

**DISTRICT OF LANTZVILLE  
BYLAW NO. 46.1**

**A BYLAW for the Purpose of Establishing a Parks and Recreation Commission**

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**WHEREAS** pursuant to Section 176 of the *Local Government Act*, and Section 143 of the *Community Charter*, the Council of the District of Lantzville, in open meeting assembled, enacts as follows:

**1. Citation**

1.1 This Bylaw may be cited for all purposes as "District of Lantzville Parks and Recreation Commission Bylaw No. 46, 2006, Amendment Bylaw No. 46.1, 2010".

**2. Interpretation**

2.1 In this Bylaw:

"**Commission**" means the District of Lantzville Parks and Recreation Commission constituted under the terms of this Bylaw.

"**Council**" means the Council of the District of Lantzville.

"**District**" means the District of Lantzville.

**3. Membership**

3.1 The Commission shall be composed of seven (7) members who shall be appointed by resolution of Council as follows:

(a) One (1) member of Council, who shall act as Chair for the Commission.

(b) Six (6) members at large, who shall be residents of the District.

3.2 All members at large of the Commission shall serve a three year term effective from the date appointed by Council to December 31<sup>st</sup> of the third year of their term.

3.3 Members at large of the Commission may be reappointed by Council at the end of their three year term.

3.4 Council shall endeavour to have representation from both Parks and Recreation interests and shall publicly advertise the availability of vacant positions on the Commission.

3.5 Notwithstanding section 3.2, a member's term ends when the member no longer qualifies to be a member of the Commission under section 3.1(b).

3.6 Notwithstanding section 3.2, Council has the authority to rescind the appointment of any member at large at any time and appoint another person in place of the person whose appointment was rescinded.

3.7 Any four (4) members of the Commission shall constitute a quorum.

3.8 Members of the Commission shall serve without remuneration.

3.9 Any member of the Commission who is not in attendance at regular meetings of the Commission for three consecutive meetings, without approval of the Chair, shall be deemed to have resigned, at which time Council shall be notified immediately in writing of such event, in order that a new appointment may be made.

#### **4. Conduct of Meetings**

- 4.1 If the Chair of the Commission is not in attendance after fifteen minutes following the scheduled start of the meeting, the members present shall elect from its membership a commission member to act as Chair for the duration of the meeting. The presiding member has, for that purpose, all the powers of, and is subject to the same rules as Chair.
- 4.2 If there is no quorum of Commission members present within thirty (30) minutes of the scheduled time for a Commission meeting, the District staff member must record the names of the members present and those absent, and adjourn the meeting until the next scheduled meeting.
- 4.3 (a) Prior to each Commission meeting, the Corporate Administration staff in collaboration with the Chair, must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (b) The deadline for submissions by Commission members, staff and the public to the Corporate Administration staff of items for inclusion on the Commission meeting agenda must be received by 4:00 p.m. on the Thursday prior to the scheduled meeting.
- (c) The agenda is to be delivered to Commission members via e-mail no later than the Monday prior to the scheduled meeting as well as posted on the District's website and bulletin board. Hard copies will be made available at the Commission meeting.
- 4.4 Minutes of Commission meetings shall be prepared by District staff. Copies of all Commission meetings are to be forwarded to Council for their review and all resolutions of the Commission are subject to Council ratification.
- 4.5 Except as otherwise provided in this Bylaw the conduct of business for meetings of the Commission shall follow Robert's Rules of Order.

#### **5. Duties & Powers**

- 5.1 The Commission shall be an advisory body reporting directly to Council regarding Parks and Recreation activities in the District.
- 5.2 The Commission shall play a leadership role to provide a focal point for cooperation between community interests and the District on Parks and Recreation issues.
- 5.3 The Commission shall, upon the approval of Council, conduct or cause to have conducted, surveys of recreational programs and facilities, as well as parks and public open space issues and make recommendations and provide advice to Council.
- 5.4 The Commission shall liaise, provide leadership and work with community neighbourhood groups on a wide range of parks and recreation projects including but not limited to:
- Volunteer neighbourhood and community park development projects
  - Community input regarding park planning and acquisition priorities
  - Trail system, and beachfront development projects

- 5.5 The Commission shall be responsible for organizing, budgeting and conducting the annual District of Lantzville Mine Town Day event including; fund raising, booking appropriate venues, scheduling activities, promoting, as well as seeking community volunteers and sponsorship.
- 5.6 From time to time the Commission may establish sub-committees or working groups as advisory groups for various projects. The sub-committee or working group must include at least one member of the Commission and must report back to the Commission with any recommendations.

6. **Finance**

- 6.1 All items of revenue and expenditure relating to the activities of the Commission shall be accounted for in the financial records of the District.
- 6.2 No expenditure shall be made that is not provided for in the Financial Plan of the District.
- 6.3 The Commission shall annually recommend to Council revenues and expenditures for inclusion in the Financial Plan of the District for Parks and Recreation activities.
- 6.4 All monies received by the Commission shall be immediately provided to the District for deposit in the District's general revenue account.
- 6.5 No expenditure shall be made unless it is authorized by the Director of Financial Services of the District in the same manner as all other accounts.

7. **Severability**

- 7.1 If any portion of this Bylaw is for any reason found invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

**READ A FIRST TIME** this 8<sup>th</sup> day of March, 2010.

**READ A SECOND TIME** this 8<sup>th</sup> day of March, 2010.

**READ A THIRD TIME** this 22<sup>nd</sup> day of March, 2010.

**RECONSIDERED AND FINALLY ADOPTED** this 12<sup>th</sup> day of April, 2010.

  
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Mayor

  
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Director of Corporate Administration

I hereby certify that the above is a true and correct copy of "District of Lantzville Parks and Recreation Bylaw No. 46, 2006, Amendment Bylaw No. 46.1, 2010" as adopted by Council of the District of Lantzville on the 12<sup>th</sup> day of April, 2010.

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Director of Corporate Administration