

Town of Birch Hills

Bylaw 05/2021

A BYLAW TO ESTABLISH BIRCH HILLS SKATEBOARD PARK COMMITTEE

The Council of the Town of Birch Hills in the Province of Saskatchewan enacts as follows:

SHORT TITLE

1. This bylaw may be known as “Skateboard Park Bylaw”.

DEFINITIONS

2. For the purpose of this bylaw, the expression:
 - a. **BH&DRB** – means the Birch Hills and District Recreation Board.
 - b. **Church** – means the Birch Hills Community Church and Owner.
 - c. **Committee** – means the management committee appointed pursuant to this bylaw.
 - d. **Council** – means the Council of the Town of Birch Hills.
 - e. **Municipality or Town** – means the Town of Birch Hills.
 - f. **Skateboard Park** – means the multi-use facility located on Birch Hills Community Church property including surfaces intended for activities such as skateboarding and basketball.

COMPOSITION OF BOARD

3. The committee shall consist of five (5) members, to be appointed by resolution of council as follows:
 - a. one member of council;
 - b. one (1) representatives of the church;
 - c. one (1) member of the user group (one parent, one youth); and
 - d. two (2) representative from the Town of Birch Hills and district that are elected at the annual meeting by those in attendance.
4. At the first appointment of the committee members, the terms of office for elected members shall be as follows;
 - a. 1 member for a one year term
 - b. 1 member for a two year term

5. Subject to Section b,
 - a. each term of office shall be two years, and
 - b. three consecutive terms of office may be served, however, subsequent to serving three terms, there is an obligatory one year of absence from the committee.
6. The committee shall appoint one member as:
 - a. Chairperson;
 - b. Vice-chairperson; and
 - c. Secretary
7. The seat of a member of the committee who absents himself/herself from three consecutive meetings, without authorization by resolution of the committee, shall be declared vacant.
8. The seat of a member of the committee shall become vacant upon the receipt of a written notice of resignation by the secretary of the committee.
9. The secretary of the committee shall bring to the attention of the council at its next meeting any vacancies as they arise.
10. The committee shall make recommendations to council to fill vacancies as they arise.
11. The council shall, by resolution, at the first meeting following receipt of the notice of a vacancy, fill the vacancy.
12. Three (3) members shall constitute a quorum.

MEETINGS

- 13 The committee shall meet at least twice between March and November, at a time and place, as set by resolution of the committee at the first meeting of the committee each year.
- 14 The secretary of the committee shall, at the request of the chairperson or one third of the members call a special meeting at a date specified in the request.
- 15 All meetings of the committee shall be open to the public.
- 16 All members of the committee present shall vote on each question.
- 17 The chairperson shall preside at all meetings.

- 18 If the chairperson should be unable to attend the meeting, the vice-chairperson shall preside.
- 19 All actions of the committee shall be entered in a minute book, to be kept for that purpose by the secretary and signed by this presiding officer and the secretary.
- 20 The chairperson shall, every two months, being June and August, report in writing to the council and to the church office, and shall provide a report to the Recreation Director.
- 21 An annual meeting of the residents of the municipality and other interested persons, shall be held in April of each year.

POWERS AND DUTIES

22. The committee shall, at its first meeting each year, elect one member to represent it on the BH&DRB.
23. The committee shall establish and recommend to the Church, a schedule of regular maintenance for preserving the safety and usability of the Skateboard Park surfaces and area.
24. Once in the spring and once in the fall, the committee shall make a thorough inspection of the Skateboard park surface and surrounding area and recommend to the Church for the repair of any safety hazards as per Schedule A.
25. The committee shall make visual inspections of the facility to ensure the safety of the facility.
26. The committee shall include a report of all maintenance and inspections in its monthly report to council and to the church.
27. All volunteers working for the committee shall be considered agents of the municipality.
28. All operating funds of the committee shall remain separate from the BH&DRB and the town of Birch Hills.

REPEAL

29. Bylaw No. 08/13 is hereby repealed.

COMING INTO FORCE

30. This bylaw shall come into force on final passing thereof.

INTRODUCED AND READ A FIRST TIME THIS 12TH DAY OF MAY 2021.

READ A SECOND TIME THIS 26TH DAY OF MAY 2021.

READ A THIRD TIME AND PASSED BY UNANIMOUS VOTE OF COUNCIL THIS ____ DAY OF _____
2021.

Mayor

Administrator

Certified a true copy of Bylaw #05/2021
adopted by resolution of Council on
the ____ day of _____ 2021.

Administrator