



# City of Port Moody

## **Bylaw No. 3063**

A bylaw to establish a Parks and Recreation Commission, pursuant to s. 143 (1) of the *Community Charter*, SBC 2003 Chap. 26.

The Council of the City of Port Moody enacts as follows:

### **1. Citation**

1.1 This Bylaw may be cited for all purposes as “City of Port Moody Parks and Recreation Commission Bylaw, 2016, No. 3063.

### **2. Repeal**

Bylaw No. 2508 “Parks and Recreation Commission Bylaw” and all amendments thereto are hereby repealed.

### **3. Commission Establishment**

There is hereby established a commission known as the Parks and Recreation Commission hereinafter referred to as the “Commission”.

### **4. Definitions**

In this Bylaw

“*Council*” means the Council of the City of Port Moody.

“*Member*” or “*Members*” means a duly appointed member or members of the Parks and Recreation Commission.

“*Meeting*” or “*Meetings*” means a meeting or meetings of the Commission.

### **5. Composition and Membership of Commission**

5.1 The Commission shall be composed of a minimum of eleven (11) members appointed by Council as follows:

- a) Two (2) members of Council who shall be the Chair and Vice-Chair;
- b) A minimum of seven (7) members from the City at large who shall be residents of the City of Port Moody;
- c) One (1) representative from the Youth Focus Committee; and

d) One (1) representative from the Seniors Focus Committee.

5.2 Nominations for Commission appointments will be sought from as wide a group of citizens as possible who will represent the City at large. Where possible and without discrimination, the following criteria should be considered with respect to each nomination: geographic representation, age group representation, community association representation, and areas of special knowledge such as outdoor or indoor recreation.

5.3 The term of appointment is two years, with half of the members appointed each year.

5.4 ~~All Members shall be appointed in the month of December to commence their two-year term of office in January of the following year~~ Terms shall run from September to August.

5.5 All Members shall hold office until their successors are appointed and retiring members shall be eligible for re-appointment to a maximum of ~~three~~ two ~~successive consecutive~~ two-year terms.

5.6 In the event of a vacancy, a person appointed by Council to fill such vacancy shall hold office for the remainder of the term of the vacated member.

5.7 Any Member who is absent from two (2) consecutive regular meetings without leave of absence by resolution from the Commission, will cease to be a member of the Commission, and Council shall be advised by the Legislative Services Division of the vacancy.

5.8 Any Member may resign upon sending a written notice to the Chair and the Committee Coordinator.

5.9 At the request of the Commission or on Council's initiative, Council may remove or request the resignation of any member for malfeasance in office, or any other good and sufficient cause.

5.10 No Member shall receive compensation for services to the Commission, other than allowances for actual expenses incurred in the discharge of official duties for the Commission pursuant to current City policies.

## 6. Purpose of Commission

The Commission shall act as an advisory body to Council regarding the public use and needs of amenities, facilities, programs, and services provided by the Parks Division and Recreation Division.

## 7. Duties and Powers of Commission

7.1 The Commission shall:

a) Make recommendations to Council on the long-term planning, management, maintenance, improvement, operation, control, construction, and use of Parks and Recreation facilities;

b) Make recommendations to Council on the public use of Parks and Recreation facilities;

- c) Make recommendations to Council on the planning, organizing, operating, and facilitating of Parks and Recreation programs;
- d) Review and make recommendations to Council annually on a fee schedule for all facilities, programs, and operations on which fees shall be levied;
- e) Cooperate with and encourage all public, private, civic, social, and other such organizations within the City that support, promote, and work for recreation;
- f) Hear and consider representations by any individual, organization, or delegation of citizens with respect to parks and recreation activities, and with Council approval, act on such recommendations arising as the Commission shall deem to be in the best general interest of all citizens;
- g) Seek public input and assistance in the development of master plans and procedures for Parks and Recreation operations;
- h) Develop a ten (10) year Master Plan, which shall be reviewed and updated annually by October of each year and provided to Council for consideration and approval;
- i) Work closely with Community Services Department administration staff in providing the best possible services for citizens of the City;
- j) Provide and complete reports as requested by Council; and
- k) Undertake any other matters referred to the Commission by Council.

7.2 The powers delegated to the Commission do not include:

- a) The authority to authorize expenditures or to control budget funds except those provided for in the annual budget as approved by Council and in accordance with procedures approved by Council;
- b) The authority to officially represent the City to outside agencies, bodies, or other governments unless approved by Council; or
- c) The authority to pledge the credit of, or indebt the City.

## 8. Procedures

8.1 Meetings of the Commission shall be held at minimum bimonthly or at the call of the Chair.

8.2 Special Meetings may be called by the Chair, or by a majority of Members, giving at least twenty four (24) hours written notice to each member, the staff liaison, and the Committee Coordinator, which states the date, time, location, and purpose for which the meeting is being called.

8.3 A majority of Members shall constitute a quorum at all Meetings.

8.4 The minutes of the proceedings of all Meetings shall be legibly recorded. The minutes shall be certified as correct by the Committee Coordinator, and shall be signed by the Chair, or other Member presiding at such Meeting, following their adoption. Copies of the adopted minutes shall be forwarded to Council and circulated to all members.

8.5 Subject to the provisions of this Bylaw and the *Community Charter*, the Commission shall have the power to prescribe its own rules of procedure which shall not be inconsistent with the rules of procedure or policies of the City.

8.6 All Members, including the Chair, shall have a vote on any question before it, and in all cases in the event of a tie, the motion shall be defeated. Any Member who abstains from voting shall be deemed to have voted in the affirmative.

8.7 The Chair shall preserve order and decide all points of order that may arise, subject to an appeal by other Members present. All such appeals shall be decided without debate.

8.8 No act or other proceeding of the Commission shall be valid unless it is authorized by resolution at a regular or special Meeting of the Commission.

8.9 The Commission may establish subcommittees pursuant to Section 12 of the Council Committee System Policy.

8.10 Should the Commission wish to appoint from among its Members a representative to an external organization, prior approval of Council is required.

## 9. Personal Liability

No Member of the Commission shall be liable in the Member's personal capacity for any debt or liability of the Commission. It is the responsibility of the City to insure the Members against all liabilities related to fulfilling their responsibilities as a Member.

## 10. Severability

**Read a first time** this \_\_\_ day of \_\_\_, 2016.

**Read a second time** this \_\_\_ day of \_\_\_, 2016.

**Read a third time** this \_\_\_ day of \_\_\_, 2016.

**Adopted** this \_\_\_ day of \_\_\_, 2016.

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M.E. Clay  
Mayor

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D. Shermer  
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3063 of the City of Port Moody.

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Dorothy Shermer  
Corporate Officer

