

# VILLAGE OF LONGVIEW

## BYLAW 383-16

### **BEING A BYLAW IN THE VILLAGE OF LONGVIEW IN THE PROVINCE OF ALBERTA TO ESTABLISH THE LONGVIEW AND DISTRICT RECREATION BOARD**

**NOW THEREFORE**, pursuant to and under authority of the Municipal Government Act, R.S.A. 2000, Chapter M- 26 and amendments thereto, the Council of the Village of Longview, in the Province of Alberta, duly assembled, enacts as follows;

**WHEREAS**, the Municipal Government Act, R.S.A. 2000, Chapter M-26, provides council the general jurisdiction to pass bylaws and specifically provides in sec. 145 that Council may establish council committees and other bodies; and the procedure and conduct of council , committees and other bodies established by Council;

**AND WHEREAS** the Council of the Village of Longview wishes to establish the Longview and District Recreation Board to support and facilitate the Village of Longview's recreational and cultural visions and goals, and to advise Council on matters relevant to the Board's mandate;

**NOW THEREFORE**, the Council of the Village of Longview, duly assembled, enacts as follows:

#### **1. TITLE**

1.1 This Bylaw shall be cited as the Longview and District Recreation Board Bylaw.

#### **2. DEFINITIONS**

- 2.1 BOARD shall mean and include all members of the Longview and District Recreation Board as appointed by resolution of Council of the Village of Longview.
- 2.2 COUNCIL shall mean the Council of the Village of Longview.
- 2.3 MEMBER shall mean a member of the Longview and District Recreation Board
- 2.4 M.D. shall mean the Municipal District of Foothills #31 in the Province of Alberta
- 2.5 COMMUNITY ORGANIZATION shall mean an organization of the Village of Longview or the M.D.
- 2.6 DISTRICT shall mean Longview and surrounding areas of the M.D. as outlined in the intermunicipal development plan between the Village of Longview and the M.D. dated April 9, 2003.

#### **3. ESTABLISHMENT**

- 3.1 There is hereby established and constituted a board of Council to be known as the Longview and District Recreation Board which board shall exercise the duties and powers as set forth in this bylaw and shall be limited thereto.
- 3.2 The Board shall be operational in nature and will be responsible and accountable for the revenue assigned to it by the Council and the M.D. The Board shall be further

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accountable for all expenditures made from funds under its control. At least annually the Board shall submit a statement of income and expenditures to the Village and the Village shall submit a copy of same to the M.D.

- 3.3 The operations of the Board shall be and are hereby limited to addressing matters pertaining to equipment, signage, staffing of public playgrounds, recreational facilities, athletic facilities, recreation centers, and other recreation facilities within the district, or on other properties utilized with the written consent of the owners thereof. The mandate of the Board in conducting all of its duties shall be the development of a broad range of recreation services that will provide opportunity for people of all ages to benefit from their leisure time.
- 3.4 The Recreation Board shall be consulted on all matters affecting the development, maintenance, and use, lease, sale or acquisition of public recreation facilities.
- 3.5 The Recreation Board shall co-operate with and encourage organizations that are supporting and promoting recreation within the District.
- 3.6 The Recreation Board shall hear and consider representations of any individual, organization, or delegation from within the district with respect to recreation and shall act upon any recommendations arising which are in the vest interest of the recreation public within the district.

#### **4. BUDGET AND FINANCE**

- 4.1 In January of each year the Recreation Board shall provide the M.D. and the Village with a financial statement of the previous years' use of funds and a proposed budget of estimated receipts and estimated expenditures for the coming year.
- 4.2 All funds for the Recreation Board shall be held in trust by the Village and the payment of accounts and deposit of receipts shall be carried out by the Village upon the direction of the Recreation Board as recorded in written minutes of the Recreation Board.
- 4.3 The Village shall cause the financial statement of the Recreation Board and the minutes of the meetings of the Recreation Board to be posted on the Bulletin Boards of the Village Office upon receipt of duly passed versions of the statement.
- 4.4 Neither the Recreation Board nor any of its members shall have any authority to pledge the credit of the Village, or the M.D. in connection with any matter whatsoever, nor shall the Board nor any member or members of the Board have the power to authorize an expenditure to be charged to either the Village or the M.D. or both of them.
- 4.5 Should additional funds be required, beyond the proposed budget of the Recreation Board in any given year, an amount, to be mutually agreed upon between the Village and the M.D., will be raised through a tax levy, in accordance with the provisions of the Municipal Government Act.

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#### 5. BOARD COMPOSITION

- 5.1 The Recreation Board shall consist of a minimum of 5 and a maximum of seven (7) members, as follows;
- One (1) member designated by the Municipal District of Foothills #31 to represent the interests of the M.D.
  - One (1) member designated by the Village of Longview to represent the interests of the Village.
  - Two (2) members at large resident in the Village to represent the Village of Longview, and
  - Up to three (3) members at large resident in the M.D. to represent the M.D., and
  - The Village and the M.D. shall each be entitled to appoint a councillor to sit on the Longview and District Recreation Board.
- 5.2 Members of the Recreation Board shall be appointed by the Village, and the M.D., as the case may be, for a term of two years, provided that in the first year of appointment under this bylaw one half (1/2) of the appointments from each municipality shall be appointed for one year only. Appointments subsequent to the first year of this bylaw shall each be for a term of two years.
- 5.3 Members shall be able to serve two consecutive terms of two years, if so appointed. Thereafter the specific member must retire for at least one year before being reappointed to the Board.
- 5.4 All Members appointed must be resident in the District and shall remain members during their term only so long as they remain members.
- 5.5 Members of the current ad hoc Recreation Board at the time of the passing of this bylaw shall remain as members until December 31, 2016. Subject to paragraph 5.2 above, commencing in January 2017, and continuing every second year thereafter, the Village shall appoint two members and the M.D. shall appoint two members annually. The Village appointments shall be selected from nominations submitted by the residents of the Village on or before January 15.
- 5.6 All members shall remain in office until their respective successors have been appointed, provided that outgoing members shall not submit an estimated financial statement of proposed expenditures in the month prior to the appointment of their successors.
- 5.7 In the event of a vacancy occurring on the Board, the Village or the M.D., as the case may be, may appoint a successor to serve the balance of the term giving rise to the vacancy.

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**6. MEMBERS RESPONSIBILITIES**

- 6.1 Any member of the Board who is absent for three consecutive Board meetings without authorization by the Board recorded in its minutes shall forfeit his or her position on the Board and cease to be a member for the remainder of his or her term. Such member shall not be eligible for reappointment for at least a full year thereafter.
- 6.2 The Board may excuse a member from meeting attendance in the event of illness, or family illness, and if authorized by resolution as set out in 6.1 above, shall not forfeit his or her position on the Board.
- 6.3 In the first meeting of each calendar year the Board shall elect from its membership a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer each to hold office until the first meeting of the following year.
- 6.4 The Board shall hold meetings quarterly at a minimum, but shall be otherwise entitled to schedule additional meetings as they deem necessary.
- 6.5 The place and time of meetings shall be determined by the Board. Should they wish to hold meetings in the Village Council Chambers, they may do so upon consulting with administration as to availability.
- 6.6 The Chairperson, or three members of the Board, may call a special meeting by notice in writing delivered to the Chairperson and all other members no less than three full days prior to the date and time of the meeting. Such notice shall specify the date, time and place of the meeting and shall also be posted on the Village Office Bulletin Board.
- 6.6 Meetings of the Recreation Board shall be open to the public and notice of the regular meetings times and dates shall be posted on the Bulletin Board outside the Village office door.
- 6.7 The Board shall maintain a record of its operations through a Minute Book and through financial books of account. Copies of all minutes shall be submitted to the Councils of the Village of Longview and the M.D. of Foothills #31.
- 6.8 A majority of members of the Board in attendance are required for a quorum. In the event a quorum is not achieved at a properly called meeting, such meeting shall be adjourned to a specified date and time.
- 6.9 The Chairperson shall be entitled to vote on any question and in the event of a tie vote, the motion is deemed defeated.

**THIS BYLAW** comes into full force and effect upon third and final reading.

**READ** a first time this 15 day of MARCH 2015 A.D.

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MAYOR

  
CHIEF ADMINISTRATIVE OFFICER