joins the Kerrobert & District Recreation Board financially as well as in principle and spirit.
 - (e) "Facility Board" means the operational boards appointed by the Kerrobert & District Recreation Board at their annual meeting to assist in the operation of one of the following facilities:
 - i. Kerrobert Memorial Arena
 - ii. Kerrobert Prairieland Community Centre
 - iii. Kerrobert Swimming Pool & Poolside Park
 - iv. Kerrobert Curling Rink
 - v. Kerrobert Fairgrounds
 - vi. Kerrobert Wheatland Regional Library
 - (f) "Municipality" means the Town of Kerrobert.
 - (g) "Program" means those activities normally carried on in culture, recreation and sport.
 - (h) "Sub-committee" means a committee appointed by resolution of KRB to study any matter.
 - (i) Recreation Co-ordinator/Recreation Director or secretary are deemed interchangeable for the purposes of this By-law.
3. KRB is an organised voluntary board appointed by the Council of the Town of Kerrobert and sitting at the pleasure of the Council.

FUNCTION:

4. The function of the board shall be:
 - (a) To manage and operate the following facilities:
 - i. Kerrobert Memorial Arena
 - ii. Kerrobert Curling Club
 - iii. Kerrobert Swimming Pool
 - iv. Kerrobert Fairgrounds/Parks
 - v. Kerrobert Prairieland Community Centre
 - vi. Programs
 - vii. Kerrobert Wheatland Library
 - (b) To advise Council on projects to improve or extend any of the recreation facilities or to advise on need of new facilities or programs.
 - (c) To be responsible for the management and operation of new facilities or programs as designated by mutual agreement by KRB and the municipality from time to time.
 - (d) To manage and operate committees who shall join KRB financially as well as in principle and spirit.
 - (e) Facility Boards shall be established as outlined in Schedule "A" as attached to and forming a part of this bylaw.
5. The Kerrobert & District Recreation Board shall consist of up to nine (9) members, to be appointed by resolution of the Council of the Town of Kerrobert on a yearly basis as follows:
 - (a) One member of the Council of the Town of Kerrobert.
 - (b) One member of the Council of the R.M. of Oakdale No. 320.
 - (c) One member of the Council of the R.M. of Progress No. 351.
 - (d) One member of the Council of the R.M. of Mariposa No. 350
 - (e) Up to a maximum of five (5) members from the public at large.
6. There are three distinct types of membership on the Kerrobert & District Recreation Board. The differences of each type shall be as follows as listed in section 5:
 - (a) Municipal government as listed under section 5 subsections a, b and c of this Bylaw:
 - i. Shall be appointed by resolution of their respective municipal governments yearly and appointed by resolution of the Council of the Town of Kerrobert.
 - ii. Municipal government members appointed to KRB shall not be subject to regulations governing lengths of terms or consecutive terms.
 - iii. Municipal government members appointed to KRB shall be disqualified from representing their municipal government upon their termination as a member of said municipal government.
 - iv. Municipal government members shall be subject to the regulations of this bylaw dealing with absences from regular meetings.
 - v. Should a municipal government member's seat become vacant on KRB a substitute member shall be appointed by the municipal government he

represented and the appointment shall be ratified by resolution of the Council of the Town of Kerrobert and the substitute member shall fulfil the term of office of the vacated seat.

- (b) Members at large as listed under section 5 (d) of this Bylaw:
 - i. Shall be recommended by KRB to the Town of Kerrobert for appointment by Council.
 - ii. Should a member at large seat become vacant due to any reason a substitute member shall be recommended by KRB to the Town of Kerrobert for appointment to fulfil the aforementioned member term of office.
- 7. All members are appointed to the Board on an annual basis.
- 8. The seat of a member of KRB, who absents themselves three consecutive regular meetings, without authorization by resolution of the said Board shall be subject to their seat being declared vacant by KRB.
- 9. The seat of a member shall become vacant upon written notice of written resignation being received by the secretary of KRB.
- 10. Additions or deletions can be made by the KRB at any time during a term when a seat becomes vacant. The sponsoring organization or the KRB can do the appointment for the balance of the current term.
- 11. A quorum for meetings of the KRB shall be the Chairman and/or the Vice Chairman and 4 other members.
- 12. KRB has the ability to establish an Executive Committee consisting of the Chairman, the Vice Chairman, the Recreation Co-ordinator and one other member. The Executive Committee in the absence of a duly constituted meeting shall deal with all items normally brought before the KRB. All decisions from the Executive Committee shall be reported at the next KRB meeting.

MEETINGS:

- 13 (a) KRB shall meet at least once per month (9 times a year), at a time and place specified by resolution of the board at its' first regular meeting in each year.
- (b) The Executive Committee may meet by electronic means.
- 14. The secretary of the board shall, at the written request of the Chairman or one-third of the members of the board, call a special meeting at a date and time specified in the request and the secretary of KRB shall make a reasonable attempt to contact all board members as to the time and place of the special meeting.
- 15. The KRB shall have an Annual General Meeting every year, to be held within 12 months of the last Annual General Meeting. The Annual General meeting shall be advertised to the public at least 14 days in advance.

All regular meetings of the KRB shall be open to the public and shall be conducted according to Roberts Rules of Order.

16. All members of the board present shall vote on each question except a member who has a pecuniary interest on a specific question. A member with a pecuniary interest shall declare that interest prior to the vote and abstain from voting and the discussion of that question and leave the meeting while said discussion and vote take place.
17. The Chairman shall preside at all meetings.
18. Should the Chairman be unable to attend a meeting the Vice-Chairman shall preside and should both of the aforementioned be unable to attend the remainder of the board by resolution shall appoint one member to chair the meeting.
19. All actions of the board shall be by resolution and shall be entered in a minute book, to be kept for that purpose by the KRB secretary and shall be signed by the presiding officer and the secretary.
20. The member representing the Councils of the Town of KERROBERT and the R.M. of Oakdale, Progress and Mariposa shall report to their respective municipal governments the activities undertaken by KRB on a monthly basis.
21. At the Annual General Meeting the secretary shall present, for approval, the last audited financial statement of the board, as well as an interim financial report of the previous year's operations.

DUTIES:

22. In December of each year KRB shall present a written report on the activities of the board to Council.
23. KRB shall establish annual goals and objectives.
24. KRB shall assess the recreational needs of the municipality and seek the general public's support:
 - (a) For the current year;
 - (b) For a five year projections;

And provide Council with a written copy of these assessments annually.

POWERS:

25. KRB shall ensure that all committees and facilities adhere to and abide by all statutes governing the operation of these facilities and renovations of such facilities.
26. KRB shall have the power to reject any portion of any budget either capital or operational of a facility or a committee submitted to KRB for approval.
27. KRB shall have the power to establish by resolution any sub-committee it deems necessary and the resolution establishing a sub-committee shall incorporate any powers granted to the sub-committee by KRB.
28. KRB shall have the power to prepare any facility or committee budget, which is not received on time.
29. KRB may apply for any grant which it is eligible for and which falls under its' jurisdiction.

30. KRB may advise or recommend to Council any improvements or extensions to recreation facilities or programs it deems necessary.
31. KRB may advise Council on any matters placed before it dealing with culture, recreation or sport.
32. KRB shall have the authority to raise funds by any legal means at their disposal.
33. All volunteers working for KRB, the facility boards or committees shall be considered as agents of the municipalities.

FINANCIAL:

34. The financial year of KRB shall be the calendar year.
35. KRB shall not have any borrowing powers whatsoever.

BUDGET:

36. The budget process for KRB, committees and facilities shall be as follows:
 - (a) Each of the committees and facilities shall present to KRB prior to December first (1) every year a budget for the following year's operations and capital expenditures.
 - (b) KRB shall approve, reject or amend the proposed budgets of the facilities and committees
 - i. If a facilities' or committees' budget is rejected KRB shall ask that that facility or committee whose budget was rejected draw up a new budget and that the budget be re-submitted.
 - ii. If a facilities' or committees' budget is only amended it shall be returned to that facility or committee for approval of the amendment.
 - (c) KRB shall take all the facilities and committees budgets along with their owned planned expenditures and revenues and from this prepare a preliminary budget for presentation to Council prior to the second week in January in each year.
 - (d) Council shall amend, reject or approve the KRB budget at their regular meeting in January of each year.
 - i. If approved it shall be sent back to KRB with no further work to be done.
 - ii. If amended or rejected it shall be sent back to KRB with an explanation as to why.
 - iii. KRB shall then re-adjust the budget for presentation at the February meeting of Council or KRB and Council shall hold a special meeting to find mutual agreement as to the allotted budget.
 - (e) Council shall give preliminary approval to proposed budgets by KRB prior to the last day of February.
 - (f) The KRB budget shall be finalised and approved by Council prior to May first (1) of each budget year.
 - (g) KRB shall the power to request a financial report for any organization using the Town's facilities.

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- 37. Shall be responsible to ensure and pay for liability insurance coverage covering KRB and all its' facilities, committees, sub-committees and their volunteers.
- 38. The Town of Kerrobert shall appoint all members to KRB by resolution of Council each year.
- 39. The Town of Kerrobert shall contribute funding on a year to year basis for the operation of KRB and shall endeavour to enter into an agreement with the R.M. of Mariposa No. 350; R.M. of Oakdale No. 320 and the R.M. of Progress No. 351 to ascertain funding from them for KRB on a yearly basis.
- 40. The Town of Kerrobert shall be responsible for the operational costs of all Town owned recreational facilities within the approved budget as presented by KRB.
- 41. The Town of Kerrobert shall keep KRB informed on all recreation grant or information that it receives pertaining to KRB.
- 42. That Bylaw No. 968-11 is hereby repealed.

COMING INTO FORCE:

- 43. This Bylaw comes into force on the date of third and final reading by the Council of the Town of Kerrobert.

SEAL




MAYOR


ADMINISTRATOR

READ A FIRST TIME THIS WEDNESDAY APRIL, 28, 2021
READ A SECOND TIME THIS WEDNESDAY APRIL 28, 2021
READ A THIRD TIME WEDNESDAY APRIL 28, 2021
BE ADOPTED THIS 28TH DAY OF APRIL, 2021

FACILITY BOARD/COMMITTEES

1. **Kerrobert Memorial Arena** shall consist of up to six (6) members, to be appointed by resolution of the Council of the Town of Kerrobert on a yearly basis as follows:
 - (a) One member of the Kerrobert Minor Hockey.
 - (b) One member of the Kerrobert Figure Skating.
 - (c) One member of the Tiger Hockey.
 - (d) One member of the Rec. Hockey.
 - (e) One member of the public at large.This committee shall be responsible for the operation and budget recommendation of the arena.

2. **Kerrobert Prairieland Community Centre** shall consist of up to seven (7) members, to be appointed by resolution of the Council of the Town of Kerrobert on a yearly basis as follows:
 - (a) One member of the Kerrobert Prairieland Players'.
 - (b) Six (6) members of the public at large.This committee shall be responsible for the operation and budget recommendation of the community centre.

3. **Kerrobert Swimming Pool and Poolside Park** shall consist of up to five (5) members of the Public at large, to be appointed by resolution of the Council of the Town of Kerrobert on a yearly basis. This committee shall be responsible for the operation and budget recommendation of the swimming pool and poolside park.

4. **Kerrobert Curling Rink** shall consist of the Kerrobert Curling Club Executive, as elected at their Annual Meeting, to be appointed by resolution of the Council of the Town of Kerrobert on a yearly Basis. This committee shall be responsible for the operation and budget recommendation of the curling rink.

5. **Kerrobert Fairgrounds** shall consist of up to five (5) members of the Public at large, to be appointed by resolution of the Council of the Town of Kerrobert on a yearly basis. This committee shall be responsible for the operation and budget recommendation of the fairgrounds.

6. **Kerrobert Wheatland Regional Library** shall consist of no less than five (5) members as required by the Wheatland Regional Library Bylaw. They are to be appointed by resolution of the Council of the Town of Kerrobert on a yearly basis. This committee shall be responsible for the operation and budget recommendation of the Library.