

BYLAW NO. 361-16

A BYLAW OF THE TOWN OF PONOKA IN THE PROVINCE OF ALBERTA TO ESTABLISH A PARKS, RECREATION & CULTURE ADVISORY COMMITTEE.

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended or replaced from time to time, Council may pass a bylaw to establish a Council Committee and establish the procedures and conduct of a Council Committee and its members;

AND WHEREAS Council of the Town of Ponoka deems it necessary to establish a Parks, Recreation & Culture Advisory Committee;

NOW THEREFORE the Council for the Town of Ponoka in the Province of Alberta duly enacts as follows:

SHORT TITLE

This Bylaw shall be cited as the "*Parks, Recreation & Culture Advisory Committee Bylaw*."

DEFINITIONS

In this bylaw, unless the context otherwise requires:

1. "Act" means the Municipal Government Act, R.S.A 2000, Chapter M-26., as amended.
2. "Committee" means the Parks, Recreation & Culture Advisory Committee.
3. "Council" means the Council of the Town of Ponoka.
4. "Quorum" shall mean a simple majority of members of the Committee.
5. "Town" means the Town of Ponoka.

GENERAL

Pursuant to the Act, Council hereby enacts as follows:

6. The Parks, Recreation & Culture Advisory Committee is hereby established.
7. The purpose of the Committee is to:
 - a. To strengthen and increase recreational opportunities for all residents of Ponoka and Ponoka County. Recreation is described in a broad sense that encompasses sport, arts and culture, general leisure programs, festivals and community events, as well as recreation infrastructure.
 - b. Increase the identity and profile of recreation through positive advocacy and promotion in the community
 - c. Review various studies which have been conducted i.e., the Recreation & Culture Master

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Plan (2016), the Facility Needs Assessment (2008), the Economic Development Recreation Survey (2011), the Recreation and Culture Needs Assessment (2013) and the Avi Friedman Report and make recommendations on their review, possible implementation and required updates.

- d. Act as a liaison and advise Council on matters pertaining to the use of services, facilities, programs and special events.
- e. Identify issues, trends and gaps in service and advise how to address these in service planning.
- f. The Committee is to serve as an advisory body to Council.
- g. The Committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the Committee's purpose.
- h. Subcommittees may be formed to complete specific tasks related to the Committees mandate and work plan but must report through the Committee.

MEMBERSHIP AND TERMS

- 8.
 - a. Council shall appoint members to the Committee by resolution.
 - b. The Committee shall consist of a minimum of:
 - i. One (1) member of Town Council
 - ii. One (1) member of County Council (by invitation and appointment of Ponoka County Council)
 - iii. One (1) Town of Ponoka Member at Large (odd year)
 - iv. One (1) Ponoka County Member at Large (even year)
 - v. One (1) Youth Member at Large (odd year)
 - vi. One (1) Senior Member at Large (even year)
 - vii. To a maximum of 10 members
 - viii. Director of Community Services or designate will serve as a non-voting staff resource to the Committee.
 - ix. Members at large shall be appointed on the basis of experience, interest and representation from various interest groups within the community.
 - c. Appointments shall be:
 - i. A one-year term for members of Council and take place at Council's Annual Organizational Meeting.
 - ii. Terms shall be two years for all other positions. Initial appointments shall be of one and two year terms based on odd or even year to allow for overlap of term and continuity of the committee. The positions will run January through December of each year. A vacancy for a public at large member shall be publicly advertised and all applications shall be considered by Council before an appointment is made.
 - iii. With the exception of Council members, Committee members shall serve no more than three consecutive terms; however, such person may reapply after an absence of one year.
- 9. At its first meeting of each calendar year, the Committee shall elect a chairman and vice-chairman from its members.

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10. Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee and at such other times as deemed necessary.
11. Agenda and minutes will be distributed by the Director of Community Services or delegate one week prior to the scheduled meeting. Minutes will be circulated to the Committee membership as well as the ad hoc members. Minutes will be presented to Council following Committee approval.
12. A vacancy on the Committee shall be filled as soon as is practical, but the Committee may function notwithstanding, provided that a quorum is present. Resignations must be made in writing to Town Administration and shall come in effect at the time of receipt.
13. With the exception of Council members, if any Committee member is absent from three consecutive meetings, Council may declare the office of such member vacant and initiate the process to select a suitable candidate to fill the vacant position on the Committee.
14. Council or the Committee may remove any member of the Committee for misconduct.
15. An employee of the municipality shall not be appointed to the Committee.

EFFECTIVE DATE

16. This Bylaw comes into effect upon third and final reading.

First Reading:	February 9, 2016
Second Reading:	February 9, 2016
Third Reading:	February 9, 2016

TOWN OF PONOKA

MAYOR

CHIEF ADMINISTRATIVE OFFICER