



## Village of Carmacks

### By-law 271-21

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#### A BY-LAW OF THE VILLAGE OF CARMACKS IN THE YUKON TERRITORY TO ESTABLISH AND MAINTAIN A RECREATION COMMITTEE

**WHEREAS** the Municipal Act, Division 2, Power and Duties of Municipal Council Members, Section 179, Acts of the Yukon Territory and amendments thereto provides that the Council of a Municipality may by bylaw delegate any of its powers, duties or functions to a committee; and

**WHEREAS** the Council is desirous of creating a bylaw by which those powers, duties and functions may be delegated;

**NOW THEREFORE**, pursuant to the provisions of the Municipal Act of the Yukon Territory, the Council of the Village of Carmacks, in open meeting assembled hereby enacts as follows:

#### Short Title

This Bylaw may be cited as the "**Recreation Committee Bylaw**".

#### Interpretation

- a) "**Committee**" means the Recreation Committee established pursuant to this by-law.
- b) "**Council**" means Council for the Village of Carmacks
- c) "**Village**" means Village of Carmacks

#### 1. Language

All references in this bylaw may be expressed or implied shall be considered to be inclusive of other genders not specified.

#### 2. Application

There is hereby established a Committee known as the Recreation Committee, acting on behalf of the Village Council. The provisions of this by-law will apply to the Recreation Committee.

#### 3. STRUCTURE AND MEMBERSHIP

- 3.01** The first and subsequent committee shall consist of a minimum of five (5) regular members, not exceeding ten (10) members, appointed by resolution of Council in conjunction with the current Recreation Board and may have such other members as provided for under this bylaw. Regular and other members may serve consecutive or succeeding terms. Regular members shall represent the following areas:
- i) one (1) member representing the Tantulus School
  - ii) two (2) members representing youth (under the age of 20)
  - iii) three (3) members representing the Carmacks community at large (chosen by The Recreation Committee from expression of interest received)
  - iv) one (1) member representing Little Salmon Carmacks First Nation
  - v) one (1) member shall be from the Village council and will act as an ex-officio member of the committee
  - vi) the current Recreation Director will be a non-voting party upon the Recreation Committee

These members should represent a wide cross section of interests and ages in an effort to solicit a broad spectrum of concerns and ideas.

- 3.02** All members of the Committee shall be residing within the community of Carmacks

- 3.03** Unless otherwise stipulated in this bylaw, appointments to the Committee shall be for a period of one year; with members' terms expiring on August 31.

- 3.04** Where a vacancy occurs on the Committee six months or more before the expiration of their term, a public announcement will be made, and expressions of interest will open for the position.

- 3.05** At the first regular meeting of the Committee following August 31 in any year, the Committee shall, by resolution, appoint one of its members as Chairperson and one of its members as Vice Chairperson.
- 3.06** Regular members shall have the right to participate in all Committee activities and to vote at Committee meetings.
- 3.07** Where a regular member of the Committee has failed to attend two consecutive regular Committee meetings without reasonable cause, the Committee may revoke the appointment of that member.
- 3.08** Neither the Committee nor any member thereof shall have the power to pledge the credit of the Committee in connection with any matter whatsoever, nor shall the Committee or any member thereof have the power to authorize any expenditure to be charged against the Village of Carmacks.
- 3.09** The Committee may establish rules governing its proceedings, the conduct of its members, and generally for the transaction of its business.
- 3.10** Every resolution of the Committee shall be determined by a simple majority of the members present.

#### **4. MEETINGS OF THE COMMITTEE**

- 4.01** The Recreation Committee shall schedule regular meetings to be held at least six times a year on a regularly scheduled day and hour.
- 4.02** The Recreation Committee Chairperson or any two members of the Recreation Committee may call special meetings as deemed necessary, provided that forty-eight (48) hours notice is given to all Committee members.
- 4.03** 50% plus one (1) of the Recreation Committee shall constitute a quorum of the Committee.
- 4.04** Minutes of Recreation Committee meetings shall be recorded and are the property of the Village of Carmacks. A copy of the approved minutes of each meeting shall be provided to Village of Carmacks Council.
- 4.05** If no Recreation Committee meeting is held for 180 consecutive days, any Recreation Committee business requiring immediate action shall be dealt with by Village of Carmacks Council.

#### **5. ROLE OF THE RECREATION COMMITTEE**

- 5.01** Council in collaboration with the Recreation Committee, by resolution, may establish the Role of the Recreation Committee and at the first meeting after August 31 if agreed upon by both parties, by resolution, amend that role
- 5.02** The Committee may make recommendations to the Council regarding the passing of bylaws, rules or regulations as it may deem necessary with respect to all matters connected with the management, use, and operation of recreation facilities, lands, equipment, and programs under the control of the Council.
- 5.03** The Recreation Director shall be responsible to apply for all sources of funding on any recommendation of the committee.
- 5.04** The Committee:
  - a) Shall review grant applications and make recommendations to Council for the approval of community recreation grants that flow from Lottery funding.
  - b) May recommend such policies and procedures as may be required with respect to allocation to organizations and individuals of recreation grant funds included in the annual budget of the Village or made available to Council
  - c) May recommend to the Village Council a five (5) year capital

expenditure program for recreation, by January 15<sup>th</sup> of each year upon receiving a financial statement of the previous year end, recommend to the Village Council a proposed operational and maintenance budget for recreation by January 15<sup>th</sup> of each year.

- d) May make such recommendations as it deems necessary with respect to the development of sound and comprehensive recreational programs to meet the identified need of as many residents of the Community of Carmacks area.
- e) Shall cooperate with and encourage all public, private, civic, social, and religious organizations within the community, which are active in supporting, promoting and working for any form of recreation.
- f) All recommendations to Council shall be made in writing to the Recreation Director for submission to Council.

**5.05** If there is a conflict of interest with one of the Board members over a particular issue, that member must abstain during the decision-making process, the vote, and accept the decision of the other members.

## **6. FINANCES**

**6.01** With the exception of the Village of Carmacks Lotteries Grant Fund, any finances, the direction of which is delegated to the Committee by the Village, are the property of the Village and shall be administered in accordance with the Public Lottery Regulations and shall conform with criteria established by the Recreation Committee and Council.

**6.02** All finances will be held in trust by the Village of Carmacks and all transactions shall be decided upon by the Committee at the regular meeting. The payment of the accounts and the deposits of receipts will be handled by the Village of Carmacks as directed by the Committee under approval by Council.

### **Effective Date**

This by-law shall come into force and effect upon the final passing thereof.

Read a first time this 16<sup>th</sup> day of February 2021.

Read a second time this 2<sup>nd</sup> day of March 2021.

Read a third time and finally passed this 2<sup>nd</sup> day of March 2021.

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Lee Bodie, Mayor

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Tracy Thomas, CAO