

**CITY OF YORKTON
BYLAW NO. 8/2011**

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City of Yorkton
Saskatchewan

Bylaw No. 6/2011

**A Bylaw of the City of Yorkton in the Province of Saskatchewan Providing for the
Appointment of a Community Development, Parks & Recreation Committee**

Section 55 of *The Cities Act* allows City Council to appoint Committees that it considers desirable for managing, operating or advising any activity within the Urban Municipality for the extension and improvement of its service;

Yorkton City Council desires to develop and improve community, parks and recreation services to increase the well-being of the community;

Therefore Yorkton City Council assembled enacts as follows:

1.0 Purpose of the Committee

- 1.1 The Community Development, Parks & Recreation Committee's purpose is to guide administration and recommend to City Council ways to improve community, parks and recreation services in the City of Yorkton.
 - 1.1.1 The objective is to focus on volunteerism, youth engagement, leadership development and building a sense of community by supporting volunteer capacity; leadership development of youth; building partnerships between organizations; and information sharing.
 - 1.1.2 The Committee will discuss outcomes that result in a physically and socially healthy community that educates, and communicates with the community through a transparent governance process.
 - 1.1.3 This Committee is not responsible for the Gallagher Centre.
- 1.2 Without limiting the generality of the foregoing, the Committee will:
 - 1.2.1 Recommend new policies or amendments to existing policies for approval;
 - 1.2.2 Recommend new measures required to improve community, parks and recreation service in the City;
 - 1.2.3 Promote equal access to community, parks and recreation services;
 - 1.2.4 Encourage resident involvement in the community;
 - 1.2.5 Hold public meetings and present public information to engage the community in determining solutions to matters affecting community, parks and recreation service delivery;
 - 1.2.6 Investigate community needs and recommend the implementation and development of new programs, facilities and services that would enhance the quality of life for the community and submit reports and recommendations to Council;
 - 1.2.7 Identify the social and economic implications of its recommendations;

1.2.8 Work co-operatively with other Committees of Council, associations and organizations that have an interest in the delivery of community, parks and recreation services.

1.3 The Committee may establish and appoint qualified members to Advisory Sub-Committees to assist the Committee, including but not limited to:

1.3.1 a Deer Park Advisory Sub-Committee; and

1.3.2 a Saskatchewan Lotteries Community Grant Program Review Committee; and

1.3.3 an Urban Aboriginal Community Grant Program Review Committee;

1.3.4 **a Municipal Heritage Advisory Sub-Committee.**

1.4 All Sub-Committees established by this Committee follow the procedures as established herein and report all proceedings and recommendations to the Community Development, Parks & Recreation Committee for their review and recommendation to City Council.

Amended By
Bylaw
No. 20/2011
(1.3.4)

2.0 Committee Member Eligibility

2.1 Individuals must qualify as electors to be appointed to a Committee. Electors are defined as:

2.1.1 A Canadian citizen;

2.1.2 Minimum 18 years old;

2.1.3 Reside in the municipality for at least three months; or

2.1.4 Own assessable land situation in the municipality, for at least three months; and

2.1.5 Reside in Saskatchewan for at least six months.

2.2 Council may exempt an individual from the eligibility requirements by Council resolution.

3.0 Community Development, Parks & Recreation Committee

3.1 The City of Yorkton Community Development, Parks & Recreation Committee consists of a maximum of 10 and a minimum of 7 members appointed from time to time by Council resolution as specified herein in their sole discretion.

3.2 The Committee members are appointed by Council as follows:

3.2.1 Two members from City Council;

3.2.2 Maximum of eight community members;

3.2.3 City Council may appoint a municipal employee to this Committee provided that:

3.2.3.1 The employee has relevant expertise to contribute;

3.2.3.2 The appointment is necessary by virtue of the employee's office; and

3.2.3.3 The appointment does not negatively affect the employee's work responsibilities.

- 3.3 Committee members are appointed at a regular City Council meeting and according to the City of Yorkton Procedure Bylaw.
- 3.4 Committee members need to abide by the mandate, objectives and terms of reference for the Committee.
- 3.5 Committee members not able to attend a meeting must give advance notice to the Committee's Recording Secretary.
- 3.6 Committee members are responsible for following the City's Code of Ethics Policy and will sign the acknowledgement form annually.
- 3.7 Committee members hold office for one calendar year unless City Council reappoints them or their successors are appointed:
 - 3.7.1 Prior to December 1, each member advises their intention for reappointment to the Chairperson;
 - 3.7.2 Prior to December 15, the Chairperson notifies the Mayor of the Committee member's intention;
 - 3.7.3 Members cannot serve on this committee for longer than six consecutive years unless authorized by Council resolution.
- 3.8 Members will not serve as Chairperson for more than three years.
- 3.9 Any Committee member may resign by sending written notice to the Chairperson, who advises the Mayor.
- 3.10 A Committee member ceases to be a Committee member if he or she no longer meets the eligibility requirements for the Committee. A Council member ceases to be a Committee member if he or she is no longer a Council member.
- 3.11 Committee members absent from three consecutive, regularly scheduled meetings, without Committee authorization by resolution forfeit his or her Committee membership. The vacancy is advised to the Mayor by the Committee Chairperson. Council may revoke the membership of any individual appointed to this Committee, at their discretion and by resolution.
- 3.12 Any Committee member vacancies that occur will be filled by Council resolution.
- 3.13 Committee members elect a Chairperson and Vice-Chairperson as soon as possible after the Committee is appointed.

Amended
By Bylaw
No. 4/2014
(3.14)

~~3.14 — Committee meetings are open to the public and held monthly at 7:00 a.m. in Committee Room A at City Hall; excluding the months of July and August. Twenty-four hour public notice will be posted at City Hall and on the City's web site.~~

3.14 Committee Meetings are open to the public and held at the call of the Chair at 7:00 a.m. in the Gallagher Centre Administration Board Room.

3.15 The Chairperson is responsible to summon a special Committee meeting whenever requested to do so in writing by a majority of the Committee members.

3.15.1 Members will receive 24 hours written notice of a special meeting.

3.15.2 Twenty-four hour public notice will be posted at City Hall and on the City's web site

3.16 Quorum for meetings is a majority of Committee Members.

3.17 Meetings are adjourned when the quorum is lost. Once adjourned the meeting can continue for discussion purposes only and meeting notes are recorded.

3.18 The Committee adheres to the general rules of procedure as established by Yorkton City Council.

3.19 The Committee records its discussions and decisions in writing and submits all minutes to Council, to be received and filed.

3.20 The City Manager, his designate, and or the Council Member appointed to the Committee provide background information on issues requested by Council.

3.20.1 The Director of Community Development, Parks & Recreation shall be the City of Yorkton's Administrative representative to the Committee. The Director assists and gives direction on all matters relating to the Committee's mandate and is responsible for implementing policy and direction approved by Council.

3.21 Where a Committee member has an interest in the matter before the Committee, whether directly or indirectly, he or she declares his or her interest, removes themselves from the meeting, excludes themselves from discussions and is not entitled to vote thereon.

3.22 The City Clerk's Office is responsible for meeting minutes and designates a Recording Secretary. The Recording Secretary and Chairperson presiding at the meeting sign the minutes of each meeting and forwards them to the City Clerk's Office following approval of the Committee

4.0 Role of Administration

- 4.1 Administration reports to and takes their direction from Council.
- 4.2 The Committee provides their recommendations on items according to the Purpose of the Committee.
- 4.3 The Committee’s administrative representative will present Committee recommendations to Council. The report clearly states the Committee’s intent for their recommendation, but Administration presents their recommendation to Council as well
- 4.4 Council makes the final decision to accept or reject a recommendation.

5.0 Repealing Bylaws

Bylaw No. 42/2008 providing for the Appointment of a Leisure Services Commission passed on the 12th day of January A.D., 2009 and all amendments thereto are hereby repealed.

6.0 Effective Date

This Bylaw shall come into force and take effect on the date of final passing thereof.

MAYOR

CITY CLERK

Introduced and read a first time this 14th day of February, A.D., 2011.

Read a second time this 14th day of February, A.D., 2011.

Read a third time and adopted this 14th day of February, A.D., 2011.