

VILLAGE OF PORT CLEMENTS

Bylaw No. 324, 2002

A bylaw of the Municipality of the Village of Port Clements for the purpose of establishing a Recreation Commission.

WHEREAS under the statutory powers in part 5.2 section 176 (1) of the *Local Government Act* Council may establish commissions to operate services of the local government, undertake operations and enforcement in relation to the local government's exercise of its regulatory authority, and manage property held by the local government.

NOW THEREFORE the Council of the Village of Port Clements, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the "Village of Port Clements Recreation Commission Bylaw No. 324, 2002."
2. There is hereby established a Commission known as the Village of Port Clements Recreation Commission.

3. INTERPRETATION

In this bylaw, unless the context otherwise requires;

- a) The words "the Village" shall mean the Village of Port Clements.
 - b) The words "the Council" shall mean the Council of the Village of Port Clements.
 - c) The words "the Commission" shall mean the Village of Port Clements Recreation Commission.
4. The Commission shall be composed a maximum of seven members and a minimum of 5 members who shall be appointed by Council as follows:

- a) One member from Council;
- b) Up to six members from the Village;
- c) Two members at large may be appointed from the unincorporated district in the vicinity of the Village including Tleil.
- d) All appointments shall be for a period of one year;
- e) Nominations for appointment may be made by the Commission, service clubs, associations and the public at large.
- f) The Council shall advertise for nominations in two consecutive issues of the local newspaper at least thirty days prior to the appointment date.
- g) At the first regular meeting in December of each year the Council shall:
 - i) appoint a Council representative;
 - ii) review the list of nominations and appoint sufficient members to the Commission to fill the number of vacancies.

- iii) If a Commission member resigns prior to the expiration of their appointment, with less than six months left of their appointment, the position will remain open until the next regular appointment date at which time a replacement shall be appointed for the remainder of the term.
- iv) If a member resigns and there is six months or more left in their appointment, Council may appoint a new member for the remainder of that term.
- v) all members shall have equal voting privileges.

5. The Commission shall elect from its membership a Chairperson and such other officers needed to conduct business.

6. The Commission must be by resolution; and in accordance with the Village of Port Clements Procedure Bylaw and the *Local Government Act*:

- a) establish the procedure to be followed for the conduct of committee meetings;
- b) establish the time and place of regular meetings; and
- c) require advance public notice respecting the time, place and date of Commission and committee meetings and establish procedure for giving that notice.

7. The Commission shall hold regular meetings, at least once in a month.

8. A majority of the members of the Commission shall constitute a quorum at meetings.

9. The latest edition of Roberts Rules of Order is to govern proceedings at meetings.

10. The duties and powers of the Commission shall be as follows:

- a) A person must be assigned the duties of recording the minutes and the Commission must submit minutes of meetings of the Commission and committees signed by the chairperson of the Commission or committees to the person assigned responsibility for corporate administration under the *Local Government Act*.
- b) The Commission may appoint, subject to the approval of the Council, recreation personnel for whom funds have been allotted or acquired. When such recreations personnel are to be paid from funds resulting from contributions from grants, the Commission is responsible for consultation with or reporting to the appropriate agency as required by Council.
- c) The Commission shall have supervisory responsibility over activities provided and conducted on or in connection with parks, play-grounds, athletic fields, swimming facilities, whether indoors or outdoors, and shall have power to conduct any form of recreational or cultural activity.
- d) The Commission shall conduct, or have cause to have conducted, surveys of recreational facilities, programs, and leadership according to the wishes of the Council.
- e) All items of revenue and expenditure relating to the activities of the Commission shall be accounted for in the books of account of the Village in accordance with the provisions of the current Financial Plan.
- f) No expenditure shall be made which is not provided for in the Financial Plan of the Village.
- g) The Commission shall, on or before the 15th day of March of each year,

prepare and submit to the Council the proposed annual budget.

- h) The Commission shall not incur any liability beyond its revenue for the current year. No expenditure shall be made which is not provided for in the annual budget of the Commission as approved or subsequently amended by the Council.
- i) The Commission shall not make any expenditures except by an affirmative motion or resolution of the Commission.
- j) All monies receivable by the Commission shall be paid into the hands of the Village Treasurer for deposit to the credit of the Village bank account.
- k) Accounts for authorized expenditures of the Commission shall be paid by the Treasurer of the Village in the same manner as all other accounts.
- l) Separate accounts shall be maintained in the books of the Village to record the revenues by source and the expenditures of the Commission.
- m) The Commission may, plan and recommend recreational facilities and areas for the future.
- n) The Commission may, from time to time, by motion appoint a Committee or Committees for any specific purpose or purposes.
- o) The Commission shall make reports to the Council at such times they are required.

11. Bylaw No. 114 and Amendments thereto are hereby repealed.

12. This Bylaw may be cited as the "Village of Port Clements Recreation Commission Bylaw No. 324, 2002."


READ a first time this 17th day of June, 2002.

READ a second time this 17th day of June, 2002.

READ a third time this 17th day of June, 2002.

RECONSIDERED and ADOPTED this 2nd day of July, 2002.


Joan Ann Allen
Mayor


John E. Weisen
Chief Administrator

Certified a true copy of By-Law No. 324,
Village of Port Clements, B.C.