

BYLAW NO. 01/2025

A BYLAW OF THE VILLAGE OF BUENA VISTA TO ESTABLISH A PARKS, RECREATION AND CULTURE BOARD

WHEREAS the Council of the Village of Buena Vista recognizes the importance of providing quality parks, recreation, and cultural programs and facilities to enhance the well-being of its residents; and

WHEREAS it is deemed appropriate to establish a Parks, Recreation and Culture Board to advise Council and assist in planning, development, and promotion of such services; and

WHEREAS the Council wishes to provide for the composition, duties, responsibilities, and governance of the Board;

NOW THEREFORE the Council of the Village of Buena Vista, in the Province of Saskatchewan, enacts as follows:

1. **SHORT TITLE**

This Bylaw may be cited as the *Parks & Recreation Board Bylaw*.

2. **DEFINITIONS**

Whenever in this Bylaw the following words or terms are used, they shall, unless the context provides otherwise, be held to have the following meanings:

- 2.1. **Board** means the Parks, Recreation & Culture Board established and appointed pursuant to this bylaw;
- 2.2. **Council** means the Mayor and Councilors of the Village of Buena Vista that have been duly elected by *The Local Government Elections Act*;
- 2.3. **Member** means a duly appointed member of the Parks, Recreation & Culture Board;
- 2.4. **Municipality** means the corporation the Village of Buena Vista and the area of land over which it has jurisdiction;
- 2.5. **Municipal Property** means any land or facility owned or controlled by the Village of Buena Vista;
- 2.6. **Program** means any organized activity, event, educational or initiative related to parks, recreation, sport, culture or community well-being that is developed, coordinated, or supported by the Board;
- 2.7. **Recreation Facilities** includes parks, playgrounds, sports fields, trails, community centers, and any other facilities designated for recreational use;
- 2.8. **Saskatchewan Lotteries Grant** refers to funding provided through the Saskatchewan Lotteries Community Grant Program, which supports local sport, culture, and recreation initiatives; and

- 2.9. **Volunteer** means a person who participates in Parks, Recreation & Culture Board activities but is not an appointed member.

3. COMPOSITION AND APPOINTMENT OF THE BOARD

- 3.1. The Board shall consist of a minimum of seven (7) members, and no more than nine (9), to be appointed by resolution of Council, annually in December including:
- a) Two (2) members of Council, appointed by resolution, to serve on an alternating delegation basis; and
 - b) Persons with an interest in recreation, sport, culture and community development.
- 3.2. Appointments to the Board shall be made in December of each year, with new terms commencing January 1.
- 3.3. Council shall annually issue a public notice calling for nominations.
- a) The notice shall include:
 - i. Number of vacancies;
 - ii. Qualifications for membership;
 - iii. Instructions on how to submit applications; and
 - iv. Deadline for submissions.
 - b) Applications must be submitted to the municipal office.
 - c) At its first regular meeting following the nomination period, Council shall:
 - i. Review Applications; and
 - ii. Make appointments by resolution and majority vote.
 - d) If vacancies remain unfilled after the appointment process, Council may re-open the nomination period or fill the position at its discretion.
- 3.4. The term of office for Board members shall be three (3) years, with initial appointments to be staggered to allow for continuity of experience on the Board. To maintain continuity of experience on the Board, initial appointments shall be staggered so that approximately one-third of the Board positions expire each year. After the initial staggering, all subsequent appointments shall be for full three (3)-year terms.
- 3.5. A Board member may serve no more than two (2) consecutive three(3)-year terms, for a maximum of six (6) consecutive years of service.
- 3.6. Council may, by resolution, extend the term of a Board member beyond their regular term or term limit when necessary to:

- a) Maintain continuity of Board operations; or
 - b) Address difficulty in obtaining a sufficient number of qualified volunteers. Any extension granted under this Section shall not count as an additional term for the purpose of applying term limits.
- 3.7. After serving two (2) consecutive three(3)-year terms, a Board member shall be required to take a one (1)-year break before being eligible for reappointment to the Board.
- 3.8. Board members shall continue to serve until their successors are appointed.
- 3.9. In the event a vacancy occurs, Council may appoint a new member to serve the remainder of the unexpired term. The seat of a member of the board shall become vacant upon the receipt of a written notice of resignation to the secretary.
- 3.10. The secretary shall bring to the attention of the Council at its next regular meeting, any vacancies as they arise.
- 3.11. Individuals who wish to contribute but are not appointed as official Board members may participate as volunteers, but shall not have voting rights or count toward quorum.
- 3.12. At its first meeting each year, the Board shall elect from among its members the following officers:
- a) Chairperson;
 - b) Vice-Chairperson;
 - c) Secretary; and
 - d) Treasurer.

4. MEETINGS AND REPORTING RESPONSIBILITIES

- 4.1. The Board shall meet at least four (4) times per year, with additional meetings as required at a time and place, as set by resolution, of the Board at the first meeting of the Board each year.
- 4.2. A majority of the appointed members of the Board shall constitute a quorum for the transaction of business.
- 4.3. The secretary shall at the request of the Chairperson or one-third of the members call a special meeting at a date specified in the request.
- 4.4. All members of the Board present shall vote on each question.
- 4.5. The Chairperson shall preside at all meetings.
- 4.6. If the Chairperson should be unable to attend a meeting, the Vice-Chairperson shall preside.

- 4.7. All actions of the Board shall be entered in a minute book, to be kept for that purpose and signed by the presiding officer and the secretary.
- 4.8. Copies of the minutes shall be presented to Council, at the first meeting, following the Board meeting. Those items that require the action of Council or require a decision shall be submitted on the proper request forms.
- 4.9. The Treasurer shall make a financial report at each Board meeting and reports forwarded to Council.
- 4.10. The Council-appointed representative shall present the Board's meeting minutes, provide updates to Council and answer any questions regarding the Board's minutes.

5. POWERS AND DUTIES OF THE BOARD

- 5.1. The Board shall:
 - a) Advise Council on matters related to parks, recreation, sport and culture;
 - b) Develop, plan, promote and implement programs and initiatives to enhance community recreation, sport and culture;
 - c) Establishing partnerships with community groups, schools, and local organizations to enhance recreational, cultural or educational offerings;
 - d) Identifying opportunities for facility improvements, and new recreational spaces;
 - e) Facilitating volunteer opportunities and community engagement in recreational activities;
 - f) Providing input into the Municipality's long-term recreation and parks planning
 - g) Submit a copy of its assessment of the recreation needs and its yearly goals and objectives to Council by December 1st of each year;
 - h) Prepare a budget, being an estimate of its proposed revenues and expenditures for the next calendar year operations for review and approval by Council; and
 - i) Seek and apply for grants, sponsorships, and donations for parks, recreation, sport and cultural projects.
- 5.2. Needs Assessment and Planning
 - a) The Board shall conduct an ongoing assessment of the recreation needs of the municipality's residents for the current year.
 - b) Additionally, the Board shall develop a five-year recreation plan and projection, which includes proposed improvements, program expansions, and facility development.
 - c) The assessment and five-year plan must be presented to Council for review and approval reporting process.
- 5.3. Advisory Role and Recommendations
 - a) The Board may provide advice or make recommendations to Council regarding improvements, extensions, or enhancements to municipal recreation facilities and services.

- b) All recommendations shall be based on the needs assessments and community feedback.
- 5.4. Council Approval for Municipal Property Actions
- a) The Board shall not undertake, authorize, or commence any construction, modification, repairs, new installation, landscaping, purchase, or development activities on municipal property without prior written approval from Council.
 - b) The Board shall not enter into agreements with third parties for work, maintenance, or funding without prior written approval from Council.
 - c) All proposed expenditures, building projects, or purchases related to recreation facilities and parks must be formally submitted to Administration in writing for review and approval by Council before proceeding.

6. FINANCIAL ADMINISTRATION & REPORTING

- 6.1. The fiscal year of the Board shall coincide with the fiscal year of the Village.
- 6.2. Budget Preparation and Submission
- a) Prior to December 1st annually, the Board shall prepare and submit to Council an annual operating and capital budget outlining the Board's proposed revenue and expenditures for the upcoming fiscal year.
 - b) This budget shall include all anticipated costs associated with the Board's activities, programs, and maintenance or development of recreational facilities under its purview.
 - c) The proposed budget shall be submitted to Council for review and approval in accordance with the municipality's budget process. The budget shall not take effect until it has been reviewed and approved by Council as part of the Municipality's overall budgeting process.
- 6.3. No expenditure shall be made that exceed the approved budget without prior authorization from Council. The Board shall not enter into any financial commitment, contract, or obligation that exceeds the approved budget or that commits future municipal funding without prior Council approval.
- 6.4. Any unbudgeted expenditure must receive written approval from Council before funds are committed. The Board may authorize unbudgeted expenditures up to a maximum of one hundred dollars (\$100) per occurrence and five hundred dollars \$500 per fiscal year, provided the expense is necessary, cannot be reasonably delayed, and is reported to Council at the next regular meeting. Any expenditure exceeding this limit requires prior Council approval.
- 6.5. All revenues generated by the Board – including program fees, fundraising proceeds, donations, and grants – shall be deposited and recorded by the Municipality in accordance with the municipal financial procedures.

- 6.6. The municipality retains ultimate responsibility for ensuring compliance with applicable audit standards, accounting policies, and financial controls.
- 6.7. Bank Account Authorization
- a) The Board is authorized to establish and maintain a bank account for the management of all funds related to parks, recreation, sport and culture activities.
 - b) The bank account shall be held at a recognized financial institution within Saskatchewan.
- 6.8. Signing Authority
- a) All financial transactions from the Board's account shall require a minimum of two (2) signing authorities
 - i. One (1) of whom shall be the Chief Administrative Officer (CAO) of the municipality, with the Mayor being backup signing authority.
 - ii. One (1) of whom shall be Treasurer of the Board, with the Chairperson being backup signing authority.
 - b) Signing authorities shall be reviewed annually or upon any change in Board membership or municipal administration.
- 6.9. Financial Management Practices
- a) All funds received by the Board shall be deposited promptly into the authorized bank account.
 - b) Disbursements shall be made only for authorized purposes consistent with the Board's mandate and approved budget.
 - c) The Board shall adhere to the municipality's financial management and procurement policies where applicable.
 - d) All financial records of the Board shall be maintained by the Municipality. The Board shall provide the Municipality with all information, receipts, reports, and documentation necessary for accurate record keeping in accordance with municipal financial policies.
 - e) The Board shall ensure that all funds are managed in accordance with municipal financial policies and any applicable legislation, and that accurate financial records are maintained and made available for audit or review as required.
 - f) Only one (1) audit shall be performed for the Municipality each fiscal year. The Board's financial information shall be included within this single audit and shall form part of the Municipality's annual financial statements, and shall not be audited or reported as a separate standalone financial statement.
 - g) The Boards' revenues, expenditures, assets, and liabilities shall be recorded as part of the Municipality's financial accounts. All financial transactions of the Board shall comply with the Municipality's established accounting procedures and reporting requirements.
- 6.10. The Board shall at minimum submit quarterly financial statements to the Council for review, to monitor its budget and financial position.
- 6.11. The Board shall submit a year-end financial report to Council within thirty (30) days of the fiscal year-end.

- 6.12. All funds allocated to, raised by, or intended for the Board in excess of \$20,000 shall be held in trust by the Municipality in a designated reserve account; however, where there is an approved operational or capital plan for the fiscal year, Council may, by resolution, authorize the Board to retain funds in excess of this amount.
- 6.13. Any reserve funds must be accessed through submitting a Reserve Funding Request Form, to be submitted by the Board and approved by Council.
- 6.14. Similarly, the Board may request that surplus or dedicated funds be deposited into the municipal reserve account by submitting a Reserve Funding Request Form to the Municipal Office.

7. GRANTS & EXTERNAL FUNDING

- 7.1. The Board is authorized to identify, pursue, and apply for grants, donations, sponsorships, and other external funding opportunities that support the development, enhancement, and maintenance of parks, recreation, sport and culture programs, facilities, and related community services.
- 7.2. Municipal administration shall assist the Board in identifying, researching and pursuing grant opportunities and other external funding sources relevant to parks and recreation services.
- 7.3. Municipal administration shall share available grant opportunities with the Board in a timely manner and collaborate on the preparation of applications, subject to capacity and municipal priorities.
- 7.4. All grant applications requiring financial commitment, matching funds, or in-kind contributions from the municipality must receive prior approval from Council.
- 7.5. The Board may independently apply for grants or funding opportunities that do not obligate municipal resources, provided the applications align with approved strategic goals.
- 7.6. All funds received through grants or external sources shall be administered in accordance with municipal financial policies, applicable laws, and requirements set by the funding agency.
- 7.7. The Board shall ensure proper tracking, reporting, and documentation of all expenditures associated with externally funded projects.
- 7.8. The Board may recommend allocation of such funds to specific programs, capital projects, equipment, or services, subject to Council approval.
- 7.9. All grant funds shall be deposited into the Board's bank account and used solely for Council approved recreation programs and services.

8. DISSOLUTION

- 8.1. If the Board is dissolved, all remaining assets, funds, and liabilities shall be transferred to the Municipality.

9. COMPLIANCE AND LEGISLATIVE ALIGNMENT

- 9.1. The Board, in collaboration with Administrative staff, shall ensure that all Board activities, procedures, and decisions:
 - a) Comply with all applicable legislation, *The Municipalities Act*;
 - b) Adhere to all relevant municipal policies, bylaws, and regulations; and
 - c) Follow recognized best practices in municipal governance, transparency, and accountability.
- 9.2. The Board shall:
 - a) Seek advice from Administrative staff where necessary to ensure compliance;
 - b) Maintain accurate records to demonstrate compliance with legislative and Bylaw requirements; and
 - c) Report any identified issues or non-compliance to Council promptly.
- 9.3. Council and Administrative staff shall ensure that any changes in legislation, regulations, or municipal policies that affect the Board are communicated to the Board promptly, and that the Board updates its procedures accordingly.
- 9.4. Failure to comply with this Bylaw may result in Council taking corrective action, including:
 - a) Suspension or revocation of the Board's authority to conduct projects or financial transactions;
 - b) Requiring any unapproved modifications to be removed or restored to their original condition at the Board's expense.
- 9.5. The Municipality reserves the right to review and audit the Board's financial and operational records at any time.

10. BYLAW REVIEW

10.1. Council shall review this Bylaw every three (3) years or as needed to ensure:

- a) The Bylaw continues to meet the needs of the municipality and the Board;
- b) The Bylaw complies with all applicable legislation, regulations, and municipal policies;
- c) Any procedural, administrative, or governance improvements are incorporated; and
- d) Best practices for municipal boards and committees are followed.

11. TRANSITIONAL, REPEAL AND COMING INTO FORCE

11.1. Bylaw No. 1/89 and Bylaw No. 6/11 are hereby repealed.

11.2. This Bylaw shall come into force on the day of its final passing.





Mayor



Administrator

INTRODUCED AND READ a first time this 22nd day of April, 2025.

READ a second time this 28th day of October, 2025.

READ a third time and adopted this 25th day of November, 2025.