

CITY OF PRINCE RUPERT

RECREATION COMMISSION BYLAW NO. 3342, 2014

A BYLAW OF THE CITY OF PRINCE RUPERT TO PROVIDE THE TERMS OF REFERENCE FOR COUNCIL'S RECREATION COMMISSION

WHEREAS the Council of the City of Prince Rupert may, pursuant to Section 143(1) of the *Community Charter*, establish Commissions;

AND WHEREAS the Council of the City of Prince Rupert has deemed it appropriate to establish a Recreation Commission;

NOW THEREFORE the Council of the City of Prince Rupert in open meeting assembled enacts as follows:

1. CITATION

1.1 This Bylaw may be cited as the "**Recreation Commission Bylaw No. 3342, 2014**".

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

"Commission" means Recreation Commission

"City" means the City of Prince Rupert

"Council" means the Council of the City of Prince Rupert

3. PURPOSE

3.1 The purpose of the Commission is to provide policy advice and recommendations to Council, as requested, for the planning and provision of recreation, organized sports, and outdoor recreation. The following matters are within the mandate of the committee:

- a) Recreation;
- b) Any other matter referred by Council.

4. MEMBERSHIP

4.1 The Commission shall consist of 9 members as follows:

- a) Three (3) members of Council;
- b) Six (6) members of the public who have experience and expertise in the areas of recreation, organized sports and outdoor recreation.

4.2 The three (3) members of Council shall play an important liaison role in ensuring the objectives of the Commission, as set by Council, are being met and in providing the direct communication link to Council.

4.3 City employees are not permitted to serve on the Commission.

5. APPOINTMENT OF MEMBERS

5.1 The following shall apply to all appointments:

- a) Council will appoint members of the Commission;
- b) All of the members appointed to the Commission shall be either residents or taxpayers of the City of Prince Rupert;
- c) In the event of a vacancy, Council may appoint a person for the unexpired term;
- d) Where a Commission member is requested to serve as a representative to another advisory body, the Commission is authorized to designate its representative.

6. TERM OF APPOINTMENT

6.1 The following shall apply to all appointments:

- a) All appointments shall be for a three (3) year term, commencing on the first (1st) day of April, following the local general election and every third (3rd) year thereafter. The term of appointment to the Commission shall expire March 31st or when a successor is appointed.
- b) Notwithstanding section 6.1(a), Council's inaugural public appointments shall consist of appointments effective February 24, 2014, expiring March 31, 2015.
- c) The three (3) Council appointments would be effective February 24, 2014, expiring Election Day 2014, and all subsequent appointments would be made at the inaugural swearing in of Council for the full three (3) year term of Council.
- d) The Commission may review the attendance circumstances of any member who has missed three consecutive meetings without prior permission, and may recommend to Council that the membership of such member be terminated.
- e) Any appointee to the Commission may be removed by an affirmative vote of two-thirds (2/3rds) of all members of Council.
- f) A member of the Commission may not serve for more than two (2) consecutive terms. Council may, however, by two-thirds (2/3rds) majority of those present, reappoint a person who has served two (2) consecutive terms.

7. CHAIR

7.1 The Mayor of the City of Prince Rupert will decide who will serve as Chair. The Chair will be one of the three Council representatives. The other two Council representatives will serve on a rotating basis as Acting Chair in the absence of the Chair.

- 7.2** The Chair is responsible for ensuring the rules of procedure are followed prior to and during each meeting and that items on their meeting agenda fall within their mandate.
- 7.3** If the Chair or Acting-Chairs are not present at the time appointed for the meeting, the meeting is terminated.
- 7.4** The Chair's duties are:
- a) Check if a quorum is present and open the meeting at the prescribed time;
 - b) Announce the business in the proper sequence – as on the agenda;
 - c) Recognize members entitled to speak, in the order in which they request to speak;
 - d) State and put the questions (resolutions which have been moved and seconded) to a vote;
 - e) Enforce the rules and procedure of decorum;
 - f) Expedite business;
 - g) Decide questions of order and respond to parliamentary enquires; and,
 - h) Declare the meeting adjourned when the business is complete.
- 7.5** The Chair shall serve as a leader and facilitator who encourages people to participate, helps people listen to each other and reflects back the common threads of the discussion. The Chair should be prepared to put aside their personal interests in an effort to help the Commission reach general consensus.

8. MEETING PROCEDURES

- 8.1** The Commission shall meet at least four (4) times per year at the call of the Chair.
- 8.2** The Commission should strive for consensus in their decision-making; however, final decision are made by resolution adopted majority vote.
- 8.3** A quorum for a meeting shall be five (5) members.
- 8.4** The Commission meeting minutes shall be presented to Council for information and placed on the next regularly scheduled Commission agenda for review and adoption. Upon adoption, the minutes are to be signed by the Chair or member presiding and distributed to the Commission members.

9. DELEGATIONS AND CORRESPONDENCE

- 9.1** All delegations requesting permission to appear before the Commission shall submit a written request to the Chair, including a written synopsis clearly outlining their topic of concern by 3:00 p.m. on the Tuesday of the week preceding the meeting.
- 9.2** Delegations will be given ten (10) minutes to present, unless a longer period is agreed to by majority vote of those members present.

- 9.3** Where a request to present has not been received by the Chair as prescribed in section 10.1, an individual or delegation may present to the Commission if approved by majority vote of those members present.
- 9.4** The deadline for the public to submit items to the Chair for inclusion on the Commission agenda shall be 3:00 p.m. on the Tuesday of the week preceding the meeting.

10. SUB-COMMITTEES

- 10.1** The Commission may establish one or more sub-committees to consider or enquire into any matter which falls within the scope and jurisdiction of the Commission and report its findings back to the Commission.
- 10.2** The Commission shall advise Council of the establishment of sub-committees and their purpose.
- 10.3** The Commission shall provide the sub-committees with a specific mandate and timeframe to submit their recommendations.
- 10.4** The Commission may appoint members to sub-committees that are not members of the Commission.
- 10.5** Council liaisons, staff liaisons or recording secretaries will not be appointed to any sub-committee.

11. CONFLICT OF INTEREST

- 11.1** Conflict of interest provisions are intended to protect the integrity of the Commission's decision-making processes and are not optional. To determine if a member has a conflict of interest, consideration must be made regarding whether or not the member's judgment may be impaired by a potential personal benefit from a decision of the Commission.
- 11.2** If there is a conflict of interest the Commission member declares a conflict at the meeting, prior to the discussion of the agenda item. The member must then recuse themselves from the meeting and return only once the Commission has voted and moved on to another item of business. The member is also to avoid influencing other Commission member opinions at the meeting or away from it.
- 11.3** The minutes of the meeting will show the declaration of a conflict by the Commission member, and also that the member was absent for the duration of the discussion and the vote.

12. REMUNERATION

- 12.1** No member of the Commission will receive any remuneration for services, however, a member is entitled to reimbursement for any reasonable out-of-pocket expenses incurred on behalf of the Commission, that are approved by the City's Chief Financial Officer.

13. FACILITY USE

13.1 The Commission is entitled to reasonable use of the City services and facilities, such as meeting rooms, photocopying, stationery supplies, etc. for Commission business, which are to be arranged by the Commission and the Corporate Administrator.

14. REPORTING

14.1 The Commission Chairperson will report to Council on behalf of the Commission. If deemed appropriate by the City Manager, such reports shall be accompanied by a staff report.

14.2 To make a presentation before Council at a regular meeting, the request is made to the Corporate Administrator by submitting the report or presentation in written form. The report must clearly state any requests being made of Council and any recommended Council resolutions for further action. Generally a report to Council will include background on the purpose of the report, facts or information, the findings or conclusions from the information (if required), and the recommendations of the Commission.

14.3 Prior to September 30th each year, the Commission will present an annual report to Council, setting out its activities and accomplishments for the previous year.

15. EXPECTATIONS

15.1 The Commission and its members are required to:

- a) be accountable and responsive to Council;
- b) be collaborative in nature and respectful;
- c) remain accessible to each other, and to the Commission;
- d) regularly consult with the peer groups that they represent; and,
- e) regularly share, and disseminate information between all Commission members on a timely basis.

15.2 As the Commission and its members are representatives of the City of Prince Rupert, members must distinguish when speaking in public, whether they are speaking as a member, a representative of another agency or community group, or as an individual. As a general rule, it is the Chair of a commission that speaks publicly on behalf of the commission when and where appropriate.

READ A FIRST TIME this 20th day of January, 2014.

READ A SECOND TIME this 20th day of January, 2014.

READ A THIRD TIME this 20th day of January, 2014.

FINALLY CONSIDERED AND ADOPTED this 11th day of February, 2014.

Mayor

Corporate Administrator