

Date of Consolidation: March 10, 2009

Consolidation of Bylaw No. 459-2000

PARKS, RECREATION & CULTURE BOARD BYLAW

Adopted January 11, 2000

As Amended By:

Bylaw No. 720-2009 adopted March 9, 2009

This Consolidation is not an Official Bylaw. It is prepared by the City Clerk's Office for assistance only. Copies of the Official Bylaw(s) may be purchased from the City Clerk's Office.

This Consolidated Bylaw was authorized pursuant to Bylaw No. 389-97.

Bylaw No. 459-2000
PARKS, RECREATION & CULTURE BOARD BYLAW

PAGE 2

A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT OF A PARKS, RECREATION AND CULTURE BOARD.

The *Municipal Government Act*, R.S.A. 1994, Chapter M-26.1, as amended, grants a municipality the authority to establish Committees and other bodies and to prescribe the membership of these Committees or other bodies;

Since 1982 Council has deemed it desirable to establish a Parks, Recreation and Culture Board to provide advice regarding parks, recreational and cultural programs;

THEREFORE, the Council of the City of Leduc in the Province of Alberta duly assembled, hereby enacts as follows:

PART I: BYLAW TITLE

1. That this Bylaw shall be known as the "Parks, Recreation and Culture Board" Bylaw.

PART II: DEFINITIONS

Board:	means the City of Leduc Parks, Recreation and Culture Board.
City:	the Municipal Corporation of the City of Leduc.
Council:	the Council of the City and the Council of the County.
County:	the Municipal Corporation of the Leduc County.
Director:	the Director of Community Services for the City.

PART III: APPLICATION

1. The Board is hereby established.
2. The purpose of the Board is to advise City Council on the planning of a broad range of Parks, Recreation and Cultural services and programs within the City of Leduc.
3. Membership
 - a) The Board shall consist of a minimum of eight (8) to a maximum of ten (10) members, composed of:

Bylaw No. 459-2000
PARKS, RECREATION & CULTURE BOARD BYLAW

PAGE 3

- i) Two members of City Council who shall be appointed by City Council;
 - ii) One member of the County Council who shall be appointed by the County Council;
 - iii) A minimum of four and a maximum of six members at large, being residents of the City who shall be appointed by City Council;
 - iv) One member, being a resident of the County, who shall be recommended by either County or City Council and appointed by resolution of City Council. ***Deleted and replaced - Bylaw 720-2009 adopted March 9, 2009***
- b) No employee of the City shall be eligible for appointment to the Board.
 - c) An alternate member from Council may be appointed.
 - d) With the exception of the County Council members and the County resident, who are appointed by resolution of City Council, all persons appointed as members of the Board shall be residents of the City and shall remain members only during such time as they continue to be residents of Leduc. ***Deleted and replaced - Bylaw 720-2008 adopted March 9, 2009.***
 - e) The Director, or designate, shall serve as the administrative liaison to the Board.
4. Term of Office
- a) The terms of office of the members shall be as follows:
 - i) The term of members of Council shall terminate at the time of a general election, or by resolution of the Council.
 - ii) The term for City public members shall be for two calendar years. Terms shall expire on a rotational basis.
 - iii) The term for the County resident member shall be for two calendar years.
 - b) Notwithstanding paragraph 4(a), all members shall remain in office until their respective successors are appointed.
 - c) In the event of a vacancy occurring prior to completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full term appointment.

Bylaw No. 459-2000
PARKS, RECREATION & CULTURE BOARD BYLAW

PAGE 4

- d) Any member of the Board who is absent from three (3) consecutive meetings or 50% of the regular meetings of the Board, shall forfeit their office and another member shall be appointed in their place for the remainder of the term. The member so forfeiting their office shall be considered eligible for re-appointment.
- e) Notwithstanding 4.d), any member of the Board may be absent from three (3) consecutive meetings or 50% of the regular meetings of the Board if the absence has been authorized by resolution of the Board and entered in the official record of the meeting.
- f) Board members may apply for re-appointment to the Board at the conclusion of their term of office, in accordance with the Board Selection Policy of the City.
- g) Council may, with reason(s), request in writing the resignation of any member of the Board at any time prior to the expiration date of the member's term of office.

PART IV: PROCEEDINGS

- 1. Proceedings
 - a) The Board shall elect a Chairman and Vice-Chairman no later than the first Board meeting in any calendar year.
 - i. The Chairman and Vice-Chairman shall be any member of the Board, but shall not be an elected representative from Council.
 - b) At least ten regular meetings of the Board shall be held annually. The time and place shall be determined by the Board at its first regular meeting held in the month of January, but may be changed by the Board from time to time as the Board may deem advisable.
 - c) Special Meetings may be called by the Chairman of the Board, on twenty-four (24) hours notice to all members, or at the request of any three (3) members of the Board or at the request of the Director, or designate.
 - d) A minute book shall be kept and the Secretary of the Board shall record the minutes of all regular and special meetings. Copies of all minutes shall be filed with the City Clerk.

Bylaw No. 459-2000
PARKS, RECREATION & CULTURE BOARD BYLAW

PAGE 5

- e) A majority of the total members of the Board shall constitute a quorum.
- f) The Chairman shall have a vote on any question and in the event of a tie, the motion shall be lost.
- g) The Board may appoint sub-committees to deal with any of the matters coming within the scope and jurisdiction of the Board.
- h) All meetings of the Board shall be open to the public, unless the Board adopts a resolution to meet in-camera. No formal business of the Board shall be conducted during an in-camera session.
- i) The Board may by resolution establish such guidelines for the better functioning of the Board, such guidelines not to be inconsistent with the powers inferred herein. Any such resolutions shall be filed with the City Clerk.
- j) In all cases not provided for in this bylaw, Robert's Rules of Order shall be followed to the extent they may apply.

PART V: RESPONSIBILITY & AUTHORITY

- 1.
 - (a) The Board shall act in an advisory capacity to City Council on matters relating to parks, recreation and cultural activities and programs involving properties owned or controlled by the City, or on other properties with the consent of the owners thereof.
 - (b) The Board shall be consulted on major matters affecting parks, recreation and culture facilities or programs of the City.
 - (c) The Board shall be consulted whenever it is proposed to lease, sell or otherwise dispose any City property that is held for parks, recreational and cultural purposes.
 - (d) The Board shall cooperate with all organizations within the City supporting, promoting, and working for any sport, recreation or cultural activity approved by the Board.
 - (e) The Board shall hear, encourage and consider representations by any individual organization or citizen or group of citizens with respect to parks, recreational or cultural matters.

Bylaw No. 459-2000
PARKS, RECREATION & CULTURE BOARD BYLAW

PAGE 6

- (f) Annually, the Board shall advise the City Budget Committee on parks, recreation and culture programs and services that should be considered in the budget estimates for the following year.
 - (g) The Board shall make complete annual reports to City Council and other reports from time to time as requested.
2. Limitations and Power
- a) The Board, nor any Board member, shall have the power to pledge credit of the City in connection with any matters whatsoever, nor shall the Board, nor any Board member, have any power to authorize any expenditures to be charged against the City.

PART VI: REPEAL

- 1. Bylaw No. 237-91 and amendments are hereby repealed.

PART VII: ENACTMENT

This Bylaw shall come into force and effect when it receives Third Reading and is duly signed.

READ A FIRST TIME IN COUNCIL THIS 10th DAY OF JANUARY, AD 2000.

READ A SECOND TIME IN COUNCIL THIS 10th DAY OF JANUARY, AD 2000.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 10th DAY OF JANUARY, AD 2000.

“George Rogers”

George Rogers
MAYOR

“Coral Callioux”

Coral Callioux
CITY CLERK

January 11, 2000
Date Signed