



## **CITY OF BROOKS BYLAW NO. 22/04**

A BYLAW OF THE CITY OF BROOKS, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A RECREATION AND PARKS BOARD.

**WHEREAS** the *Municipal Government Act* RSA 2000, c.M-26 and regulations as amended, provides that Council may pass Bylaws in relation to services provided by or on behalf of the municipality;

**AND WHEREAS** it is deemed necessary to establish an advisory board to assist the Council of the City of Brooks to provide citizens with the opportunity to use their leisure time constructively through the development of recreation and parks programs and facilities:

**NOW, THEREFORE** the Council of the City of Brooks, in the Province of Alberta, duly assembled, enacts as follows:

1. **Short Title:**

100. This Bylaw may be cited as the “Brooks & District Recreation and Parks Board” Bylaw.

2. **Purpose of the Board:**

200. The purpose of the Board is to encourage and promote the planning, services and facilities for recreation and parks.

201. The Board shall strive to be responsive to the recreation and parks needs of the community and act in an advisory capacity to the Council of the City of Brooks on all matters affecting recreation and parks within the City of Brooks, and where interests align and the Board deems it necessary, the County of Newell Council.

3. **Composition of the Board:**

300. The membership of the Board shall not exceed fourteen (14) persons (excluding ex officio members) in accordance with the following:

301. Not more than four (4) citizens-at-large of the City of Brooks appointed by the Council of the City of Brooks;

302. Not more than five (5) representatives of Division 5 & 10 of the County of Newell, appointed by the Council of the County of Newell,

- two (2) of whom shall be County of Newell Councillors and three (3) members-at-large, appointed by the Council of the County of Newell;
303. Not more than one (1) representative appointed by the School Board of Grasslands School Division. The representative shall reside within the City of Brooks boundaries;
304. Not more than one (1) representative appointed by the School Board of Christ the Redeemer School Division. The representative shall reside within the City of Brooks boundaries;
305. Not more than two (2) representatives from the Council of the City of Brooks; and,
306. Not more than one (1) youth citizen-at-large position of either the City of Brooks or County of Newell appointed by the Council of the applicable municipality. The youth citizen-at-large must be at least fourteen (14) years old.
307. The citizen-at-large members of the Board may serve for up to three (3) consecutive two (2) year terms. The youth citizen-at-large member may serve for up to two (2) consecutive one (1) year terms. Members having served three (3) consecutive two (2) year terms shall not be reappointed without an absence from the Board for at least one (1) year. The Council of the appointed member shall have the right to waive the required absence at its sole discretion, upon receiving a request to do so from the Board.
308. Those members representing the County of Newell shall be appointed for such a term as may be determined by the Council of the County of Newell.
309. The member representing Grasslands School Division shall be appointed for such a term as may be determined by Grasslands Public Schools.
310. The member representing Christ the Redeemer School Division shall be appointed for such a term as may be determined by Christ the Redeemer School Division.
311. The City of Brooks Council members appointed by the City of Brooks Council shall be appointed for such a term as determined by the City of Brooks Council.
312. In the event of a citizen-at-large and/or youth citizen-at-large vacancy, the City shall arrange, through an open public process, for the Board to receive applications for membership. The Board shall review all applications received and shall recommend to Council a suitable candidate for membership. If this process yields no suitable candidate, Council may reduce the citizen-at-large membership on the Board or continue to search for a suitable candidate.

313. The citizen-at-large members of the Board that are appointed by City Council, shall remain members only during such time as they continue to reside within the City of Brooks boundaries.
314. A Chairperson and Vice-Chairperson of the Board shall be elected at the January meeting of the Board each calendar year.
315. If any member of the Board is absent from three (3) consecutive regular Board meetings without prior Board approval, the Board may recommend to the responsible body that the seat be declared vacant.

4. **Powers and Duties of the Board:**

400. The Board shall keep Council informed of its thoughts, decisions, reactions, concerns, recommendations, and other matters. Without restricting the generality of the foregoing, the Board shall:
  401. Provide a copy of the minutes of its meetings to Council, as soon as practical after each meeting; and,
  402. Communicate with Council through the Council member appointed to the Board.
403. The Board shall develop and recommend to Council, through the budget process, goals and objectives and long range plans for the provision and future development of:
  404. Parks, walkways, boulevards and other public open spaces;
  405. Playgrounds, athletic fields, outdoor and indoor sport facilities, park amenities and facilities; and,
  406. Such programs and activities that allow citizens to make the best possible use of present and future recreation and parks facilities and services.
407. The Board shall advise Council on policies governing the provision of recreation and parks services.
408. The Board shall develop and maintain a system of communication between the Board, community and Council to facilitate planning, budgeting and development. The Board shall hear and consider representations by individuals and organizations of citizens with respect to recreation and parks and to recommend actions arising therefrom. This shall be done with the general interest of all citizens being considered.
409. The Board shall identify issues and concerns of a broad nature affecting the delivery of recreation and parks services and recommend to Council the action to be taken with respect to such issues or concerns.

410. The Board may authorize members, within approved budget allocation, to attend conferences and seminars that deal with recreation and parks services. Members attending out-of-town functions will be reimbursed for their expenses in accordance with City policy.
411. The Board shall present all such recommendations of policy planning and other matters to the Council of the City of Brooks for approval. Those recommendations may be presented to a meeting of Council by a member designated by the Board.
412. The Board shall monitor the implementation the 10 Year Recreation and Parks Master Plan, subject to the City's annual budget allocation.
413. The Board shall review grant applications and award funding, from time to time, as directed by Council.
414. The Board shall advise and recommend to Council:
  415. On matters affecting the development and use of recreation and parks facilities; and,
  416. Whenever it is proposed to lease, sell or otherwise dispose of any land that is held by the City of Brooks for park purposes, or for other public recreation purposes, and whenever it is proposed to purchase or otherwise acquire land for such purposes, excluding reserves involved or arising from the subdivision process.
417. The Board shall appoint Standing Committees to research, review, and make recommendations to the Board on specific matters within the scope of the Board's responsibilities.
  418. Each regular member of the Board shall be appointed to at least one (1) Standing Committee;
  419. The Board shall, by resolution, select the membership of each Standing Committees;
  420. The Chairperson of a Standing Committee shall be a regular member of the Board; and,
  421. The Standing Committees of the Board shall be as described on Schedule "A" attached hereto forming part of this Bylaw.
422. The Board may appoint Temporary Committees to deal with special phases of matters within the scope of the Board's responsibilities.
  423. The Board shall, by resolution, select the membership of the Temporary Committees. The Board may as it deems appropriate,

appoint representatives of user groups to Temporary Committees;

424. The Chairperson of the Temporary Committee shall be a regular member of the Board; and,

425. In no event will these Committees be allowed to become a Standing Committee with an unlimited time frame.

426. The Board shall be responsible for soliciting community input to promote recreation and parks in the community.

427. The powers and duties of the Board shall not include the following:

428. Responsibility for the dispersal of the budget; and,

429. Power in matters concerning day to day operations of Recreation or Parks Services and/or personnel or any other matter pertaining to staff.

5. **Meetings:**

500. Regular meetings of the Board shall be held at least nine (9) times per calendar year, the time and place of such meetings to be determined by the Board at its first meeting in each calendar year. The meeting dates and times may be changed by the Board from time to time, as the Board may deem advisable.

501. Special meetings may be called by the Chair or, in their absence, the Vice-Chair, by providing the members with twenty-four (24) hours' notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if two-thirds (2/3) of the Committee is present.

502. A quorum of the Board shall be a simple majority of the existing members of the Board. For the purposes of determining a simple majority, vacant seats shall not be considered.

503. Each member of the Board present at a meeting, including the Chairperson or other presiding officer, has the right to vote. Every member present shall vote on every matter:

504. Unless, in a special case, that member is excused from voting; or,

505. Unless that member is disqualified from voting by reason of a pecuniary interest.

506. In the event of a tie, the motion shall be defeated.

507. When a matter arises relating to proceedings in a meeting which is not covered by a provision of this Bylaw or the City Procedural

Bylaw 22/01, as may be amended or replaced from time to time, the matter shall be decided by reference to Robert's Rules of Order.

- 508. Any member of the Board may resign therefrom at any time upon written notice to the Chairperson of the Board to that effect.
- 509. Any member of the Board may, at any time, be required to resign by the authority who has appointed that member, if reasonable cause exists.
- 510. The Board shall hold its meetings openly and no person shall be excluded therefrom, except for improper conduct.
- 511. The City of Brooks shall be the signing and administrative authority over all cheques, vouchers, and monies received and spent. Neither the Board nor any members shall have the authority to pledge the credit of the City of Brooks, in connection with any matter whatsoever.
- 512. Meetings may be held virtually, if required and/or recommended.

**6. Repeal of Bylaw:**

600. Bylaw Numbers 16/22 and 19/02 are hereby repealed.

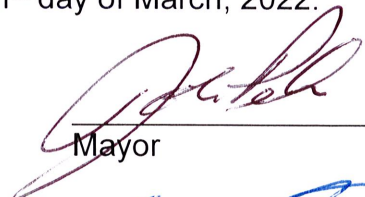
**7. Effective Date:**

700. This Bylaw shall take effect at the date of final passing thereof.

Read a first time this 21<sup>st</sup> day of March, 2022.

Read a second time this 21<sup>st</sup> day of March, 2022.

Read a third time and finally passed this 21<sup>st</sup> day of March, 2022.

  
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Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

## Schedule "A"

### STANDING COMMITTEES OF THE RECREATION AND PARKS ADVISORY BOARD

#### 1. Outdoors Committee

- Shall be consulted on all matters of policy affecting parks/outdoor recreation facilities pertaining to this Bylaw.
- Shall make contact and create relationships with user groups or special interest groups pertaining to parks/outdoor recreation facilities.
- Shall review the Annual Rates & Fees Policy for parks/outdoor recreation facilities and programs as prepared by staff. Shall make recommendations to the Board regarding approval of said policy.
- Shall be involved in promoting fundraising for specific projects in parks as deemed appropriate by the Board.
- Shall identify the need for new or expanded outdoor programs and make recommendations to the Board to implement and promote these programs.
- Shall study conditions and keep informed for the purpose of developing immediate and long-range plans to meet park's needs.

#### 2. Indoors Committee

- Shall be consulted on all matters of policy affecting indoor recreation facilities pertaining to this Bylaw.
- Shall make contact and create relationships with user groups or special interest groups pertaining to indoor recreation facilities.
- Shall review the Annual Rates & Fees Policy for indoor recreation facilities and programs as prepared by staff. Shall make recommendations to the Board regarding approval of said policy.
- Shall be involved in promoting fundraising for specific projects in indoor recreation facilities as deemed appropriate by the Board.
- Shall identify the need for new or expanded indoor recreation programs and make recommendations to the Board to implement and promote these programs.
- Shall study conditions and keep informed for the purpose of developing immediate and long-range plans to meet indoor recreation facility needs.