

VILLAGE OF GLENWOOD

BYLAW # 137-2016

Recreation Board Bylaw

A BYLAW OF THE VILLAGE OF GLENWOOD IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING THE GLENWOOD RECREATION BOARD.

WHEREAS, the *Municipal Government Act*, being Chapter M-26, R.S.A. 2000 and amendments thereto, permits the municipality to pass Bylaws regarding the establishment of committees of Council; and

WHEREAS, the Council of the Village of Glenwood desires to facilitate the promotion, expansion and enhancement of the recreational capacity and experience of the Village; and

WHEREAS, the Council considers it beneficial and expedient to establish a Committee dedicated to this pursuit;

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Village of Glenwood, in the Province of Alberta, enacts as follows:

1. TITLE & DEFINITIONS:

1.1 **Title** – This bylaw may be cited as the “Recreation Board Bylaw”.

1.1 **Definitions** – In this bylaw unless the context otherwise requires:

- (a) **Board** – Glenwood Recreation Board, including all Members of the Glenwood Recreation Board. The terms Board and Committee are equivalent herein.
- (b) **Community Organization** – a local society, organization or club which provides services to residents within the district.
- (c) **Council** – Village Council, duly assembled, serving in its legal capacity.
- (d) **County** – Cardston County.
- (e) **Director** – the Director of Community Services or his/her designate.
- (f) **Member** – a Member of the Glenwood Recreation Board.
- (g) **Vicinity** – The area encompassed within a 20km radius of the municipal boundaries of the Village.
- (h) **Village** – corporation of the Village of Glenwood; the area contained within its boundaries.

2. ESTABLISHMENT:

- 2.1 There is hereby established and constituted an advisory board to be known as the "Glenwood Recreation Board" to exercise the duties and powers and to perform the functions as prescribed in this Bylaw.
- 2.2 All Board Members shall be appointed or pre-approved by resolution of Council. Appointments to the Board shall be made as needed and be reviewed at the annual Organizational Meeting of Council.
- 2.3 The Board Membership shall be composed of:
 - (a) A minimum of five (5) and a maximum of eight (8) individuals;
 - (b) Residents from within the Vicinity of the Village;
 - (c) Not less than one (1), but no more than two (2), Village Councillors.
- 2.4 As far as is possible and practicable Board Membership shall be composed of, in order of priority:
 - (a) A majority of Village residents;
 - (b) One (1) Glenwood school representative;
 - (c) Different age groups; and
 - (d) Different interests of the Village.
- 2.5 Wherever possible, the Board shall ensure new members are aware of:
 - (a) Local, regional, provincial, and federal government legislation which affect municipal recreation;
 - (b) Village policy and procedures regarding municipal recreation services;
 - (c) Local community clubs and organizations which are involved, in some way, with municipal recreation service.
 - (d) Current and proposed projects, programs, and services of the Board, and;
 - (e) The local Recreation Master Plan and General Municipal Plan.
- 2.6 The Board may solicit information and advice from representatives from the following agencies or organizations, and/or associations that the Board feels assistance can be obtained from:
 - (a) Alberta Tourism, Parks and Recreation
 - (b) Alberta Culture and Community Spirit
 - (c) Alberta Recreation and Parks Association (ARPA)
 - (d) Alberta Sport, Recreation, Parks and Wildlife Foundation (ASRPWF)
 - (e) Alberta Association of Recreation Facility Personnel (AARFP)
 - (f) Volunteer Alberta
 - (g) Any other agency or organization that the Board feels assistance can be obtained from.

3. TERM:

- 3.1 Board Members shall hold office for a two (2) year period.
 - (a) Notwithstanding Section 3.1, Village Councillors who are appointed to the Board must have their appointment made or renewed annually.
- 3.2 The term of any Member so appointed shall not exceed three (3) consecutive terms, or six (6) consecutive years.
- 3.3 Any Member may resign from the Board at any time upon sending written notice to the Board and to Council to that effect.
- 3.4 An appointed Member ceases to be a member of the Board when:
 - (a) He or she fails to attend three (3) consecutive regular meetings of the Board or one third (1/3) or more of the regular meetings of the Board scheduled in a year between Council Organizational Meetings unless otherwise excused by resolution of the Board; or
 - (b) His or her term expires; or
 - (c) He or she is removed from office by resolution of Council; or
 - (d) He or she ceases to be a resident of the Vicinity;
 - (e) He or she provides written notice of resignation from the Board, and in the case of a Member appointed from Council, he or she resigns his or her position on Council.
- 3.5 If a Member ceases to be a Member of the Board before the expiration of his or her term, Council shall appoint another eligible person as follows:
 - (a) If the term of the position being vacated has less than one (1) year remaining, the appointment of an eligible person shall be made until the second annual Council Organizational Meeting following the date of the replacement appointment;
 - (b) If the term of the position being vacated has more than one (1) year remaining, the appointment of an eligible person shall be made until the following annual Council Organizational Meeting after the date of the replacement appointment.

4. MEETINGS:

- 4.1 At the first meeting of the Board following the annual Organization Meeting of Council in each year, the Board shall appoint a Chairperson. Immediately thereafter, the Board shall appoint a Vice-Chairperson who shall act as Chair in the absence of the Chairperson.

- 4.2 The Board shall hold a minimum of four (4) meetings annually at a time and place so designated by the Board.
- (a) Whether four (4) or more meetings of the Board are held within a calendar year, each quarter of the year shall feature one of those meetings.
- 4.3 A special meeting may be called by the Chairperson at any time or by special request of any four (4) Members of the Board.
- 4.4 A majority of the Members of the Board constitutes a quorum.
- 4.5 Each Member present at a meeting of the Board shall vote when the vote is taken unless a pecuniary interest in a matter is declared.
- 4.6 In the event of a tie when a vote is taken, the motion shall be lost.
- 4.7 Meetings of the Board shall be open to the public. Individuals and groups may make a presentation to the Board at a meeting if the presentation is related to the Board and its mandate.
- (a) One week prior to the next scheduled meeting, notice in writing must be received by the Chairperson or the Village Office from any delegation wishing to address the Board.
- (b) Delegations will be given a maximum of fifteen (15) minutes to address the Board.
- (c) The Board may refuse to hear a delegation if in the discretion of the Chair the subject is either insufficient, previously been addressed, or is outside of the purview of the Board.
- 4.8 The Board shall ensure meetings are conducted using Roberts Rules of Order.
- 4.9 Approved Board meeting minutes shall be forwarded to the Village for record.

5. ROLE OF THE BOARD:

- 5.1 The Board shall make recommendations to Council on the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs, Board Member appointments, parks and green spaces in the Village.
- 5.2 The Board shall make recommendations to Council on the allocation of grants and funds to community organizations.

- 5.3 The Board shall promote a co-operative spirit throughout the district to encourage the sharing of all available resources towards the provision of recreation opportunities for everyone in the Village.
- 5.4 Each Member of the Board is responsible for representing the broad recreation, culture, and parks, interests of the Village, as well as contributing to the responsible and prudent direction regarding these interests to the elected officials of the municipality.
- 5.5 The Board shall function as a liaison by:
- (a) Maintaining effective lines of communication with all agencies and organizations by delivering recreation and cultural services in the Village;
 - (b) Acting on behalf of all residents of the Village by bringing forth their concerns to Council;
 - (c) Reporting to Council, via the Village Council Board Member(s) monthly, or as needed, regarding the status of municipal recreation, cultural, and parks services which may be of concern to Council.
- 5.6 The Board shall make recommendations regarding the preparation of a Recreation Master Plan at least every five (5) years outlining, in order of priority, the basic development of recreation, cultural and parks resources.
- 5.7 The Board shall monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of Bylaws, policies, and procedures relating to recreation, culture and parks matters in accordance with the Recreation Master Plan.
- 5.8 The Board shall ensure that Village Bylaws, policies, and procedures relevant to its mandate and function are adhered to.

6. PROCEEDINGS:

- 6.1 In fulfilling its mandate, the Board is empowered by Council to:
- (a) Appoint sub-committees of the Board to deal with specific components of its duties as determined by the Board; and
 - (b) Appoint special committees of its Members and/or citizens at large to deal with any special study of assignment within its jurisdiction; a committee so appointed shall deal only with the matter of question referred to it for consideration and shall be disbanded upon completion of the assignment.
- 6.2 Annually, at a date established from time to time by Council, the Board shall submit to Council a written budget showing in reasonable form and detail, expenditures

proposed to be made by the Board during the next following year with respect to all matters over which the Board has jurisdiction. If Council does not establish such a date, January 1 shall be considered the date by default.

6.3 Donated recreation funds remaining at the end of any budget year may be held in municipal reserves for Council approved municipal recreation projects providing these funds are reported and shown in the annual Audit Report.

6.4 Members of the Board shall serve without remuneration.

7. SEVERABILITY:

7.1 If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

8. RESCINDING BYLAW:

8.1 Bylaw 137 is hereby repealed.

9. DATE OF COMMENCEMENT:

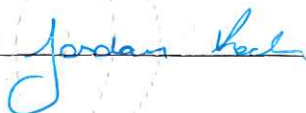
9.1 This bylaw shall come into effect upon third and final reading.

Read a FIRST time this 14th day of April, 2016.

Read a SECOND time this 14th day of July, 2016.

Read a THIRD time and finally passed this 14th day of July, 2016.

Jordan Koch
Mayor

A handwritten signature in blue ink, appearing to read "Jordan Koch", is written over a faint circular official seal.

Chad Parsons
Chief Administrative Officer

A handwritten signature in blue ink, appearing to read "Chad Parsons", is written over a horizontal line.