



**TOWN OF BLACKFALDS
BY-LAW 1120/11**

A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH THE BLACKFALDS AND DISTRICT RECREATION, CULTURE & PARKS BOARD.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act being Chapter m-26.1 of the Revised Statutes of Alberta 2000 and amendments thereto.

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled, enacts as follows:

PART 1 – TITLE

- 1.1 This By-law may be cited as “Blackfalds and District Recreation, Culture and Parks Board By-Law” of the Town of Blackfalds.

PART 2 – DEFINITIONS

- 2.1 **BOARD** shall mean and include all members of the Blackfalds and District Recreation, Culture and Parks Board.
- 2.2 **COUNCIL** shall mean the Council of the Town of Blackfalds.
- 2.3 **DIRECTOR** shall mean the Director of Community Services or his/her designate.
- 2.4 **MEMBER** shall mean a member of the Blackfalds and District Recreation, Culture Parks Board.
- 2.5 **TOWN** shall mean the Town of Blackfalds.
- 2.6 **COUNTY** shall mean Lacombe County.
- 2.7 **DISTRICT** shall mean the Regional Recreation District established by the Regional Recreation Agreement with the Lacombe County as outlined in Schedule “A” attached hereto.
- 2.8 **COMMUNITY ORGANIZATION** shall mean a local society, organization or club which provides services to residents within the district.

PART 3 – ESTABLISHMENT

- 3.1 There is hereby established and constituted an advisory board to be known as the “Blackfalds and District Recreation, Culture and Parks Board” to exercise the duties and powers and to perform the functions as prescribed in this By-Law.
- 3.2 The Board shall consist of eight (8) members: five (5) members shall be appointed by Council from the public-at-large, two (2) shall be appointed from the Council of the Town of Blackfalds and one (1) shall be appointed by Lacombe County. Appointments to the Board shall be made or reviewed annually at the Organizational Meeting of Council.
- 3.3 The five (5) public-at-large members of the Board shall be a resident of the Regional Recreation District (Schedule A). Whenever possible and practical, these members

of the Board shall be appointed so as to represent the different age groups and interests of the Regional Recreation District.

3.4 The one (1) Lacombe County member shall be a Councillor or resident of the Regional Recreation District (Schedule A).

3.5 Wherever possible, the Board shall ensure new members are aware of:

- a) Local, regional, provincial, and federal government legislation which effect municipal recreation.
- b) Local policy and procedures regarding municipal recreation services.
- c) Local community clubs and organizations which are involved, in some way, with municipal recreation service.
- d) Current and proposed projects, programs, and services of the Board, and;
- e) The local Recreation Master Plan and General Municipal Plan.

3.6 There shall be appointed by the Town, a Director of Community Services, or a designate from the Community Services Department staff, who shall assist and advise the Board. The Director, or designate, shall undertake the administrative duties of the Board including, but not limited to, the notifying of members of meetings, preparing of agendas, preparing of minutes, maintaining records and facilitating the actions of the Board.

3.7 In addition to the Director, the Board may solicit information and advice from representatives from the following agencies or organizations, and/or associations that the Board feels assistance can be obtained from:

- a) Alberta Tourism, Parks and Recreation
- b) Alberta Culture and Community Spirit
- c) Alberta Recreation and Parks Association (A.R.P.A.)
- d) Alberta Sport, Recreation, Parks and Wildlife Foundation (A.S.R.P.W.)
- e) Alberta Association of Recreation Facility Personnel (A.A.R.F.P.)
- f) Any other agency or organization that the Board feels assistance can be obtained from.

3.8 Neither the Director, designate or any Advisor shall have voting privileges.

PART IV – TERM

4.1 Council shall appoint two (2) members of Council the Board. Council appointments shall be made at the Organizational Meetings.

4.2 The Council of the Town of Blackfalds shall designate members to the Board who shall hold office for a three (3) year period.

4.3 The term of any member so appointed shall not exceed two (2) consecutive terms, or six (6) consecutive years.

4.4 Any member may resign from the Board at any time upon sending written notice to the Board and to Council to that effect.

4.5 An appointed member ceases to be a member of the Board when:

- a) He or she fails to attend three (3) consecutive regular meetings of the Board or one third (1/3) or more of the regular meetings of the Board scheduled in a year between Council Organizational Meetings unless otherwise excused by resolution of the Board.

- b) His or her term expires,
- c) He or she is removed from office by resolution of Council,
- d) He or she ceases to be a resident of the Regional Recreation District,
- e) He or she provides written notice of resignation from the Board, and in the case of a member appointed from Council, he or she resigns his or her position on Council.

4.6 If a member ceases to be a member of the Board before the expiration of his or her term, Council shall appoint another eligible person as follows:

- a) If the term being vacated is less than one (1) year, the appointment of an eligible person shall hold office.
 - i) Until the annual Organization Meeting of the second year following the date of appointment;
 - ii) Until the annual Organizational Meeting of the third year following the date of appointment;
- b) If the term being vacated is more than one (1) year, the appointment of an eligible person shall hold office for the remainder of the term.
- c) To allow for Council's and Administration's discretion to ensure that there are not more than three members of the Board leaving at one time.

PART V – MEETINGS

- 5.1 At the first meeting of the Board following the annual Organization Meeting of Council in each year, the Board shall appoint a Chairperson. Immediately thereafter, the Board shall appoint a Vice-Chairperson who shall act in the absence of the Chairperson.
- 5.2 The Board shall hold at least eight (8) regular meetings annually at a time and place so designated by the Board.
- 5.3 A special meeting may be called by the Chairperson at any time or by special request of any four (4) members of the Board.
- 5.4 A majority of the members of the Board constitutes a quorum.
- 5.5 Each member present at a meeting of the Board shall vote when the vote is taken unless a pecuniary interest in a matter is declared.
- 5.6 In the event of a tie when a vote is taken, the motion shall be lost.
- 5.7 Meetings of the Board shall be open to the public. Individuals and groups may make a presentation to the Board at a meeting if the presentation is related to the Board and its mandate.
 - a) One week prior to the next scheduled meeting, notice (in writing) must be received by the Chairperson or the Director of Community Services from any delegation wishing to address the Board.
 - b) Delegations will be given a maximum of fifteen (15) minutes to address the Board.

- 5.8 The Board shall ensure meetings are conducted using Roberts Rules of Order.

PART VI – ROLE OF THE BOARD

- 6.1 The Board shall advise and make recommendations to Council on the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs, board members appointments, parks and green spaces in the Regional Recreational Districts.
- 6.2 The Board shall advise and make recommendations to Council on the allocation of grants and funds to community organizations.
- 6.3 The Board shall promote a co-operative spirit throughout the district to encourage the sharing of all available resources towards the provision of recreation opportunities for everyone in the district.
- 6.4 Each member of the Board is responsible for representing the broad recreation, culture, and parks interests of the Regional Recreation District, as well as contributing to the responsible and prudent direction regarding these interests to the elected officials of the municipality.
- 6.5 The Board shall function as a Liaison by:
- a) Maintaining effective lines of communication with all agencies and organizations by delivering recreation and cultural services in the Regional Recreation District.
 - b) Acting on behalf of all residents of the Regional Recreation District by bringing forth their concerns to Council.
 - c) Reporting to Council, via Council Representatives monthly regarding the status of municipal recreation, cultural, and parks services which may be of concern to Council.
- 6.6 The Board shall advise and make recommendations regarding the preparation of a Recreation Master Plan at least every five (5) years outlining, in order of priority, the basic development of recreation, cultural and parks resources.
- 6.7 The Board shall monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of by-laws, policies, and procedures relating to recreation, culture and parks matters in accordance with the Recreation Master Plan.

PART VII – PROCEEDINGS

- 7.1 In fulfilling its mandate, the Board is empowered to:
- a) appoint sub-committees of the Board to deal with specific components of its duties as determined by the Board; and
 - b) appoint special committees of its members and/or citizens at large to deal with any special study of assignment within its jurisdiction; a committee so appointed shall deal only with the matter of question referred to it for consideration and shall be disbanded upon completion of the assignment.

- 7.2 Annually, at a date established from time to time by Council, the Board shall submit to Council a written budget showing in reasonable form and detail, expenditures proposed to be made by the Board during the next following year with respect to all matters over which the Board has jurisdiction. If Council does not establish such a date, December 1 shall be considered the date by default.
- 7.3 Donated recreation funds remaining at the end of any budget year may be held in Municipal Reserves for Council Approved Municipal Recreation Projects providing these funds are reported and shown in the annual Audit Report.
- 7.4 Members of the Board shall serve without remuneration.

PART VIII – LIMITATIONS

- 8.1 By Law 705/91 and 828/98 are rescinded.
- 8.2 This By-Law shall take full force and effect upon the date of its passage.

Read for a first time this 26th day of April A.D. 20 11
 (RES NO. 140/11)



MAYOR MELODIE STOL



**CORINNE NEWMAN
 CHIEF ADMINISTRATIVE OFFICER**

Read for a second time this 26th day of April A.D. 20 11
 (RES NO. 141/11)



MAYOR MELODIE STOL



**CORINNE NEWMAN
 CHIEF ADMINISTRATIVE OFFICER**

READ FOR A THIRD TIME THIS 26th DAY OF April A.D. 20 11
 (RES NO. 143/11)



MAYOR MELODIE STOL



**CORINNE NEWMAN
 CHIEF ADMINISTRATIVE OFFICER**