

**THE CORPORATION OF THE TOWNSHIP
OF BRUDENELL, LYNDOKH AND RAGLAN**

BY-LAW NO. 2016-07

Being a By-law to authorize the carrying on
of a Community Program of Recreation
within the Township of Brudenell,
Lyndoch and Raglan.

WHEREAS pursuant to the Community Recreation Centres Act R.S.O. 1990, Chapter C. 22 and the regulations made thereunder, provides that the Councils of local municipalities may pass By-laws to provide for the establishment of one or more Community Recreation Centres or Community Recreation Programs;

AND WHEREAS the mission of the Corporation of the Township of Brudenell, Lyndoch and Raglan is to ensure that the municipality has a Community Recreation Program that meets the ongoing recreational needs of our municipality.

NOW THEREFORE the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby enacts as follows:

That said Community Program of Recreation shall be established on behalf of the Council of the Corporation by a Committee known as the Brudenell, Lyndoch and Raglan Recreation Committee.

1. COMMITTEE APPOINTMENTS:

- a) The Committee shall be appointed by Council and be comprised of not more than nine (9) volunteers from the municipality who are eligible to be elected as members of the Council. Appointment to the Recreation Committee will be made with consideration given to individuals with diversity, experience, knowledge in culture and recreation and to provide geographical representation from all areas of the municipality. Additionally, one (1) Council member shall be appointed to sit on the committee, who shall be a voting member.

The Recreation Committee may make recommendations to Council regarding new appointments to the Committee. All prospective members will be required to submit an application form attached hereto as Schedule "A".

2. FUNCTION:

- a) To develop a Program of Recreation which will provide for the recreational needs of our communities.
- b) To assure that the finances are in place to produce the Program of Recreation, either through fundraising or user fees. Budgets will be drafted for each program or event and approved by council before said program or event takes place.
- c) To work co-operatively with other community groups.

3. ADMINISTRATION:

- a) The Committee shall hold regular monthly meetings.
- b) Notwithstanding item (a), the Committee may adjourn during seasonally inactive periods.

- c) A member's seat shall become vacant if he/she is absent from the meetings of said Committee without a valid reason for three successive months without being authorized to do so by a resolution of the Recreation Committee.
- d) The Committee shall elect a Chairperson and other such officers as may be required annually from its members.
- e) A majority of the members of the Committee shall be a quorum.
- f) Each member of the Committee shall have one open vote.
- g) The provisions of the Township's Procedural By-law governing the conduct of its members and proceedings of meetings shall be observed. Records shall be maintained in accordance with the Municipality's Records Retention By-law.
- h) Committee members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- i) Committee members shall ensure that policies, practices and procedures governing the provisions of its goods or services are consistent with the Municipality's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), Customer Service Standard – Ontario Regulation 429/07.
- j) The Committee is authorized to work jointly with other municipal services in establishing and directing a Community Program of Recreation.
- k) The Committee may appoint sub-committees and authorize such committees to operate in the geographical or special interest areas, and to provide such services it deems necessary to assist these sub-committees in carrying on their activities.
- l) The Committee chair will report incidents of a grave or serious nature (i.e. accident, injury, aggressive behaviour) to the Clerk during regular office hours or alternately to the Reeve after hours.
- m) As directed from time to time by the Council of the Township of Brudenell, Lyndoch and Raglan, the Committee is empowered to operate, improve and maintain property for parks, playgrounds, recreational centres/halls and other recreational facilities. However, all physical or structural improvements must be presented to Council for approval, prior to construction.
- n) The Committee may make rules and regulations for the conduct of the Community Program of Recreation or any part thereof and to govern the conduct of all persons who in any way participate in or be in attendance at any part of the program.

- o) In carrying out the provisions of this by-law, the Committee shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law neither the Committee or any member thereof shall incur any liability by reason of anything done or left undone by the Committee; provided however, that nothing in this paragraph contained shall authorize or empower the Committee to incur debts, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Corporation. Further, while carrying out the provisions of this by-law, the Committee and its members and volunteers shall be covered in whole by the insurance policies of the Township of Brudenell, Lyndoch and Raglan.**

4. STAFF AND PUBLIC RELATIONS:

- a) The Committee shall request applications for grants to employ part-time staff for specific recreation programs.**
- b) The Committee may appoint part-time recreational workers on a paid or voluntary basis and shall be responsible for assigning the duties and responsibilities of such person.**
- c) The Committee may recommend to Council the appointment of a properly trained and qualified Municipal Recreation Director.**
- d) The Committee shall at all times keep the inhabitants of the municipality aware of the recreational opportunities which are available and will continually interpret to the public the total Community Program of Recreation.**

5. PROGRAM:

The Committee shall encourage and conduct the Program of Recreation which will meet the needs and interest of the residents of the Municipality. Such programs shall include the social, cultural and physical aspects of recreation as applied to each age group and abilities, both male and female.

6. FINANCE

- a) The Committee may incur expenditures to the extent provided in the annual budget or as approved by Council. Council approval shall be required for all expenditures over \$ 1,000.**
- b) The Committee may prescribe fees for participating in any part of the Program of Recreation.**
- c) The Committee may receive gifts of money or services to be applied in the furtherance of the Program of Recreation.**
- d) The Council shall establish separate records to be kept on behalf of the Committee. The "Recreation Committee Account" shall be the working bank account for the Committee. The signing officers of the bank account shall be the signing officers of the Corporation as appointed.**
- e) The books and accounts of the Committee shall be kept by the Treasurer of the Municipality.**
- f) On or before the first day of February each year, the Committee shall submit its budget requirements for the current year. The budget shall contain separate estimates for each program and event planned.**

- g) . The Committee shall submit to Council an annual report of its activities and such other reports as may be required from time to time.
 - h) The Committee shall submit a monthly report to the Council of their Committee minutes. The Chair of the Committee will make available to the appropriate Councillor a brief report of all the items requiring attention.
7. That By-law No. 2015-13 is hereby repealed.
8. This By-law comes into force on the date it is approved by Council.

READ a first and second time this 17th day of February, 2016.

READ a third time and passed this 17th day of February, 2016.



Mayor



Clerk

**THE CORPORATION OF THE TOWNSHIP OF
BRUDENELL, LYNDOKH AND RAGLAN**

BY-LAW NO. 2016-16

Being a By-law to amend By-law No. 2016-07

WHEREAS the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan passed By-law No. 2016-07 to establish a Recreation Committee;

AND WHEREAS the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan deems it necessary to amend By-law No. 2016-07;

NOW THEREFORE the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby enacts as follows:

1. THAT By-law No. 2016-07 is amended by adding the following clause to section 1 a) "Council, at their discretion, may appoint non-residents of the municipality to the Recreation Committee, if in their opinion, the non-resident has an interest in promoting and advancing recreation activities and opportunities within the Township of Brudenell, Lyndoch and Raglan."
2. This By-law shall come into force and effect on the day of passing.

READ a first and second time this 20th day of April, 2016.

READ a third time and passed this 20th day of April, 2016.



Mayor, Garry Gruntz



Clerk-Treasurer, Michelle Mantifel