

# BRAZEAU COUNTY

## BYLAW NO: 1047-20

### BEING A BYLAW OF BRAZEAU COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A DRAYTON VALLEY – BRAZEAU COUNTY RECREATION BOARD

**WHEREAS**, Section 7 of the *Municipal Government Act*, R.S.A. 2000 c. M-26 as amended, provides that Council may pass bylaws respecting the safety, health and welfare of people and the protection of people and property; people, activities and things in, on or near a public place or place that is open to the public; nuisances, including unsightly property; and services provided by or on behalf of the municipality;

**WHEREAS**, Section 145 of the *Municipal Government Act*, R.S.A. 2000 c. M-26 as amended, provides that Council may pass bylaws providing for the establishment and function of Council committees and procedures to be followed by council committees;

**WHEREAS**, Section 146 of the *Municipal Government Act*, R.S.A. 2000 c. M-26 as amended, provides provisions for the composition of council committees;

**NOW THEREFORE**, the Council of Brazeau County, duly assembled, enacts as follows:

#### 1. TITLE AND DEFINITIONS

- 1.1 This Bylaw may be cited as the “Drayton Valley – Brazeau County Recreation Board”.
- 1.2 In this Bylaw:
  - a. *Board* means the Drayton Valley - Brazeau Recreation Board;
  - b. *Town* means the municipality incorporated within the Province of Alberta as the Town of Drayton Valley;
  - c. *County* means the municipality incorporated within the Province of Alberta as Brazeau County;

- d. *Director of Community Services* means the individual who is employed by the Town and/or County to act on the Board's behalf and provide the Board with advisory and administrative services;
- e. *Program* means those programs normally carried on in sport, culture, and recreation; and
- f. *Facilities* means those facilities normally owned and operated by the respective municipality.

## **2. COMPOSITION OF THE BOARD**

- 2.1 The Board shall consist of four (4) members to be appointed by resolution of the Town and/or County as follows:
  - a. Two Councillors appointed by the Council of the Town; and
  - b. Two Councillors appointed by the Council of the County.
- 2.2 Members shall be appointed for up to one year term from November 1 to October 31.
- 2.3 The seat of any member shall become vacant upon receipt of a written resignation to the Director of Community Services. The Director of Community Services shall bring to the attention of the appointing body any vacancies as they arise. The appointing body shall make every attempt to fill the vacancy within thirty days of receiving notification.
- 2.4 The Director of Community Services shall be the recording secretary for the Board and act in an advisory capacity only. The Director of Community Services shall not be considered a voting member or have any voting privileges.
- 2.5 The Board may create subcommittees to oversee specific aspects of recreation activities at its discretion. Subcommittees are directly accountable to the Board.

## **3. MEETINGS**

- 3.1 The Board shall elect a Chair and Vice Chair and its first meeting following November 1.

- 3.2 The Board can set the dates of its regular meetings by resolution, with regular meetings being held a minimum of once every two months.
- 3.3 Special meetings to discuss urgent matters can be called by the Chair or by a request from at least three members conveyed to the Chair or the Director of Community Services.
- 3.4 The Director of Community Services will provide twenty-four hours' notice of any change to the date, time or location, or of cancellation of a regularly scheduled meeting to all members not present when the decision to change or cancel was made.
- 3.5 Minutes will be kept by the Director of Community Services of each meeting in a proper form. The minutes from the previous meeting and any special meetings will be presented to the Board for approval.
- 3.6 Minutes of all meetings shall be submitted to the Town and County Councils prior to the next regular meeting of the Board.
- 3.7 A minimum of three members are required to have a quorum for a meeting.
- 3.8 The Director of Community Services or his/her staff designate must be present in person, by phone, or by video conference at all Board meetings.
- 3.9 The minutes of the meeting shall be distributed electronically to each Board member at least twenty-four hours before the next meeting.
- 3.10 The Director of Community Services shall advise the appointing or recommending body of any members absent for more than three consecutive meetings, and request that, if deemed appropriate, a warning correspondence be forwarded to the member. As well, if the member misses three consecutive meetings, the appointing or recommending body be advised to decide if the member should be removed from the Board.

#### **4. POWERS AND DUTIES**

- 4.1 The Board shall initiate and provide direction for sport, culture, and recreation programs as designated by the Councils of the Town and the County.

- 4.2 The Board is directly accountable to the Councils of the Town and the County.
- 4.3 Annually, the Board shall complete an assessment of the region's recreation needs and establish annual priorities and long term goals and present those goals to the Town and to the County for approval and/or consideration.
- 4.4 The Director of Community Services or his/her designate shall report regularly to Councils.
- 4.5 The Board and Director of Community Services shall advise or make recommendations to Councils regarding:
  - a. Important matters dealing with sport, culture, and recreation;
  - b. Improvements or expansion to recreation and cultural facilities;
  - c. Proposed capital projects which add, improve, or extend the life of any recreation or cultural facility owned and operated by the Municipalities; and
  - d. Any hazards to which participants involved in programs or using facilities may come into contact with and what actions should be taken to rectify the situation.
- 4.6 The Board provides an avenue for citizens and community groups to discuss, consult, and put forth their ideas and concerns with respect to sport, culture, and recreation.
- 4.7 The Board shall demonstrate and encourage cooperation with organizations and community groups in the promotion and partnership of program delivery.
- 4.8 The Board has no authority to pledge the credit of the Town or County.
- 4.9 The Board shall make recommendations to the Municipal Councils on the management and operation of the recreation and cultural facilities as agreed to by both the Town and County and as identified in the Recreation and Culture Cost-Sharing Agreement.
- 4.10 No Board Member shall release or otherwise make public any information considered at a closed meeting, including discussion of such a meeting with

persons other than with a member or members of council or with civic staff who are privy to such information:

- a. Unless authorized by the Board; or
- b. Until the matter is included on a public agenda.

4.11 No action of the Board shall be binding on the Town or County unless:

- a. Power to take such action is expressly conferred on the Board by legislation, bylaw, or resolution of Council; or
- b. Council has considered the report of the Board and if adopted, shall become the resolve of Council.

4.12 The Town shall provide accounting services and administrative oversight to the Board.

4.13 That this Bylaw shall be reviewed within the next four years.

4.14 That Bylaw 17-88, and amendments, are hereby repealed; and

4.15 That this Bylaw shall take effect upon the final passing thereof; and

4.16 That this Bylaw shall automatically expire and be repealed on the 31<sup>st</sup> day of December 2024.

**READ** a first time this 21<sup>st</sup> day of January, 2020,

**READ** a second time this 21<sup>st</sup> day of January, 2020,

**READ** a third time and finally passed this 21<sup>st</sup> day of January, 2020.

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Reeve

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Chief Administrative Officer