

**TOWN OF WAINWRIGHT
BYLAW NO. 2019 – 05**

**A BYLAW OF THE TOWN OF WAINWRIGHT TO PROVIDE FOR THE
APPOINTMENT OF THE WAINWRIGHT PARKS AND RECREATION
BOARD**

WHEREAS Council seeks pertinent information regarding Parks and Recreation operations within the Town of Wainwright, from the Wainwright Parks and Recreation Board;

AND WHEREAS The Parks and Recreation Board acts as an advisory board to the Council;

NOW THEREFORE the Council of the Town of Wainwright in the Province of Alberta, duly assembled, enacts that:

PART 1 - DEFINITIONS

"Board" means the Parks and Recreation Board of the Town of Wainwright.

"Council" means the Council of the Town of Wainwright.

"MD" means the Municipal District of Wainwright.

"Town" means the Town of Wainwright.

"Base" means Wainwright Garrison, Department of National Defense.

PART 2 - APPOINTMENTS/TERMS

2.1 A board to be known as the Wainwright Parks and Recreation Board is hereby established in and for the Town and MD.

2.2 The Board shall consist of eight members, two (2) shall be representatives of Town Council, two (2) shall be a representative of MD Council, one (1) shall be representative of Wainwright Garrison, one (1) shall be a youth representative, and two (2) shall be community members at large.

- a. The community members at large should ideally be residents of the Town of Wainwright.
- b. The youth representative must attend school in Wainwright and be between the ages of 16-19.
- c. The Wainwright Garrison military base shall have a representative on a term of two (2) years. This representative shall be appointed as required by the Senior Manager of PSP at Wainwright Garrison. If the representative is unable to attend, a designate may attend in place of the representative.
- d. The member's at large, base representative and youth representative shall serve for a term of two (2) years from the date of commencement.
- e. At the Organizational meeting of Council, Council representatives will be appointed within their council term. Council can change their appointed representative's midway through their council term if they choose to. MD representatives will follow the same guideline as set out by their council.

- f. A non-voting member such as the Parks and Recreation Administrative Assistant shall attend to record the minutes of the meeting.
 - g. The Parks and Recreation Facility Manager shall attend as a non-voting member and an advisory member to keep the board updated on the happenings of the facilities with assistance from the Director of Parks and Recreation.
- 2.3 In the event of a vacancy, a new member will be appointed at Council's discretion, upon the recommendation of the Board.
- 2.4 Council will appoint one (1) representative from council to serve as the Board Chairperson.
- 2.5 Any member can be re-appointed to a new term at the discretion of the Board and Council.
- 2.6 Any member of the Board may resign there from at any time by delivering written notice to that effect to the Chairman of the Board and/or the Director of Parks and Recreation and any member may be removed for just cause at anytime by the Council upon written notification.
- 2.7 If any member of the Board is absent from three consecutive regular meetings, the Council may, upon recommendation of the Board, declare the office of such absent board member to be vacant.

PART 3 - PROCEEDINGS

- 3.1 Minutes of each meeting shall be kept by a non-voting member such as the Parks and Recreation Administrative Assistant. Minutes will be distributed after each scheduled meeting.
- 3.2 Meetings of the Board shall be held on a monthly basis at a time to be set by resolution of the Board, with the exception of July and August.
- 3.3 Special meetings may be called by the Chairperson and/or Director of Parks and Recreation.
- 3.4 A quorum for regular and special meetings of the Board shall comprise of fifty percent (50%) plus one of the Board.
- 3.5 The Board can recommend forming subcommittees on special issues but they are subject to Councils final approval.
- 3.6 The Director of Parks and Recreation is required to attend Council meetings to report on parks and recreation happenings and issues.
- 3.7 Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Robert's Rules of Order, newly revised.
- 3.8 Neither the Board nor any member thereof shall have the power to pledge the credit of the Town or the MD in connection with any matters whatsoever, nor shall the said Board or any member thereof, have any power to authorize any expenditure charged against the Town.

PART 4 – DIRECTOR OF PARKS AND RECREATION

- 4.1 The Director of Parks and Recreation will provide assistance to the Board.
- 4.2 The Director of Parks and Recreation shall:
 - a. notify all members of the Board of the arrangements for the holding of each regular and special meeting of the Board including the establishment of the agenda in cooperation with the Chairperson, and
 - b. ensure minutes of the proceedings of all meetings of the Board are taken, distribute copies to all members and file a copy with the Town office, and
- 4.3 The Director of Parks and Recreation shall not have voting privileges.
- 4.4 The Director of Parks and Recreation will be an employee of the Town of Wainwright and his/her salary will be paid by the Town.
- 4.5 The Director of Parks and Recreation will be under the general direction and supervision of the Chief Administrative Officer.
- 4.6 The Director of Parks and Recreation will keep the board updated on all Parks and Recreation on goings and keep them informed of budget proceedings.
- 4.7 The Director of Parks and Recreation shall take direction and recommendations from the Board in regards to general happenings within the Parks and Recreation Department

PART 5 – DUTIES AND MANDATE OF THE BOARD

- 5.1 The Board shall act as an advisory body to Council on all aspects regarding Parks and Recreation within the Town of Wainwright.
- 5.2 The Board can recommend actions in regards to Parks and Recreation for council to approve.
- 5.3 The Board can recommend actions for the Director of Parks and Recreation to carry out.
- 5.4 The Board can recommend budget actions to Council through the Director of Parks and Recreation.
- 5.5 The Board shall ensure that any project or program of the Board is endorsed by Council.

PART 6- GENERAL

- 6.1 This Bylaw shall repeal Bylaws 1994-19, 1998-09, and 2017-08.
- 6.2 This bylaw shall take effect on the date of the Third and Final Reading

READ a first time this 17th day of September, 2019

READ a second time this 17th day of September, 2019

READ a third time and finally passed this 17th day of September, 2019



Mayor



Chief Administrative Officer