

**BYLAW 1038-23**  
**Recreation and Culture Advisory Committee**

As section 145 of the *Municipal Government Act*, RSA 2000 c m-26 provides that a council may pass bylaws in relation to the establishment and function of council committees and other bodies;

Council enacts:

**PART I – PURPOSE, DEFINITIONS, AND INTERPRETATION**

- Purpose                    1    The purpose of this bylaw is to establish a Council committee named the Recreation and Culture Advisory Committee, and to prescribe a mandate, terms of reference, composition and procedural rules for the Committee.
- Definitions            2    In this bylaw:
- (a) "Administrative Representative" means an administration resource person appointed by the Chief Administrative Officer or delegate;
  - (b) "Council Committees Bylaw" means bylaw 1027-23, the City's Council Committee bylaw;
  - (c) "City" means the municipal corporation of the City of Beaumont;
  - (d) "Committee" means the Recreation and Culture Advisory Committee, established by this bylaw;
  - (e) "Council" means the elected governing body of the City;
  - (f) "Municipal Government Act" means the Municipal Government Act, RSA 2000 c M26;
  - (g) "Public Member" means a member of the public appointed by Council.
- Interpretation        3    The following rules apply to interpretation of this bylaw:
- (a) headings and margin notes in this bylaw are for ease of reference only;
  - (b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes

the plural as the context requires;

(c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable; and

(d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

## **PART II – ESTABLISHMENT, MANDATE, AND TERMS OF REFERENCE**

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| Establishment      | 4 The Recreation and Culture Advisory Committee is established as a committee of Council.   |
| Mandate            | 5 The Committee provides advice to Council on policy, facilities, and programming related to recreation, sports, leisure, heritage, community events, and volunteerism.   |
| Terms of Reference | 6 To fulfill its mandate, the Committee may:<br><br>(a) identify and engage stakeholder groups and seek their input on the work of the Committee;<br><br>(b) conduct research and prepare reports to Council on matters identified in the Committee mandate;<br><br>(c) provide advice to Council on City policies, programs, or services connected to the Committee mandate; or<br><br>(d) provide advice on changes or enhancements to the Committee mandate. |

## **PART III –MEMBERSHIP**

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| Members | 7 The Committee will be comprised of:<br><br>(a) no less than five and up to nine Public Members;<br><br>(b) one member of Council; and<br><br>(c) one alternate member of Council. |
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| Membership requirement | <p>8 Public Members must be residents of the City.</p> <p>9 Public Members are voting members.</p> <p>10 Councillors appointed to the Committee are non-voting members.</p> <p>11 If a vacancy occurs before the expiration of a term, the public member appointed to fill the vacancy will hold office for the remainder of that term.</p> |
| Appointment terms      | <p>12 Council will appoint Public Members for a two-year term but may choose to vary the length of term.</p> <p>13 Public Members may serve for a maximum of two terms, but Council may choose to increase the number of terms in extraordinary circumstances.</p>  |
| Termination            | <p>14 A Public Member’s appointment is terminated if the Public Member misses three meetings in a twelve-month period without the consent of the Committee.</p> <p>15 Council may, for any reason, remove a Public Member by resolution.</p>  |
| Chair and Vice Chair   | <p>16 The Committee will annually elect a Chair and Vice-Chair from its voting members.</p> <p>17 The Chair will preside at all Committee meetings and decide all points of order that may arise.</p> <p>18 If the Chair is unable to perform the Chair’s duties, the Vice-Chair will perform those duties.</p>                             |

**PART IV –PROCEDURES**

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| Regular meetings | <p>19 The Committee will:</p> <p style="padding-left: 40px;">(a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings;</p> <p style="padding-left: 40px;">(b) provide the annual meeting schedule to the Chief Administrative Officer; and</p> |
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	(c) post the annual meeting schedule on the Committee's webpage to provide notice to the public.
Additional notice	20 No additional notice of regularly scheduled meetings is required.
Special meetings	21 The Chair may call a special meeting by giving 24 hours' notice to: <ul style="list-style-type: none"> <li>(a) the members of the Committee by email; and</li> <li>(b) the public by posting a notice on the Committee's website.</li> </ul>
Quorum	22 A majority of the voting members will constitute a quorum at a Committee meeting.
Change to meetings	23 The Committee must give at least 24 hours' notice of a change in the location or time of a Committee meeting.
Procedures	24 The Committee will follow the meeting procedures set out in the City's Meeting Procedures Bylaw.

**PART V – ANNUAL WORK PLAN AND REPORTING**

Annual work plan	25 The Committee will develop an annual work plan that identifies key priorities and goals based on its mandate, terms of reference, and mandate letter.
Reports to council	26 The Committee may provide reports which include recommendations on matters related to the Committee's mandate and terms of reference to Council.
Annual report	27 At least once per year, the Committee will report on the following: <ul style="list-style-type: none"> <li>(a) review of its work plan;</li> <li>(b) update on progress and initiatives; and</li> <li>(c) any information or recommendations on issues and matters within its mandate.</li> </ul>

## **PART VI – ADMINISTRATIVE REPRESENTATIVE**

- Administrative representative
- 28 The Chief Administrative Officer will appoint an Administrative Representative to the Committee.
- 29 The Administrative Representative is not a member of the Committee and cannot vote on any matter before the Committee.
- 30 The Administrative Representative will perform the following duties and functions for the Committee:
- (a) publish the Committee’s meeting schedules and notices;
  - (b) provide technical, administrative, meeting management and other supports to the Committee as required for its meetings;
  - (c) manage the Committee’s minutes and records;
  - (d) provide City information or records to the Committee about matters within its mandate if requested, subject to the *Freedom of Information and Protection of Privacy Act* and other confidentiality requirements; and
  - (e) facilitate the preparation of Committee reports to Council.

## **PART VII – REPEAL, BYLAW EFFECTIVE DATE, AND EXPIRATION**

- Repeal
- 31 The Terms of Reference for the Recreation, Parks & Culture Advisory Committee is repealed.
- Effective date
- 32 This bylaw takes effect on December 31, 2023.
- Expiration date
- 33 This bylaw is repealed on December 31, 2026.

FIRST READING: October 30, 2023

SECOND READING: October 30, 2023

THIRD READING: October 30, 2023

SIGNED THIS 30<sup>th</sup> day of October, 2023.

A/ Deputy Mayor Steven vanNieuwkerk  
MAYOR

Chelaine Winter  
CLERK