

RECREATION OPPORTUNITIES PROGRAM  
SAMPLE BY-LAW FOR A SCHOOL DIVISION/DISTRICT  
TO JOIN A RECREATION COMMISSION

TURTLE

THE MOUNTAIN SCHOOL DIVISION/DISTRICT NO. 44

BY-LAW NO: 92-3

A BY-LAW of the Turtle Mountain School Division/District No. 44 for joining a Public Parks and Recreation District under the provisions of Sections 72(1) and 73 of The Public Schools Act.

WHEREAS Sections 72 (1) and 73 of The Public Schools Act empower trustees of a School Division/District to permit the use of the property of the Division by any person, with or without fee.

AND WHEREAS, pursuant to Sections 4 and 442 of The Municipal Act, R.S.M. 1988, the following municipal corporations:

R.M. of Louise

R.M. of Roblin

V. of Pilot Mound

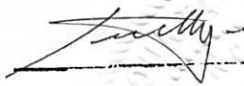
v. of Crystal City

V. of Cartwright

have created the Louise-Roblin Recreation Commission.

1. That hereby, the Turtle Mountain School Division/District appoint representatives and authorize and empower them, on behalf of and in the name of the said School Division/District, to negotiate and execute an Agreement with the Corporations of R.M. Louise, R.M. of Roblin, V. of Pilot Mound, V. of Crystal City and V. of Cartwright for the operation of a Recreation Commission. The Agreement shall be attached hereto as Schedule 'A' and shall form part of this By-Law.
  
2. ~~That the said School Division/District appoint an elected representative to sit on the Commission and delegate to that appointee the responsibility to negotiate with Commission members the terms of reference for the operation of the Commission. These terms of reference shall be attached hereto as Schedule 'B' and shall form part of this By-Law.~~

DONE, PASSED AND ENACTED at a meeting of the Turtle Mountain School Division/District, held this 11<sup>th</sup> day of August A.D. 1992.



CHAIRPERSON



SECRETARY TREASURER

That during the term ending 31st March 1931, the following  
amounts were received from the various sources mentioned in the  
Schedule of Receipts and Expenditure for the year ending 31st March 1931,  
and the same have been paid to the various sources mentioned in the  
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AGREEMENT AMONG PARTNERS  
SCHEDULE "A" TO BY-LAW NO.

THIS AGREEMENT made this                      day of                      AD 1992.

BETWEEN:

RURAL MUNICIPALITY OF LOUISE

PARTY OF THE FIRST PART

and

RURAL MUNICIPALITY OF ROBLIN

PARTY OF THE SECOND PART

and

VILLAGE OF PILOT MOUND

PARTY OF THE THIRD PART

and

VILLAGE OF CRYSTAL CITY

PARTY OF THE FOURTH PART

and

VILLAGE OF CARTWRIGHT

PARTY OF THE FIFTH PART

WHEREAS the elected officers of the parties hereto have opted in favour of a By-Law for the establishment of the LOUISE ROBLIN RECREATION COMMISSION.

NOW THEREFORE THE PARTIES HERETO AGREE AS FOLLOWS:

1. That:

a) The parties hereto shall provide the following financial contribution toward the operation of the Commission:

Party 1	R. M. of Louise	\$ _____	per Capita - Total \$ _____
Party 2	R. M. of Roblin	\$ _____	per Capita - Total \$ _____
Party 3	V. of Pilot Mound	\$ _____	per Capita - Total \$ _____
Party 4	V. of Crystal City	\$ _____	per Capita - Total \$ _____
Party 5	V. of Cartwright	\$ _____	per Capita - Total \$ _____

b) The total financial contribution by the parties hereto shall be \$ \_\_\_\_\_.

c) The Tiger Hills, Pembina Valley and Turtle Mountain school divisions shall participate in the operation of the said Commission as outlined in a Joint Use Facility Agreement to be negotiated between the Commission and the school divisions.

2. That monies allocated to the Commission from municipal levies and from government grants shall be expended by the Commission for the recreation district provided, however, any donation or gift accepted by the Commission shall be expended and allocated in accordance with the wishes of the doner thereof.

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## 3. That:

a) The Commission shall consist of eight (8) members appointed by the participating municipalities and school divisions, of which five members with three of them being from municipal or village councils will constitute a quorum.

b) The members of the Commission shall consist of an appointee from each of the following:

R. M. of Louise  
R. M. of Roblin  
Village of Pilot Mound  
Village of Crystal City  
Village of Cartwright  
Turtle Mountain School division  
Tiger Hills School Division  
Pembina Valley School Division

c) Commission members are appointed yearly by each of the municipal corporations and school divisions with a letter stating said appointee forwarded to the Recreation Director.

4. That the Commission shall elect from its membership a chairperson and such other officers as it deems necessary annually.

5. That the Commission shall meet at least six (6) times a year. Special meetings will be called if necessary by the Chairman.

6. Members will be reimbursed mileage for commission business at a rate agreed upon by board. This is only available to those members who do not already receive remuneration from their councils or school division.

7. That the Commission adopt rules and regulations governing its procedure, provided such rules and regulations are not inconsistent with the provisions of the Municipal Act, The Municipal Conflict of Interest Act, any act of the Legislature of the Province of Manitoba or any By-Law of the Municipal Corporation.

8. That the Commission shall encourage and/or initiate a public recreation program which shall include physical recreation, social recreation, cultural and artistic and group recreation, intellectual recreation and audience entertainment, continually striving to meet the recreation needs of the community.

9. Liability insurance shall be covered by the participating municipal bodies.

10. That the said Commission shall prepare an annual budget to be presented to each participating municipal council by March 1 of each and every year.

11. That the said Commission shall submit audited financial statements to each participating Municipal Council in each and every year in keeping with The Municipal Act, Section 604.

12. That all orders and proceedings of the Commission shall be recorded, and shall be signed by the Chairman and Secretary.

13. That the said Commission may, with the approval of the Councils:

a) Engage the services and set the remuneration of a Director of Parks and Recreation (hereinafter referred to as the "Director").

b) The said Director shall be responsible to the Commission.



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14. That the terms of this agreement shall be from the 1st day of January to the 31st day of December in each year, at which time, if no notice has been given, the term shall be extended automatically for a further period of one (1) year and similarly, at the end of each subsequent year.
15. That any party to this Agreement may terminate the Agreement by giving notice in writing of the proposed termination at least one year prior to December 31st.
16. That Schedule "A" and Schedule "B" will be reviewed annually, and any necessary changes will be made at that time.

PARTY OF THE FIRST PART

\_\_\_\_\_  
REEVE\_\_\_\_\_  
MUNICIPAL ADMINISTRATOR

PARTY OF THE SECOND PART

\_\_\_\_\_  
REEVE\_\_\_\_\_  
MUNICIPAL ADMINISTRATOR

PARTY OF THE THIRD PART

\_\_\_\_\_  
MAYOR\_\_\_\_\_  
SECRETARY-TREASURER

PARTY OF THE FOURTH PART

\_\_\_\_\_  
MAYOR\_\_\_\_\_  
MUNICIPAL ADMINISTRATOR

PARTY OF THE FIFTH PART

\_\_\_\_\_  
MAYOR\_\_\_\_\_  
MUNICIPAL ADMINISTRATOR

1. That the terms of this agreement shall be deemed to have been accepted by the Government of the United States of America on the day of January, 1945, and that the day of acceptance is hereby acknowledged.

2. That the Government of the United States of America hereby agrees to pay to the Government of the United Kingdom the sum of one million pounds sterling, to be paid in four equal installments of two hundred and fifty thousand pounds sterling each, on the 1st day of January, 1946, 1947, 1948, and 1949.

3. That the Government of the United States of America hereby agrees to pay to the Government of the United Kingdom the sum of one million pounds sterling, to be paid in four equal installments of two hundred and fifty thousand pounds sterling each, on the 1st day of January, 1946, 1947, 1948, and 1949.

WITNESSED BY THE SIGNATURE OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA

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**TERMS OF REFERENCE GUIDELINES  
SCHEDULE "B" TO BY-LAW NO.**

**PURPOSE AND MISSION STATEMENT**

The Louise Roblin Recreation District has been formed to provide recreational activities with an unlimited potential to develop life skills, fill voids in people's lives, promote and maintain healthy lifestyles, and create a togetherness in the communities.

**LEVEL OF AUTHORITY OF THE COMMISSION**

1. Know and understand the community recreation program that already exists.
2. Assist, when requested, all you can contribute to the community program.
3. Act as a communication link with other municipalities, regions, governments or provincial organizations.
4. Conduct activities or operate facilities that are needed but cannot be provided or operated by community groups, agencies or other insitutions.
5. Administer the public funds allocated for recreation purposes.

**MANAGEMENT STRUCTURE**

**Commission:** Commission members are appointed to lead the organization toward the established vision and values. The Commission sets overall policies and direction of the organization. The Commission also acts as caretakers of the policies set to ensure the vision and values are met.

**Staff:** Run the day-to-day operations of the organization, consistent with the direction of the Commission. Staff must also be accountable for their decision making within given authority.

**COMMISSION MEMBER ROLES**

**Chairperson:** Before the meeting:  
- review agenda with Director.

During the meeting:  
- welcome participants and introduce new members and guests;  
- solicit approval of the minutes of the previous meeting;  
- review the agenda and ensure that participants understand the purpose of the meeting;  
- request revisions to the agenda and approval of agenda, as amended;  
- outline the format and timelines of the meeting;  
- introduce each item with a brief review that focusses the discussion or decision;  
- encourage all participants to contribute;  
- help the group communicate by summarizing complex issues and re-phrasing difficult discussion;  
- keep the meeting on topic;  
- follow a logical decision-making process;  
- close discussion when agreement is reached or if the group is unable to reach agreement;  
- remain impartial to all ideas presented during discussion, concentrate on the meeting process, assist the participants to communicate effectively;

After the meeting:  
- follow-up on assignments made to ensure individuals understand and are committed to completing their task;  
- review and act upon responsibilities assigned to the Chair;  
- review the minutes before distribution.

**Vice Chairperson:**

The primary role of the vice chairperson is to act when the chairperson is absent. If possible, the vice chairperson should be given opportunities to experience chairing a meeting or a portion of a meeting when the chairperson is present.





**Secretary:**

The secretarial duties are filled by the Director as prescribed by the Commission.

**Treasurer:**

The Treasurer's duties are filled by a non commission member who is responsible for ensuring the financial health and management of the organizations funds. This is an ongoing process with regular written reports for meetings and presentations of written budget and financial statements. All financial matters are approved by the Commission.

**Commission Members:**

Effective meetings result when members accept responsibility for their preparation and behaviour. Along with the chairperson, members share responsibility for the outcome of the meeting by:

- reviewing the agenda and supporting material in detail;
- arriving on time for the meeting and remaining until the scheduled time for adjournment;
- participating fully in group discussions while remaining objective and listening with care to the opinions of others;
- encouraging other members to participate in the discussions;
- following through on any responsibilities assigned for action after the meeting.

Council and School Appointees will report back to their respective organization.

Commission members are not allowed to miss three consecutive meetings, unless given leave by commission. (Sick, Holidays)

**FINANCIAL MANAGEMENT PRACTICES**

The purpose of any financial management system is to provide financial stability. This stability ensures that the necessary financial resources are available as and when required. Financial stability enhances the organization's ability to carry out its plans and fulfill its vision and mission.

**Budget Process:**

- |                                 |                       |
|---------------------------------|-----------------------|
| 1. Compile a list of Activities | 5. Set Priorities     |
| 2. Determine Costs              | 6. Balance the Budget |
| 3. Determine Income             | 7. Approve the Budget |
| 4. Compare Income and Costs     | 8. Monitor the Budget |

**Record Keeping:**

1. Receipts and disbursements recorded on daily basis
2. Deposits made regularly
3. Investment of surplus funds placed in government guaranteed funds
4. Invoices paid as required
5. Cheques require two authorized signatures
6. Financial statement and expenditures approved at regular board meetings
7. Year end financial statements prepared for board and auditors.

**Audit Procedures:**

Our records are audited once a year by an external auditor appointed by the municipal board. This audit usually occurs in the late spring of each year.

**MEETING MANAGEMENT**

There are six meetings scheduled per year. They are the first Thursday of every second month. They rotate from the three villages in the district and are always a 7:30 p.m. start.



The committee is composed of the following members:

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Preparation for the meetings is the responsibility of the Director;

- Notify members
- Book Office
- Prepare Reports (Agenda)
- Take Minutes

Rules of Order are applied:

- Quorum
- Adoption of Minutes
- Rules of the Chair
- Speaking
- Motions
- Voting

#### LINES OF COMMUNICATION/INFORMATION MANAGEMENT

Internal Communication - the interaction that occurs between members of the organization.

- Reports
- Verbal Discussion

External Communication - the public relations.

- Newspaper column
- Posters

#### STAFF MANAGEMENT

The success of the volunteer-staff partnership is dependent on three major principles of staff management:

1. Hire the right person for the job

- Develop a Job Description
- Define position requirements
- Decide on Compensation
- Implement Search Procedures
- Prepare Selection Procedure
- Prepare Selection Instrument
- Identify Short List
- Design Interview Procedures
- Conduct Interview
- Make decision and offer position

2. Motivate and Support the Employee

- Working Environment
- Performance Goals
- Performance Appraisal

3. Develop a sound Board-Staff Relationship

- Work together