



**TOWN OF PORT MCNEILL**  
**PARKS AND RECREATION ADVISORY COMMITTEE**  
**BYLAW NO. 715, 2022**

A BYLAW TO ESTABLISH A TOWN OF PORT MCNEILL PARKS AND  
RECREATION COMMITTEE AND TO DELEGATE CERTAIN POWERS,  
DUTIES AND FUNCTIONS TO THE COMMITTEE

WHEREAS in accordance with the Community Charter, Council may establish and appoint a Committee to operate services;

WHEREAS in accordance with the Community Charter, Council may, by bylaw approve creation of a Committee established by Council;

NOW THEREFORE Council of the Town of Port McNeill in open meeting assembled, enacts as follows:

**1) Purpose and Mandate:**

In general, the Parks and Recreation Advisory Committee (the "Committee") is formed to develop Port McNeill parks and recreation through collaboration between stakeholders in the community and to advise the Town of Port McNeill (the "Town") Council on issues pertaining to local parks and recreation promotion, development, and enhancement.

The Committee will meet the following powers, duties, and responsibilities:

- a) Develop and implement a parks and recreation strategy;
- b) Provide advice to Council on matters referred to them by Council of a policy nature or with respect to planning and development of parks and recreation amenities and facilities. Referrals will not involve operational matters;
- c) Liaise with other Town advisory committees and commissions, community groups such as community associations, Harbour Advisory Group, Museum Committee, Downtown Improvement Committee, the Chamber of Commerce, Vancouver Island North Tourism, Tourism Vancouver Island, Tourism Advisory Commission, Destination BC or other groups who are dealing with parks and recreation promotion, development and enhancement or events that may be of interest and benefit to the community;

- 
- d) Hold an annual, publicly advertised meeting, where groups or individuals with ideas or concerns regarding parks and recreation are invited to present comments to the Committee;
  - e) Where appropriate, apply for grants, matching funds and other external sources of revenue to fund parks and recreation.

## 2) Membership:

- a) The membership of the Committee shall be comprised of:
  - i. At least nine (9) **voting** representatives from the community at large who have a documented interest or experience in the areas of parks and recreation activities.
  - ii. At least one (1) **non-voting** member of Council and or alternate appointed by Council, and,
- b) Additional **non-voting** members from various stakeholders to be requested on an "as-needed" basis, including, but not limited to:
  - i. Kwakiutl First Nation
  - ii. 'Namgis First Nation
  - iii. Local Governments within the Regional District of Mount Waddington
  - iv. Supporting staff

## 3) Appointment and Term:

- a) Voting members of the Committee shall be appointed by Council resolution at the recommendation of the Committee for a two (2) year term expiring on December 31;
- b) Members will have the option to continue for additional three (3) year terms if indicated in writing to the Corporate Officer prior to the expiration date of the original appointment and approved by Council;
- c) If a Committee member fails to attend three (3) consecutive meetings of the Committee, Council may revoke the appointment unless such absence is authorized by resolution of the Committee;
- d) Council may, at any time and for cause, revoke the appointment of a member of the Committee;
- e) Where a member resigns or otherwise ceases to be a member of the Committee, upon recommendation from the Committee, Council may appoint another qualified person to complete the balance of the term of the former member;

## 4) Chairperson

---

A Chairperson shall be appointed by a majority of the Committee members at the first Committee meeting of each calendar year. In the absence of the appointed Chairperson an Acting Chairperson shall be appointed for each meeting by those members present. A member of Council may be appointed as a Chairperson or Acting Chairperson.

#### **5) Staff Liaison**

- a) The Corporate Officer may delegate staff to act as a Staff Liaison for the Committee to provide support and resources as needed, and as allowed by Council priorities and operational workload.
- b) The Committee does not direct the Staff Liaison, nor can they request other staff resources. Such requests must go through either the Corporate Officer or Council.

#### **6) Committee Recording Secretary**

Under the supervision of the Corporate Officer, the Committee Recording Secretary provides the following functions for the Committee:

- a) Prepares, & compiles agenda items & forwards to Staff Liaison for agenda creation;
- b) Staff will prepare agenda & distribute to Committee members;
- c) Forward the minutes of the meeting to Staff Liaison;
- d) Staff ensures that minutes are available as an official record, available for public information and distributed to Council and other Town Committees;
- e) Notifies the Corporate Officer of membership expiration dates and vacancies by October 31

#### **7) Conflict of Interest**

Committee members must abide by the conflict-of-interest provisions of the Community Charter and Town Council Procedures Bylaw as amended from time to time. If a Committee member attending a meeting of the Committee considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter, or for any other reason, the member must declare this and state the general nature of why he or she considers this to be the case and immediately leave the meeting or the part of the meeting during which the matter is under consideration.

#### **8) Reporting to Council**



- 
- a) Recommendations of the Committee must be adopted by Committee resolution prior to presentation to Council;
  - b) As directed by the Corporate Officer, recommendations of the Committee will be submitted to Council in the form of a staff report;
  - c) Referrals to the Committee from Council and/or Corporate Officer shall be dealt with, in the form of a recommendation back to Council, within 30 days of the referral unless otherwise noted or extended by Council or the Corporate Officer;
  - d) The Committee shall report to Council at least once in each calendar year in April or May to update Council and the public as to their projects, upcoming events and any other relevant issues that may concern them.

## **9) Agendas**

- a) An agenda for every meeting of the Committee shall be prepared by the Chairperson in collaboration with the Staff Liaison;
- b) Public notice of Committee meetings indicating the time, place and date of the meeting, must be posted at least 48 hours before a Committee meeting by posting in the Municipal Hall foyer and on the Town of Port McNeill website. At least 24 hours before a Committee meeting, a copy of the Committee meeting agenda must be posted at the posting locations and copies provided to the members of the Committee pursuant to Town of Port McNeill Council Procedures Bylaw 679, 2017, as amended from time to time;
- c) A matter which is not on the adopted agenda for a meeting shall not be considered at the meeting except with the approval of the majority of the Committee members present.

## **10) Minutes**

- a) Minutes of each Committee meeting will be recorded by the Committee Recording Secretary and will only record resolutions of the Committee.
- b) Minutes shall be adopted at the next meeting of the Committee, and once adopted shall be signed by the Chairperson and the Committee Recording Secretary;
- c) Minutes of the Committee shall be provided to the Corporate Officer within five (5) days of a Committee meeting;
- d) Minutes will be secured at the Municipal Hall, posted on the Town's website, and distributed to Council and other Town Committee for information.

---

## **11) Meetings Procedures**

- a) The Chairperson shall be responsible for scheduling of meetings, presentation of reports to
  - i. Council, when required, and be the chief liaison with the Town Staff Liaison;
- b) The Committee shall meet as it deems necessary if there are matters to be considered or as referrals from Council or the Corporate Officer may require;
- c) The Committee may receive and consider representation from such individuals, groups or organizations as it considers appropriate and consistent with the duties of the Committee;
- d) Committee meetings shall be open to the public and held at the Municipal Hall unless otherwise legislated or provided for in the Town's Council Procedure Bylaw as amended from time to time;
- e) All decisions of the Committee shall be by majority vote.

## **12) Quorum**

- a) A majority of the voting members, (50% plus 1) or a minimum of five (5) members of the Committee shall constitute a quorum;
- b) If there is no quorum present within 15 minutes after the time appointed for the meeting, the names of the members present shall be recorded, and the meeting shall stand adjourned.

## **13) Remuneration and Expenses**

Committee members shall serve without remuneration but may be paid reasonable and necessary expenses that are pre-approved by the Chief Financial Officer that are directly related to the performance of their duties and in accordance with Town policies.

---

**14) Effective Date**



This bylaw shall come into effect on the date of its final adoption.

Read a first time the 8 day of November, 2022

Read a second time the 8 day of November, 2022

Read a third time the 8 day of November, 2022

Reconsidered, finally passed, and adopted the 22 day of November, 2022

  
\_\_\_\_\_  
**Mayor**  
\_\_\_\_\_  
**Corporate Officer**

**Certified to be a true and correct copy of Bylaw No. 715, 2022 as adopted.**

  
\_\_\_\_\_  
**Corporate Officer**