

Bylaw 06/21

**A Bylaw of the Resort Village of Bird's Point in the Province of Saskatchewan to Establish the Bird's Point Recreation Committee.**

The council of the Resort Village of Bird's Point in the province of Saskatchewan, enacts as follows:

**1. Definitions:**

In this bylaw, including this section:

- a. **"Committee"** is the Resort Village of Birds Point Recreation Committee
- b. **"Council"** means the council of the Resort Village of Bird's Point.
- c. **"Village"** is the Resort Village of Birds Point.
- d. **"Municipality"** means the Resort Village of Bird's Point.
- e. **"Recreation"** shall include any social, legally acceptable activity of a physical, Intellectual, emotional or cultural nature undertaken by individual participants.
- f. **"Program"** means those activities normally carried on in culture, recreation and sport.

**2. Function:** - The Committee's function is to maintain, coordinate and advise on the maintenance and future development of:

- a. Recreation related structures;
- b. Outdoor facilities, entrance sign, playgrounds, sitting areas, flower garden areas etc.:
- c. Annual events or fun days: ex. Canada Day Festivities: and
- d. Recreational Programs.

**3.** The Recreation Committee shall have the powers and duties prescribed in this bylaw. The title and ownership of all facilities, structures and open spaces is vested in the name of the Resort Village of Birds Point.

- a. To manage and operate the following facilities and programs:
  - Recreation related structures Mosaic Playground & Millennium Playground.
  - Swim Club Activities & Structures.
  - Recreational programs, beautification projects, other projects and fund raising.
- b. To advise council on projects or to improve and/or extend any of the recreation facilities.

- c. To initiate, organize and manage any fund-raising activities for Recreation Committee projects.
- d. All recreation related activities must be vetted through the recreation committee prior to presenting to council.

**Composition of the Committee:**

4. The Committee shall consist of a minimum of four (4) all other members will be considered "at large".
5. The recreation committee will welcome any volunteers in playing a vital role in their support of the programs in developing and/or assisting in our recreational programs and/or services in one or all of our parks, while supporting local initiatives which assists our community to participate in fun, healthy active lifestyles. These volunteers could be short or long term, daytime or evening, weekday or weekend volunteers.
6. All members of the Committee shall be acknowledged by resolution of Village Council.
7. The committee shall elect one member for a one year term at the first meeting of each year by resolution for the current year.
  1. Chairman
  2. Vice Chairman
  3. Secretary
  4. Treasurer
8. Cheque signors will be the Treasurer and the Village Administrator
9. Any member of the committee may resign at any time, upon submitting notice to the Recreation Committee. When a vacancy occurs, the committee will appoint by resolution, a person to fill such vacancy and person shall hold the position for the remainder of the term.
10. A quorum will be 50% plus 1 of the total members.
11. If any member misses three (3) consecutive meetings without approval of the Committee, the Member shall be struck from the Committee.

**Duties of the Committee members:**

12. Recruitment of Volunteers
13. Submit to Village council by January 20<sup>th</sup> of each year a competed Financial Statement for the Village Auditor. Calendar year is from January 1<sup>st</sup> – December 31<sup>st</sup>.

14. Prepare and present to Council by March 1 each year a list of objectives or projects and an estimate of revenues and expenditures for the upcoming year.
15. The Committee shall meet a minimum of 4 (four) times per year.
16. Committee meetings must be open to the public to attend, therefore, the meetings must publicly be advertised 3 days in advance, with time and where the meeting will be located. If a ratepayer requests to be on the agenda as a delegate they must notify the Recreation Board by noon of the day of the meeting. The public may bring forward any concerns, recommendations, requests or suggested events. Committee must hear and consider from any delegation of citizens with respect to recreation activities and act on such recommendations arising.
17. The Committee shall within its budgetary allotment manage and operate the following facilities and initiate various programs and/or fundraise for improvements or additions to beautify our recreation areas and/or village.
18. The Committee shall advise Council in all matters placed before it dealing with culture, recreation and sport.
19. The Committee shall request a Vulnerable Sector Check from the local RCMP if the volunteer is in a position of trust over children or vulnerable persons.
20. All volunteers working for the Committee shall be considered agents of the Resort Village of Birds Point and must adhere to the Village of Birds Point Code of Ethics.
21. Committee is responsible for all plans and actions and those must be clearly communicated and approved in writing before proceeding, particularly in respect to the usage of public land and expenditure of funds.
22. The committee may advise or make recommendations to council with respect to improvements or extension to the municipal recreation facilities.
23. The Committee shall encourage and co-operate with organizations in the promotion of programs.
24. All decisions of the Committee shall be in the form of resolutions duly passed by a majority of its members present.

**Chairman:**

25. preside at meetings (in event the chairman should be unable to attend the meeting, the vice chairman to preside);
26. to follow Robert Rules of Order;

27. provide a draft agenda to the Committee members three (3) days prior;
28. to insure that minutes are taken at all meetings;
29. to insure that all expenditures are approved by resolution;
30. after each Recreation Committee meeting, a written report shall be forwarded to the Administrator of the Village of Birds Point to be presented at the next Council meeting.
31. This report shall include any detailed requests, recommendations for Councils consideration.
32. The Chairman may cancel any scheduled meeting of the Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.

**Treasurer:**

33. The treasurer shall collect any donations and issue the receipts;
34. The treasurer shall deposit all funds to the credit of the committee in a chartered bank or credit union and those funds be withdrawn only by cheque signed by the signors of the account or through on line/e transfer banking;
35. All funds raised by the Committee from local activities shall be forwarded to the treasurer for deposit;
36. All funds donated to the Committee shall be forwarded to the Treasurer for deposit; and
37. All grants and contributions received from the Local, Provincial and Federal Governments will be made out to the Village of Birds and by motion of Council shall be redirected Recreation Committee.

**The treasurer shall pay:**

38. All expenses incurred for local recreation, local fund raising, swim club, or cultural activities organized by the Committee that are passed by resolution;
39. All invoices to be paid within 45 days upon receiving invoice;
40. Submit to the recreation committee and Village council a financial statement on a monthly basis in an excel spreadsheet format.
41. In the financial statement any monetary donations or donated items should be noted.

**Secretary:**

42. Take minutes in meetings;
43. Keep files of past minutes and reports;
44. Write and received letters on behalf of the committee;
45. Insure all business is approved by resolution; and
46. Draft minutes shall be forwarded to each member of the Committee prior to the next meeting for review. Once minutes are approved by resolution, the Secretary will forward to the Resort Village for their regular council meetings. Village administrator will put on Resort Villages Birds Point Website.

**Remuneration**

47. The Members of the Committee, shall serve in a volunteer capacity only, with no remuneration.

**Communications:**

48. All communications with respect to the Bird's Point Recreation Committee should be directed to the Village of Birds Point Administrator to post on the RV Birds Point Web Page. It is the responsibility of the Recreation Committee to ensure content on the website is updated.
49. The Bird's Point Recreation Committee shall maintain their own social media outlet, however, the posts shall be limited to the Bird's Point Recreation Committee activities and no other content.
50. All Village of Bird's Point media will be kept and advertised within the RV Birds Point Web Page and will not be shared on the Bird's Point Recreation Committee Social Media outlets.

**Committee Limitations**

51. The Recreation Committee's powers shall be limited to following.
  - a. The Committee shall make recommendations to Council with regard to entering into formal agreements, but they may not enter into formal agreements on their own accord. All formal agreements being applied for must be agreed on by committee resolution and final signatures by Village Administrator.

- b. Changes to the existing approved agreement must be presented to Council for approval.
  - c. The Committee may not dispose of any lands or buildings or equipment without first receiving approval from Council.
52. The Committee may not proceed with the construction or development of any project without first having the development plan and/or design approved by Council and other governing bodies.

**Council Veto**

53. The Resort Village of Birds Point Council may overrule a Committee’s decision or pass resolution affecting the Committee’s area of administration, control or powers. The foregoing should not be meant to diminish the authority of the Committee and is meant to indicate the ultimate authority of Council, however, the normal procedures should be to make recommendations to the Committee and/or enter into discussions with the Committee prior to resorting to the use of the authority herein specified.
54. Bylaw 11-20 is hereby repealed.
55. This bylaw shall come into force and take effect from and after the date of final passing thereof.

Schedule A : Donation Letter

SEAL

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MAYOR

\_\_\_\_\_

ADMINISTRATOR

SCHEDULE A

Resort Village of Bird's Point  
Recreation Committee

The Resort Village of Bird's Point is assisted in its recreational programs by a committee of local volunteers. The committee function is to manage and maintain the Mosaic playground and Millennium Park; beautify our community through establishing a Memory Garden; planting trees, shrubs and flowers; establishing a swim platform, swim dock for public use; and making our beach more accessible and welcoming to all.

Some of our ongoing projects include: Green Thumb Award, Christmas Light Up the Lake, park beautification and maintenance, fireworks, markets in the park and many other activities.

We have many ongoing projects, as well as new projects we hope to implement in the future.

In order to attain these goals, we rely on the generosity of our local businesses and individuals. It could be in the form of money, service or a gift package, and can be specifically designated toward any of our current or ongoing projects.

If you wish to make a donation, please contact Beverly Pangracs (chairperson) at 306 745-9282 or your donation can be dropped off at the Village Office.

Donations can be made by e-transfer [rvbprecreationcommittee@gmail.com](mailto:rvbprecreationcommittee@gmail.com) or by cheque (made out to The Birds Point Recreation Committee). Receipts will be issued.

Thank you for helping make our community become a place where we can experience positive growth and enjoy the amenities of this beautiful area.

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RESORT VILLAGE OF BIRD RECREATION COMMITTEE PROJECTS

Amount Donated	_____
Memory Garden/Mosaic Park Trees/Flowers and maintenance	_____
Swim Dock/Swim platform and maintenance	_____
Green Thumb and Light Up the Lake Competitions	_____
Millennium Park Upgrades and maintenance	_____
Summer Raffles (To purchase Raffle Baskets)	_____
Others	_____

Thank you in advance of your generous donation

Name: \_\_\_\_\_