

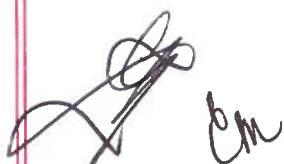
BYLAW NO. 10-2019
OF THE
TOWN OF VERMILION
IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of the Town of Vermilion to establish the Parks, Recreation and Culture Board.

WHEREAS The Council of the Town of Vermilion has decided to issue a bylaw to establish a Parks, Recreation and Culture Board, under authority of Section 7 of the *Municipal Government Act* RSA 2000 Chapter M-26, and amendments thereto.

NOW, THEREFORE, the Council of the Municipality duly assembled, enacts as follows:

1. Definitions in the bylaw
 - a) "Board" means the Town of Vermilion and Parks, Recreation and Culture Board;
 - b) "Council" means the municipal council elected in accordance with the Local Authorities Election Act;
 - c) "County" means the County of Vermilion River;
 - d) "Town" means the Town of Vermilion;
2. Board Composition and Terms of Office
 - a) The Board shall consist of not more than fifteen (15) members, the said membership to consist of:
 - i. two (2) members of the Town Council,
 - ii. a maximum of seven (7) residents from the Town at large to be appointed by Council, at least two (2) of whom should have strong involvement or background in the Arts & Culture Community, one (1) from the Ice user community, one (1) avid Provincial Park user,
 - iii. not less than one (1) representative designated by the County Council,
 - iv. not less than one (1) to a maximum of three (3) residents of the rural area who resides within the boundaries of the recreation district as defined in the Agreement between the Town and the County; one of which is from the ice user community; appointed by Town Council,
 - v. not less than one (1) representative designated by the Vermilion Allied Arts Council.
 - b) Board appointments may occur throughout the year. All applications to serve on the Board shall be forwarded to Council who will make appointments. Appointments will be for a three year term, other than Council representatives who will be appointed annually.
 - c) Members of Council shall sit on the Board with full Board privileges and rights, with the exception that such members shall not be elected to the Chair or Vice-Chair positions.
 - d) The Mayor of the Town shall serve in an ex officio capacity to the Board with the authority to attend all meetings and speak to the issues under discussion but shall not have the power to make motions, vote or hold office.



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- e) Any member of the Board who is absent from three consecutive regular meetings of the Board shall forfeit his or 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 his or her position on the Board due to absence shall not be eligible for re-appointment for a period of one year.
- f) Town Council may, with reason, 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 at any time upon sending a written notice to the secretary of the Board to that effect.
- g) Expense policies: if any, for members of the Board, will be reviewed and set by Town Council.

3. Conduct of Meetings

- a) The Chair and Vice-Chair of the Board shall be elected at the first meeting in November which is the organizational meeting of the Board from among its members. The Chair or, in his absence, the Vice-Chair shall preside over all the meetings.
- b) Regular meetings of the Board shall be held once per month (with the exception of July and August) or more often at the discretion of the Board Chair. The time and place of meetings may be changed by the Board from time to time as the Board may deem advisable.
- c) Special meetings may be called on a twenty-four hour notice by the Chair or at the written request of any three members of the Board.
- d) Minutes shall be kept of all regular and special meetings and shall be recorded therein by the recording Secretary of the Board or the acting Secretary. Copies to be sent to the Town of Vermilion Council and County of Vermilion River Council.
- e) A quorum of the Board shall be considered 50 per cent plus one (1) of members of the Board.
- f) The Chair shall have a vote on any question and, in the event of a tie, the motion shall be considered defeated.
- g) The Board may appoint sub-committees to deal with any matter coming within the scope and jurisdiction of the Board as herein set forth.

4. Powers and Duties of the Board

The Board shall act as an advisory body to Town Council with regard to all matters affecting parks, recreation and cultural services in the Town, in support of the Town's current Strategic Plan as approved from time to time, and in addition to the foregoing; the Board, more specifically, shall have the following and responsibilities:

- a) The Board shall advise council on matters pertaining to the jurisdiction of the Board as set out in this bylaw.
- b) The Board shall advise Council on all matters of policy affecting the development, maintenance and use of all recreational and cultural facilities.
- c) The Board shall advise Council on all matters of policy affecting the development, maintenance and use of all Town parkland.

- d) The Board shall provide advice to Council regarding the development of a broad range of recreation and cultural programs and services that will provide opportunities for people of all ages and shall make recommendations to Council governing such programs and services.
- 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 operated by the Town.
- 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 in accordance with the Parks and Recreation Master Plan.
- g) The Board shall actively encourage the use of volunteers for recreation and cultural programs and services and shall actively encourage the Town to provide leadership development opportunities for volunteers.
- h) The Director of Community Services shall act as a liaison between Council and any community service, cultural or recreation organization or group. The Director of Community Services shall work with these groups in an effort to provide a broad range of community recreational and cultural services for the Town. The Director of Community Services shall make recommendations to Council regarding the application for funds or services by any community group or agency whose prime mandate falls within the scope and jurisdiction of programs or services provided by the Recreation Board.
- i) The Board shall hear and consider representations by any individual, organization or delegation of citizens requesting an appointment with respect to recreation and culture and shall make such recommendations to Council arising therefrom as the Board shall deem to be in the general interests of all citizens.
- j) The Board shall make recommendations to Town Council on all policy and procedures affecting parks, recreation and cultural services and facilities, which shall make the final adoption of such policies and procedures. The Board shall review the approved policies and procedures as required and recommend any changes for Town Council approval.

5. Budget and Finance

- a) The budget for parks, recreation and culture shall be prepared by the Director of Community Services, and following a review by the Chief Administrative Officer, it shall be referred to the Board for comment prior to final approval by Town Council.
- b) The Board shall submit reports to Town Council and County Council 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 Community Services Department.
- 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 Vermilion.

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6. Powers and Duties

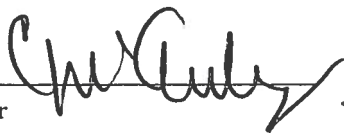
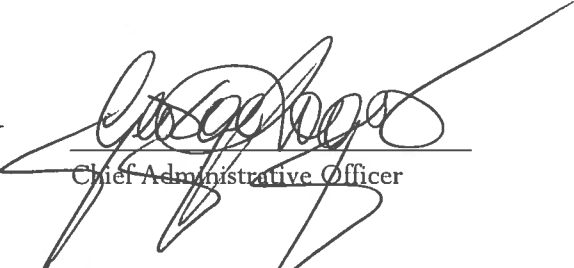
a) The Board Chair shall:

- i. preside at all meetings;
- ii. review the proposed agenda with the Director of Community Services;
- iii. act as the chief spokesperson of the Board;
- iv. Be a resource to the Director of Community Services on an as needed basis, accept agenda items.

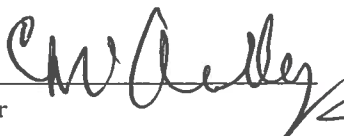
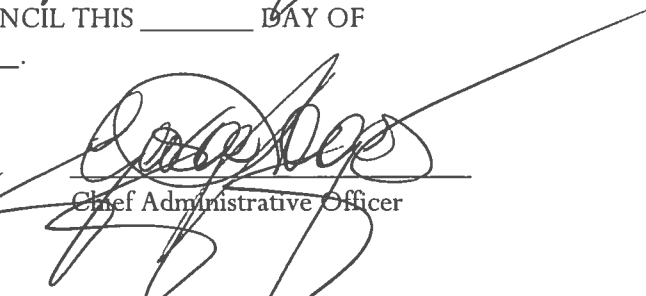
b) The Vice-Chair shall perform the duties of the Chair in his/her absence.

7. Bylaw Number 2-2015 is hereby rescinded.

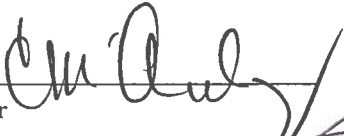
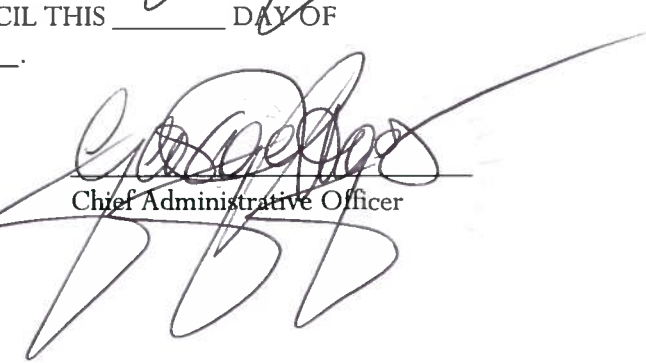
READ A FIRST TIME IN COUNCIL THIS _____ DAY OF _____, A.D. 20_____.

 Mayor  
 Chief Administrative Officer

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, A.D. 20_____.

 Mayor  
 Chief Administrative Officer

READ A THIRD TIME IN COUNCIL THIS _____ DAY OF _____, A.D. 20_____.

 Mayor  
 Chief Administrative Officer