



WARMAN RECREATION ADVISORY BOARD

BYLAW 2018-09



**A BYLAW TO AMEND BYLAW 2008-05, KNOWN AS THE ESTABLISHMENT OF A PARKS
AND RECREATION BOARD**

The Council of the City of Warman in the Province of Saskatchewan enacts to amend Bylaw No. 2008-05 as follows:

1.0 PURPOSE

- 1.1 The City of Warman desires to facilitate and enable the development of recreation activities and opportunities for the residents of the City of Warman.
- 1.2 The City of Warman desires to maximize and actively encourage direct citizen input into decisions regarding the development of recreation activities and opportunities for the residents of the City of Warman.
- 1.3 The City of Warman defines recreation as any socially and legally acceptable activity of physical, intellectual, emotional, social and cultural nature freely participated in by the individual to achieve self-determined objectives.
- 1.4 The Council of the City of Warman deems that this can best be accomplished through an advisory Board appointed by Council.

2.0 ESTABLISHMENT OF THE WARMAN RECREATION ADVISORY BOARD

- 2.1 The Warman Recreation Advisory Board (hereinafter referred to as "the Board") shall be responsible for advising Warman City Council in matters pertaining to Recreation and Community Services of the City as provided hereinafter.

3.0 DEFINITIONS

- 3.1 The "Board" is duly appointed members as provided in Section 4.0 the Bylaw.
- 3.2 The "Council" is duly elected City Council of Warman.
- 3.3 The "Recreation and Community Services Department" is the Recreation and Community

Services Manager and those employees under his/her supervision.

- 3.4 The "Recreation and Community Services Manager" is the person hired by the Council to implement policy as approved by Council and manage the Recreation and Community Services Department of the City of Warman.

4.0 MEMBERSHIP

- 4.1 The Board shall consist of maximum of eleven (11) voting members as follows:
- i. Two (2) Council Members, who shall be appointed bi-annually for a two (2) year term.
 - ii. Eight (8) members representing a cross section of the total community appointed for a two (2) year term, four (4) on odd numbered years and four (4) on even numbered years.
 - iii. and the Recreation and Community Services Manager.
- 4.2 During the month of February, at their first meeting of the year, the Council of the City of Warman shall, by resolution, fill vacancies occurring on the Board through retirement of members of the expiry of their term of appointment. The Board may make recommendations to Council for filling such vacancies. Those members appointed by resolution of council will constitute the current membership of the board.
- 4.3 Each member of the Board shall hold office at the pleasure of Council, and Council may require the resignation of any member of the Board at any time prior to the expiry date of his/her term of office.
- 4.4 The maximum time that any one member may serve is three (3) consecutive terms. However, a person may be eligible for re-appointment where his/her term has been interrupted for at least 1 term or if no new member is available to be appointed.
- 4.5 Any member of the Board who shall be absent from two (2) consecutive, regularly scheduled meetings of the Board shall, unless authorized by resolution of the Board, forfeit his/her membership and another member shall be appointed in his/her place for the remainder of his/her term.
- 4.6 Any member of the Board may resign therefrom at any time upon sending a written notice to the Chairperson of the Board to that effect.
- 4.7 City Council shall, when a vacancy occurs on the Board, appoint by resolution a person to fill such vacancy and such person shall hold office for the remainder of the term concerned in the vacancy which has arisen. The Board may make recommendations to Council for filling such vacancies.

5.0 CONDUCT OF MEETINGS

- 5.1 The Board shall meet quarterly, the time and the place of such meetings to be determined by the Board at its first meeting of each year. The date and place of such meetings may be

changed by the Board from time to time as deemed advisable.

- 5.2 The Officers of the Board shall be a Chairperson and a Vice-Chairperson, who shall be elected from the membership of the Board at its first meeting in each year. The Chairperson will be an appointed member of Warman City Council and Vice-Chairperson shall be selected from the remaining membership of the Board.
- 5.3 Special meetings of the Board shall be called on 24-hour notice to the members thereof by the Chairperson or at the request of any five (5) members of the Board.
- 5.4 A quorum of the Board shall be a simple majority of the Board as per the current membership appointed by resolution of council.
- 5.5 Each member of the Board, including the Chairperson, shall have one (1) vote on any question, and in the event of a tie, the motion shall be lost.
- 5.6 The Chairperson shall preside at all meetings of the Board and in his/her absence; the Vice-Chairperson shall assume his/her duties.
- 5.7 The Recreation and Community Services Manager shall serve as Recording Secretary for the Board and shall be responsible to keep the minutes of all regular and special meetings, and after each meeting a copy of the minutes thereof shall be filed with the City Clerk of the City of Warman, and copies shall be mailed to all members of the Board, and shall be submitted to the next City Council meeting.
- 5.8 The Board may appoint sub-committees to deal with any special phase of the matters coming within the scope and jurisdiction of the board.

6.0 POWERS & DUTIES

- 6.1 The Board shall advise and make recommendations to City Council regarding parks and recreation services and facilities within or respecting the municipality, and shall, without limiting the generality of the foregoing:
 - i. Review or develop policies and recommend to Council.
 - ii. Recommend improvements to facilities and services to Council.
 - iii. Recommend to Council changes in level and type of service, including expansion or elimination of service and programs.
 - iv. Participate in the development of a long-range plan regarding the Recreation and Community Services needs of the City.
 - v. Recommend budget priorities to Council.
 - vi. Review Community Grant applications and make recommendations to Council regarding the awarding of grant funds
 - vii. Liaise with other boards and organizations which have an interest in the delivery of recreation and parks services
 - viii. Recommend ways and means to better inform citizens of programs, opportunities and issues in the Recreation and Community Services Department.

ix. Perform other duties in an advisory capacity, as Council may require.

7.0 LIMITS TO POWER

7.1 The Board has only those powers so delegated to it by Council through this Bylaw.

8.0 FINAL AUTHORITY OF COUNCIL

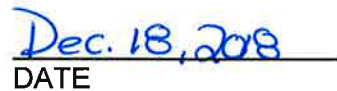
8.1 City Council shall have final authority and responsibility regarding all matters pertaining to the Recreation Advisory Board.

9.0 RESCIND

9.1 Bylaw 2008-05 be hereby rescinded.

This Bylaw shall come into force and take effect on the date of final passing thereof.


MAYOR


DATE


CITY MANAGER


DATE

Read the third time and adopted this 17th day of December, 2018.