

MLCN SPORTS, CULTURE & RECREATION BOARD Bylaw

Montreal Lake Cree Nation, Saskatchewan

Bylaw No. 001

A Bylaw to Establish a Recreation Board in the community of Montreal Lake Cree Nation, Saskatchewan.

Whereas the Chief and Council deem recreation to be considered a primary service;

And where as the Chief and Council envision that all members of the community have the opportunity to engage in meaningful, accessible experiences that promote:

- a. Individual wellbeing
- b. Community wellbeing
- c. The wellbeing of places and spaces

And whereas the Chief and Council deems that this vision can be best realized under the direction and coordination of a Recreation Board;

The Chief and Council of the community of Montreal Lake Cree Nation, in the Province of Saskatchewan, enacts as follows:

A Recreation Board is hereby established to serve the community of Montreal Lake Cree Nation and the board shall be known as the Montreal Lake Cree Nation Sports, Culture & Recreation Board.

Definitions in this bylaw:

- a. "Community" refers to Montreal Lake Cree Nation
- b. "Chief and Council" refers to the Chief and Council of the Montreal Lake Cree Nation
- c. "Board" refers to the MLCN Sports, Culture & Recreation Board
- d. "Recreation" – the term shall be inclusive for sport, culture and recreation

1. Title

This bylaw may be cited as the MLCN Sports, Culture & Recreation Board Bylaw.

2. Purpose

Montreal Lake Sports, Culture & Recreation shall operate to promote health and wellness of community members by providing access to recreation and sporting activities. The focus of the organization is to provide a wide range of activities that will integrate traditional values to enhance the physical, spiritual, emotional and mental well-being, which will provide a safe and meaningful environment for members.

3. Powers of the Board

- a. The board uses an operational model where the board provides direction and develops policy and individual board members assist with administrative functions.
- b. The Board is empowered to self-determine membership number, class and terms of membership on the Board.
- c. The Board is empowered to advise and recommend on any and all matters pertaining to recreation services as outlined by the members and Chief and Council of the community.
- d. The Board is empowered to recommend to Chief and Council on full time/part time or seasonal recreation staff/contractors.
- e. The Board is empowered to manage financial resources within their budgetary guidelines and adhere to the financial management procedures of Chief and Council, under the direction of the Ex-Officio or designate.

4. Board Function

- a. The Board, reactively, shall deal with recreation service matters as delegated by Chief and Council.
- b. The Board proactively, shall engage the members of the community in an effort to bring to Chief and Council, the opinions and concerns of the community regarding Recreation Services.
- c. The Board shall investigate policies that further the creation, awareness and appreciation of the **value** and **benefits** of Recreation, as a primary service in the community.
- d. The Board shall be Responsible for the management, operation and coordination of Recreation Services in Montreal Lake Cree Nation including:
 - i. Skating Arena Facility
 - ii. Recreation Programs
 - iii. Fundraising Initiatives
- e. The Board will strive for provision of a full range of Recreational Opportunities for all members.

5. Role

Operational activities of the Board shall include:

- a. Advise Chief and Council on recreation service policy matters including human resources, programs/services and facility infrastructure.
- b. Acts in a coordinating role by providing human, financial, communication, facility and equipment resources.
- c. Directs the operation and administration of facilities and programs regarding management, control, maintenance, rules and regulations of programs/services and facilities.
- d. Develop and manage operational financial budgets and monitor expenditures and revenues for all recreation services.

- e. To direct attention to and suggest possible solutions to any part of areas, facilities and equipment which might be hazardous to the health and safety of the people who come into contact with it.
- f. Co-operate with and encourage all organizations, public, private, civic, social and religious, which are supporting, promoting and working for recreation in its broadest application.
- g. The Board may, as a duty, take an active part in Tribal Council, District, Provincial Recreation Sport and Culture Organizations. An active part may include memberships in the organizations and attendance at courses, conferences and workshops.
- h. The Board shall also act as community contact for recreation services to the community as well as to agencies outside of the community.

6. Board Operations

Composition

- a. The Board shall consist of eight (8) regular members.
- b. Elder Membership shall be granted to those persons whose service, assistance or interest justify a position on the Board. The Elder is included in the determination of quorum; and to provide input and feedback on Board discussions and decisions. The Elder member will be identified as either voting or non-voting (advisory) status.
- c. The Chief, or their designate (Councilor), is an ex-officio member of the Board, this position does not have a vote in Board motions.
- d. Board Members shall serve on the Board for 3 year terms. Board members can serve consecutive terms. The Board shall never consist of all incoming members. Terms shall be appointed on a staggered basis.
- e. Board Members shall be appointed to the board by:
 - i. A letter of intent submitted to the current Board.
 - ii. The Board will select members by motion of the Board.
 - iii. Board members must be a member of Montreal Lake First Nation in good standing.
 - iv. Selected members must submit a CPIC.
 - v. Board positions will be filled upon completion of the member's term, or as needed if vacancies occur.

Officers

- a. Officers of the Board shall be voted upon annually and consist of:
 - i. Ex-Officio (Portfolio Councilor)
 - ii. Board Chair
 - iii. Vice Chair
 - iv. Secretary
 - v. Treasurer

Meetings & Quorum

- a. The Board shall meet regularly, at least once each month. Special meetings of the Board in advance of programs or events may be called on 24 hours' notice by the Chair.
- b. Quorum shall consist of five (5) members in good standing. Each member, including the Chairperson and Elders shall have one vote on any question. The Chairperson shall only vote in instances of a tie.
- c. The Board may appoint sub committees to deal with any special matter under the jurisdiction of the Board.

Board Limitations

- a. The Board may not proceed with any long term or large financial commitment without first having the plan or agreement approved by Chief and Council.

Removal

- a. Board members may be removed from the board if one or more of the following occur:
 - i. Failure to attend three (3) consecutive meetings without good reasoning.
 - ii. Breach of confidentiality.
 - iii. Chronic interference in day to day operations.
 - iv. Misconduct.
- b. Removal may occur immediately by a 2/3 affirmative vote by the Board.

7. Financial Administration

- a. The organizations financial affairs will be conducted in a responsible manner. All revenues will be used to support the purposes and programs of the organizations mandate. Financial management, including all record keeping, monitoring and reporting of the organizations financial situation is the responsibility of the staff, with support from the Treasurer (bookkeeper).
- b. The fiscal year of MLCN Sport, Culture & Recreation shall be April 1st to March 31st.

Authorization

- a. All financial commitments must be approved through a motion of the board (see Budget).
- b. A maximum of five board members are authorized to sign cheques, one of which is the Ex Officio.
- c. Cheque requisitions must be signed by two authorized board members.
- d. Two signatures, one of which is the Ex Officio member, are required on all cheques, banking documents, legal documents and funding agreements approved by the board.
- e. The Director (or Event Coordinator) and Ex Officio, with support from the Treasurer review all invoices for payment and monitor that expenses fall within budget.
- f. All payments must be approved through a motion of the board, if not prior to, then at the following meeting.
- g. The board must pre-approve any single payment that is over \$1,000 through a board motion.

Budget

- a. Planning and preparation for the MLCN Sports, Culture & Rec and the Annual Fish Derby budget will take place annually at the April meeting following the Fish Derby.
- b. Preparation will include a review of previous year expenses, upcoming funding needs, and available resources.
- c. The board will collectively set and approve the budget for the upcoming year. Funds will be allocated according to priorities identified by the board (see Investment Priorities).
- d. The budget will be monitored through the review of the monthly financial reports.

8. Reporting

- a. MLCN Sports, Culture & Rec and the Annual Fish Derby financial and operational details will be tracked and reported separately.

Financial Reports

- a. Monthly financial reports will be prepared by the respective Director / Event Coordinator, with support from the Treasurer. The reports will disclose the amount of revenues and expenses each month and total to-date.

Program Reports

- a. Monthly written program reports will accompany the financial reports. Program reports will provide details on the results and recommendations from past programs; and upcoming program opportunities.
- b. Reports will be presented to the Board at each meeting, as well as, to Chief and Council by the Ex-Officio.

Annual Report

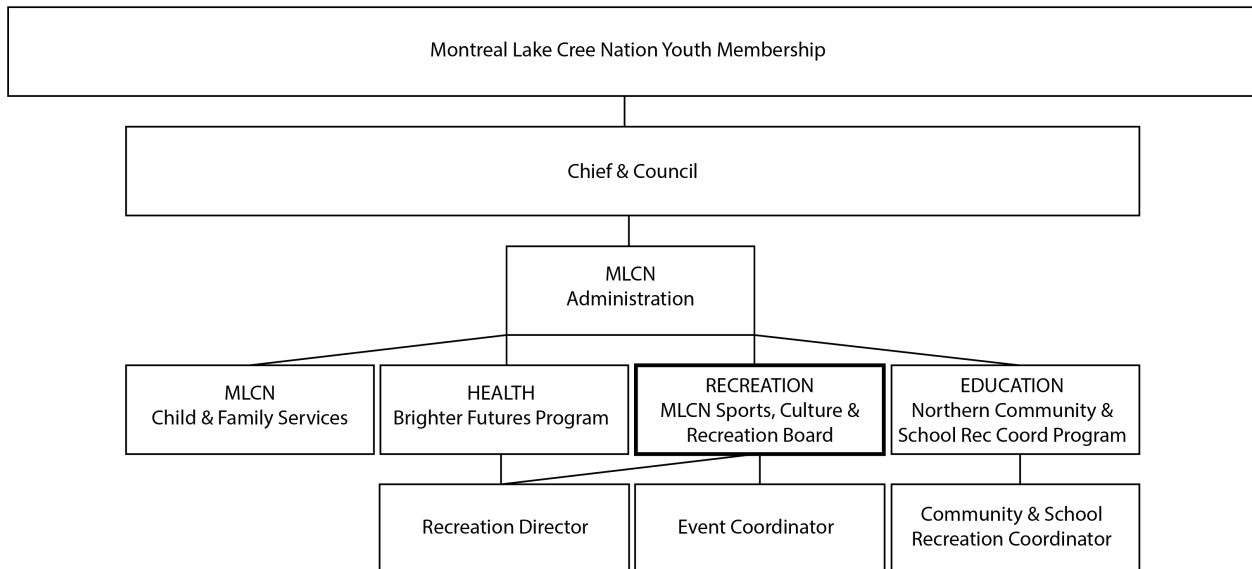
- a. An annual program and financial reports for the MLCN Sports, Culture and Rec and the Annual Fish Derby will be prepared by the respective Director / Event Coordinator and presented to the Board; and Chief and Council; and membership at the annual band assembly.
- b. Annual reports will be presented by March 31st each year.

9. General

- a. All members of the Board and staff are deemed to be agents of Montreal Lake Cree Nation. The Board is responsible to ensure they have adequate insurance to perform duties of the organization
- a. This bylaw, shall, at the first regular meeting of the Board annually, be distributed and read to and by all members of the Board.
- b. Montreal Lake Cree Nation policies shall govern any and all procedures of the Board not outlined in this bylaw.

10. Organizational Chart

- a. The role of community organizations and programs in the delivery of sport, culture and recreation in Montreal Lake Cree Nation.



11. Effective Date

- a. This Bylaw shall come into force and take effect on approval by the Montreal Lake Chief and Council.

Read a first time this ____ day of _____, 2019

_____ CHIEF

_____ 1st COUNCILOR

_____ 2nd COUNCILOR

_____ 3rd COUNCILOR

_____ 4th COUNCILOR

_____ 5th COUNCILOR

