



TOWN OF KAMSACK
KAMSACK & AREA RECREATION & CULTURE BOARD POLICY
Approved: March 27, 2023
Resolution #: 0111-23

The Council of the Town of Kamsack deems it expedient and advisable to establish a Regional Recreation & Culture Board for the Town of Kamsack and surrounding areas to explore, identify, coordinate, promote and enhance programs and facilities within our area on behalf of the Town and set forth the boundaries and authority of the Board.

A) Title:

This policy may be cited as the Kamsack & Area Recreation & Culture Board Policy.

B) Interpretations:

In this policy:

“Board” shall mean the Kamsack & Area Recreation & Culture Board

“Council” shall mean the Council of the Town of Kamsack

“Municipality” shall mean the Town of Kamsack.

“Region” shall mean the Town of Kamsack and surrounding communities; including, but not limited to, Cote First Nation, Keeseekoose First Nation, The Key First Nation, Village of Togo, Village of Veregin, Duck Mountain Provincial Park, the R.M. of Cote, as well as other specialized interests.

C) Mandate:

The Board is to represent a broad-based recreation and culture profile which reflects the diversity of the region. The Board shall act as an arm’s length body to Council to:

- 1) Explore, identify, coordinate, promote, plan, conduct and enhance recreational and cultural programs and facilities within the region;
- 2) Assist the Manager of Recreation & Community Development to identify, coordinate, run and expand programming and activities;
- 3) Expand and improve upon communications between the various groups, clubs and organizations within the region;
- 4) Act as a fund-raising arm for programs and facilities, and
- 5) Assist in the allocation of funding as needed; including, but not limited to, annual Sask Lotteries Community Grant Funds.

D) Appointment/Terms:

- 1) The Board shall be comprised of a minimum of 5 and maximum of 9 Board members with at least one member being appointed from Council and one member being the Manager of Recreation & Community Development.



TOWN OF KAMSACK
KAMSACK & AREA RECREATION & CULTURE BOARD POLICY
Approved: March 27, 2023
Resolution #: 0111-23

The Manager of Recreation & Community Development will serve on the Board as a non-voting, paid employee of the Town of Kamsack and oversee the financial management of the Board on behalf of the town.

- 2) Potential Board Members must apply using the Application Form under Schedule A.
- 3) Board members will be selected by Council, with input from already appointed board members, for a two-year term.
- 4) Initially half the Board members will serve a one-year term to enable the Board to stagger appointments.
- 5) The Board shall elect 4 officers:
 - Chairperson
 - Secretary
 - Treasurer
 - Communications Coordinator
- 6) The remaining Board Members may be members at large that represent the diversity and interests of Kamsack and the region.
- 7) Members will remain on the Board until their term has ended and they do not wish to continue serving on the Board, they are no longer the representative of their organization or they give written notice that they no longer wish to remain on the board.
- 8) All members shall remain in office until their respective successors are appointed by the Board and ratified by Council.
- 9) If any member of the Board shall be absent for three (3) regular meetings, without good reason, the Council may, upon recommendation of the Board, declare the office of the absent Board member to be vacant.
- 10) The Council may remove any member of the Board for any justified cause.

E) Roles & Responsibilities

The Board shall report to Council. All final decisions must be reviewed and approved by Council.

The roles and responsibilities of the Board, its officers and the Town of Kamsack are further outlined in Schedule B.



F) Board Proceedings:

- 1) Bi-annually, the Board shall hold a meeting at which time the Officers of the Board shall be selected for the following year. Council shall ratify the appointments as it sees fit.
- 2) Regular Board Meetings shall be held monthly, at a regularly scheduled time and place. Any changes to the meeting(s) must be communicated to the Board members at least twenty-four (24) hours in advance.
- 3) A majority of members shall constitute a quorum at all meetings.
- 4) The minutes of all meetings shall be recorded and, once adopted, distributed to Council in a timely manner.
- 5) The Board may establish sub-committees which will report and make recommendations back to the Board.
- 6) Meeting procedures will be conducted in accordance with good meeting practices and disputes resolved in accordance with rules of order.



Schedule A: Application To serve on the Kamsack & Area Recreation & Culture Board

A. Personal Information

First & Last Name: _____

Phone: _____

Email: _____

Community of Residence: _____

Personal Statement:

I would like to serve as a Volunteer on the Kamsack & Area Recreation & Culture Board because

I am a professional in, or have noticeable experience in, the following areas:

Yes or No:

I want to help identify, plan and conduct programming: _____

I am willing to submit a Criminal Record Check if needed: _____

I am willing to submit a Vulnerable Sector Check if needed: _____

I am willing to attend training sessions if needed: _____

B. Community Information

As a member of the board, I intend to represent the interests of: **Please Select All that Apply*

- | | |
|--|--|
| <input type="checkbox"/> Cote First Nation | <input type="checkbox"/> Rural Municipality of Cote |
| <input type="checkbox"/> Keeseekoose First Nation | <input type="checkbox"/> A Specific Recreational Activity or Group:
_____ |
| <input type="checkbox"/> The Key First Nation | <input type="checkbox"/> A Specific Cultural Activity or Group:
_____ |
| <input type="checkbox"/> Town of Kamsack | <input type="checkbox"/> Other:
_____ |
| <input type="checkbox"/> Village of Togo | |
| <input type="checkbox"/> Village of Veregin | |
| <input type="checkbox"/> Duck Mountain Provincial Park | |



C. Certification & Signature

I have completed this application completely and honestly to the best of my knowledge. In addition, I have read, understood and agree to follow the requirements set out in the Kamsack & Area Recreation & Culture Board Policy, including serving on the Board for a minimum of 1 term.

Signature _____

Date _____



Schedule B: Roles & Responsibilities

Town Council

The Town of Kamsack shall:

- a) Assign the Manager of Recreation & Community Development as a paid, non-voting member and at least one member of Council to the Board;
- b) Provide the Board with an annual operating budget; and,
- c) Be responsible for reviewing and approving all final decisions, before any actions are taken.

Manager of Recreation & Community Development

The Manager of Recreation & Community Development shall:

- a) Sit on the Board as a paid, non-voting member;
- b) Act as the primary liaison between the Board and Council;
- c) Fill the office of treasurer for the Board.

Recreation & Culture Board

The Board shall:

- a) **Identify Regional Needs** - To gather information on what the region wants and needs in terms of recreational and cultural programming and facilities:
 - 1) To be the 'ears' for the Manager of Recreation & Community Development in the region, and
 - 2) To look at regional needs related to recreational and cultural development and make recommendations on what areas require enhancement and facilitation.
- b) **Determine and Conduct Plans & Priorities** - To assist in planning, organizing, running and recommending priorities for recreation and culture within the region:
 - 1) To act as a sounding board and advisory committee to the Manager of Recreation & Community Development and, through this same person, to Council on capital projects;
 - 2) To work with the Manager of Recreation & Community Development on strategies, plans and policies related to recreational and cultural initiatives.
 - 3) Organize and conduct programming as decided upon by the Board.
- c) **Fundraise:** To raise funds for recreational and cultural facilities and activities by:
 - 1) Organizing and hosting fundraising events for specific programs or facilities;
 - 2) Maintain appropriate records and report on revenue and expenses associated with fundraising activities;



- 3) Manage funds raised through events until they are forwarded to the Town for a specific project; and
 - 4) Forward all donations directly to the Town in order for charitable donation receipts to be issued.
- d) **Promote Communications** - To promote communication that supports initiatives, programs or services within the region:
- 1) To share information between the various groups;
 - 2) To foster and encourage creativity and innovation;
 - 3) To promote events, programs, and services that relate to recreation and culture; and,
 - 4) To assist with promoting and distributing information on specialized or intermittent opportunities, as needed; such as Summer Games, Winter Games, and the like.
- e) **Undertake any other matter referred to the Board by Council**

Officers of the Board

Chairperson

The Chairperson ensures that the Board functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out. Specifically, the chairperson is responsible to:

- a) Plan and run meetings in accordance to the governing document;
- b) Ensure matters are dealt with in an orderly, efficient manner;
- c) Bring impartiality and objectivity to meetings and decision-making;
- d) Facilitate change and address conflict within the Board;
- e) Plan for recruitment and renewal of the Board;
- f) Advocate for and represent the organization at external meetings and events; and,
- g) Have signing authority for the Board.

The role of Chairperson requires an estimated commitment of 16 hours per month.

Secretary

The Secretary supports the Chairperson in ensuring the smooth functioning of the Board.

The Secretary's tasks include:

- a) Preparation of agendas in consultation with the Chairperson;
- b) Circulation of agendas and any supporting papers in good time;
- c) Ensuring quorum is present;
- d) Minuting meetings and circulating the draft minutes to all Board members for approval;
- e) Ensuring approved minutes are forwarded to Council;



- f) Checking that Board members and staff have carried out agreed upon action(s); and,
- g) Ensuring up-to-date records are kept of Board membership.

The role of Secretary requires an estimated commitment of 8 hours per month.

Treasurer

The role of the treasurer is held by a paid staff member of the Town of Kamsack. This role maintains an overview of the Board's financial affairs and ensures that proper financial records and procedures are maintained. Specifically, the Treasurer shall:

- a) Oversee and present budgets, accounts and financial statements for the Board account(s);
- b) Oversee and present budgets, accounts and financial statements for any fundraising activities the Board may undertake;
- c) Ensure that appropriate accounting procedures and controls are in place;
- d) Research and assist in finding appropriate funding, especially grants; and,
- e) Have signing authority for the Board.

The role of Treasurer shall be held by the Manager of Recreation & Community Development, a paid, non-voting member.

Communications Coordinator

The Communications Coordinator shall

- a) Develop communications strategies that will broaden reach and deepen the impact of the Board's activities;
- b) Manage the content of the Board's advertisements and publications, as needed;
- c) Connect with other committees and groups to share and gather information and ideas; and,
- d) Proactively seek media coverage for newsworthy initiatives.

The role of Communications Coordinator will vary depending on the actions of the Board.