

# TOWN OF LANGHAM

## BYLAW NO. 2014-12

### A BYLAW TO AUTHORIZE THE ESTABLISHMENT OF A CULTURE, PARKS AND RECREATION BOARD

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The Council of the Town of Langham in the Province of Saskatchewan enacts as follows:

WHEREAS, the *Municipality Act* authorizes the Town Council to establish a Culture, Parks and Recreation Board to be known as the Langham District Culture, Parks and Recreation Board, hereinafter referred to as “the Board”, to implement and pursue a comprehensive recreation department for the Town of Langham.

THEREFORE, the Mayor and Council of the Town of Langham, in the Province of Saskatchewan, enact as follows:

1) Definitions

- a) ‘Board’ means the Langham District Culture, Parks & Recreation Board appointed to this bylaw.
- b) ‘Council’ means the Council of the Town of Langham.
- c) ‘Recreation Director’ means the Recreation Director employed by the Town of Langham.

2) Board Composition and Terms of Office

- a) The Board shall consist of nine (9) members, who shall be appointed by resolution of Council.

At minimum, the Board shall consist of one (1) representative from the following organizations:

- i. Town of Langham;
- ii. Langham Curling Rink;
- iii. Langham Centennial Hockey Arena;
- iv. Langham Minor Sports;
- v. Langham Museum;
- vi. Langham Library;

- b) and three (3) Members at Large consisting of:

One (1) member from the Rural Municipality of Corman Park; and

Two (2) members of the community not there on behalf of a Langham Organization or club.

- c) Board appointments may occur throughout the year for a term of two (2) years. Applications shall be put forward by the majority of the current Board members.
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All applications shall be forwarded to Council which will make appointments. Council may also advertise the positions to be filled.

- d) Council shall make all reasonable efforts to either confirm or deny appointments within 30 business days in writing to the Board chair.
  - e) The members representing the elected Councils shall sit on the Board with full Board privileges and rights.
  - f) Any member of the Board who is absent from three (3) consecutive regular meetings of the Board shall forfeit his/her position on the Board unless such absence is caused through illness or unless he/she is authorized by resolution of the Board to be absent. Any member forfeiting their position on the Board due to absence shall not be eligible for re-appointment for a period of two (2) years.
  - g) Council may, upon the request of the Board at a duly constituted meeting, request in writing, the resignation of any member of the Board at any time prior to the expiry date of the member's term of office, and any member of the Board may resign there from at any time upon sending a written notice to the secretary of the Board to that effect.
  - h) The annual general meeting of the Board shall be held at the regular Board meeting of January.
  - i) Employees of the Town of Langham are prohibited from holding a seat on the Board.
- 3) Conduct of Meetings
- a) The Chairperson and Vice-Chairperson of the Board shall be elected at the annual meeting of the Board from among the appointed Board members. The Chairperson or, in his/her absence, the Vice-Chairperson shall preside over the regular meetings. The term of office will be from one annual meeting to the next annual meeting.
  - b) The Executive of the Board shall be defined as Chairperson, Vice-Chairperson and Past- Chairperson, provided that the latter is still a member of the Board.
  - c) Regular meetings of the Board shall be held, at minimum, once per quarter, or more often at the discretion of the Chairperson, the time and place of such meetings to be determined by the Board at its first meeting. The time and place of meetings may be changed by the Board from time to time as the Board may deem advisable.
  - d) Special meetings may be called on a forty-eight (48) hour notice by the Chairperson or at the written request of any three members of the Board.
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- i) The Chairperson may call a special meeting of the Board on any shorter notice, either verbal or written, that he/she considers sufficient, if all members of the Board give their consent in writing to the notice before the commencement of the meeting.
      - ii) No business other than that stated in the notice is to be transacted at a special meeting of the Board unless all members of the Board are present in which case, by unanimous consent, any other business may be transacted.
    - e) A minute book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Recreation Director. Copies of all minutes shall be filed with the Town Office prior to the next regular meeting of Council.
    - f) A quorum of the Board shall be considered a majority of members of the Board in this case five (5) members.
    - g) Every member of the Board including the Chairperson shall vote on all questions. In the event of a tie vote, the question is deemed to be lost.
    - h) The Board may appoint committees to deal with any special phase of the matters coming within the scope and jurisdiction of the Board as herein set forth.
    - i) The Board Chairperson shall:
      - preside at all meetings
      - review the proposed agenda with the Recreation Director
      - call special meetings
      - conduct business in an orderly fashion
      - guarantee everyone's right to speak
      - act as the chief spokesperson of the Board
    - j) The Vice-Chairperson shall, notwithstanding any other part of this Bylaw, perform the duties of the Chairperson in his/her absence.
  - 3) Powers and Duties of the Board

The Board shall act as an advisory body to Town Council and shall advise Council with regard to all matters affecting parks, recreation and cultural services in the Town. More specifically, the Board shall have the following rights and responsibilities:

    - a) The Board shall be consulted on all matters of policy affecting the development, maintenance and use of recreational and cultural facilities.
    - b) The Board shall be consulted on all matters of policy affecting the development, maintenance and use of all Town parkland.
    - c) The Board shall advise Council and staff regarding the development of a broad range of recreation and cultural programs and services that will provide opportunities for people of all ages.
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- d) The Board, with the consent of Town Council, may have the authority to negotiate reciprocal agreements with any other duly constituted authority for the provision of recreation and cultural services and for the usage of recreation and cultural facilities.
  - e) The Board shall make recommendations to Town Council on all matters pertaining to the establishment of fees and charges on all recreation and cultural facilities and properties owned and/or operated by the Town of Langham.
  - f) The Board shall be consulted whenever it is proposed to lease or sell or to otherwise dispose of any Town land that is held for park purposes or for other public recreation or cultural purposes, and whenever it is proposed to purchase or otherwise acquire land for public recreation or cultural purposes.
  - g) The Board shall actively encourage the use of volunteers for recreation and cultural programs and services.
  - h) The Board may act as a liaison between Council and any community, service, cultural or recreation organization or group. The Board shall work with these groups in an effort to provide a broad range of recreational and cultural services for the Town.
  - i) The Board shall hear and consider representations by any individual, organization or delegation of citizens with respect to recreation, parks and culture and shall make such recommendations arising there from as the Board shall deem to be in the general interest of all citizens.
- 5) Budget and Finances
- a) The annual operating and capital budgets shall be prepared by the Recreation Director in co-operation with the Board and the Town Administrator in compliance with current Town policies and procedures. The budgets shall be referred to the Board for comment before final approval by Council.
  - b) The Board shall submit quarterly reports to Town Council and shall provide other reports as may be requested from time to time.
  - c) The Board shall have the power to request annual financial statements and reports from groups receiving direct or indirect assistance from the Recreation Department or Board.
  - d) Neither the Board, nor any member thereof, shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the Board or any member thereof have any power to authorize any expenditure to be charged against the Town of Langham.
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- e) The Board shall have the authority to raise its own funds for any purpose related to parks, culture or recreation in the Town of Langham by any legal means at its disposal.
  - f) Any capital project funded by means of the Board's own funds must have Council's approval if the Town will be responsible for the operation or maintenance of the project.
- 6) Bylaw No. 2006-03 is hereby repealed.

*INTRODUCED AND READ A FIRST TIME THIS 15th Day of December A.D. 2014.*

*READ A SECOND TIME THIS 15th Day of December A.D. 2014.*

*READ A THIRD TIME AND PASSED THIS 15th Day of December A.D. 2014.*

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MAYOR

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ADMINISTRATOR/CAO

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