

BYLAW NO. 2025-01

**A BYLAW OF THE RURAL MUNICIPALITY OF ABERDEEN NO. 373 TO PROVIDE FOR
ENTERING INTO AN AGREEMENT FOR THE PURPOSE OF CONSTITUTING A JOINT
RECREATION BOARD**

The council of the Rural Municipality of Aberdeen No. 373 in the Province of Saskatchewan enacts as follows:

1. The Rural Municipality of Aberdeen No. 373 is hereby authorized to enter into an agreement attached hereto and forming part of this bylaw and identified as "SCHEDULE A" with the Town of Aberdeen for the purpose stated within the agreement.
2. The Reeve and Administrator of the Rural Municipality of Aberdeen No. 373 are hereby authorized to sign and execute the attached agreement, identified as "SCHEDULE A".
3. This bylaw shall have force and effect on the date of mutual signing of the attached agreement
4. Bylaw 87.3 and all previous agreements regarding the joint recreation board are hereby repealed.



REEVE



ADMINISTRATOR



Read a third time and adopted

This 13th day of February 2025



Administrator



Revised February, 2025
Schedule A

Recreation Board Agreement

Made in duplicate this 18th day of March, 2025.

BETWEEN: The Rural Municipality of Aberdeen No. 373, in the Province of Saskatchewan, hereinafter referred to as "The R.M."

AND: The Town of Aberdeen, in the province of Saskatchewan, hereinafter referred to as "The Town."

WHEREAS, the parties above named desire to associate with each other for the purpose of constituting and creating a body corporate, to be known as the "Aberdeen and District Culture and Recreation Board", hereinafter called "The Board",

NOW this agreement witnesses that the R.M. and the Town on consideration of the premises and of the covenants and stipulation hereinafter contained, mutually promise, covenant and agree one with the other as follows:

DEFINITIONS:

1. In this agreement, including this section:
 - a) "Board" means the Aberdeen and District Culture and Recreation Board
 - b) "council" means the council of the Town of Aberdeen and the council of the Rural Municipality of Aberdeen #373.
 - c) "Program-committee" means a committee created by resolution of the Board to manage and operate cultural, recreational or sport programs and appointed by resolution.
 - d) "Facility committee" means a committee created by resolution of the Board to manage and operate designed recreational and cultural facilities.
 - e) "Capital expenditure" an expenditure in physical assets which creates a long term addition to any facility, therefore increasing its total net worth.

A. PURPOSE OF BOARD

1. The Board's purpose shall be:
 - a) To authorize the management and operation of the following building facilities located within the town of Aberdeen (including the purchase of required equipment and supplies, and the making of other necessary operational expenditures).
 - i. Equestrian Center
 - ii. Aberdeen Seniors' Centre
 - b) Administer the Joint Use Agreement - The Board shall continue to participate in a

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Joint Use Agreement with the Prairie Spirit School Division #206 for the use of the following grounds facilities located on the property owned by the Prairie Spirit School Division #206:

- i. Ball Diamonds
- ii. Playground
- iii. Football/soccer Field

The board members appointed as the representatives for the Joint Use Agreement shall be the Board Chairperson, and the Town and RM council member appointed by each council to the Board.

- c) To assist in the establishment of program committees in connection with the operation of programs in recreation and culture. Equipment owned by the Board will be maintained by the Board.
2. The Board shall provide advice and information to the Council as to future improvements and expansion of recreational and cultural programs and shall provide advice as to the expansion and improvement of all recreation facilities within the scope of this agreement.
3. The Board shall endeavour to make all the above-mentioned facilities available to all residents of the R.M. and the Town on an equal opportunity basis.

B. COMPOSITION OF BOARD

1. The Board shall consist of between six and ten members to be appointed by resolution of council on a yearly basis as follows:
 - a) One member of the council of the Town of Aberdeen.
 - b) One member of the council of the Rural Municipality of Aberdeen #373.
 - c) At least four and up to six members at large consisting of equal number of member seats from each municipality.
2. Members at large as listed under section B 1. Subsection c) of this bylaw shall be nominated at the Annual General Meeting of the Board and appointed by Council.
3. Fifty per cent of voting members shall constitute a quorum of the Board.

C. TENURE OF BOARD MEMBERS

1. All board members shall be appointed for a term of two years.
2. The seat of a member of the board who is absent for three consecutive regular meetings or 5 meeting within a calendar year without authorization by resolution shall be declared vacant. Should a seat become vacant by death, resignation in writing or otherwise, the Council, upon being notified by the Board, shall at their next regular meeting appoint a person recommended by the Board to fill such vacancy for the rest of the term.

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D. MEETINGS

1. The Board shall meet in regular session at least once per month at a time and place fixed by resolution at the first regular meeting of the year. The schedule for the regular meeting dates will be forwarded to the Councils to advertise on their community calendars.
2. Special - The Board by unanimous consent of all members may set its own parameters for the calling of a special meeting, provided that all members are notified of all special meetings.
3. Annual - At the Annual meeting the following business shall be conducted:
 - a) Appointment of Board members as elected from the body at large at the meeting
 - b) Presentation of most recent available audited financial statement.
 - c) Approval of the preliminary budget for the current year.
 - d) Other business as required by any person in attendance.
4. First Meeting Following Annual General Meeting
 - a) the first meeting of the Board shall be held immediately following the adjournment of the Annual General Meeting and shall be advertised on the agenda and public notice for the Annual General Meeting.
5. General
 - a) Meetings shall follow Roberts Rules of Order.
 - b) All actions of the Board shall be by resolution formally moved and adopted.
 - c) All regular and special meetings shall be open to the public.
 - d) All members present shall vote on each question except a member who declares a conflict or pecuniary interest on a specific question. A member with conflict or pecuniary interest shall declare that interest prior to the vote and shall leave the meeting while the discussion and vote take place.
 - e) At every meeting of the board all questions shall be decided by a majority of votes. However, in the case of an equality of votes the question shall be decided in the negative and the motion considered defeated.
 - f) The Secretary shall at least two week prior to the established date of the annual meeting cause to be published in at least one issue of a newspaper circulating within the Town a notice of annual meeting specifying the date, time and place as to where the meeting will be held.

E. DUTIES OF THE BOARD

1. At its first meeting following the annual meeting, the Board shall appoint by resolution one member respectively for the following:
 - a) Chairperson
 - i. Shall preside at all meetings
 - ii. Shall call the annual and any special meetings.
 - iii. Shall prepare a written agenda prior to all meetings.
 - iv. Shall forward a copy of the agenda to the Council at least 24 hours prior to any meeting of the Board.

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- i. Shall act as signing officer of the Board
 - ii. Municipal council members shall not be eligible to act as Chairperson
- b) Vice Chairperson
 - i. Shall act in the capacity of the Chairperson should the Chairperson be unable to perform his/her duties for any reason.
 - ii. Shall act as signing officer of the Board in the absence of the Chairperson.
 - iii. Municipal council members shall not be eligible to act as Vice Chairperson.
- c) Secretary
 - i. Shall keep written records of all meetings formally documented by resolution in a minute book and shall ensure that these minutes are approved at the next meeting.
 - ii. Shall forward all copies of the minutes to the Council and the Board members.
- d) Treasurer
 - i. Shall deposit all funds in a chartered bank or credit union and those funds shall be withdrawn only by pre-numbered cheques signed by the treasurer and counter signed by the Chairperson or Vice Chairperson.
 - ii. Shall keep records of all funds collected and shall issue pre-numbered receipts for all monies collected on behalf of the Board.
 - iii. Shall submit to the Council and the Board at least 24 hours prior to the meeting, for the preceding month, a financial statement of receipts and payments, bank reconciliation and a list of accounts, including invoices for documentation, to be paid at each regular meeting.
 - iv. Shall prepare an annual financial report.
 - v. Shall ready the Board's financial records for audit or review by a certified accountant.
 - vi. Shall prepare for approval by the Board, the operating and capital budget for the following year.
 - vii. The treasurer may be an "ex officio" member of the Board.

2. General

- a) The municipal members of the Board shall report to their respective councils on a monthly basis, all actions undertaken by the Board.
- b) The Board shall establish annual written goals and objectives and shall present to both parties:
 - i. A written report on the activities of the Board for the previous year;
 - ii. An assessment of recreational needs for the current year and for a five year projection.
 - iii. A list of all current committees of the Board, for insurance purposes.
- c) Should a Chairperson or Vice-Chairperson be unable to preside at meetings, the remainder of the Board shall by resolution appoint one member to chair the meeting.
- d) The Board shall hire, suspend or fire employees as necessary and shall authorize the same to any committee it establishes. All employees so hired shall be considered employees of the Board and shall have an evaluation of performance after one month of service.
- e) The Board shall have the power to establish for itself, petty cash funds not exceeding two hundred dollars. Such funds shall be set up in the name of the treasurers and shall be held accountable for all expenditures of such funds.

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F. FISCAL YEAR

1. The fiscal year of the Board shall be the calendar year.

G. COMMITTEES OF THE BOARD

1. The Board shall establish the following committees:
 - a) Grounds Committee
 - b) Programs Committee
 - c) Bingo Committee
 - d) Joint Use School Grounds Committee
2. Members of these committees shall be nominated at their respective annual meetings and shall be appointed by resolution of council.
3. All Board established committees shall operate in the manner hereinafter provided:
 - a) Tenure of Committee Members
 - i. To ensure continuity within the committees, half of the members shall be appointed for a term of two years and half of the members shall be appointed for a term of one year in the term of year establishment. Thereafter, all committee members shall be appointed for a term of two years. Two full consecutive terms may be served by members.
 - ii. The seat of a member of the committee who is absent for three consecutive regular meetings without authorization by resolution shall be declared vacant. Should a seat become vacant by death, resignation in writing or otherwise, the Board, upon being notified by the committee, shall at their next regular meeting appoint a person recommended by the committee to fill such vacancy for the remainder of the term.
 - b) Meetings
 - i. Regular - The committees shall meet in regular session at least once per month at a time and place fixed by resolution at the first regular meeting, with the exception that those committees operating on a seasonal basis shall only be required to meet in regular session during the season of operation.
 - ii. Special - The committees, by unanimous consent of all members of the respective committee, may set its own parameters for the calling of a special meeting, provided that all members are duly notified of all special meetings.
 - iii. Annual - The annual meeting of the respective committees shall be held no later than the 31st day of December in each year. At that meeting the following business shall be conducted:
 - a. Appointment of committee members as elected from the body at large at the meeting.
 - b. Presentation of most recent audited or reconciled financial statement and interim financial statement as available.
 - iv. General
 - a. All meetings shall follow Robert's rules of Order.
 - b. All actions of the committee shall be by resolution formally moved and

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adopted.

- c. All regular and special meetings shall be open to the public.
- d. All members present shall vote on each question except a member who declares a conflict or pecuniary interest on a specific question. A member with a conflict or pecuniary interest shall declare that the interest prior to the vote and shall leave the meeting while the discussion and vote take place.
- e. At every meeting of the respective committees all questions shall be decided _____ by a majority of votes. However, in the case of an equality of votes the _____ question shall be decided in the negative and the motion considered defeated.
- f. All annual meetings must be advertised at least two week in advance.
- g. Requests to speak at a Board Meeting as a Delegates must be received by the Chairperson at least 1 week before the date of the meeting to be added to the agenda.

c) Composition of Committees

- i. The Committees shall determine their own composition, provided that the committees are composed of a minimum of three members.
- ii. A quorum shall be equal to the total number of members divided by two

d) Duties of Committees

- i. At its first meeting following the annual meeting, the respective committees shall appoint by resolution one member respectively for the following:
 - a. Chairperson
 - i) Shall preside at all meetings.
 - ii) Shall call the annual and any special meetings.
 - iii) Shall prepare a written agenda prior to all meetings.
 - iv) Shall act as signing officer of the committee.
 - b. Vice Chairperson
 - i) Shall act in the capacity of Chairperson should the Chairperson be unable to perform his/her duties for any reason.
 - ii) Shall act as signing officer of the Committee in the absence of the Chairperson.
 - c. Secretary
 - i) Shall keep written records of all meetings formally documented by resolution in a minute book and in a digital file.
 - ii) Shall provide the Committee:
 - 1. Minutes from previous meetings
 - 2. Any documentation and information as requested by the Committee from time to time.
 - d. Treasurer
 - i) Shall deposit all funds in a chartered bank or credit union and those funds shall be withdrawn only by pre-numbered cheques signed by the treasurer and countersigned by the Chairperson or Vice Chairperson.
 - ii) Shall keep records of all funds collected and shall issue pre-numbered receipts for all monies collected on behalf of the committee.
 - iii) Shall submit, for the preceding month, a financial statement of

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receipts and payments, a bank reconciliation and list of accounts, including invoices for documentation, to be paid at each regular meeting.

- i) Shall prepare an annual financial report.
- ii) Shall ready the committee's financial records for audit or professional review.
- iii) Shall prepare for approval by the Committee, the operating and capital budget for the following year.
- iv) The treasurer may be an "ex officio" member of the committee.

e) General

- i. The Committee shall present an annual budget to the board by December 31st of each year as well as a written report on the activities of the Committee for the previous year; and an audited or reconciled financial statement shall also be presented to the board.
- ii. A list of the Executive members and participants shall be given to the Board by December 31 of each year.
- iii. Should a Chairperson or Vice Chairperson be unable to preside at meetings, the remainder of the Committee shall by resolution appoint one member to chair the meeting.
- iv. Committees established by the Board may establish their own constitution which shall remain consistent with this agreement and to all statutes governing the council. Constitutions established by the committees shall be submitted to the Board for information purposes

f) Fiscal Year

- i. The fiscal year of the respective committees shall be within four months of completed season and established by each committee.

H. BUDGET

1. The budget process shall be as follows:

- a) Each committee shall present to the board prior to December 31, the following:
 - i. Operating budget for the following year.
 - ii. Capital projections for a five year period.
- b) The board shall approve, reject or amend the proposed budgets of the committees:
 - i. If a committee's budget is rejected, the board shall ask that a new budget be drawn up by the committee and that the budget resubmitted.
 - ii. If a committee's budget is only amended it shall be returned to that committee for approval of the amendment.
- c) The board shall their own planned expenditures and revenues, for presentation to the council prior to January 15th in each year. The Board shall also make available to the council, upon request, all the committee budgets.
- d) Council shall review the Board's budget at their next regular meeting upon receipt.
 - i. If approved, send it back to the Board with no further work to be done.
 - ii. If amended or rejected, it shall be sent back to the Board with an explanation as to why.
 - iii. The Board will then readjust the budget for presentation to council.

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- e) The Board shall seek approval of the preliminary budget by the Annual meeting to be held no later than April 30th.
2. Any expenditures over \$10,000.00, excluding reserves account allocation previously approved by councils, shall require approval from both councils.

I. INSURANCE

1. Liability:
 - a) General comprehensive liability insurance shall be obtained by the Town of Aberdeen to cover all activities and operations carried out by the Board and committees as provided for in this agreement.
 - b) Volunteer coverage shall be paid for by Council.
2. General:
 - a) The Town shall obtain a written breakdown of insurance expenses from the insurance company providing insurance coverage and shall distribute copies to the Board and its committees.
 - b) All volunteers and employees acting on behalf of the Board and its committees shall be considered as agents of the Board.

J. CAPITAL EXPENDITURES

1. The Board, and the Grounds Committee shall be responsible for the acquisition and setting aside of reserves.

K. FUNDING

1. The Council shall remit operating funds to the Recreation Board before July 31st in each year.
2. The Board shall receive funding from Council for operating and capital purposes on an annual basis, at an amount specified by Council. The Board shall distribute this funding to its respective committees as it sees fit.
3. The Board may renegotiate, on an annual basis, the funding to be received from Council. Council may by resolution, advance or grant funding to the Board or committees in addition to funding as per section 1 and 2 above.
4. Council shall receive and turn over to the Board any donations that have been designated to the Board or its Committees and the Town shall issue receipts to the donors.
5. Council shall keep the Board informed on all recreation grants or information that it receives pertaining to the Board or its Committees.



L. AUDIT

1. The records of the Board shall be audited or reviewed by a certified accountant annually at the end of their fiscal year. The Board shall be provided with a copy from each facility committee and program committee, a copy of each audited or reconciled financial statement.
2. The audit or review of the Board shall be done by the auditor of the Town. The audit or reconciliation, of the committees shall be done by an auditor or other qualified person.
3. Audit fees of the Board only shall be paid by the Town and RM.

M. TERMS OF AGREEMENT

1. The R.M. and the Town mutually agree that this agreement shall be continuous and renegotiation of all terms may be initiated and undertaken at any time on recommendation of the Board and mutual agreement of the elected officials of the R.M. and the Town.
2. Should the Board cease to operate in accordance with the provisions of this agreement for a period of six months Council shall meet with the Board and determine a plan of action to ensure the continuance of recreation and culture within the community of Aberdeen.
3. In the event of a disaster or loss of use of any facility, the R.M. and Town shall, together with the Board and/or committee affected, meet together to discuss:
 - a) availability of council resources
 - b) availability of provincial resources
 - c) community interest
 - d) feasibility of construction

(SIGNATURE PAGE TO FOLLOW)

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In witness whereof the Rural Municipality of Aberdeen No. 373 and the Town of Aberdeen have hereunto affixed their corporate seals and duly attested by the hands of their officers authorized in this behalf, the day and year first written.

RURAL MUNICIPALITY OF ABERDEEN NO. 373



Reeve

SEAL



Administrator



TOWN OF ABERDEEN

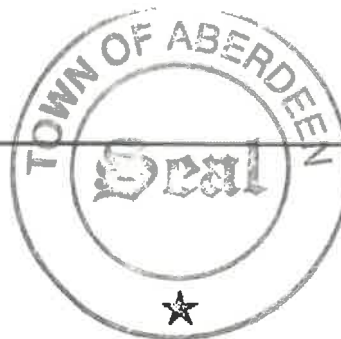


Mayor

SEAL



Administrator



Reserve Funds

Total Allocation	Town Portion	R.M. Portion
\$204,400.26.00	\$102,200.13	\$102,200.13

a) Community Grant Funding paid by Saskatchewan Lotteries on per capita basis

b) Reserve Funds as of February 2024 (as per 2024 budget). These are subject to change.

1. Community Grant	\$0.00
2. Accounting Fees	\$3,018.36
3. Ball Diamond	\$57,500.45
4. Bingo Profit	\$36,189.06
5. Clubhouse Maintenance Reserve	\$7,750.00
6. Donations, fees, & Membership	\$1,931.27
7. Equestrian Center	\$2,000.00
8. Grounds Committee	\$0.00
9. In Motion Reserve	\$4,860.81
10. Playground Maintenance	\$39,372.81
11. Minor Ball	\$936.03
12. Office	\$153.94
13. Portable Toilet	\$50.00
14. Program Committees	\$3,415.02
15. Skateboard Park Maintenance	\$11,282.80
16. Seacan	\$0
17. SLGA	\$35,939.71
18. Soccer Field/greenspace/Skatepark?	\$0.00
Total Reserves	\$204,400.26

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