

INTRODUCTION

Bylaw No. 1982

Whereas the Councils of VILLAGE OF LOON LAKE and the RURAL MUNICIPALITY OF LOON LAKE NO. 561 desires that all citizens of their municipalities have the opportunity to participate in a variety of leisure pursuits that cater to cultural, physical and social needs;

And whereas the Councils of the VILLAGE OF LOON LAKE and the RURAL MUNICIPALITY OF LOON LAKE NO. 561 deems that this objective can best be accomplished under the direction and co-ordination of a district recreation board;

The Councils of the VILLAGE OF LOON LAKE and the RURAL MUNICIPALITY OF LOON LAKE NO. 561 hereby enacts a bylaw of the VILLAGE OF LOON LAKE to amend Bylaw No. 49 and a bylaw of the RURAL MUNICIPALITY OF LOON LAKE NO. 561 to establish the LOON LAKE AND DISTRICT RECREATION BOARD.

1. NAME

The name of the board shall be the LOON LAKE AND DISTRICT RECREATION BOARD.

2. PURPOSE

The objective of the Board is to ensure that all citizens have the opportunity to participate in a variety of leisure pursuits that cater to cultural, physical and social needs.

Therefore, the purpose of the LOON LAKE AND DISTRICT RECREATION BOARD shall be:

- (a) to identify existing clubs and organizations that have a recreation function as well as existing facilities and programs within the Village of Loon Lake and District.
- (b) to ensure maximum utilization of existing facilities.
- (c) to co-operate with and encourage all organizations public, private, civic, social and religious which are supporting, promoting and working for recreation in its broadest application.

3. TYPE OF RECREATION BOARD

This is both a Municipal and District Board. The Board operates in and for the community of Loon Lake.

This is an operational board as authorized by the Councils of the VILLAGE OF LOON LAKE and the RURAL MUNICIPALITY OF LOON LAKE NO. 561, Bylaw No. 1982. This means the Board;

- acts in a co-ordinating role by providing human, financial, communication, facility and equipment resources.
- directs the operation and administration of facilities and programs.
- has legislative and administrative functions.
- has own budget and is ~~authorized~~ to plan, spend and account for the budget as approved by the Councils.
- develops and implements policy on behalf of the Councils.

4. COMPOSITION OF THE BOARD

The board shall consist of a minimum of seven (7) members. Each community group or service club must be represented on the Recreation Board. Membership will also include:

- 1 representative of the Student Council
- 1 representative of the Senior Citizen Group
- representative of the Council of the Village of Loon Lake
- representative of the Council of the Rural Municipality of Loon Lake No. 561
- 7 members elected at the annual meeting

The membership of the Recreation Board shall be approved by the Councils each year.

5. RESPONSIBILITY - SELECTION - REPLACEMENT

INDIVIDUAL RESPONSIBILITY: A good Recreation Board Member.....

- (1) has an understanding of the values of recreation to the community and individual.
- (2) has an acceptance of responsibility and willingness to give freely of his/her time and energy.
- (3) has the ability to work well with others by being co-operative, objective, and open-minded.
- (4) has a readiness to fully participate in discussions.
- (5) has an understanding of the goals and objectives of the Recreation Board and the desire to advance them.
- (6) recognizes the need for equal opportunities for all citizens.

Vacancy on the board shall be filled by the community group no longer represented or by the recruitment of a member by the Recreation Board, subject to the Councils' approval.

6. TENURE

The term of office of the appointed members shall be one year beginning immediately following the Annual Meeting, and not to exceed two (2) years without re-election.

Two (2) of the seven (7) members that are elected at the Annual Meeting will serve a two (2) year term, by approval of the Recreation Board, the remainder shall be re-elected for one (1) year terms.

Attendance of Members - if a member misses three consecutive meetings, he or she will be notified and a new member will be appointed in his or her place. If a member knows he or she is going to miss a meeting, they must notify the Board President.

7. EXECUTIVE

Shall consist of the President, Vice-President, Secretary and Treasurer. The President, Vice-President, Treasurer and Secretary will be elected by the Board members for one (1) year terms.

RESPONSIBILITIES:

(a) PRESIDENT

- Prepare the agenda for the meetings
- Preside at formal meetings
- Call special meetings
- Conduct meetings in an orderly fashion
- Guarantees everyone's right to speak
- Delegates responsibilities to individuals and committees

(b) VICE-PRESIDENT

- Assists the Executive to maintain continuity of planning and programming.

(c) SECRETARY

- Keeps accurate records of proceedings and decisions
- Keeps a list of unfinished business with dates for completion
- Determines a system for handling correspondence
- Keeps a record of all committee reports
- Determines a system for sending copies of minutes agendas, and notices of meetings to members.

(d) TREASURER

- Keeps an accurate ledger account of all money received and disbursed.
- Is a co-signer of cheques
- Gives a financial report each meeting
- Prepares the annual financial statement

8. QUORUM

Four (4) members constitute a quorum.

9. COMMITTEES

The Board shall consist of the following - curling, hall, kitchen, hockey, figure skating.

- Additional committees may be formed as deemed necessary by the Board.
- The size of each committee to be determined by the board.
- Committee members may or may not be Board Members.

(a) BUDGET - to consist of the President, Vice-President, Treasurer and Chairman of each standing committee.

- President will act as Chairman

- Prepares the Annual Budget to be presented to the Councils for approval at Councils' October meeting.

- Chairman will submit written reports to the Board meeting when necessary.

10. BOARD OPERATION

Regular meetings shall be held once a month, unless otherwise ordered/ requested by the Board.

An annual meeting is to be held in OCTOBER. The purpose of this meeting shall be the election of members and the presentation of annual reports. At the first regular meeting following the Annual Meeting, there shall be elections of the Executive and appointment of the Committees.

All meetings shall be open to the public except executive meetings.

Meetings shall be conducted according to parliamentary procedure.

EFFECTIVE MEETINGS - Decisions affecting the total Board operation and administration are made at the meetings. The following guidelines are suggested to improve effectiveness and efficiency of the meetings:

- (a) As per the Constitution, hold a regular meeting once a month. This is presently the third (3rd) TUESDAY of each month; 7:30 P.M.; Recreation Centre Hall.

(b) Use an agenda and adhere to it.

(c) Individuals reports to be concise and in point form.

- (d) Each member will be provided with materials such as Agenda, Financial Statement, Bylaws, Policy, Constitution, Budget, etc.
- (e) Secretary will take accurate minutes of meeting, type and distribute these minutes prior to next meeting.
- (f) When minutes of meeting are adopted, the master copy will be signed and filed in an official book.
- (g) Secretary will maintain a list of unfinished business with dates for completion.
- (h) Discussions should be brief and address only the Motion.

11. SPECIAL MEETINGS

Special Meetings may be required at the call of the Chairperson. Special Meetings may deal with major issues/ policy development/ or committee work.

12. FINANCES

The financial year of the Board shall commence on the first (1st) of OCTOBER and close the thirtieth (30th) of SEPTEMBER in each year.

The Board shall assess the merits of each request for financial assistance and may assist any recreational endeavour or equipment it considers worthwhile in terms of budget assistance available at the time.

The Board may authorize payment of expenditures incurred on its behalf or in its interest.

All services performed, or equipment or supplies purchased, not authorized by the Executive shall not be approved for payment by the Board.

The Board shall on or before the thirtieth (30th) of NOVEMBER in each year, prepare and submit in writing to the Councils, a detailed report of the year's activities, (plus a projection). Needs regarding areas, facilities and equipment and their budgetary implications shall be included in the report.

13. REGIONAL/ZONE/PROVINCIAL RELATIONSHIPS

The Board shall as a duty take active part in the Regional Zone, and provincial Recreation and Sport organizations.

An active part shall include membership in the organizations and attendance at courses, conferences and workshops.

The Board shall also act as contact from the sport and recreation organizations to their community members.

14. COUNCIL RELATIONS

The Board may make recommendations to Council regarding the passing of bylaws, rules or regulations as it may deem necessary on all matters connected with regulation, management, supervision and operation of program, areas, facilities, maintenance and equipment under its control, as set down by the Councils.

The Board shall:

- (a) Recommend to the Councils and to the Community Planning Committee, (if one exists), suitable sites, alterations and improvements to the present areas, facilities and equipment to provide planned future expansion of the community and district.

- (b) Direct the Councils' attention to, and suggest possible solutions to any part of areas, facilities or equipment which might be hazardous to the health and safety of the people who come into contact with it.
- (c) Make recommendations to the Councils concerning the possible employment of full or part-time recreation and parks personnel as may be necessary to carry out the program on behalf of the Board on such terms and at such salary to be determined by Council.

15. EFFECTIVE DATE OF BYLAW

This Bylaw shall come into effect, (force) as from the 13th day of December, 1982, A.D.

B. Kozlowski
MAYOR

E. J. Williams
SECRETARY

Alan L. Reeve
REEVE

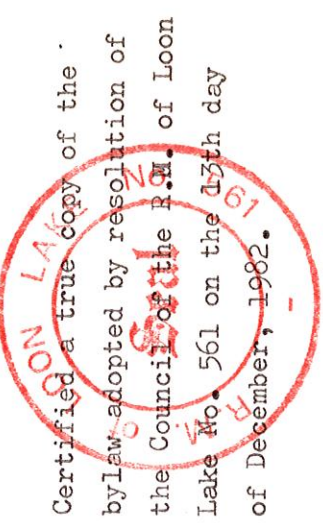
Elizabeth Guel
SECRETARY



Certified a true copy of the bylaw adopted by resolution of the council of the Village of Loon Lake on the 7th day of December, 1982.

B. Kozlowski
Mayor

E. J. Williams
Secretary



Alan L. Reeve
Reeve

Elizabeth Guel
Secretary
Janice Reeves
Administrator