

**TOWN OF NORMAN WELLS**

**BY-LAW NO. 15-18**

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**BEING A BY-LAW OF THE MUNICIPAL CORPORATION OF THE TOWN OF NORMAN WELLS IN THE NORTHWEST TERRITORIES TO PROVIDE FOR THE ESTABLISHMENT AND OPERATION OF RECREATION PROGRAMS, SERVICES AND FACILITIES, PURSUANT TO THE CITIES, TOWNS AND VILLAGES ACT, R.S.N.W.T. 2003, C-22.**

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**WHEREAS** it is deemed desirable to assume responsibility for the operation and maintenance of public parks and recreation facilities and to develop community recreation programs.

**NOW THEREFORE**, the Council for the town of Norman Wells in session duly assembled enacts as follows:

**1. SHORT TITLE**

This by-law shall be cited as the “**Recreation By-law**”.

**2. DEFINITIONS**

- a) ‘COUNCIL’ means the Council of the town of Norman Wells.
- b) ‘TOWN’ means the town of Norman Wells.
- c) ‘RECREATION COMMITTEE’ OR ‘COMMITTEE’ means a Committee of Council appointed by and responsible to the Council of the Town of Norman Wells.

**3. RESPONSIBILITIES**

- a) Council will assume overall responsibility for the provision of recreation programs and services, including the operation and maintenance of public facilities.
- b) Council will evaluate community needs, set priorities and establish programs and services to meet the identified needs.
- c) Council will promote the benefits and values of good recreation programs and encourage community participation in such programs.
- d) Council will promote training & development of community volunteers and encourage volunteers to participate in community events.
- e) Council will deliver recreation programs and operate recreation facilities either directly or through local groups or organizations.
- f) Council will ensure that an annual recreation budget will be set as part of the overall budgeting process.


**4. DISCHARGE OF RESPONSIBILITY**

To ensure that the above responsibilities are properly discharged, Council will appoint a recreation committee to act as an advisory body to Council, whose terms of reference are outlined in Appendix ‘A’ which is attached to and forms a part of this by-law.

**5. REPEAL**

This by-law, upon receiving third reading, repeals by-law no. 14-08.

INTRODUCED & READ A FIRST TIME THIS 7<sup>th</sup> DAY OF JULY, 2015, A.D.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Senior Administrative Officer

READ A SECOND TIME THIS 7<sup>th</sup> DAY OF JULY, 2015, A.D.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Senior Administrative Officer

READ A THIRD TIME AND FINALLY PASSED THIS 18<sup>th</sup> DAY OF AUGUST, 2015, A.D.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Senior Administrative Officer

It is hereby certified that this By-Law No. 15-18 has been made in accordance with the requirement of the Cities, Towns and Villages Act and the By-Laws of the Town of Norman Wells.

  
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Town Manager / SAO

**TOWN OF NORMAN WELLS**

**BY-LAW NO. 15-18**

**APPENDIX 'A'**

**RECREATION COMMITTEE  
TERMS OF REFERENCE**

**1. RESPONSIBILITY OF THE COMMITTEE**

The committee shall advise and assist Council with the responsibility for the operation and maintenance of public parks, recreation facilities and the development of community recreation programs.

**2. DUTIES OF THE RECREATION COMMITTEE**

- a) The committee shall determine community recreation needs, ensure proper planning and take appropriate action, within its guidelines, and where necessary recommend appropriate action to Council.
- b) The committee shall promote and assist in the coordination of recreation programs and services and events maintaining liaison with all recreation organizations within the community. The committee will strive to ensure the equitable availability and maximum use of all recreation facilities to the residents of the community.
- c) The committee shall ensure year round, balanced and varied recreation programs for all community residents by encouraging, assisting and/or advising groups to provide recreation programs, and, where necessary, carry out certain recreation programs upon Council approval.
- d) The committee shall promote the benefits of recreation and encourage community residents to take part in programs as participants, leaders and organizers. The committee will strive to participate and assist in recreation programs and community events.
- e) The committee shall review and prioritize new recreation equipment or facilities for consideration by Council during budget preparation for each upcoming year.
- f) With respect to community recreation facilities:
  - i) Council shall be responsible for the overall management, maintenance and policy surrounding the operation of all municipally owned recreation facilities including 1. Youth and Elder Centre 2. Penguin Palace Pool 3. Curling Club, Arena 4. Community Hall, 5. Ptarmigan Ball field.
  - ii) The recreation committee shall be responsible for making recommendations on programming and scheduling of events of a recreational nature in all municipally owned recreation facilities.
- g) At Council's specific request, the committee will advise and assist with the initial planning for construction or renovation of recreation facilities.
- h) The committee chairperson shall report the committee's ongoing activities and recommendations to Council.
- i) The committee shall promote training and development of community volunteers.
- j) The committee shall perform such other duties as Council may, from time to time, request.
- k) Neither the committee, nor any member of the committee shall commit to or have the power to authorize any expenditure to be charged against the committee or Council.

**3. COMMITTEE STRUCTURE**

- a) THE COMMITTEE SHALL CONSIST OF A MINIMUM OF FIVE (5) MEMBERS AND A MAXIMUM OF 9 MEMBERS.
- b) Two (2) members, being the chairperson and alternate chairperson, shall be of Council and appointed by the mayor. Other members of the committee shall be appointed by Council from the community at large.
- c) Committee members shall represent, as far as possible, both sexes, youth groups, senior citizens, cultural, sporting and other recreational groups.
- d) The Recreation Director and/or Recreation Programmer shall not be considered a member of the committee but is responsible for providing knowledge and expertise to Council, the recreation committee and any individual or group in the municipality requiring assistance or information on recreation matters.
- e) Members of the committee shall be officially appointed by Council after each municipal election.
- f) In the event of a vacancy occurring on the committee, Council shall appoint a replacement, on recommendation from the committee, who shall remain a member until the next municipal election.

**4. COMMITTEE PROCEDURES**

- a) The chairperson and alternate chairperson shall be appointed by the mayor after each municipal election or as may be required during the Council's term of office.
- b) The Recreation Director will be responsible to ensure that a recording secretary is available for all committee meetings.
- c) Regular meetings of the committee shall be held at least once a month, the time and place to be determined by the committee.
- d) An agenda for meetings shall be made by the recreation Director and the Chairperson, with items brought forward by members of the Committee and the Recreation Programmer. The agenda package will be communicated to all members before each meeting.
- e) A majority of members present shall make up a quorum at any regular or special meeting of the committee.
- f) Any member of the committee who is absent for three (3) consecutive meetings without prior committee approval shall give up their seat.
- g) Minutes shall be kept on file of all regular and special meetings of the committee. Copies of all minutes shall be presented to Council and will be available for public review if requested.
- h) Special meetings may be called on twenty-four hour notice by the chairperson or at the request of any two (2) members of the committee.
- i) All meetings of the committee shall be open to the public.

**5. DUTIES OF THE CHAIRPERSON**

- a) The chairperson shall preside over meetings and general committee procedures, appoint sub-committees, represent the committee at public events, and shall, in all ways possible, uphold the committee's community responsibility as outlined in section 1 and 2 of this document.

- b) The alternate chairperson shall act on behalf of the chairperson in his/her absence and take on other mutually agreed upon duties.
- c) The Recreation Director shall ensure that all correspondence is presented to the committee, the necessary replies are sent and that all minutes and correspondence are kept on file for two (2) years.

**6. DUTIES OF COMMITTEE MEMBERS**

- a) Each committee member shall take an active part in the direction of the committee's program, serve in whatever capacity he/she may be called upon to fulfill, and in all ways possible uphold the committee's community responsibility as outlined in sections 1 and 2 of this document.
- b) The committees members shall represent the committee at public events, and shall in all ways possible, uphold the committee's responsibility as outlined in section 1 and 2 of this document.

**7. SUB-COMMITTEES**

- a) The committee shall appoint sub-committees as are deemed necessary.
- b) Sub-committees may not be limited to committee members, but the chairperson of any sub-committee shall be a member of the committee.
- c) Sub-committees may include responsibility for programs and activities, special events and publicity.
- d) Sub-committees will report directly to the recreation committee.