
A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF INUVIK IN THE NORTHWEST TERRITORIES TO ESTABLISH THE INUVIK RECREATION, PARKS AND LIBRARY ADVISORY BOARD TO ENSURE A BALANCED AND VARIED RECREATION AND LIBRARY PROGRAMS FOR THE TOWN OF INUVIK

WHEREAS pursuant to Sections 60 (1) and (2) and Section 70 (1) (b) and (h) of the Cities, Towns and Villages Act, S.N.W.T. 2003, c. 22 and subsequent amendments thereto which state:

60. (1) Council may, by by-law, establish a board or commission to administer or provide a service, public utility or facility as an agent of the municipal corporation.
- (2) The by-law referred to in subsection (1) may provide for
- (a) the powers and duties of the board or commission;
 - (b) the reporting requirements of the board or commission;
 - (c) the procedures of the board or commission;
 - (d) the payment of a reasonable allowance for expenses necessarily incurred in the performance of the duties of a member of a board or commission;
 - (e) the payment of an honorarium to board or commission members for attending meetings of the board or commission or for performing any other duties;
 - (f) the appointment of members to the board or commission, including persons who are members by virtue of their office and persons other than the mayor or councillors;
 - (g) the board or commission being a corporate entity; and
 - (h) such other matters as council considers advisable, including any matter referred to in subsection 61 (2).
70. (1) In addition to any power to make by-laws in any other enactment, council may make by-laws for municipal purposes respecting
- (b) people, activities and things in, on or near a public place or a place that is open to the public;
 - (h) programs, services, infrastructure and facilities provided or operated by or on behalf of the municipal corporation;

AND WHEREAS it is deemed desirable that an advisory board be established to advise Council with respect to the establishment and operation of recreation programs, community programs, library programs, services and facilities;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipal Corporation of the Town of Inuvik, in Council duly assembled, enacts as follows:

1.0 SHORT TITLE

1.1 This by-law may be cited as the "Inuvik Recreation, Parks and Library Advisory Board By-law."

2.0 TERMS OF REFERENCE (AUTHORITIES, DUTIES AND RESPONSIBILITIES)

2.1 The major functions of the board shall be:

- a) To provide guidance and assistance with the compilation of the annual Community Services budget and make recommendations to Town Council.
- b) To initiate planning activities and sessions with Town Council to determine future community services and recreation priorities of Town Council.
- c) To review periodic reports on capital projects and on the adequacy and condition of capital assets.
- d) To recommend annual capital and operating budgets to Town Council.

- e) To review existing policies and by-laws affecting the Community Services department and make recommendations to Town Council or By-law Review Committee for new policies, by-laws and amendments as required.
- f) When required, assist with five-year capital planning.
- g) To conduct meetings on a regular basis to fulfill the mandate of the board.
- h) To advise Town Council regarding the co-ordination of recreation activities in town and the unification of recreation activities provided by other local, municipal, public and private organizations into a unified recreation program.
- i) To advise Town Council with respect to the promoting, encouraging, planning and implementing of a year-round balanced and diversified recreation program for Town residents.
- j) To advise Town Council on the establishment of policy and the supervision and administration of all parks, library and recreation programs.
- k) To advise Town Council on all matters affecting the development and maintenance of Town parks, library and recreational facilities.
- l) To advise Town Council on any applications for gifts, donations or properties that may be requested for any temporary or permanent recreational purpose.
- m) To hear and consider presentations by any town individual, organization or delegation of citizens regarding recreation and shall recommend to Town Council appropriate action.
- n) To be responsible for the administration and operation of the Inuvik Centennial Library and any other library facilities obtained from time to time by the Town for library services adhering at all times to the policies and procedures as established by the Board.
- o) To be responsible for the co-ordination and promotion of library services and programs in the town of Inuvik.
- p) To purchase books, periodicals, newspapers and other articles of educational, cultural or artistic value deemed by the Board to be necessary for municipal libraries under the Board's control.
- q) To make recommendations to Council on all matters affecting the promotion and development of library services.
- r) To complete all other duties as assigned by Council.

3.0 COMPOSITION OF THE BOARD

- 3.1 The board shall consist of:
 - i) one (1) member of Town Council and the Town Council youth representative appointed by motion of council;
 - ii) the Director of Community Services, or his/her designated alternate;
 - iii) the Head Librarian, or his/her designated alternate; and,
 - iv) six (6) members of the community at large, appointed by council motion.
- 3.2 All members except for the appointed town councillors shall serve without pay or remuneration.
- 3.3 All members shall be appointed by motion of Town Council.
- 3.4 The Mayor or Deputy Mayor acting on behalf of the Mayor is an ex-officio board member who shall have voting privileges.
- 3.5 Any member of Town Council may be appointed to the board with full voting privileges. Non-appointed Town Council members may attend board meetings but will be considered ex-officio participants without voting privileges.

3.6 The Senior Administrative Officer, Director of Community Services, Head Librarian and Youth Representative are ex-officio members of the board but shall not exercise any voting privileges.

3.7 Honourary lifetime membership shall be granted only in exceptional cases to individuals who have subscribed to and upheld the objectives and goals of the Board. Individuals worthy of this membership shall be recommended by the Board and shall be ratified by Town Council. Honourary lifetime membership shall not carry any voting privileges.

4.0 TERM OF OFFICE

4.1 Initially, Town Council shall appoint three (3) members from the community at large for a period of one year to start on the date of the regular September meeting and three (3) members from the community to serve a two (2) year term to start on the date of the regular September meeting.

4.2 Upon recommendation of the board, Town Council shall appoint by motion for a two (2) year term the required number of members to replace those whose term of office expires each year.

4.3 In the event of a vacancy, Town Council may appoint by motion, upon recommendation of the board, a replacement who shall hold office for the remainder of the term concerned.

4.4 Any member of the board who is absent from three (3) regular meetings shall, unless such absence is excused by resolution of the board entered into its minutes, forfeit office and Town Council may appoint by motion, upon recommendation of the board, a replacement who shall hold office for the remainder of the term concerned.

4.5 Town Council may remove any member from the board for any reason which, in its opinion, is reasonable.

5.0 MEETINGS

5.1 Board meetings shall take place at least once per month. All board members shall be notified in advance by e-mail or telephone call of the time and place of the meeting. The agenda will be set by the Chair with assistance from the Director of Community Services. Meetings may be rescheduled if necessary to accommodate members' attendance.

5.2 If the Chairperson is absent, the meeting will be chaired by another member of the Board chosen from amongst the board members in attendance at the meeting.

5.3 A quorum for duly convened meetings shall be a majority of voting members present.

5.4 Board members who are unable to attend meetings are permitted to participate by teleconference.

5.5 Non-appointed Town Council members may attend board meetings without voting privileges.

5.6 Appointed Town Council members are eligible to receive remuneration for attendance at meetings.

6.0 GUIDANCE FROM COUNCIL

6.1 Town Council may, by motion, appoint a special committee of council, designate its mandate, term, composition, and authorities, duties and responsibilities, and appoint its members to deal with any matter. Such a committee will cease to exist when Town Council, by motion, decides that the special mandate is completed. Town Council may remove committee members for just cause.

6.2 Town Council may expand, disband or alter the board's function and its terms of reference in whole or in part at any time and may dismiss any board member(s) for just cause.

7.0 GOVERNANCE

7.1 The board has no powers to pass any by-laws, policies or motions. Committees of Council serve in an advisory capacity only and may only make recommendations to council on any matter within their mandates.

7.2 The board or its appointed representatives have no authority or power to commit Council, the municipality or municipal employees to any course of action or to incur any expenditure on behalf of Council or the municipality.

8.0 REPORTING

8.1 The minutes of Board meetings and any action items arising from Board meetings will be circulated to all members of Town Council and included in council meeting packages as soon as possible after the Board meeting takes place in order to allow for timely decision-making and/or action on items by Council as a whole if required. Minutes require formal adoption by motion of Council.

9.0 REPEALS

By-law 1448/REC/96 and any amendments thereto are hereby repealed.


10.0 COMING INTO FORCE

10.1 This by-law shall take force and effect upon its final passage.

READ A FIRST TIME THIS 13TH DAY OF AUGUST, 2014 A.D.

READ A SECOND TIME THIS 13TH DAY OF AUGUST, 2014 A.D.

READ A THIRD TIME AND FINALLY PASSED THIS 10TH DAY OF SEPTEMBER, 2014 A.D.

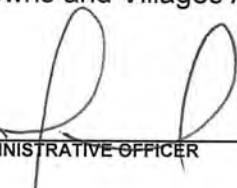


MAYOR



SENIOR ADMINISTRATIVE OFFICER

I hereby certify that this by-law has been made in accordance with the requirements of the Cities, Towns and Villages Act and the by-laws of the Town of Inuvik.



SENIOR ADMINISTRATIVE OFFICER