

**SUMMER VILLAGE OF NAKAMUN PARK**  
**BYLAW NO. 2017 - 5**

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**A BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK IN THE PROVINCE OF ALBERTA TO ESTABLISH THE SUMMER VILLAGE OF NAKAMUN PARK RECREATION COMMITTEE.**

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A Bylaw of the Summer Village of Nakamun Park, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act being Chapter m-26.1 of the Revised Statutes of Alberta 2000 and amendments thereto.

NOW THEREFORE, the Municipal Council of the Summer Village of Nakamun Park, duly assembled, enacts as follows:

**PART I -TITLE**

- 1.1 This Bylaw may be cited as "Summer Village of Nakamun Park Recreation Committee Bylaw" of the Summer Village of Nakamun Park.

**PART II -DEFINITIONS**

- 2.1 **COMMITTEE** shall mean and include all members of the Summer Village of Nakamun Park Recreation Committee.
- 2.2 **COUNCIL** shall mean the Council of the Summer Village of Nakamun Park.
- 2.3 **CAO** shall mean the CAO of the Village or his/her designate.
- 2.4 **MEMBER** shall mean a member of the Summer Village of Nakamun Park Recreation Committee.
- 2.5 **VILLAGE** shall mean the Summer Village of Nakamun Park.
- 2.6 **COMMUNITY ORGANIZATION** shall mean a local society, organization or club which provides services to residents within the district.

**PART III-ESTABLISHMENT**

- 3.1 There is hereby established and constituted an advisory Committee to be known as the "Summer Village of Nakamun Park Recreation Committee" to exercise the duties and powers and to perform the functions as prescribed in this Bylaw.

- 3.2 The Committee shall consist of five (5) members: four (4) members shall be appointed by Council from the public-at-large, one (1) shall be appointed from the Council of the Summer Village of Nakamun Park. Appointments to the Committee shall be made or reviewed annually at the Organizational Meeting of Council.
- 3.3 Wherever possible, the Committee shall ensure new members are aware of:
- a) Local, regional, provincial, and federal government legislation which effect municipal recreation.
  - b) Local policy and procedures regarding municipal recreation services.
  - c) Local community clubs and organizations which are involved, in some way, with municipal recreation service.
  - d) Current and proposed projects, programs, and services of the Committee, and;
  - e) The local Recreation Master Plan and General Municipal Plan.
- 3.4 There shall be appointed by the Village, the CAO, or an approved designate, who shall assist and advise the Committee. The CAO, or designate, shall undertake the administrative duties of the Committee including, but not limited to, the notifying of members of meetings, preparing of agendas, preparing of minutes, maintaining records and facilitating the actions of the Committee.
- 3.5 In addition to the CAO, the Committee may solicit information and advice from representatives from the following agencies or organizations, and/or associations that the Committee feels assistance can be obtained from:
- a) Alberta Tourism, Parks and Recreation
  - b) Alberta Culture and Community Spirit
  - c) Alberta Recreation and Parks Association (A.RP.A.)
  - d) Alberta Sport, Recreation, Parks and Wildlife Foundation (A.S.R.P.W.)
  - e) Alberta Association of Recreation Facility Personnel (A.A.R.F.P.)
  - f) Any other agency or organization that the Committee feels assistance can be obtained from.
- 3.6 Neither the CAO, designate nor any Advisor shall have voting privileges.

#### **PART IV – TERM**

- 4.1 Council shall appoint one (1) member of Council to the Committee. Council appointments shall be made at the Organizational Meetings.

- 4.2 The Council of the Summer Village of Nakamun Park shall designate members to the Committee who shall hold office for a two (2) year period.
- 4.3 Any member may resign from the Committee at any time upon sending written notice to the Committee and to Council to that effect.
- 4.4 An appointed member ceases to be a member of the Committee when:
- a) He or she fails to attend three (3) consecutive regular meetings of the Committee or one third (1/3) or more of the regular meetings of the Committee scheduled in a year between Council Organizational Meetings unless otherwise excused by resolution of the Committee.
  - b) His or her term expires,
  - c) He or she is removed from office by resolution of Council,
  - d) He or she ceases to be a resident of the Village,
  - e) He or she provides written notice of resignation from the Committee, and in the case of a member appointed from Council, he or she resigns his or her position on Council.
- 4.5 If a member ceases to be a member of the Committee before the expiration of his or her term, Council shall appoint another eligible person as follows:
- a) If the term being vacated is less than one (1) year, the appointment of an eligible person shall hold office until the next duly held annual organization Meeting.
  - b) If the term being vacated is more than one (1) year, the appointment of an eligible person shall hold office for the remainder of the term.
  - c) To allow for Council's and Administration's discretion to ensure that there are not more than three members of the Committee leaving at onetime.

## **PART V - MEETINGS**

- 5.1 At the first meeting of the Committee following the annual Organization Meeting of Council in each year, the Committee shall

appoint a Chairperson. Immediately thereafter, the Committee shall appoint a Vice-Chairperson who shall act in the absence of the Chairperson.

- 5.2 The Committee shall hold at least six (6) regular meetings annually at a time and place so designated by the Committee.
- 5.3 A special meeting may be called by the Chairperson at any time or by special request of any four (4) members of the Committee.
- 5.4 A majority of the members of the Committee constitutes a quorum.
- 5.5 Each member present at a meeting of the Committee shall vote when the vote is taken unless a pecuniary interest in a matter is declared.
- 5.6 In the event of a tie when a vote is taken, the motion shall be lost.
- 5.7 Meetings of the Committee shall be open to the public. Individuals and groups may make a presentation to the Committee at a meeting if the presentation is related to the Committee and its mandate.
  - a) One week prior to the next scheduled meeting, notice (in writing) must be received by the Chairperson or the CAO from any delegation wishing to address the Committee.
  - b) Delegations will be given a maximum of fifteen (15) minutes to address the Committee.
- 5.8 The Committee shall ensure meetings are conducted using Roberts Rules of Order.

## **PART VI - ROLE OF THE COMMITTEE**

- 6.1 The Committee shall advise and make recommendations to Council on the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs, Committee members' appointments, parks and green spaces in the Village.
- 6.2 The Committee shall advise and make recommendations to Council on the allocation of grants and funds to community organizations.
- 6.3 The Committee shall promote a co-operative spirit throughout the village to encourage the sharing of all available resources towards the provision of recreation opportunities for everyone in the village.

- 6.4 Each member of the Committee is responsible for representing the broad recreation, culture, and parks interests of the village, as well as contributing to the responsible and prudent direction regarding these interests to the elected officials of the municipality.
- 6.5 The Committee shall function as a Liaison by:
- a) Maintaining effective lines of communication with all agencies and organizations by delivering recreation and cultural services in the Village.
  - b) Acting on behalf of all residents of the Village by bringing forth their concerns to Council.
  - c) Reporting to Council, via Council Representative regarding the status of municipal recreation, cultural, and parks services which may be of concern to Council.
- 6.6 The Committee shall advise and make recommendations regarding the preparation of a Recreation Master Plan at least every eight (8) years outlining, in order of priority, the basic development of recreation, cultural and parks resources.
- 6.7 The Committee shall monitor and review- operating policies and procedures and make recommendations to Council regarding the creation and implementation of bylaws, policies, and procedures relating to recreation, culture and parks matters in accordance with the Recreation Master Plan.

## **PART VII-PROCEEDINGS**

- 7.1 In fulfilling its mandate, the Committee is empowered to:
- a) appoint sub-committees of the Committee to deal with specific components of its duties as determined by the Committee; and
  - b) appoint special committees of its members and/or citizens at large to deal with any special study of assignment within its jurisdiction; a committee so appointed shall deal only with the matter of question referred to it for consideration and shall be disbanded upon completion of the assignment.

- 7.2 Annually, at a date established from time to time by Council, the Committee shall submit to Council a written budget showing in reasonable form and detail, expenditures proposed to be made by the Committee during the next following year with respect to all matters over which the Committee has jurisdiction. If Council does not establish such a date, December 31 shall be considered the date by default.
- 7.3 Donated recreation funds remaining at the end of any budget year may be held in Municipal Reserves for Council Approved Municipal Recreation Projects providing these funds are reported and shown in the annual Audit Report.
- 7.4 Members of the Committee shall serve without remuneration.

**PART VIII-LIMITATIONS**

This Bylaw shall take full force and effect upon third and final reading.

Read a first time this *16* day of *may*, 2017.  
Resolution #

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Mayor

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*W. MENA*

CAO

Read a second time this *16* day of *may* 2017.  
Resolution #

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Mayor

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*W. MENA*

CAO

Read a third time and duly passed this *16* day of *may*, 2017

Resolution #

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Mayor

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*W. MENA*

CAO

