

BYLAW NO. 255-20

A BYLAW OF CLEAR HILLS COUNTY, IN THE PROVINCE OF ALBERTA, ESTABLISHING THE TERMS OF REFERENCE FOR RECREATION BOARDS.

WHEREAS, Section 7(B), (F) and 145(A) of the Municipal Government Act, Chapter M-26 R.S.A., 2000 and amendments thereto, provides for the establishment of any Board considered desirable for the purpose of providing services on behalf of the County with respect to people, activities and things in, on or near a public place or place that is open to the public, and

WHEREAS, the Council of Clear Hills County will establish Recreation Boards to represent various areas throughout the County and Village.

NOW THEREFORE, Council of Clear Hills County, in the Province of Alberta, duly assembled, enacts as follows:

1. **TITLE**

The Bylaw may be cited as "The Clear Hills County Recreation Boards Bylaw".

2. **DEFINITIONS**

- a. "Board" is a Recreation Board
- b. "County" is Clear Hills County
- c. "Council" is the Council of Clear Hills County
- d. "Recreation Area" is the portion of the County each Board represents
- e. "Village" is the Village of Hines Creek
- f. "Village Council" is the Council of the Village of Hines Creek

3. **PURPOSE OF THE BOARDS**

- a. To distribute for recreational use, the operational recreational funds allocated to the Boards by Council in the budget each year; and
- b. To distribute the above said funds within the Boards Recreation area.

4. **ESTABLISHMENT OF BOARDS**

- a. Each Board will be established upon entering into an agreement with the County with the guidelines established herewithin this bylaw.
- b. Each Board will represent their assigned Area, as outlined in Appendix "A" attached hereto.
- c. The Boards shall be named as follows:
 - Burnt River Recreation Board,
 - Cherry Canyon Recreation Board,
 - Cleardale Recreation Board,
 - Hines Creek & District Recreation Board, and
 - Worsley & District Recreation Board.

5. **MEMBERS**

- a. Members at large shall be residents of the recreation area the board represents.
- b. The Burnt River Board will consist of one (1) member appointed from amongst Council, plus seven (7) members at large.

- c. The Cherry Canyon Board will consist of one (1) member appointed from amongst Council, plus five (5) members at large.
- d. The Cleardale Board will consist of one (1) member appointed from amongst Council, plus twelve (12) members at large.
- e. The Hines Creek & District Board will consist of one (1) member appointed from amongst Council, one (1) member appointed from amongst the Village Council, plus five (5) members at large, of which two (2) members shall be residents of the Village and appointed by the Village Council and three (3) members shall be residents of the County and appointed by Council.
 - i. The recording secretary for the Hines Creek Board shall notify the respective Council or Village Council of any vacancies on the Board, immediately upon receipt of a resignation or disqualification from the Board.
- f. The Worsley & District Board will consist of one (1) member appointed from amongst Council, plus seven (7) members at large.
- g. All Council and Village Council member terms of service are one (1) year and are appointed at their respective Council's Organizational Meeting.
 - County Councillor representatives will be compensated, through the County's Council remuneration and expense policies.
- h. The County and Village shall immediately provide Boards with the name and contact information for any new respective Council or Village Council appointee to the Board.
- i. Annually, before the last day of March, the Boards shall provide the County with name and contact information, for executives of the Board.

6. **MEETINGS**

- a. A meeting of the Board may not be held simultaneously with a meeting of any other board, committee, society or organization. Separate agendas, ~~and~~ minutes, bank account and book keeping ledgers and files are required for Recreation Board matters .
- b. An organizational meeting of the Recreation Board, shall be held each year.
- c. At the organizational meeting of the Board, in each year, a Chairperson, and Vice-Chairperson shall be chosen to hold office, until the next organizational meeting of the Board, in the subsequent year.
- d. Regular meetings of the Board will be held as deemed necessary by the Board will be held no more than three (3 times) year to review funding applications and disperse funding.
- e. A minute book shall be kept and minutes of all meetings shall be recorded therein. Copies of all unratified minutes shall be filed with the County, within fourteen (14) days of their occurrence.

7. **DUTIES AND RESPONSIBILITIES**

- a. The Board shall prepare such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations or policies are not inconsistent with the powers herein conferred. Copies of all such rules, regulations or policies shall be filed with the County.
- b. The Board will prioritize distribution of funds using the current County policy as a guideline. The County will distribute any amendments to policy to the Board.
- c. The Board shall seek applications and hear and consider presentations by any individual, organization or delegation of citizens with respect to recreation and culture and act on such recommendations arising therefrom, as the Board shall deem to be in the general interest of all citizens.

- d. The Board shall cooperate with and encourage all organizations, (public, private, civic, social and religious) within the defined recreation area, to support, promote and host recreation and cultural services.
- e. Annually, before the last day of March, the Board shall submit to the County, an official list of recreational facilities that it manages and operates, or otherwise finances the management and operation of, within the Recreation Area.

8. **FINANCIAL GUIDELINES**

- a. The County shall contribute to the expenditures of the Board, in each year according to County Policy, and the sums to be contributed shall be established annually.
- b. Annually, before the last day of March, the Board shall submit to the County, an official list of recreational and cultural facilities that are within the Recreation Area, and the financial statements for the previous year.
- c. The Board shall have the power to program and operate within the parameters of the approved annual budget, unless otherwise directed from time to time, by the County.

9. **LIMITATIONS**

- a. Unless authorized by Council, neither the Board nor any member thereof shall have the power to pledge the credit of the County in any manner whatsoever.

10. **REPEAL**

- a. Bylaw 143-11 is repealed upon effective date of Bylaw 255-20

11. **EFFECTIVE DATE**

- a. That this Bylaw shall take force and have effect upon final reading thereof.

READ for a FIRST time this 14 day of July A.D., 2020.

READ for a SECOND time this 14 day of July A.D., 2020.

READ for a THIRD time this 14 day of July A.D., 2020.


Miron Croy, Reeve


Allan Rowe, Chief Administrative Officer