

TOWN OF TISDALE

BYLAW NO. 11/26

A BYLAW TO ESTABLISH THE TOWN OF TISDALE REGIONAL RECREATION ADVISORY AND FUNDRAISING COMMITTEE

The Council of the Town of Tisdale, in the Province of Saskatchewan, enacts as follows:

I. SHORT TITLE

This Bylaw may be cited as the "Regional Recreation Advisory and Fundraising Committee Bylaw."

II. ESTABLISHMENT

The Town of Tisdale Regional Recreation Advisory and Fundraising Committee, hereinafter referred to as the "Committee," is hereby established.

- a. The Committee shall be an advisory committee of Council and shall operate in accordance with this Bylaw and any policies, procedures, resolutions or directions established by Council.
- b. The Committee shall have no independent authority to bind the Town, incur liabilities on behalf of the Town, direct Town employees, approve expenditures, enter into agreements, or make operational decisions unless specifically authorized by Council.

III. PURPOSE

- a. The purpose of the Committee is to:
 1. provide advice and recommendations to Council regarding recreation, parks, facilities, programs and related community needs;
 2. encourage community participation in recreation and promote opportunities that contribute to the health, well-being and quality of life of residents;
 3. provide a forum for communication between Council, Administration, regional recreation organizations, neighbouring municipalities, facility users and the community;
 4. identify local and regional recreation priorities, opportunities and emerging community needs;
 5. assist with fundraising, sponsorship, donation and grant initiatives for recreation projects and programs approved by Council;
 6. promote community awareness and support for Town recreation facilities, programs and initiatives; and
 7. support Council and Administration in the long-term development and enhancement of recreation opportunities within the Town of Tisdale and the surrounding region.

IV. ADVISORY ROLE

- a. The Committee may review and make recommendations to Council respecting:
 1. recreation and parks programs and services;
 2. recreation facilities and amenities;
 3. local and regional recreation needs and priorities;
 4. proposed recreation capital projects and improvements;
 5. accessibility and inclusiveness of recreation opportunities;
 6. regional and community partnerships and volunteer involvement;
 7. fundraising opportunities;
 8. sponsorship and donation opportunities;
 9. grant opportunities relating to recreation projects;
 10. long-term recreation planning;

11. other recreation-related matters referred to the Committee by Council or Administration, including opportunities for regional cooperation, shared services, joint programming and regional facility planning.
12. Recommendations of the Committee are advisory only and shall not bind Council or Administration.
13. Council retains final authority regarding municipal policy, budgets, capital expenditures, service levels and other matters within Council's jurisdiction.

V. FUNDRAISING

- a. The Committee shall assist with fundraising initiatives for recreation programs, facilities, equipment and capital projects approved or supported by Council.
- b. Fundraising activities may include:
 1. community fundraising campaigns;
 2. sponsorship programs;
 3. donation campaigns;
 4. special events;
 5. grant applications;
 6. partnerships with neighbouring municipalities, community organizations and businesses; and
 7. other fundraising activities approved by Council.
- c. The Committee shall obtain Council approval before commencing any significant fundraising campaign or initiative that:
 1. uses the name or resources of the Town;
 2. involves a financial commitment by the Town;
 3. involves naming rights or sponsorship recognition;
 4. involves entering into an agreement with another party; or
 5. could reasonably create a financial, legal or reputational obligation for the Town.
- d. All funds collected on behalf of the Town or for Town-owned recreation facilities, programs or projects shall be:
 1. received and administered through the Town of Tisdale;
 2. recorded in accordance with the Town's financial procedures;
 3. deposited into the appropriate municipal account; and
 4. expended only for the purpose authorized by Council.
- e. The Committee shall not maintain a separate bank account unless specifically authorized by Council.
- f. No Committee member shall personally receive, hold or disburse funds collected on behalf of the Committee or Town except in accordance with procedures approved by the Chief Administrative Officer.

VI. MEMBERSHIP

- a. The Committee shall consist of eight (8) voting members, as follows:
 - 2 (two) members of Council, appointed by Council; and
 - six (6) members-at-large from the community, appointed by Council.
- b. Council may consider representation from the Town of Tisdale, surrounding municipalities and rural communities, recreation organizations, facility users, youth, seniors, community organizations and other sectors when appointing members-at-large.
- c. Members-at-large shall be appointed by resolution of Council.
- d. The Council representative shall be appointed annually or at such other interval as determined by Council.
- e. Members-at-large shall normally be appointed for a term of two (2) years.
- f. Council may establish staggered terms to maintain continuity of membership.
- g. Members may be reappointed at the discretion of Council.

- h. All members shall remain in office until their successors are appointed unless they resign, are removed by Council or otherwise become ineligible to serve.
- i. Council may remove any member of the Committee at any time by resolution.
- j. A member may resign by providing written notice to the Chairperson and the Town.
- k. Vacancies shall be filled by Council for the remainder of the applicable term.

VII. CHAIRPERSON AND VICE-CHAIRPERSON

- a. At the first meeting of each year, the Committee shall elect from among its members: a Chairperson; and a Vice-Chairperson.
- b. The Chairperson shall:
 - 1. preside over meetings;
 - 2. assist in establishing meeting agendas in consultation with Administration;
 - 3. facilitate orderly and respectful discussion;
 - 4. act as the Committee's spokesperson when authorized; and
 - 5. present recommendations of the Committee to Council when requested.
- c. The Vice-Chairperson shall perform the duties of the Chairperson in the Chairperson's absence.

VIII. MEETINGS

- a. The Committee shall meet monthly or as required, as determined by the Committee in consultation with Administration.
- b. Additional meetings may be called by the Chairperson or at the request of Council or Administration.
- c. Meeting dates may be established annually by the Committee.
- d. A majority of appointed voting members shall constitute a quorum.
- e. No business shall be conducted without quorum.
- f. Each member, including the Council representative and Chairperson, shall have one vote.
- g. A motion shall be decided by a majority of members present and voting.
- h. Meetings shall be conducted in accordance with applicable legislation, Town bylaws, policies and procedures.
- i. Minutes shall be prepared for each meeting and submitted to Council.

IX. COMMITTEE RECOMMENDATIONS

- a. Recommendations requiring Council authorization shall be submitted to Council through Administration.
- b. The Committee shall not represent a recommendation as a decision of the Town until Council has formally considered and approved the matter.
- c. Where appropriate, Administration may provide information regarding financial, operational, legal or administrative implications associated with a Committee recommendation before it is presented to Council.

X. ROLE OF ADMINISTRATION

- a. The Chief Administrative Officer may designate an administrative liaison to the Committee.
- b. The Director of Recreation and Parks, or designate, may attend Committee meetings as a non-voting administrative resource.
- c. Administration may:
 - 1. provide information and professional advice;
 - 2. prepare or assist with meeting agendas and minutes;
 - 3. provide information regarding Town policies, budgets and operations;
 - 4. assist the Committee in presenting recommendations to Council;
 - 5. provide administrative support for approved fundraising activities; and
 - 6. advise the Committee where a proposed activity may exceed its mandate or authority.

- d. Committee members shall not direct, supervise or evaluate Town employees.
- e. All direction to Town employees shall be through the Chief Administrative Officer or the appropriate supervisory structure established by the Town.

XI. OPERATIONAL AUTHORITY

- a. Responsibility for the day-to-day administration and operation of recreation services shall remain with the Town's Administration.
- b. The Committee shall not be responsible for:
 - 1. hiring, supervising, disciplining or terminating employees;
 - 2. scheduling or assigning employees;
 - 3. establishing employee duties;
 - 4. managing the daily operation of recreation facilities;
 - 5. establishing facility schedules;
 - 6. purchasing goods or services;
 - 7. awarding contracts;
 - 8. approving expenditures;
 - 9. setting fees or charges;
 - 10. entering into contracts or agreements;
 - 11. making decisions reserved to Council or the Chief Administrative Officer; or
 - 12. otherwise directing municipal operations.
- c. The Committee may provide advice or recommendations regarding any of the matters listed above when requested by Council or Administration.

XII. FINANCIAL MATTERS

- a. The Committee may provide recommendations to Council regarding recreation priorities for consideration during the Town's annual budget process.
- b. The Committee does not have authority to approve or amend the municipal budget.
- c. The Committee shall not commit the Town to any expenditure unless Council has specifically delegated such authority.
- d. Any expenditures associated with Committee activities shall be:
- e. included within an approved municipal budget; or
- f. separately authorized by Council.
- g. Financial transactions associated with Committee activities shall be processed through the Town's financial system and in accordance with applicable Town policies.

XIII. COMMUNITY ENGAGEMENT

- a. The Committee may consult with:
 - a) regional recreation and sporting organizations;
 - b) facility users;
 - c) neighbouring municipalities and rural municipalities;
 - d) seniors' and youth organizations;
 - 2. service clubs;
 - 3. community organizations;
 - 4. businesses;
 - 5. residents; and
 - 6. other stakeholders.
- b. The Committee may recommend public engagement initiatives, surveys, open houses or other methods of gathering community input.
- c. Any formal public consultation conducted on behalf of the Town shall be coordinated with Administration.

XIV. SUBCOMMITTEES AND WORKING GROUPS

- a. The Committee may establish temporary subcommittees or working groups to assist with specific projects, events or fundraising initiatives.

- b. A subcommittee or working group shall report to the Committee and shall have no greater authority than the Committee.
- c. The Committee may invite community volunteers or representatives of organizations to participate in a working group where appropriate.
- d. Establishment of a permanent subcommittee or any subcommittee requiring municipal funding or significant staff resources shall require Council approval.

XV. CONFLICT OF INTEREST

- a. Committee members shall comply with applicable conflict-of-interest requirements and Town policies.
- b. A member who has a pecuniary interest or other conflict of interest in a matter before the Committee shall disclose the interest and refrain from participating in the discussion and vote as required by law.

XVI. CODE OF CONDUCT AND CONFIDENTIALITY

- a. Committee members shall conduct themselves respectfully and professionally when acting in their capacity as members of the Committee.
- b. Members shall comply with applicable Town policies relating to conduct, confidentiality, privacy and access to information.
- c. Information identified as confidential shall not be disclosed except as authorized or required by law.

XVII. COMMUNICATIONS

- a. The Committee shall communicate formally with Council through Committee minutes, reports and recommendations.
- b. No member shall speak on behalf of the Town or Council unless authorized to do so.
- c. Public communications, advertising, sponsorship recognition and use of the Town's name, logo or branding shall comply with Town policies and be coordinated with Administration.

XVIII. REMUNERATION

- a. Members shall serve without remuneration, unless otherwise authorized by Council.
- b. Council may authorize reimbursement of reasonable expenses incurred by members while performing authorized Committee duties in accordance with Town policy.

XIX. LIMITATION OF AUTHORITY

- a. Nothing in this Bylaw shall be interpreted as delegating to the Committee any authority that Council is prohibited by law from delegating.
- b. The Committee shall not:
 - 1. pledge the credit of the Town;
 - 2. borrow money;
 - 3. incur debt or liabilities on behalf of the Town;
 - 4. enter into contracts on behalf of the Town;
 - 5. acquire or dispose of municipal property;
 - 6. establish or amend municipal fees;
 - 7. authorize capital expenditures; or
 - 8. exercise authority reserved to Council or Administration, unless specifically authorized in accordance with applicable legislation.

XX. GENERAL

- a. Committee members are appointed by and accountable to Council.
- b. Council may refer matters to the Committee for review and recommendation.

- c. Council may establish additional policies, procedures or terms of reference governing the Committee provided they are consistent with this Bylaw.
- d. In the event of a conflict between this Bylaw and applicable provincial legislation, the provincial legislation shall prevail.

XXI. REPEAL

- a. Bylaw No. 4/83, being the bylaw establishing the Recreation Board, together with all amendments thereto, is hereby repealed.

XXII. COMING INTO FORCE

- a. This Bylaw shall come into force and take effect upon the date of final passage by Council.

Mayor

Chief Administrative Officer

SEAL