



BYLAW NO. 2019-01

RECREATION BOARD BYLAW

PURPOSE: Being a Bylaw of Birch Hills County in the Province of Alberta, to establish a Recreation Board and to define the duties, powers and functions of that board.

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorize Council to pass Bylaws relating to the establishment and function of Council Committees and other bodies;

AND WHEREAS the Council may in accordance with Section 203 of the *Municipal Government Act*, delegate any of its executive and administrative duties and powers and functions;

NOW THEREFORE the Municipal Council for Birch Hills County enact as follows:

1. TITLE

- a. This Bylaw shall be known as the "Recreation Board Bylaw".

2. DEFINITIONS

- a. "**Act**" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, also known as the MGA.
- b. "**Chief Administrative Officer**" or "**CAO**" means the person appointed to the position of Chief Administrative Officer by Council.
- c. "**Council**" means the Council of Birch Hills County.
- d. "**County**" means "Birch Hills County".

3. APPOINTMENT, TERMS AND CONDITIONS

- a. Council hereby establishes the Recreation Board.
- b. Council shall, by resolution, at the annual Organizational meeting appoint:
 - i. Not more than one (1) member of Council and one (1) alternate member of Council to act strictly as an observer to the Recreation Board Meeting and to report back to Council on their personal observations; and

- ii. Not more than one ward specific member-at-large to the position of Board Member for each Ward of the County.
- c. Each member-at-large may serve a term of no more than three (3) years.
- d. In the event of a vacancy, including at the end of term, each vacancy must be advertised, seeking a new member for a minimum of at least four (4) weeks, before the current member-at-large may be re-appointed.
- e. Each member-at-large shall be entitled to payment of one day of honorarium at the rate set by Council for the County for each scheduled Recreation Board Meeting attended plus one additional day of honorarium for the time required to review and evaluate the applications.
- f. The member of Council appointed by Council to act as an observer to the Recreation Board Meeting shall be entitled to payment of one day of honorarium at the rate set by Council for the County for each scheduled Recreation Board Meeting attended.

4. RESPONSIBILITIES

- a. The Recreation Board shall:
 - i. Appoint a Chair and a Vice Chair;
 - ii. Rotate the Vice Chair to fill the Position of Chair, the following year;
 - iii. Meet at least once per year;
 - iv. Recommend to Council, in a manner that is fair and consistent with any policies approved by the County, any funds budgeted by Council for the provision of Recreation Operating Assistance Grants to local organizations.

5. ADMINISTRATIVE DUTIES

- a. In order to carry out the responsibilities of the Recreation Board, the CAO must entrust administration to:
 - i. Ensure each position of the Recreation Board is filled;
 - ii. Provide a Recording Secretary for each meeting;
 - iii. Ensure legislation, including this Bylaw, for the Recreation Board be

visited and updated as often as needed;

- iv. Ensure all financial aspects pertaining to the Recreation Board, including but not limited to, expense claims, mileage and distributing of funds is administered as per County Policy.

6. SEVERABILITY

- a. If at any time any provision of this Bylaw is declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of this Bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

7. REPEAL

- a. Bylaw No. 2016-10, the Recreation Board Bylaw, is repealed.

8. ENACTMENT

- a. This Bylaw shall come into force and effect when it receives third reading and is duly signed.

READ a first time this 14th day of February, 2019

READ a second time this 14th day of February, 2019

READ a third time this 14th day of February, 2019

Signed this 14th day of February, 2019

Original to be signed
Reeve
Gerald Manzulenko

Original to be signed
Chief Administrative Officer
Hermann Minderlein