

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 Board.

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 to improve or extend any of the recreation facilities.
- c. To initiate, organize and manage any fund-raising activities.

Composition of the Board:

4. The board shall consist of a minimum of 4, all other members will be considered “at large”.
5. All members of the board shall be appointed by resolution of Village Council.
6. The committee shall elect one member as:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. The Village of Birds Point will serve as treasurer.
7. Who shall be elected at the first meeting of each year or otherwise agreed upon by the members.
8. Duties of the four (4) elected officials should follow Roberts Rules of Order.
9. The committee shall decide on the term of each of the members.
10. To determine who the cheque signors will be by resolution. Cheque Signors Shall Be The Administrator for The Resort Village of Bird’s Point and one of the two Designates determined by resolution of The Recreation Board.
11. 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.
12. A quorum will be 50% plus 1 of the total members.

Duties of the Committee members:

13. Recruitment of Volunteers.
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. Submit to council by January 31 of each year a detailed estimate of revenues and expenditures for the year.

16. Submit to council a financial statement on a quarterly basis. This financial statement should also include any donations of dollar value and donated items must have a dollar value attached to the item.
17. The Committee shall present a written report monthly to Council prior to each Resort Village of Birds Point Council meeting. Detailed requests, recommendations and considerations will also be presented in this report for the Council's consideration.
18. The Committee shall meet a minimum of 4 (four) times per year or more if required for eg. Planning before an event. Maintain a record of proceedings to be submitted to Council for its information.
19. The President of the board shall, at the request of one third of the members call a special meeting as required.
20. The president shall preside at all meetings.
21. If the president should be unable to attend the meeting, the vice president shall preside.
22. Expenditure of its budget in accordance with the document approved by Council. (Council is to be advised of any changes to the approved budget before the expenditures are incurred).

Committee Limitations

23. 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. The Committee must seek approval from Council before entering into informal agreements.
 - c. The Committee will submit for approval to Council any informal agreements or working arrangements which substantially change portions of the formal agreement.
 - d. The Committee may not dispose of any lands or buildings or equipment without first receiving approval from Council.
 - e. 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

24. 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.

Powers and Duties:

25. The committee shall establish annual goals and objectives.
26. The financial year of the committee shall be the calendar year.
27. The board before March 1st of each year, prepare a budget being an estimate of its proposed revenues and expenditures for the current calendar year operations.
28. The board 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.
 - a. Mosaic Playground & Millennium Park
 - b. Swim Club Activities & Structures
 - c. Recreational Programs & Projects
29. The board shall advise Council in all matters placed before it dealing with culture, recreation and sport.
30. All volunteers working for the board shall be considered agents of the Resort Village of Birds Point and must adhere to the Village of Birds Point Code of Ethics.
31. 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.
32. The Village of Birds Point, at year end, read the financial records for audit. The records shall be audited by the municipal auditor.
33. All finances shall controlled the Committee.

34. The Recreation Committee will deposit all funds to the credit of the board 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.
 - a. All funds raised by the Committee from local activities;
 - b. All fund donated to the Committee; and
 - c. All grants and contributions received from the Provincial or Federal Governments.
35. The Committee shall pay:
 - a. All expenses incurred for local recreation or cultural activities organized by the Committee;
 - b. All expenses incurred to purchase items to be used by the Committee for local fund raising conducted by the Committee;
 - c. All expenses provided for in the annual budget of the Committee; and
 - d. All wages and costs in relation to the Swim Club.
36. The committee may advise or make recommendations to council with respect to improvements or extension to the municipal recreation facilities.
37. The board shall encourage and co-operate with organizations in the promotion of programs.
38. Bylaw 11-20 is hereby repealed.
39. This bylaw shall come into force and take effect from and after the date of final passing thereof, July 5th, 2021.

SEAL

MAYOR

ADMINISTRATOR