

TOWN OF THE PAS

BY-LAW NO. 4544

BEING A BY-LAW OF THE TOWN OF THE PAS TO ESTABLISH A PUBLIC RECREATION COMMISSION AND TO REPEAL TOWN OF THE PAS BY-LAW NO. 4463.

WHEREAS The Municipal Act, L.M. 1996, Section 250, Subsection 2(c), provides in part that a municipality may establish, maintain and operate services and facilities;

AND WHEREAS it is in the interest of The Town of The Pas to establish a recreation commission to encourage, promote, initiate, supervise and control recreational activities within The Town of The Pas.

NOW THEREFORE THE COUNCIL OF THE TOWN OF THE PAS IN COUNCIL Assembled ENACTS AS FOLLOWS:

1. There is hereby established a Public Recreation Commission, to be known as the Kelsey Recreation Commission, hereinafter referred to as the "Commission".
2. The Commission shall be made up of twelve (12) persons, with representation as follows:
 - Five (5) citizens-at-large: four (4) from the Town of The Pas and one (1) from The Rural Municipality of Kelsey
 - Two (2) Members of Council: one (1) from the Town of The Pas and one (1) from The Rural Municipality of Kelsey
 - Two (2) high school youth representatives from Margaret Barbour Collegiate Institute
 - One (1) member from the Kelsey School Division, one (1) member from the University College of the North, and one (1) member from the Northern Regional Health Authority.
3. Appointments of all citizen-at-large members of the Commission shall be made by Council of The Town of The Pas and Council of RM of Kelsey no later than the second meeting of Council in November and shall be for a two-year term. The two (2) high school youth representatives shall be from Grade 11 and sit on the Commission for two (2) years. If no other applicants are available a Grade 12 representative will be considered for a one (1) year term. The other voting members of the Commission shall be appointed annually, not later than the second meeting of Council in November.

Retiring members of the Commission shall be eligible for reappointment.

Should a member of the Commission be elected to the Council of The Town of The Pas or The Rural Municipality of Kelsey during his or her term of office, he or she shall retire from the Commission before taking his or her seat on the Council and may be reappointed to the Commission as a Council member of the Commission, when effective.

4. (a) The Commission shall operate, supervise, and control such public recreation grounds and facilities in the Town of The Pas as Town Council may deem appropriate. The Commission shall take measures, as may be necessary, the cost of which can be defrayed from budget monies available to it, to plan, establish, promote and carry out public recreation programs. The Commission shall recommend to the Council the acquirement, provision, erection and installation of such land, buildings, equipment and facilities as it deems to be necessary for properly carrying out the programs.
- (b) The Commission shall review and make recommendations to Town Council regarding all proposals to build, maintain and/or develop any recreational facility or programs in The Town of The Pas.

5. The Commission shall serve in an advisory capacity to The Rural Municipality of Kelsey for maintaining, developing and/or upgrading recreation services in the outlying communities of The Pas area, including Wanless, Umpherville, Big Eddy Settlement and Young's Point.

6. Annually, the Commission shall present its operating financial plan to Council of The Town of The Pas for approval, at a time determined in each year by Council. Once approval of the operating budget has been attained, the funds available to the Commission in such amounts as the Council of The Town of The Pas provides in accordance with the budget and the Commission shall be solely responsible for the budget monies as they are allotted.

The Commission shall also present a capital Financial Plan for approval of the Council of The Town of The Pas at a time determined in each year by Council. Once the capital plans of the Town of The Pas have been approved, the Commission in partnership with the Town of The Pas will be responsible for the acquirement, provision, erection, and installation of the approved projects.

7. In partnership the Recreation Director and the chair of the Commission shall organize an annual meeting to make a presentation to Council of the Town of The Pas and The Rural Municipality of Kelsey to review and discuss the financial plan, programs, future plans, and issues.

8. The Commission shall appoint a Chairperson, Vice-Chairperson and Secretary for a one (1) year term at its first meeting in December in each year. Members of Council appointed to the Commission by either municipality may not hold these positions. The Secretary may be appointed from outside the Commission.

The Commission shall form Committees, as required. All Chairpersons of Committees must be full voting members. The Committees shall submit written reports to the Commission for approval.

9. Where the Chairperson, Vice-Chairperson or Secretary is absent or unable to act, the Commission may appoint a temporary Chairperson, Vice-Chairperson or Secretary.

10. A quorum of the Commission shall consist of seven (7) voting members. Electronic attendance is permitted.

11. The Commission may adopt rules governing its meetings and procedures. In all points of order and procedure not provided herein, the Commission and its Committees shall follow Bourinot's Rules of Order.

12. Commission meetings shall be held on a regular basis, at least once a month from August to June, at a date and time to be set by resolution of the Commission, and at such other times as deemed necessary but shall not meet on a night of a regular meeting of Council of The Town of The Pas or Rural Municipality of Kelsey.

13. Any member of the Commission who fails to attend two consecutive regular meetings of the Commission may be removed from his or her seat on the Commission, by Council, on the recommendation of the Commission.

14. The Recreation Director shall be a liaison to the Commission and shall report to the Chief Administrative Officer of the Town of The Pas. The Commission and the Town of The Pas will jointly select a Recreation Director.

The Recreation Director will work with the Commission to ensure the recreational goals and objectives of the Commission are achieved within the Town of the Pas budgetary allotment. The Recreation Director shall liaison with the Chief Administration Officer any legal matters or matters pertaining directly to the Town.

The Recreation Director shall liaison with the Maintenance Director and Municipal Superintendent of The Town of The Pas in matters relating to repairs and maintenance of recreation buildings, facilities, and capital projects.


15. Each member of the Commission shall be entitled to receive reimbursement for expenses, as shown on receipts, in visiting or supervising recreation facilities when the visit or service is made or rendered by the direction of the Commission. Rates of reimbursement will be consistent with Town of The Pas regulations.

16. The books of the Commission shall be audited annually by the Municipal Auditor of the Town of The Pas.
17. The accounting records will be maintained and kept at Kelsey Recreation. A resolution will be made by the Commission Board approving the monthly financial statement and cheque registrar. The resolution approving this financial statement will be sent to the Council of Town of The Pas and the Council of the RM of Kelsey.
18. A cash surplus or a deficit as a result of each year's operation shall be taken into account in the preparation of the succeeding year's budget except as may be otherwise authorized by Council.
19. All orders and proceedings of the Commission shall be entered in books kept for that purpose and shall be signed by the Chairperson and the Secretary. Copies of Commission Meeting minutes shall be distributed to all Commission Members (and or their agencies upon request) and to Council Members of The Town of The Pas and The Rural Municipality of Kelsey.
20. The financial officers shall be any two of the following persons: the finance chairperson, Town Council representative, recreation director or chairperson of the Commission. The two (2) financial officers will review and approve the financials prior to any cheque being processed by the Town finance department.
21. By-Law No. 4463 is hereby repealed.

DONE AND PASSED IN COUNCIL ASSEMBLED THIS 11 DAY OF April A.D. 2016.



 Mayor



 Assistant C.A.O.

CERTIFIED THAT BY-LAW NO. 4544 WAS:

READ A FIRST TIME THIS 24th DAY OF March A.D. 2016.

READ A SECOND TIME THIS 11th DAY OF April A.D. 2016.

READ A THIRD TIME THIS 11th DAY OF April A.D. 2016.



 Assistant C.A.O.