
*TOWN OF LANGENBURG BYLAW
CREATING LANGENBURG COMMUNITY DEVELOPMENT
BOARD*

1. Guiding Principles

The Council of the Town of Langenburg, in the province of Saskatchewan envision that it shall be the right of all citizens to be engaged in meaningful, accessible, recreation experiences that promote:

- Individual wellbeing
- Community wellbeing
- The wellbeing of our community's natural and built environments;

AND, The Council of the Town of Langenburg believes that recreation services shall form an integral part of the community's municipal plan;

AND, The Council of the Town of Langenburg deem that this vision and belief can best be realized under the direction and co-ordination of a recreation committee of Council;

THEREFORE, The Council of the Town of Langenburg, in the Province of Saskatchewan, pursuant to the Section 8.1 The Municipalities Act, enacts as follows:

A recreation/development committee of Council is hereby established to serve the Town of Langenburg and surrounding districts (including but not limited to-the R.M. of Langenburg No. 181) and this committee shall be known as the Langenburg Community Development Board (LCDB)

2. Definitions

- i) "Community" refers to the Town of Langenburg and surrounding districts including (but not limited to) the R.M. of Langenburg No. 181
- ii) "Council" refers to the Town of Langenburg Town Council
- iii) "LCDB" refers to the Langenburg Community Development Board
- iv) "Recreation" the word shall be inclusive to mean sport, culture and recreation services
- v) "Development" is a method of organizing, developing, and utilizing the resources available in a community improve its living conditions and quality of life.

3. Title

This bylaw may be cited as the Langenburg Community Development Board Bylaw.

4. Purpose/Mission

The LCDB shall be the umbrella group representing all community recreation organizations and business development organizations; and furthermore, shall advise, plan, support, lead, operate, promote, and coordinate recreation and business development services for the

overall wellbeing of the community.

5. Function

The LCDB shall,

- a) Maintain and promote the overall community recreation and business development visions, missions and values of the Council and the LCDB to all citizens.
- b) Involve citizens and organizations in assessing the recreation and business needs and trends for all citizens in the community.
- c) Advise Council on matters pertaining to recreation services (programs and facilities) and business development services.
- d) Operate the day to day activities of the LCDB, skating rink, swimming pool, and sports grounds.
- e) Recommend, plan, support and coordinate programs/events for recreation in the community.
- f) The Committee proactively, shall engage the citizens of the community in an effort to bring to Council, the opinions and concerns of the community regarding recreation services and business development

6. Committee Powers and Duties

a) Advisory Duties – The LCDB shall

- i. Advise Council on matters pertaining to recreation development and business development in municipal planning.
- ii. Advise and assist Council in the development and implementation of a 5-year Recreation Capital Facility Improvement Plan for built and natural (outdoor) recreation facilities in the community.
- iii. Advise and assist Council in the development and implementation of a 5-year Business Development Plan in the community.

b) Operational Duties – The LCDB shall

- i. Develop and implement an ongoing annual process of planning and development based on needs and trends.
- ii. Develop and manage the operational financial budget for LCDB, Skating Rink, Swimming Pool, Sports Grounds and account for the provision of recreation programs and events in the community.
- iii. Maintain a bank account for the explicit purposes of operating programs and events; and furthermore, manage the financial resources and adhere to the financial accounting management procedures set forth by Council.
- iv. Manage the human resources including recruitment, training, and daily supervision of staff to fulfil the work within the community recreation and business development plan. This includes full-time/part-time/seasonal staff and/or contractors/leasers.
- iv. Develop, approve and implement policies and procedures pertaining to the operations of built and natural (outdoor) facilities in the community; including (but not limited to): staffing, volunteers, scheduling, usage fees, and items of regular maintenance.
- v. Develop, approve and implement policies and procedures regarding programs/events in the community.

- vi. Initiate communication to the public about recreation & community development services.
- v. Initiate, co-ordinate and support recreation programs/events in the community.
- vi. Initiate and support fundraising efforts as deemed necessary including potential financial funding sources and/or grants available for recreation & community development services,
- vii. Determine, approve and complete the disbursements of financial grants that may be available to community recreation organizations.
- viii. Identify and support the necessary volunteers required for recreation programs and events in the community including recruitment, training, and recognition.
- ix. Create Ad Hoc Committee(s) that it deems necessary to assist in the management, support and/or delivery of recreation services in the community.
- x. Create Ad Hoc Committee(s) that it deems necessary to assist in the management, support and/or delivery of business development services in the community.
- xi. Investigate and arrange for potential partnerships and co-operative arrangements towards delivery of recreation services. (I.e. schools/health).
- xii. Act as the community contact and representative for recreation services in the community as well as to agencies outside the community.
- xiii. Take an active part in District and Regional/Provincial Recreation that may include memberships in organizations and attendance at courses conferences/ workshops that would be of benefit to the community.

7. Membership of the LCDB

The LCDB shall consist of Seven (7) members of which,

- i. Two (2) Town of Langenburg Councillors, who shall be appointed by resolution of Council for a term of two (2) years.
- ii. Three (3) Community Members - Members at Large, who shall be appointed by resolution of Councils for a term of three (3) years set up to be alternating with one terms ending each year.
- iii. Two (2) rural municipality resident/representative (R.M. of Langenburg No. 181), who shall be appointed by resolution of Council for a term of two (2) years.
- iv. All LCDB members duly appointed shall hold office until their successor is appointed.
- v. Any member of the LCDB who is absent from three (3) consecutive meetings shall, unless such absence be caused by illness or he/she be authorized by the LCDB, forfeit his/her office and another member shall be appointed in his/her place for the remainder of the term of office.
- vi. In the event of a vacancy, the LCDB shall notify Council and arrange to have the vacancy filled in as expedient as possible manner.
- vii. On an annual basis, at the first meeting of the calendar year of the LCDB the following officers shall be elected from the LCDB membership:
 - a. Chairperson
 - b. Vice-Chairperson

8. Meetings of the LCDB

- a) Regular meetings shall be held monthly and all regular meeting dates set at the previous meeting.
- b) The Town shall invite the LCDB to report at their AGM yearly and the option be given to the RM to do so also.
- c) All LCDB members shall receive the meeting dates at the previous month's meeting and all dates to be posted community calendar as early as possible; no further written notice of meetings shall be provided.
- d) The LCDB may hold special meetings at the call of the Chairperson. All members shall be notified by the LCDB's secretary as to the date, time and location of any special meeting.
- e) All meetings shall follow Roberts Rules of Order.
- f) All actions of the LCDB shall be by resolution formally moved, seconded and adopted.
- g) All regular and special meetings of the LCDB are open to the public.
- h) Public may delegate the meeting with 7 days prior notice.
- i) All members shall be caused to vote on each question except a member who declares themselves in a conflict of interest on the said question. That member shall declare interest and leave the meeting while the discussion and vote take place.
- i) All members shall have the right to vote. The question shall be decided by a majority of votes.
- j) One half (1/2) plus one (1) of the sitting LCDB memberships shall constitute a quorum and no business shall be conducted by the LCDB in the absence of a quorum.

9. Proceedings of the LCDB

- a) Minutes:
 - i. All resolutions, decision and other proceedings of the LCDB shall be recorded and entered into the minute book by the secretary.
 - ii. The minutes are to be signed by the Chairperson and Secretary once adopted.
 - iii. All members shall receive written copies of the minutes and Council shall receive a copy of all regular and special meeting minutes.
- b) Reporting:
 - i. The LCDB appointed members of council shall provide report from the LCDB to every Council meeting.
 - ii. The LCDB shall submit annually, a written report that accounts for all activities of the LCDB from the previous year. This report shall be presented at the Town and/or RM Ratepayers meetings yearly.
- c) Fiscal Responsibilities of the LCDB
 - i. The financial year of the LCDB shall commence on the 1st day of January and close the 31st day of December each year.
 - ii. The LCDB shall complete financial operating budgets for the LCDB, Skating Rink, Swimming Pool, and Sports Grounds, recreation programs/events on or before the 1 day of March each year for presentation to Council.
 - iii. The LCDB shall have input into the Council 5 Year Capital Facility Plan with regard to recreation facilities.

- iv. The Towns CAO shall oversee the LCDB's Financial Operations and statements of finances and accounts payable shall be presented for approval at every regular meeting of the LCDB. All revenues and expenditures of the LCDB shall be accounted for, utilizing the procedures set forth by Council and LCDB; and furthermore, the financial accounts of the LCDB shall be audited by the Town of Langenburg municipal auditor annually.
- v. The LCDB, its committees, and volunteers shall be authorized to expend finances on recreation services only upon the approval of the LCDB at its regular meetings.
- vi. The Recreation Director and Community Development Officer are paid employees of the Town of Langenburg who receive direction in their roles from the LCDB.
- vii. The signing officers shall be appointed by the LCDB Board and shall have at least one signature of an Employee and One Signature of a Board Member on each cheque.

d) General

All members of the LCDB and its Committees are deemed to be agents of the Municipality and are **additionally insured** under the Town of Langenburg General Comprehensive Liability and Errors and Omissions Insurance Policies, the costs of which are paid by the municipality of the Town of Langenburg.

This bylaw, shall, at the first regular meeting of the LCDB, be distributed and read to and by all members of the LCDB.

The Municipalities Act shall govern any and all procedures of the Committee not outlined in this bylaw.

This Bylaw shall come into force and take effect on approval by the Town of Langenburg Council.

Read a first time this ____ day of _____, 2018
Read a second time this ____ day of _____, 2018
Read a third time this ____ day of _____, 2018

Don Fogg, Mayor

(SEAL)

Glenda Lemcke, CAO