

BYLAW 1112
"A BYLAW OF THE TOWN OF OXBOW TO ESTABLISH THE OXBOW AND
DISTRICT RECREATION BOARD INC.

The Council of the Town of Oxbow and the Council of the R.M. of Enniskillen No. 3 hereby enact:

1. The establishment of the Oxbow and District Recreation Board Inc. pursuant to the 'Oxbow and District Recreation Board Inc. Agreement' attached hereto as Schedule "A" and forming part of this bylaw.
2. Bylaw 1087 is hereby repealed.
3. This bylaw shall come into effect upon its adoption by the Councils of the Town of Oxbow and the R.M. of Enniskillen No. 3

1st Reading: April 9, 2018

2nd Reading: April 9, 2018

3rd Reading: April 9, 2018

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Certified a true and correct copy of
Bylaw 1112 approved by the Council
of the Town of Oxbow this 9th day of
April 2018.

SCHEDULE "A" TO BYLAW 1112
AN AGREEMENT TO ESTABLISH
THE OXBOW AND DISTRICT RECREATION BOARD INC.

WHEREAS the Council of the Town of Oxbow and the Council of the R.M. of Enniskillen No. 3 deem recreation as a primary service promoting individual wellbeing; community wellbeing and the wellbeing of places and spaces; and

WHEREAS the Council of the Town of Oxbow and the Council of the R.M. of Enniskillen No. 3 believe that this can best be achieved under the direction and co-ordination of a Recreation Board;

The Council of the Town of Oxbow and the Council of the R.M. of Enniskillen No. 3 hereby enact as follows:

The Oxbow and District Recreation Board Inc. is hereby established.

1. Definitions

In this bylaw:

- i. "Community" means the Town of Oxbow or the R.M. of Enniskillen No. 3 or both.
- ii. "Joint Board" is the Joint Board of the Councils of the Town of Oxbow and the R.M. of Enniskillen No. 3.
- iii. "Board" means the Oxbow and District Recreation Board Inc.
- iv. "Committee" means the bodies established for specific recreation service operations pursuant to "Schedule A" of this Agreement.
- v. "Recreation" means sport, culture and recreational activities.
- vi. "Program" means those activities normally associated with sport, culture and recreation.
- vii. "Facility" means the indoor or outdoor sport, culture and recreation facilities in the Town of Oxbow and the R.M. of Enniskillen No. 3.
- viii. "Chief Administrative Officer" shall be that person designated by the Joint Board of the Town of Oxbow and the R.M. of Enniskillen No. 3.

2. Purpose

The Board shall support, promote and manage operations for sport, culture and recreation services within the community for the benefit and wellbeing of all citizens.

3. Powers

The Board shall:

- i. Reactively and proactively advise the Joint Board and make recommendations on any and all matters pertaining to recreation services in the community.
- ii. Engage citizens to provide bring a full range of recreation opportunities to the community.
- iii. Investigate policies that further the creation, awareness and appreciation of the value and benefits of recreation as a primary service in the community.
- iv. Appoint, in accordance with Schedule A, committees to establish programs, manage and operate the following facilities:
 - Oxbow Rink
 - Oxbow Curling Rink
 - Oxbow Pool
 - Bow Valley Park and Campgrounds
 - Oxbow Memorial Hall
 - Souris Valley Tennis Club Courts
 - Ralph Allen Museum
- v. Manage matters related to full time/part time or seasonal recreation staff/contractors or lessors.
- vi. Manage fiscal resources in accordance with the financial management procedures of Council, under the direction of the Chief Administrative Officer or designate.
- vii. Appoint ad hoc committees as deemed necessary for recreation management.

4. Role and Responsibility

The Board shall:

- i. Develop and implement an ongoing process of strategic planning (people, programs and facilities) for managing and delivering recreation services.
- ii. Maintain consultative relationships with all recreation related community organizations.
- iii. Submit an annual financial and programming report and budget to the Joint Board. The annual report may make recommendations to the Joint Board on current and future recreation programming, facilities and operations.
- iv. In consultation with the committees: establish and manage an operational facility budget including revenues and monitoring of expenditures; and develop personnel policies for each facility which would include job descriptions, salary grids, statement of benefits, expectations and reporting.
- v. Manage the Saskatchewan Lottery Grant funds program.
- vi. Manage all licenses issues through 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.
- vii. Administer funds from the municipalities and other grants on behalf of the community.
- viii. In co-ordination with the committees develop and manage operational financial budgets for each committee.
- ix. Manage a consolidated recreation budget which is audited annually.

5. Structure and Procedures

- i. The Board shall be composed of seven members appointed by the Joint Board for
 - i. a three-year term.
- ii. Notwithstanding sub clause i) above the Joint Board shall appoint a minimum of one member of each municipal council to a one-year renewable term.
- iii. In the case of the first appointments to the Recreation Board the Joint Board shall appoint three persons to a three-year renewable term and two persons for two years who are then be eligible to be appointed to second term of three years.
- 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. The Board shall designate one of its members to serve a primary contact with each facility/programming committee established through this agreement.
- viii. As a minimum the Board shall meet quarterly. The Board may decide on more frequent meetings, but such meetings must be based on a regular schedule.
- ix. Special meetings of the Board may be called by the Chair or at the request of two members of the Board.
- x. The financial year of the Board shall be the same as the Joint Board.
- xi. The Procedures Bylaw of Council shall apply to the Board.

6. Committees

6.1 The existing bodies to manage the Arena, Curling Rink, Pool, Bow Valley Park and Campgrounds, Memorial Hall, Souris Valley Tennis Club courts and the Ralph Allen Museum shall be re-constituted as committees of the Oxbow and District Recreation Board.

6.2 To support the committees the Board shall:

- i) Confirm the membership of each committee annually. In the absence of a committee the Board shall appoint a committee of no more than six persons.
- ii) Appoint the Board Finance Officer as the finance officer of each committee.
- iii) Meet with each committee annually and more frequently as required.
- iv) Provide facility management services to each committee.
- v) Co-ordinate the timing of committee fundraisers and assist with fundraising promotion.
- vi) Provide financial management support through the Board's Finance Officer.
- vii) Through the Finance Officer of the Board provide each committee with a monthly financial report on operations of the committee.

6.3 Each committee shall:

- i) Meet quarterly and more frequently as determined by the Committee.
- ii) Appoint its own chair, secretary and treasurer.
- iii) Provide the Board Secretary with a copy of the minutes of each meeting.
- iv) Contribute to the salary of the Board Finance Officer based on a formula to be determined in consultation with the Board
- v) Be responsible for the operation and maintenance of the facility for which the

committee is appointed.

- vi) Develop programming for the facility.
- vii) Ensure there is equal access to all facility programming.
- viii) Undertake fundraising activities.
- ix) Co-ordinate the hiring of part-time staff and lessors with the Board.
- x) Adhere to the Board personnel policies.
- xi) Make recommendations to the Board for regular maintenance, repairs and capital projects related to the committee facility.
- xii) The Committee shall conduct itself in compliance with the Procedures Bylaw of Council.

7. General

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