

**VILLAGE OF MAYO
BY-LAW #284**

A by-law to establish and maintain a Recreation Board.

Whereas Section 14 (a) and (b) of the Recreation Act state that a municipality is responsible for all matters respecting the recreation of its residents taking place exclusively within the municipality, and sports competitions at the recreational or competitive level between residents of the municipality and residents of other communities, and

Whereas Section 190 (1) and (2) of the Municipal Act, RSY 1998, states that for any board or commission that is established by Council pursuant to any Act, the Council may in the same by-law that creates the term of office of the members of the board or commission, prescribe the manner in which the Chairperson and members of the board or commission are to conduct meetings and vote on any matters, provide for the appointment and duties of officers and employees, if any, and provide conflict of interest rules for the direction of the board or commission.

Now therefore the Council of the Village of Mayo, in open meeting assembled,
HEREBY ENACTS AS FOLLOWS:

Short Title:

1. This by-law shall be known as the "Recreation Board By-law".
2. In this by-law:
 - a) "Board" means the Recreation Board established pursuant to this by-law
 - b) "Council" means the Council for the Village of Mayo
 - c) "Councillor" means any member of Council
 - d) "Village" means the Village of Mayo
 - e) "Mayo area" means all the residents residing within Mayo and the Silver Trail area excluding any area that receives separate Recreation funding
 - f) "Appointment" means an appointment by resolution of the Council for the Village of Mayo
 - g) "Secretary" means a person hired by the Recreation Board to provide secretarial services
 - h) "Resident" means a person who has established a permanent and primary residence in the Village of Mayo area.
3. There is hereby established a Board known as the Mayo Recreation Board, an advisory board to the Village Council.

Appointments

4. a) The first and subsequent Board shall consist of five (5) members appointed by motion of Council and shall represent the following areas:
- i) one (1) shall be a Councillor for the Village of Mayo (nominated by the Village Council)
 - ii) one (1) member representing the First Nation of Na-Cho Nyak Dun (nominated by the Na-Cho Nyak Dun Council)
 - iii) one (1) member representing the J.V. Clark School (nominated by the J.V. Clark School)
 - iv) two (2) members representing the Mayo community at large (chosen)
 - v) one (1) member representing the youth and currently enrolled as a student at J.V. Clark School (chosen by Village Council from applications received)

These members should represent a wide cross section of interests and ages in an effort to solicit a broad spectrum of concerns and ideas. Alternate Board members may be appointed for each of the six (6) seats. When one or several of the appointed members are unable to attend the scheduled Recreation Board meeting, the alternate board member(s) may be called to attend the Recreation Board meeting to stand in for any one of the members who are absent.

- b) All members of the Board shall be residents of the Village of Mayo area.
- c) Should any member of the Board cease to be a resident of the Village of Mayo area, his/her seat on the Board shall automatically be deemed vacated by motion of the Council, and a letter shall be written to inform the Board member in question.
- d) Should any member of the Board who is a Councillor cease to be a Councillor, his/her seat shall automatically be deemed vacated.
- e) Where a member ceases to be a member of the Board six (6) months or more before the expiration of his/her term, the Council that had appointed the member to the Recreation Board shall appoint one of the alternates or another eligible person for the unexpired portion of the term.
- f) Where any member fails to attend three (3) consecutive meetings of the Board without valid reasons, his/her seat shall become vacant unless he/she has been excused by resolution of the Board.
- g) Any member of the Board may resign there from at any time by presenting written notice to the Chairperson of the Board and any member of the Board may be removed from office by resolution of Council.

- h) Members of the Board shall hold office for a three (3) year term. Members have the option of extending their term on the Recreation Board for additional terms.
 - i) At the discretion of Council, the alternate member of the Board appointed under Section 4, subsection (a) may be appointed for his/her term of office as Councillor.
 - j) Three (3) members of the Board shall constitute a quorum.
5. The Board shall at its first meeting and at the first meeting in January of each succeeding year, elect a Chairperson and Vice Chairperson.
 6. The Board may recommend to Council contracts for secretarial services, which upon approval of Council will be paid to the Village.
 7. The Board shall hold a minimum of four (4) regular meetings per year at such time and place as may be fixed by resolution of the Board and, subject to Section 8, may call special meetings as required.
 8. A special meeting of the board may be called by the Chairperson or any two (2) members of the Board. A notice of the day, hour and place of every special meeting shall be posted at least 24 hours before the time of the meeting in four (4) conspicuous places in Mayo, and a copy of the notice shall be given to each member of the Board at the place to which they have directed such notices be sent.
 9. If no Recreation Board meeting is held for 180 consecutive days, any Recreation Board business requiring immediate action shall be dealt with by Village of Mayo Council.
 10. Neither the Board nor any member thereof shall have power to pledge the credit of the Board in connection with any matter whatsoever, nor shall the Board or any member thereof have power to authorize any expenditure to be charged against the Village.
 11. The Board may establish rules governing its proceedings, the conduct of its members, the appointment of committees, and generally for the transaction of its business, upon the approval of the Village of Mayo Council.
 12. Every resolution of the Board shall be determined by a simple majority of the members present.
 13. Minutes of all regular and special meetings shall be recorded and typed by the Recreation Board Secretary. Typed minutes will be approved by the Board at the next regular Recreation Board Meeting.

14. Approved minutes and motions of all regular and special meetings of the Board shall be filed with the Clerk of the Village with all recommendations of the Board. The Clerk shall circulate copies of the minutes and recommendations to the Chief Administrative Officer and the Village Council for its consideration. Copies of the approved minutes and motions will be filed in the Village Office.
15. The Board may make recommendations to the Council regarding the passing of by-laws, 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.
16. The Village of Mayo shall be responsible for applying, at the request of the Board, for all sources of funding on behalf of the Board.
17. All finances will be held in trust by the Village of Mayo and all transactions will be decided upon by the Board at the regular meeting. The payment of the accounts and the deposits of receipts will be handled by the Village of Mayo as directed by the Board under approval by Council.
18. The fiscal year for the Recreation Board shall be the same as the Village of Mayo.
19. The Board:
 - a) Should 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 recreational 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 February 15th of each year and upon receiving a financial statement for the previous year end, recommend to the Village Council a proposed operational and maintenance budget for recreation by February 15th of each year.
 - d) May make such recommendations as it deems necessary with respect to development of sound and comprehensive recreational programs to meet the identified needs of all residents of the Village of Mayo area.
 - e) May recommend such actions as the Board considers necessary to ensure that the maximum use and benefit is derived from all recreation facilities in the Village.
 - f) Shall hear and consider representation by an individual, organization or delegation of citizens with respect to recreation.
 - g) Should be consulted on matters affecting the development of park and recreational programs and the acquisition/disposal of park and recreation lands and facilities.

- h) Shall cooperate with and encourage all public, private, civic, social and religious organizations within the Village, which are active in supporting, promoting and working for any form of recreation.
- i) In the event that the Recreation Board is dissolved, all unspent monies will remain with the Village of Mayo for recreation activities.

20. By-law No. 219 is hereby repealed.

Enactment

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

Read a first and second time this 9 day of May, 2012.

Read a third and final time this 16 day of May, 2012.



Deputy Mayor



Chief Administrative Officer