

TOWN OF BRUDERHEIM

BYLAW NUMBER 2-2018

BEING A BYLAW OF THE TOWN OF BRUDERHEIM IN THE PROVINCE OF ALBERTA TO ESTABLISH A BRUDERHEIM RECREATION AND CULTURAL BOARD.

AND WHEREAS the Council of the Town of Bruderheim desires a Board to coordinate, promote, expand, evaluate, and enhance the Bruderheim Recreation and Culture within the Town of Bruderheim.

NOW THEREFORE, pursuant to the provisions of the Recreation Development Act, R.S.A. 2000 Chapter R-8, and the Municipal Government Act, being Chapter M-26.1 of the R.S.A. 2000 Section 7 (b) and amendments thereto, the Council of the Town of Bruderheim in the Province of Alberta duly assembled enacts as follows:

SECTION 1: DEFINITIONS

- 1) "The Board" - means the Bruderheim Recreational and Cultural Board.
- 2) "CAO" – means Chief Administrative Officer of the Town of Bruderheim
- 3) "Community Services Director" means the Town of Bruderheim staff member responsible for overseeing the Bruderheim Recreation and Culture Board and reporting to the Chief Administrative Officer of the Town of Bruderheim.
- 4) "Council" - means the Council of the Town of Bruderheim.
- 5) "Public at Large"- means a resident of the municipality for which the Recreation and Culture Board is established.
- 6) "Secretary"- means the Director of Community Services for the Town of Bruderheim
- 7) "Town" - means the Town of Bruderheim.

SECTION 2: BOARD COMPOSITION

- 1) The Board shall be known as the Bruderheim Recreational and Cultural Board and is hereby established.
- 2) The Board shall consist of a minimum of ten (10) voting members appointed by resolution of Council, of which a minimum of one (1) shall be a member of Council and a maximum of nine (9) members at large.
- 3) The Secretary of the Board shall be provided by the Town, and shall be a non-voting member of the Board.
- 4) The Secretary shall attend all Board meetings and act in an advisory capacity to the Board.
- 5) Board members shall not be permanent employees of the Town of Bruderheim.
- 6) The Chairperson and Vice Chairperson shall be elected by a majority of Board members annually in October.

- 7) The appointment of the members of the board shall be made at each Organizational Meeting of Town Council or in the case of a vacancy arising from any cause, a successor shall be appointed at a council meeting.

SECTION 3: TERMS OF OFFICE

- 1) All terms of office shall commence upon appointment by Town Council.
 - i) Vacancies for the Board will be advertised.

SECTION 4: MEETING ATTENDANCE

- 1) Any member of the Board who is absent from two consecutive (2) regular meetings of the Board shall be notified in writing by the Secretary informing he/she that he/she missed two (2) consecutive meetings. If he/she misses the next meeting and this absence has not been authorized by resolution of the Board, he/she will automatically forfeit their position, (unless such absence is caused through illness or he/she is authorized by resolution of the Board entered upon its minutes).
- 2) A Chairperson and Vice Chairperson shall be elected to ensure the operation of the Board is carried out as outlined in the Bylaws. It is the responsibility of the Chairperson to ensure the business of the Board is carried out and to be aware of the priorities of the Committee. The Chairperson will guide the meeting toward recommendations and resolutions. The Chairperson will provide leadership and direction and will guide the overall conduct of the meeting. At all times he/she will maintain dignity and order. The Vice Chairperson will assume these responsibilities in the absence of the Chairperson. Nominations will be held for chairperson and Vice Chairperson on a yearly basis during the organizational meeting held in September of each year. The Chairperson and Vice Chairperson shall not be a member of Council.

SECTION 5: PROCEDURES FOR APPLICATION TO THE BOARD OR RESIGNATION FROM THE BOARD

- 1) Citizens wanting to be appointed to the Board shall apply to the Board. The Board will forward recommendations to the CAO for appointment to Council.
- 2) Any member of the Board may resign at any time from the Board upon giving written notification to the Board.
- 3) The CAO, with reason, (failure to perform duties) may recommend to Council the resignation of any member of the Board at any time.

SECTION 6: CONDUCT OF MEETINGS

- 1) Regular meetings of the Board shall be held at least once per month from September to June, the time and place to be determined by the Board at its first meeting, but may be changed by the members from time to time as they deem advisable.
- 2) A quorum will consist of a majority of the Board members currently sitting on the Board.

- 3) The meetings shall follow Roberts Rule of Order.
- 4) Board members having a direct pecuniary interest, in any item under discussion by the Board, shall abstain from all discussion and voting on any resolution relating to that item.
- 5) Members of the public at large may attend the meetings as a non-voting participant at the meeting.

SECTION 7: **MEETING MINUTES**

- 1) Minutes shall be recorded by the Secretary at all regular and special meetings. A copy of such minutes will be signed by the Chairperson and Secretary and shall be filed with the CAO of the Town of Bruderheim. Copies of all minutes and bylaws shall be made available to Board members. The official copy of the approved minutes shall be filed in the Town Office.
- 2) All correspondence and records of the Board shall be filed at the Town Office.

SECTION 8: **ACCOUNTABILITY**

- 1) The Secretary shall be accountable to the CAO for the effective administration and implementation of all aspects of the Recreation and Culture Board activities.
- 2) One Council representative on the Board, as designated by Council, shall be the Council liaison between the Board and Council.

SECTION 9: **POWERS AND DUTIES OF THE RECREATIONAL AND CULTURAL BOARD**

- 1) The Board shall act in an operational nature and have jurisdiction subject to the general policies of the Town and within an approved annual budget for all matters pertaining to programs and municipality operated recreational and cultural activities.
- 2) The Board acting in an operational capacity, shall have the power to make such rules, regulations and policies as it may deem necessary for the effective delivery of programs within its jurisdiction. Copies of all such rules, regulations and policies shall be acknowledged and approved by the CAO and presented to Town Council prior to the Board implementing them.
- 3) The Board shall do a self-evaluation as to the effectiveness of their events for the purpose of developing immediate and long range plans to meet the needs of the residents of Bruderheim.
- 4) The Board shall hear and consider representation by any individual, organization or delegations with respect to Recreation or Culture.
- 5) In the interest of a well-balanced coordinated recreation and culture program it shall be the Board's duty to co-operate with, and encourage all organizations; public, civic, and social which are supporting, promoting, and working for recreation and culture in its broadest applications.

- 6) The Board shall develop progressively, a broad program of recreational and cultural activities and services to meet the needs and desires of the general public.

Program Goals

- 1) To encourage community involvement and meet the program needs of the community.
- i. To encourage Board members to continue to keep a high profile in the community and to attend Recreation & Cultural functions.
 - ii. To seek feedback and evaluation on programs.
 - iii. To keep informed and encourage development of trends.
 - iv. To positively promote the community.

Bylaw 4-2012 is hereby rescinded.

This Bylaw shall come into force on the third and final reading.

Read a first time this 07 day of March, 2018.

Read a second time this 25 day of April, 2018.

Read a third time and finally passed this 25 day of April 2018.



MAYOR



TOWN ADMINISTRATION

April 25/2018

DATE SIGNED