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BYLAW NO. 1147-2024

A BYLAW OF THE TOWN OF OXBOW IN THE PROVINCE OF SASKATCHEWAN TO ESTABLISH THE OXBOW AND DISTRICT RECREATION BOARD AND TO PROVIDE FUNDING OF RECREATIONAL FACILITIES AND ACTIVITIES

WHEREAS Section 8(c) of *The Municipalities Act* authorizes the Council of the Town of Oxbow to enact a bylaw respecting people, activities, and things in, on or near a public place or place that is open to the public; and

WHEREAS Section 8(i) of *The Municipalities Act* authorizes the Council of the Town of Oxbow to enact a bylaw respecting services provided by or on behalf of the municipality, including establishing fees for providing those services; and

WHEREAS the Council of the Town of Oxbow deems recreation as primary service promoting individual wellbeing, community wellbeing, and the wellbeing of places and space; and

WHEREAS the Council of the Town of Oxbow believes that this can best be achieved under the direction and coordination of a Board.

NOW THEREFORE, the Council of the Town of Oxbow in the Province of Saskatchewan enacts as follows:

1. Title

- 1.1 This Bylaw may be cited at the "*Oxbow and District Recreation Board Bylaw*".

2. Authorization

- 2.1 The Town of Oxbow hereby authorizes the Oxbow and District Recreation Board Structure and Guidelines identified as Exhibit "A" and attached to this bylaw.

3. Establishment

- 3.1 The Oxbow and District Recreation Board is hereby established.

4. Coming into Force


- 4.1 This Bylaw comes into effect on the day on which it receives third reading and is adopted by Council.

5. Repeal

5.1 Bylaw 1146-2024 is hereby repealed.




(Mayor)


Administrator

Certified to be a true copy of Bylaw No. 1147-2024
adopted by the council of the Town of Oxbow on
the 25 day of March, 2024.



READ A FIRST TIME this 25 of March, 2024

READ A SECOND TIME this 25 of March, 2024

READ A THIRD TIME AND ADOPTED this 25 of March, 2024

EXHIBIT "A"

To Bylaw 1147-2024

OXBOW AND DISTRICT RECREATION BOARD STRUCTURE & GUIDELINES

1. Definitions

- i. "Community" means the Town of Oxbow and surrounding areas;
- ii. "Board" means the Oxbow and District Recreation Board Inc;
- iii. "Committee" means the bodies established by the Oxbow and District Recreation Board, for specific recreation service operations;
- iv. "Facility" means the indoor or outdoor sport, arts and culture, and recreation facilities in the Town of Oxbow;
- v. "Program" means those activities normally associated with sport, arts and culture, and recreation;
- vi. "Recreation" means sport, arts and culture, and recreational activities;
- vii. "RM" means the Rural Municipality of Enniskillen No. 03;
- viii. "Town" means the Town of Oxbow.

2. Purpose

The purpose of the Board is to ensure that all community members have the opportunity to participate in a variety of activities in the area of sports, arts and culture, and recreation at a reasonable cost.

3. Role and Responsibility

The Board shall:

- i. Establish the need for a committee or dissolve a committee.
- ii. Establish programs, manage, and operate the following facilities as The Board or establish a committee in accordance with Section 5:
 - Oxbow Rink
 - Oxbow Curling Rink
 - Oxbow Pool
 - Bow Valley Park, Campgrounds, and Bow Valley Trails
 - Oxbow Memorial Hall
 - Souris Valley Tennis Club Courts
 - Ralph Allen Museum
 - Ensure there is equal access to all facility programming.
- iii. Ensure there is equal access to all facility programming.
- iv. Manage matters related to full-time/part-time or seasonal recreation staff/contractors or lessors.
- v. Develop and implement an ongoing process of strategic planning (people, programs, and facilities) for managing and delivering recreation services.
- vi. Maintain consultative relationships with all recreation-related community organizations.
- vii. The Board shall establish and manage an operational and capital facility budget. In cases where relevant Committees, in accordance with Section 5, exist, the Board shall actively seek their input and consultation.
- viii. Manage the Saskatchewan Lottery Grant funds program.
- ix. Manage all licenses issues through the Saskatchewan Liquor and Gaming Authority on behalf of the facilities. Should the Oxbow and District Recreation Board Inc. cease to operate, after debts and liabilities are paid all remaining lottery-related funds to be disbursed to eligible charitable organizations or purposes.
- x. Administer funds from the municipalities and other grants on behalf of the community.

4. Board Structure and Procedures

- i. The Board shall be composed of no less than five (5) and no more than seven (7) members.
- ii. Quorum shall be established by half plus one member.
- iii. The Town and the RM shall each appoint one (1) council representative; the remaining members shall be members at large.

- iv. The Board shall elect its own Chairperson and Vice Chairperson annually.
- v. The Board shall appoint the Board Secretary and Finance Officer who are non-voting members of the Board and who may be the same person.
- vi. The Board may establish a salary for the Board Finance Officer.
- vii. At a minimum the Board shall meet quarterly.

5. Board Committees

To support the Committees the Board shall:

- i. Confirm the membership of each committee annually.
- ii. Meet with committees as required.
- iii. Provide facility management services to each committee.
- iv. Coordinate the timing of committee fundraisers and assist with fundraising promotion.
- v. Provide financial management support through the Board's Finance Officer.
- vi. The Finance Officer of the Board provide each committee with a monthly financial report on the operations of the committee.
- vii. Develop and adhere to a term of reference for each committee.

6. General Provisions

- i. The Town the RM shall/may make financial contributions to the Board with the annual amount being determined independently by each council.
- ii. It is further recognized that the Town provides in-kind contributions through staff time and resources.
- iii. The Board staff follow the Town's policies and procedures.

7. Indemnification, Insurance

- i. All members of the Board and Committees are deemed to be agents of the Town and are additionally insured under the Town's General Comprehensive Liability and Errors and Omissions Insurance policy, the costs of which are paid by the Town.