

BYLAW #566

A BYLAW TO ESTABLISH A RECREATION COMMISSION FOR THE VILLAGE OF MONTROSE

WHEREAS section 176 of the *Local Government Act* (RS Chap. 323) authorizes the Council of the Village of Montrose to establish a Recreation Commission, and

WHEREAS the Council of the Village of Montrose deems a Recreation Commission to be in the community's interest,

BE IT THEREFORE RESOLVED that the Council of the Village of Montrose in open meeting assembled, enact as follows:

SHORT TITLE

1. (1) This Bylaw may be cited as the "**RECREATION COMMISSION BYLAW.**"

PURPOSE

2. (1) The primary purpose of the Recreation Commission (the "Commission") is to serve as an advisory body to Council in matters relating to recreation and cultural programs.
- (2) The secondary purpose of the Commission is to organize, undertake, and facilitate special recreation and/or community events on behalf of Council, subject to the limitations and conditions established in this Bylaw.
- (3) The tertiary purpose of the Commission is to work with such recreation program employees or contractors as may be engaged by the Village for the purpose of ensuring that the resources dedicated to recreation in Montrose produce the highest possible recreation benefit to the community.

STRUCTURE

3. (1) The Commission shall be governed by a board consisting of not less than six (6) and not more than ten (10) members:
 - a) one member shall be a member of the Village Council, and
 - b) all other members shall be residents of the Village of Montrose.
 - (2) The term of office for Commission members shall be:
 - a) one year in the case of the Village Council member, and
 - b) two years in the case of residents of the Village of Montrose, with the term of not less than three (3), and not more than five (5) members ending in an even numbered year, and the term of not less than three (3), and not more than five (5) members ending in an odd numbered year.
 - (3) Except for the transitional terms established in this Bylaw, all Commission membership appointments shall take effect and shall terminate at an Annual General Meeting.
4. (1) Commission members shall be appointed by Council resolution:
 - a) before the last day of January in each year in the case of the Village Council member;
 - b) before the last day of September in each year in the case of residents of the Village of Montrose.
 - (2) Where a vacancy occurs for any reason on the Commission, the Commission shall forthwith notify Council of the vacancy.
 - (3) Where the membership of the Commission falls below six (6) following one or more resignations, Council shall appoint one or more new Commission member within 30 days of being notified of the resignation(s), provided always that the total number of Commission members falls within the limits established in this Bylaw.
 - (4) In the event of a vacancy, the Commission may submit one or more nominations for appointment to the Commission to Council for consideration.
 - (5) The Commission may, by resolution, request Council to revoke an appointment of a member of the Commission where such member has:
 - a) failed to attend Commission meetings for 4 consecutive months, or
 - b) taken residence outside of the Village of Montrose, andCouncil may, at its discretion and by resolution, comply with the Commission's request.

PROCEDURES

5. (1) The Commission shall hold an Annual General Meeting on the second Tuesday of October in each year.
- (2) Four (4) members of the Commission shall constitute a quorum.
- (3) The Annual General Meeting shall be chaired by the Council member appointed to the Commission.
- (4) At the Annual General Meeting the Commission shall:
 - a) adopt an operational report of the Commission's activities of the preceding 12 months;
 - b) adopt a financial report of the Commission's financial transactions of the preceding 12 months;
 - c) elect a Chair, one Vice-Chair, a Secretary, and a Treasurer, each of whom shall hold office for one year, and together shall constitute the Officers of the Commission.
- (5) Officers of the Commission shall hold office until the next following Annual General Meeting, and each may be

reelected to any Commission Officer position.

- (6) The Operational Report and the Financial Report, as adopted at the Annual General Meeting, shall be submitted to Council immediately following the meeting.
- 6. (1) The Chair, or the Vice-Chair, or any two members may call a meeting of the Commission.
- 7. (1) The Commission shall adopt procedures for the conduct of all its meetings, and such procedures shall be established in writing, and a copy of such procedures shall be presented to every member of the Commission.
- (2) The Commission shall adopt an Activity Plan and a Provisional Budget for the following year, and shall submit such Plan and Budget to Council on or before November 30th in each year.
- 8. (1) At least one candidate for the position of Montrose representatives on the Beaver Valley Recreation Commission shall be nominated by Council from the members of the Montrose Recreation Commission. The Council representative on the Montrose Recreation Commission shall not be eligible for such nomination.

FINANCIAL MATTERS

- 9. (1) Council shall approve an unconditional grant to the Recreation Commission on or before January 31st in each year, and such grant shall be included in the Village's Financial Plan.
- (2) The Commission shall submit a Final Budget to Council on or before February 28th in each year, and the Final Budget shall include the unconditional grant approved by Council.
- (3) Council shall, on or before March 31st of each year, consider and by resolution adopt the Commission's Final Budget, and such budget shall be the Commission's Approved Annual Budget.
- (4) a) Until Council has approved the Commission's Annual Budget, the Commission shall not permit an expenditure or expenditure commitment to be incurred that is not included in its Final Budget.
b) Following Council's approval of the Commission's Annual Budget, the Commission shall not permit an expenditure or expenditure commitment to be incurred that is not included in the Approved Annual Budget.
- 10. (1) All revenues collected by the Commission shall be identified by source and deposited at the Village Office on the first business day following their receipt.
- (2) All invoices or vouchers representing an approved expenditure commitment made on behalf of the Commission shall be signed by the Commission Treasurer and submitted for payment to the Village Office within one week of the date of the invoice.
- (3) The Village Treasurer shall be responsible for the maintenance of a paper trail for all of the Commission's financial transactions after revenues, invoices, and/or vouchers have been deposited at the Village Office.

TRANSITION

- 11. (1) Council shall appoint a member of Council to the Commission for a transitional term from January 1, 2001, to August 31, 2001.
- (2) Council shall appoint four (4) Montrose residents to the Commission for a transitional term from January 1, 2001, to the 2001 Annual General Meeting.
- (3) Council shall appoint five (5) Montrose residents to the Commission for a transitional term from January 1, 2001, to the 2002 Annual General Meeting.
- (4) For the purpose of this Bylaw, Recreation Commission appointments made pursuant to a preceding Bylaw shall not constitute terms of appointment under this Bylaw.
- (5) For the purpose of this Bylaw, transitional term appointments under this section shall be deemed to be partial terms.
- 12. (1) The Recreation Commission serving at the time of the final adoption of this Bylaw shall continue to serve as the Montrose Recreation Commission in all aspects, and subject to established practices and regulations until December 31, 2000.

ENACTMENT

- 13. (1) If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- (2) Bylaws #133 and #532 are hereby repealed.
- (3) This Bylaw shall come into full force and effect on January 1, 2001.

READ A FIRST TIME	this 19 th day of September, 2000
READ A SECOND TIME	this 21 st day of November, 2000
READ A THIRD TIME	this 21 st day of November, 2000
RECONSIDERED AND FINALLY ADOPTED	this 5 th day of December, 2000

Mayor

Clerk

Clerk

Close Bylaw