

## TOWN OF WESTVILLE

### BYLAW NO. 2

#### RECREATION COMMITTEE BYLAW

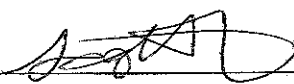
1. This Bylaw shall be known and may be cited as the "Recreation Committee Bylaw" of the Town of Westville.
2. There is hereby established a Committee to be known as the Town of Westville Recreation Committee which shall advise the Council of the Town of Westville on recreation matters and be responsible for any recreation program approved by the Council. Westville Recreation's mission is to provide sport and recreational opportunities that contribute to and enhance the quality of life for the residents of the Town of Westville. This is achieved by providing direct programs, providing advice and assistance, and by maintaining and developing recreational facilities.
3. The Committee shall be composed of not more than thirteen (13) members, serving without pay, who shall be appointed by the Council as follows:
  - (a) One member of Council
  - (b) The remaining members are to be residents of the Town of Westville and surrounding area with a maximum of two members from the surrounding area on the Committee at any time.
  - (c) "Surrounding area" for the purposes of this bylaw means the area within Pictou County.
4.
  - (1) The member who is appointed under clause 3(a) shall be an annual appointment and shall hold office until December 31 of each year or until their successor is appointed or until they cease to be a member of Council.
  - (2) A member appointed under Clause 3(a) who ceases to be a member of the Council shall cease to be a member of the Committee.
  - (3) A member appointed under clause 3(b) who ceases to be a resident of the Town or surrounding area shall cease to be a member of the Committee.
5. A member of the Committee who is absent from three consecutive meetings, unless the absence was caused by illness or was authorized by resolution of the Committee shall cease to be a member, but shall be eligible for appointment as a member when a future vacancy occurs.
6. The Council shall within two months fill a vacancy on the Committee and the person appointed shall serve the remainder of the term of office of the person so replaced.
7. The Committee shall be responsible to the Council and shall report to Council at their request. The Secretary (Recreation Coordinator) will prepare monthly reports to Council for inclusion in Public Council Meetings.

8.
  - (1) Regular meetings of the Committee shall be held monthly, the time and place to be determined by it at its first meeting, but may be changed by the Committee from time to time as it may deem necessary and advisable.
  - (2) Special meetings may be called on twenty-four hours notice by the Chairperson or the Secretary at the request of a majority of members of the Committee in writing/email.
  - (3) A Minute Book shall be kept and the minutes of all regular and special meetings shall be recorded by the Secretary. Copies of all minutes signed by the Chairperson or the person presiding at the meeting shall be filed with the CAO.
  - (4) Half (50%) of the members shall constitute a quorum.
  - (5) The Chairperson shall preside at all meetings, but in his/her absence the Vice-Chairperson or a member appointed at the meeting shall preside.
  - (6) The Chairperson shall not have a vote on any question, unless there is a tie vote, then the Chairperson shall cast the deciding vote.
9.
  - (1) The first meeting of the Committee shall take place within one month of the appointment of the Committee.
  - (2) A Chairperson and Vice-Chairperson shall be elected at the first meeting of the Committee and thereafter at the first meeting in each fiscal year.
10. The Committee may appoint Sub-Committees to deal with any special matters coming within the powers and jurisdiction of the Committee.
11.
  - (1) Subject to the approval of Council, the Committee may provide, equip and supervise public playgrounds, athletic fields, recreation centers and other recreation facilities and activities on any of the properties owned or controlled by the Town or other properties with the consent of the owners and authorities thereof. It shall have the power to conduct any form of recreation or cultural activity that will employ the leisure time of the people in a constructive and healthful manner.
  - (2) The Committee shall have the power to make such rules and regulations concerning the operation of public recreational facilities, including setting the fees to be charged for the use of such facilities, as it deems appropriate from time to time, or concerning any matters coming within the powers of the Committee. These rules and regulations shall be valid when approved by Council.
  - (3) The Committee shall be consulted on all matters affecting the development and maintenance of public recreation facilities.
  - (4) The Committee shall be consulted whenever it is proposed to acquire, purchase, lease, sell or otherwise dispose of any Town land that is held for park or other public recreation purpose.
  - (5) The Committee shall cooperate with and encourage all organizations, public, private, civic, social and religious within the Town, supporting, promoting or working for any sport or recreation.
12. The Committee may hear and consider at its regular meetings, all representations by any individual organization or delegation of citizens with respect to recreation provided a request in writing is received by the Secretary forty-eight hours prior to the date of the regular meeting and the Committee may act on any recommendations which it deems appropriate, provided the approval of Council has been obtained.

13. (1) Annually before the 31<sup>st</sup> day of March, the Secretary (Recreation Coordinator) shall submit to the Council a written statement showing in reasonable form and detail the progress to be conducted and the expenditures proposed to be made by the Committee for the year.
- (2) The Committee shall be restricted in its expenditures to the amounts and purposes shown on the statement as approved by Council, provided that with the approval of Council amounts shown on the statement as intended to be expended for a specific purpose may be used in whole or part for some other purpose within the jurisdiction of the Committee.
14. The Committee, on behalf of the Town, may receive any gifts or bequests or money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for recreational purposes. Property so received shall be vested in the Town in trust for such purposes.
15. (1) The Committee shall report annually to the Council and at such other times as requested, and in the form and manner requested by Council.
- (2) Financial information with regard to recreation budget should be readily available to the Committee in a timely manner; this will include monthly financial reports and budget approval.
16. Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Committee nor any member of it have any power to authorize an expenditure to be charged against the Town.

I, J. Scott Fraser, CAO of the Town  
Of Westville do hereby certify that the  
Foregoing is a true copy of a bylaw duly  
Passed at a duly called meeting of the  
Town Council duly convened and held  
On the April 30<sup>th</sup> / 12.

Given under the hand of the CAO and  
Under the seal of the said Town this  
May 21<sup>st</sup> / 12.

  
\_\_\_\_\_  
Scott Fraser