

BYLAW NO. 1235

OF THE TOWN OF ST. PAUL

BEING A BYLAW OF THE TOWN OF ST PAUL, IN THE PROVINCE OF ALBERTA, ESTABLISHING A PARKS AND RECREATION BOARD AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREFOR.

NOWTHEREFORE, The Council of the Town of St. Paul, duly assembled, does hereby enact as follows:

1. DEFINITIONS

- a) **“Board”** means the St. Paul Parks and Recreation Board.
- b) **“CAO”** means the Chief Administrative Officer for the Town of St. Paul, Alberta.
- c) **“County”** means the County of St. Paul, Alberta.
- d) **“County Council”** means the duly elected officers of the County of St. Paul, Alberta.
- e) **“Director”** means the Director of the Town of St. Paul Parks and Recreation Department, or the applicable employee designated by the CAO.
- f) **“Town”** means the Town of St. Paul, Alberta.
- g) **“Town Council”** means the duly elected officers of the Town of St. Paul, Alberta.

2. ESTABLISHMENT

A) NAME

- i) There is hereby established and constituted the St. Paul Parks and Recreation Board to exercise the duties, powers, and functions as prescribed by this Bylaw.

B) BOARD MEMBERSHIP

- i) The Board shall consist of up to **nine (9)** members. The **nine (9)** members will be comprised as follows:
 - a. Two (2) members of Town Council, as appointed by Town Council. **These Board members may appoint an alternate from Town Council to attend a meeting on their behalf by notifying the Director and Board Chairperson in writing of such substitution prior to the applicable meeting(s). In such instances, the alternate shall hold all of the rights and privileges as the appointed Town Council member.**
 - b. Two (2) members of County Council, recommended by the County Council and appointed by Town Council. **These Board members may appoint an alternate from County Council to attend a meeting on their behalf by notifying the Director and Board Chairperson in writing of such substitution prior to the applicable meeting(s). In such instances, the alternate shall hold all of the rights and privileges as the appointed County Council member.**
 - c. **Three (3)** members-at-large who are residents of the Town of St. Paul, as appointed by Town Council.

- d. Two (2) members-at-large who are residents of the County, recommended by County Council and appointed by Town Council
- ii) Each member of the Board shall hold office for a term. The following terms of appointment shall apply: the **five (5)** members-at-large shall hold positions for four (4) year terms, and the four (4) Council members shall hold office for one (1) year terms. These terms will commence on January 1st of the appropriate year, except where a member appointment has been made to fill a vacancy for the balance of a term. In such instances the term will commence immediately upon member appointment.

C) MEMBER RESIGNATION

- i) Any member of the Board may resign at any time by forwarding written notice to that effect to the Director and Board Chairperson.

D) MEMBER DISQUALIFICATION

- i) A member ceases to be a member of the Board when he or she:
 1. Fails to attend three (3) consecutive regular meetings of the Board, unless such absence is authorized by resolution of the Board;
 2. In the case of members-at-large who are residents of the Town of St. Paul, cease to be a resident of the Town. In the case of members-at-large who are residents of the County of St. Paul, cease to be a resident of the County;
 3. Is hired as an employee of the Town of St. Paul or County of St. Paul;
 4. In the case of a member who is representing either the Town or County Council, ceases to be a member of the applicable Council; and
 5. In the case of any members, by resolution of Town Council.

E) BOARD VACANCIES

- i) The Town and County will advertise **to the general public** any current and impending vacancies of the Board for their respective members-at-large. The County will forward recommendations for filling vacancies to the Town, who appoints all members. Outgoing Board Members are entitled to reapply.

F) BOARD OFFICES

- i) At its first meeting of the Board in each calendar year, a Chairperson and Vice-Chairperson shall be chosen by majority vote of the Board for a term of Office for one (1) year.
- ii) Should a Chairperson or Vice-Chairperson position become vacant prior to the expiry of his/her one (1) year term of Office, another member shall be appointed to the applicable Office by majority vote of the Board at the next meeting of the Board.
- iii) The Chairperson shall preside at all meetings of the Board when present, and will be responsible for supervising the conduct of the Board members in the performance of their duties. In addition, the Chairperson is the spokesperson for the Board.

- iv) The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence. Should the Chairperson and Vice-Chairperson both be unavailable for a meeting, the acting Chairperson shall be appointed by the majority of members present at that meeting.

G) DUTIES AND AUTHORITIES

- i) Generally speaking, the mandate of the Board is to include Town of St. Paul Parks and Recreation programming, services, facilities, and amenities overseen by the Director. This includes, but is not limited to, the St. Paul golf course, tourism centre, aquatic facility, arenas, community recreation centres, halls, parks, playgrounds, campgrounds, sports fields, and trails. **It does not include the Town Wellness Centre.**
- ii) In carrying out Board responsibilities and functions, members of the Board are to:
1. Unless specifically provided for herein, comply with the Town Procedural Bylaw.
 2. Comply with Town and Board policies and procedures.
 3. Comply with the Municipal Government Act of Alberta and other applicable provincial legislation.
 4. Build and maintain a positive working relationship with the Director, Town and County Councils, residents, and the community.
- iii) In carrying out Board responsibilities and functions, members of the Board are not to:
1. Unless authorized by Town Council herein, or explicitly, have the power to pledge the credit of the Town, authorize expenditures, or expend public monies.
 2. Have a supervisory or personnel oversight role pertaining to the Director (or any other Town position); The Director reports to the CAO.
- iv) The specific duties of the Board shall be as follows:
- 1. Advisory Role to Council** – The Board shall provide recommendations to Town Council on any parks and recreation related matter upon the request of Town Council and/or the Director. Typically, the Board will be consulted on the following:
 - the sale, acquisition, or disposal of Town assets, lands, or facilities held for the purposes of parks and recreation;
 - strategic planning matters related to parks and recreation;
 - Town parks and recreation capital budget and projects;
 - all parks and recreation contributions that the County makes to the Town;
 - the Town's annual parks and recreation department operating budget, including new initiatives, priorities, and significant changes to services or service levels.
 - 2. Advisory Role to the Director** – Provide feedback to the Director on the following:
 - any operational concerns or matters brought forward by the Director;
 - performance of parks and recreation budgets, services, programs, events, and initiatives;
 - feedback or concerns gathered from residents, users, and community groups.

3. **Advocate and Assist** – Advocate, encourage, promote, and assist in communication related to matters and activities concerning Town parks and recreation. Upon agreement with the Director, the Board may also assist in planning parks and recreation events, functions, and fundraising activities.
4. **Rules, Policies, and Operating Agreements** – Establish and approve rules, policies, operating leases, and agreements governing parks and recreation department operations and services, provided such approvals do not conflict with Town procedures, Town policies or Bylaws, or other explicit Town Council directives. The Director supports the Board in this area by bringing matters forward for Board approval, including reports and recommendations.

H) REMUNERATION

- i) All members-at-large of the Board shall be provided a stipend of \$75.00 per Board meeting attended. Members will be paid the stipend once at the end of each calendar year for meetings attended in the subsequent year.
- ii) Upon pre-approval of the Board, and in conjunction with the approved Parks and Recreation Department budget, members may be reimbursed expenses to attend other relevant regional meetings and conferences. Such reimbursements shall be consistent with Town policy.

D) PERSONAL CONFLICT

- i) Personal Conflict means that the matter being voted on:
 1. Could monetarily affect the Board Member, a corporation in which the Board member is a shareholder or Director or Officer, or an employee of the Board Member, or;
 2. The Board Member knows or should know that the matter could monetarily affect the Board Member's family.
- ii) A Board Member does not have a Personal Conflict if only by reason that:
 1. The Board Member receives an allowance, honorarium, remuneration, or benefit to which the Board Member may be entitled to by being a Board Member;
 2. A member of the Board Member's family has an employer that is monetarily affected by the decision of the Board, provided that the employer is not the Town Parks and Recreation Department;
 3. The Board Member, or member of the Board Member's family, is a member or director or a non-profit organization or a service club; or
 4. The financial implication is so insignificant that it cannot reasonably be regarded as likely to influence the Board Member.

3. MEETINGS

A) REGULAR MEETINGS

- i) Regular meetings shall be held every month unless otherwise decided by resolution of the Board. Meetings shall take place at a time and place so designated by the Board.

B) SPECIAL MEETINGS

- i) Special Meetings of the Board may be called by the Chairperson or any three (3) members of the Board by giving notice of at least twenty-four (24) hours prior to such meetings, and stating the nature of the business to be transacted and the time, place, and date of the meeting.

C) NOTICE OF MEETINGS

- i) Notice for meetings of the Board will be advertised, at a minimum, on the Town website.

D) VOTING

- ii) All Board Members shall vote on all questions before the Board, except for Board members that abstain due to a personal conflict.
- iii) A simple majority vote of present Board members shall determine the outcome of motions. In the event of a tie vote, the motion shall be defeated.

E) QUORUM

- i) A quorum of the Board shall be five (5) members for all matters, provided that at least one (1) County Councillor member and one (1) Town Councillor member are present. A meeting shall not be cancelled due to a lack of quorum until 10 minutes after the scheduled time of the meeting has elapsed.

F) STANDING COMMITTEES

- i) The Board may appoint Standing Committees from its members to perform specified functions of the Board, and the Chairperson or Board may appoint such other Special Committees consisting of members or non-members to perform such duties as may be determined for advisory purposes.

G) RECORDS/MINUTES

- i) A minute book shall be kept, and the minutes of all regular and special meetings of the Board shall be recorded therein.

4. EFFECTIVE DATE

Bylaw 1235 comes into full force and effect upon the final passing thereof. Bylaw 1233 is hereby repealed.

MOTION BY _____ THAT BYLAW 1235 BE GIVEN FIRST READING
_____ THIS ____ day of _____ 2017.

MOTION BY _____ THAT BYLAW 1235 BE GIVEN SECOND
READING _____ THIS ____ day of _____ 2017.

MOTION BY _____ THAT BYLAW 1235 BE GIVEN THIRD READING

BYLAW 1235 - ST. PAUL PARKS AND RECREATION BOARD

_____ THIS _____ day of _____ 2017.

MAYOR
GLENN ANDERSEN

CHIEF ADMINISTRATIVE OFFICER
HOLLY HABIAK