TOWN OF BATTLEFORD

BYLAW NO. 6-2026

A BYLAW TO ESTABLISH A PARKS AND RECREATION ADVISORY COMMITTEE IN THE TOWN OF BATTLEFORD, SASKATCHEWAN.

Whereas the Council of the Town of Battleford deems recreation to be considered a primary service;

And Whereas the Council of the Town of Battleford envisions that all citizens of the community have the opportunity to engage in meaningful, accessible, recreation experiences that promote:

i) Individual wellbeing;
ii) Community wellbeing; and
iii) The wellbeing of places and spaces

And Whereas the Council of the Town of Battleford deems that this vision can be best realized with the assistance of a Parks and Recreation Advisory Committee;

THAT the Council of the Town of Battleford, in the Province of Saskatchewan, pursuant to Section 81 of *The Municipalities Act,* enacts as follows:

A district Parks and Recreation Advisory Committee is hereby established to serve the Town of Battleford and the R.M. of Battle River #438 and the board shall be known as the Battleford & District Parks and Recreation Advisory Committee.

1. **SHORT TITLE**
   This bylaw may be cited as the ***Parks and Recreation Advisory Committee Bylaw.***

2. **DEFINITIONS**
   In this bylaw:
   - "**CAO**" - refers to the Chief Administrative Officer for the Town of Battleford.
   - "**Committee**" - refers to the Battleford & District Parks and Recreation Committee.
   - "**Council**" - refers to the Council of the Town of Battleford.
   - "**Director**" - refers to the Director/Manager of Parks and Recreation for the Town of Battleford.
   - "**Facility**" - refers to all lands and buildings designated for recreational usage.
   - "**R.M**." - refers to the participating Rural Municipality of Battle River #438 who is aligned with the Town for the provision of recreation services and who contributes financially to the Town's Parks and Recreation Budget.
   - "**Recreation**" – the term shall be inclusive for sport, culture, and recreation.
   - "**Town**" – means the corporation of the Town of Battleford or the area contained within the boundaries of the Town of Battleford as the context requires.

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3. **TYPE OF COMMITTEE**

i) The Committee shall serve solely in an advisory capacity to Council. The Committee shall provide advice, recommendations, and community input respecting parks, recreation, culture, facilities, and related services. The Committee shall have no authority to direct employees, administer programs, establish policy, approve expenditures, or make decisions binding upon Council or Administration.

4. **PURPOSE**

i) The Battleford & District Parks and Recreation Advisory Committee is established to provide advice and recommendations to Council on matters relating to parks, recreation, culture, leisure services, and recreational facilities within the Town of Battleford and the R.M. of Battle River.

5. **COMMITTEE FUNCTION**

The Committee shall deal with:

a) Consider and provide advice to Council regarding parks, recreation, culture, leisure services, and recreational facilities as delegated by Council.

b) Identify emerging recreation and community wellness needs, trends, and opportunities and provide recommendations to Council.

c) Review matters referred to it by Council and provide recommendations for Council's consideration.

d) Promote public awareness of parks, recreation, culture, and leisure opportunities within the community.

e) Encourage community engagement and public input respecting parks, recreation, culture, and leisure services.

f) Support Council's strategic priorities by providing community-based perspectives on matters affecting parks, recreation, culture, and community wellness.

g) The Committee shall act solely in an advisory capacity and shall have no authority to direct Administration, establish policy, approve expenditures, manage facilities, or make decisions binding upon Council.

i) Council may override the Committees decisions, recommendations or past resolutions affecting the Committees area of jurisdiction and these shall be binding on the Committee. The foregoing is not intended to diminish the authority of the Committee but it is meant to denote the ultimate authority of Council.

ii) The Committee shall adjudicate the Saskatchewan Lotteries Community Grant Program on behalf of the Town and R.M.

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- The Committee shall create an ad hoc Grant Review sub committee with Terms of Reference approved by Council for adjudication purposes.

6. **COMMITTEE COMPOSITION**

To be eligible to serve on the Committee; members must be a resident of the Town or R.M.

i) Membership of the Committee

The Committee shall consist of a maximum of seven (7) voting members and two (2) non-voting Director (Director of Parks and Recreation) and Ex-Officio (Mayor). The seven voting members shall be as follows:

- One (1) Councilor of the Town
- One (1) member who shall be a resident of the R.M. and shall be appointed by resolution of the R.M.
- A maximum of Five (5) members at large shall be appointed by resolution of Town Council.

ii) Appointments/Terms of Office

- The Council will appoint, by resolution, at its first meeting of the year or as soon as possible thereafter as may be practical all Committee members.
- Members shall be appointed for two-year terms and may be reappointed. Appointments should be staggered where practical to ensure continuity.
- Every member of the Committee shall automatically forfeit his/her membership by:
  a) Ceasing to be a resident of the Town or the R.M.
  b) Being absent for three (3) consecutive meetings without authorization of the board.
  c) Submitting a written resignation to the Chairperson or Secretary of the Committee.
- The Committee Secretary shall inform Council forthwith of any vacancy.
- Council may approve appointments to complete the balance of any unexpired terms.

iii) Executive

- The Officers of the Committee shall be the Chairperson, the Vice-Chairperson, and the Secretary.
- The Chairperson and Vice-Chairperson shall be elected annually, from within the Committee membership, by the Committee at its first regular meeting in each year.
- The Secretary of the Committee shall be the Director of Parks and Recreation.

7. **DUTIES OF MEMBERS**

i) Chairperson

- Presiding at all Committee meetings.
- Is the spokesperson for the Committee in lieu of Council appointed member and liaison.

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ii) Vice-Chairperson
- Assists the Chairperson when required.
- Performs all the duties of the Chairperson in his/her absence.

iii) Secretary
- Prepares the agenda for the meetings.
- Keeps an accurate record of the proceedings of the Committee.
- Keeps a list of unfinished business with dates for completion.
- Ensures the Committee members are provided with all relevant information for meetings.
- Ensures the distribution of copies of the minutes and to the Committee Members, Council and CAO.

iv) Individual Members
- Have an understanding of the purpose and goals and desires of the Committee and a desire to advance them.
- Take an active part in all Committee discussions and activities.

8. **MEETINGS OF THE COMMITEE**

i) The Committee shall meet in regular sessions each quarter. The meeting dates to be set, by the Board, at the first meeting of each year and approved by Council.

ii) All members shall receive a minimum of one week prior, written notice (supplied by the Director or his/her designate) of regular meetings.

iii) A majority of voting members of the Committee shall constitute a quorum and no business shall be conducted by the Committee in the absence of a quorum.

iv) All actions of the Committee shall be formally moved and adopted by resolution.

v) All members shall be caused to vote on each question except, a member who declares themselves in conflict of interest of the said question. That member shall declare interest and leave the meeting while the discussion and vote take place.

vi) Special meetings shall be called at least twenty-four (24) hours written or verbal notice to the members, by the Chairperson at their own volition or at the:
- Request of the executive of the Committee, or
- Request by a majority of the Committee, or
- Request by Council.

vii) All regular and special meetings of the Committee are open to the public.

9. **PROCEEDINGS OF THE COMMITEE**

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i) Minutes:
   - All resolutions of the Committee shall be recorded and entered into the minute book by the Secretary.

10. **FISCAL RESPONSIBILITES OF THE COMMITTEE**

i) The Committee shall not hold its own bank account. Any expenses and revenues incurred by the Committee shall be channeled through the Town financial system.

11. **GENERAL**

i) This bylaw shall be reviewed annually at the first regular meeting of the Committee by Administration and all Committee members

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

iii) All recommendations of the Committee shall be submitted to Council through Administration. Recommendations shall not be implemented unless approved by Council.

iv) Committee members shall conduct themselves in a respectful and professional manner and shall comply with any Council-approved Code of Conduct, Conflict of Interest, Committee Policy, or Procedural Bylaw applicable to advisory committees.

12. **REPEAL BYLAW**

i) That Bylaw No. 3-2017 is hereby repealed.

13. **EFFECTIVE DATE**

i) This Bylaw shall come into force and take effect on the date of its adoption by Council.

Read a 1st time this 20th day of July 2026

Read a 2nd time this 17th day of August 2026

Read a 3rd time and adopted this 17th day of August 2026

MAYOR

(seal)

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CHIEF ADMINISTRATIVE OFFICER

Certified a true copy of the Bylaw
Adopted by resolution of Council
This 17th day of
August, 2026

Landon Chambers, CAO

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