

**THE CORPORATION OF THE VILLAGE OF LYTTON**  
**BYLAW NO. 625, 2012**

A bylaw of the Corporation of the Village of Lytton to establish a Recreation Commission

**WHEREAS SECTION 143 OF THE COMMUNITY CHARTER** provides that Council may by bylaw establish a Commission for the purpose of advising the Council on any matter;

**THEREFORE**, the Council of the Corporation of the Village of Lytton in open meeting assembled enacts as follows:

**1. PURPOSE**

- 1.1 The Lytton Recreation Commission shall act in an advisory capacity to Council in matters pertaining to recreation, and for other government agencies and civic groups, in the advancement of sound recreation planning and programming.
- 1.2 The Lytton Recreation Commission shall aid in co-ordinating the recreation services of the Village with the programs of other agencies and groups so as to ensure the most effective use is being made of the recreational resources in the community.

**2. DEFINITIONS**

**2.1 Commission:** means the Lytton Recreation Commission executive, a member of Council as appointed by Council, the Village Recreation Director and all interested members of the Community.

**2.2 Council:** means the Council of the Village of Lytton.

**2.3 Members:** means those officer positions as listed in para. 2.9.

**2.4 Directors:** means the Lytton Recreation Commission Executive as approved by Council.

**2.5 Village:** means the Corporation of the Village of Lytton

**2.6 Quarter:** means each of the three month periods in a calendar year, January through March, April through June, July through September, October through December.

**2.7 Corporate Officer:** means the person appointed to that position by the Council.

**2.8 Recreation Director:** means the employee of the Village currently hired to fill that position.

**2.9 Executive:** means the offices of President, Vice-President, Secretary, Treasurer, and three Directors at Large.

**3. COMPOSITION AND TERMS OF APPOINTMENT**

- 3.1 The Commission shall be composed of:
  - a) Those officers and appointees as listed in para. 2.1 and any other members of the Community who wish to participate in the functions of the Commission

**THE CORPORATION OF THE VILLAGE OF LYTTON**  
**BYLAW NO. 625, 2012**

**3.2**            The Directors of the Commission shall be appointed as follows:

- a) Directors shall be appointed annually by Council. The Commission, at the Annual General Meeting of the Commission, shall compile a list of candidates for each of the positions as listed in para. 2.9 and shall submit this list to the Corporate Officer within seven (7) days of the adjournment of the meeting. The Corporate Officer will include the list as an agenda item for Council's consideration at the next regularly scheduled Council meeting. Council is not restricted in their appointments to the persons so listed. Appointments will be effective 01 January in the year following the AGM at which the candidates were nominated and will expire on December 31<sup>st</sup> of that same year. All positions will be considered voluntary and no remuneration will be paid to the incumbents.

**3.3**            A vacancy on the Commission shall be treated as follows:

- a)            If a vacancy should occur within the executive, the Council will appoint a replacement. The Commission may submit a list of candidates for their consideration.
- b)            Any Director who is absent from two consecutive meetings of the Commission without cause shall cease to be a member of the commission.
- c)            Council shall retain the right to remove from office at any time, for just cause, any member of the Commission.

**4. MEETINGS AND ELECTION OF OFFICERS**

**4.1**            Meetings shall conducted as follows:

- a) At the first meeting following its appointment, the Commission shall set the schedule of meetings, including the date, time and place, for the remainder of the year and shall post a schedule of those meetings on the Village public notice boards, the Village Office lobby and in all other places considered pertinent;
- b) Notice of each meeting shall be posted on the Village public notice boards, the Village Office lobby, and in all other places considered pertinent, a minimum of two days in advance of the meeting date;
- c) The Commission will hold a minimum of one regular meeting each quarter, four regular meetings per calendar year;
- d) At any regular or special meeting, a majority of the Directors shall constitute a quorum;
- e) Special meetings of the Commission may be called as deemed necessary by the President or any two members of the executive. Notice of special meetings will be posted two days in advance as per para. 4.1 a) and each member of the Commission shall be notified prior to the notice of a meeting being posted. If circumstances make this posting requirement impossible, the Corporate Officer shall be advised prior to the meeting;
- f) The Annual General Meeting shall be in October of each year.
- g) All meetings shall be open meetings to which the Public has full access.

**4.2**            Minutes of the Meetings:

- a) Shall be accurately recorded at each meeting by the Secretary;

**THE CORPORATION OF THE VILLAGE OF LYTTON  
BYLAW NO. 625, 2012**

- b) Shall be initialled by the Secretary and forwarded to the Corporate Officer for certification as draft minutes within seven days following the adjournment of the meeting;
- c) Shall be presented to Council as an agenda item, for informational purposes, at the next regularly scheduled Council meeting that follows their receipt by the Corporate Officer.

**4.3 Dissolution of Executive:**

- a) If any of the provisions of Section 4.1 are contravened the executive of the Commission may be dissolved by Council at the next Council meeting.

**5. . TERMS OF OPERATION**

**5.1 The Commission shall:**

- a) Conduct all meetings such that those proceedings follow in general terms those rules laid down in any accepted volume of Roberts Rules of Order.
- b) Adopt rules and regulations, approved by a majority of the Directors, to conduct its business provided that such rules and regulations do not contravene any Municipal Bylaw, any Village Council Resolution or Policy, or any Provincial or Federal Statute;
- c) Vary such rules and regulations from time to time as approved by a vote of a majority of the Directors;
- d) Make a copy of all rules and regulations and amendments thereto available to Council immediately following their adoption for Council's approval.

**5.2 The Commission shall:**

- a) Act in an advisory capacity to the Council in all matters pertaining to recreation;
- b) Receive Council's approval prior to proceeding with any program approved by the Directors of the Commission;
- c) Upon receiving approval of Council, aid in co-ordinating the recreation services with the programs of other agencies and groups so as to ensure the most effective use is being made of the recreational resources in the community;
  - d) Inform the Council on any matter which, in the opinion of the Commission or the Council, requires such reporting;
  - e) With the assistance of the Recreation Director, make periodic inventories of recreation services that exist or may be needed, and interpret the needs of the public to Council;

**7. SEVERABILITY**

If at any time, any provision of this bylaw is declared or held to be illegal, invalid, or *ultra vires*, in whole or in part, then the provision shall not apply and the remainder of this bylaw shall continue in full force and effect and be construed as if it had been enacted without the illegal, invalid, or *ultra vires* provision.

**8. TITLE**

This Bylaw may be cited for all purposes as "Lytton Recreation Commission Bylaw No. 625, 2009.

**THE CORPORATION OF THE VILLAGE OF LYTTON  
BYLAW NO. 625, 2012**

**9. REPEAL**

Lytton Recreation Commission Bylaw 562, 2003 and any amendments thereto are hereby repealed in their entirety.

**10. ENACTMENT**

READ A FIRST TIME this 14<sup>th</sup> day of December 2009.

READ A SECOND TIME this 14<sup>th</sup> day of December, 2009.

READ A THIRD TIME this 12<sup>th</sup> day of March, 2012.

RECONSIDERED AND ADOPTED this 26<sup>th</sup> day of March, 2012.

---

Mayor

---

Corporate Officer