

CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW NO. 2026-26

Being a Bylaw to Authorize the Carrying On and Operation of a Recreation Committee within the Municipality of Powassan

WHEREAS Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, in part provides that a municipality may pass bylaws respecting the governance structure of the municipality and its local boards;

AND WHEREAS the Council of the Corporation of the Municipality of Powassan deems it advisable to establish by bylaw, the Municipal Recreation Committee and the Committee's Mandate for the Corporation of the Municipality of Powassan;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Municipality of Powassan hereby enacts as follows:

1. Committee Title

That a committee to be known as the Municipal Recreation Committee ("MRC") is hereby established.

2. Policies and Procedures

That the rules and regulations of the Corporation of the Municipality of Powassan Procedural Bylaw shall govern all proceedings of the Municipal Recreation Committee.

3. Records

That the records of the Municipal Recreation Committee shall be retained and preserved in accordance with the provisions of the Corporation of the Municipality of Powassan's Records Retention Bylaw.

4. Mandate

The Municipal Recreation Committee will serve as a volunteer advisory body to the Council of the Municipality of Powassan. It is dedicated to promoting and supporting recreational, cultural, and leisure opportunities that strengthen community well-being, engagement, and quality of life.

The Municipal Recreation Committee's Terms of Reference are set out in "Schedule A" attached hereto and forming part of this Bylaw.

5. Composition

That the Municipal Recreation Committee shall consist of not more than nine (9) members appointed by Council as follows:

Voting Members

- One (1) member of Council, who shall be appointed Chair.

- Eight (8) members who are residents and/or ratepayers of the Municipality. All members being a minimum of 18 years of age, not an employee of the Municipality, and representing various segments of the community.
- Established Recreational Organizations from within the Municipality will have the option of appointing one (1) member. Should an organization choose to not appoint a member to represent them on the Committee, that seat will be open to a member of the public. All nine (9) Committee Members will be voting members.
- In the event of a dispute over an appointment to the Board between a member of the public and an appointee by a Recreational Organization, the appointment would go to the Recreational Organization's appointee.
- Quorum of the committee is set at five (5) voting members including the Chair or Vice Chair, four (4) other voting members.
- The Mayor will be included as an ex-officio member. The Mayor shall have the same rights, including voting, as other committee members, but is not obligated to attend meetings. As an ex-officio member, the Mayor shall not be counted in determining the quorum of the Committee, however, if the Mayor is in attendance, they can be included in determining if the Committee has quorum present.

Non-Voting Staff Members

- The Administrator or designate shall be a staff liaison to the Committee and shall be a non-voting member.
- A Recording Secretary shall be a non-voting member and may also be the designate staff liaison.

6. Member Appointments

When appointing members to the Committee, Council will consider diversity of recreation interests, residency and qualifications to fulfill the Committee Mandate.

Those appointed to the Municipal Recreation Committee by Council will be:

- Actively involved with recreation, arts & culture, and service clubs;
- From a broad spectrum of the community and representing a cross-section of the recreation activities and community groups involved including, but not limited to:
 - Youth (aged 15–24)
 - Seniors
 - Local sports or cultural organizations
 - Volunteers or event organizers
 - Rural area representatives
- Strong proponents for recreation and community usage of parks, trails and facilities.

7. Term of Appointment

- Committee Members shall be appointed through a public appointment process by Council for one (1) Council term. Council has discretion in filling any vacancy by appointment for the remainder of the term.
- A Committee position may become vacant by way of resignation, disqualification or by being absent from meetings of the Committee.
- If a Committee Member is absent for four (4) consecutive meetings or for six meetings in one (1) year, the Recording Secretary will contact the member and notify them of the impending vacancy. After such time, the position may be declared vacant, and the Committee may make a recommendation to Council to

appoint a new member to fill the vacated position through a public appointments process.

- Council has the right to remove Committee Members who:
 - No longer meeting the Mandate of the Committee;
 - Do not follow Municipal policies or Code of Conduct;
 - Act in a manner that compromises the integrity, impartiality, or reputation of the Municipality or the Municipal Recreation Committee.
 - Engage in conduct, including public statements, social media posts, or actions, that brings the Municipality into disrepute.

8. Subcommittees

The Municipal Recreation Committee may appoint subcommittees as it deems necessary to fulfill the Mandate.

9. Meetings

The Committee will meet, at the minimum, quarterly on the third Wednesday of the month at 7:00 p.m. or at the call of the Chair. Committee meetings shall stand adjourned at 9:00 p.m. unless a motion is passed by a majority vote to continue the meeting. Once meeting dates are finalized, they will be posted on the Municipal website at www.powassan.net.

10. Authority

The Committee or any member of the Committee does not have the authority to communicate with other levels of government on behalf of the Municipality of Powassan, to take a position on behalf of the Municipality or to authorize any expenditures against the Municipality. The Committee or any Member of the Committee does not have authority to direct staff or any recommendations requiring implementation, reports, or staff actions as such activities must first be considered by Council before any action by staff may be taken. Members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by Council.

11. Remuneration

The Municipal Recreation Committee is a volunteer committee. There will be no remuneration.

12. Financial

- No debt or obligation shall be incurred by the Committee, and no payment shall be made by or on behalf of the Committee unless duly authorized by resolution of the Council of the Municipality of Powassan.
- The Committee may solicit or receive gifts or bequests of funds or services, to be donated to the Municipality and used for recreational purposes such as programs, equipment, or facilities, as long as no debt or obligation shall be incurred by the Municipality in the receipt of the gifts, funds or services.

13. Liability

In carrying out the provisions of this Bylaw, the Committee shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this Bylaw neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee; provided, however, that nothing in this paragraph shall authorize the Committee to incur any liability, debt, damages, or obligation for which the Municipal Corporation shall become liable without having

previously obtained the consent of the Council of the Corporation of the Municipality of Powassan.

14. Force and Effect

That this Bylaw shall come into force and effect on the date of its passing and that Bylaw 2008-17 shall be repealed.

READ a FIRST and SECOND time and considered **READ a THIRD and FINAL** time and adopted as such in open Council meeting this the 11th day of August 2026, for the immediate wellbeing of the Municipality.



Mayer



Clerk

BYLAW NO. 2026-26

SCHEDULE "A"

MUNICIPAL RECREATION COMMITTEE TERMS OF REFERENCE

1. Purpose

The Municipal Recreation Committee serves as a volunteer advisory body to the Council of the Municipality of Powassan. It is dedicated to promoting and supporting recreational, cultural, and leisure opportunities that strengthen community well-being, engagement, and quality of life.

This committee helps ensure that recreational decisions reflect the values, needs, and capacities of the Municipality.

2. Objectives

The Committee will:

- Recommend recreation programs and initiatives that reflect the interests and capacity of the local community.
- Encourage volunteerism, partnerships, and citizen involvement in recreation and events.
- Support equitable and inclusive access to recreational opportunities for residents of all ages and abilities.
- Provide input on the maintenance, use, and improvement of local parks, trails, halls, and other community spaces.
- Assist in developing a vision or long-term recreation strategy that is feasible and sustainable.

3. Scope of Work

- Review community needs, facility usage, and programming gaps and bring forward recommendations to Council.
- Act as a liaison between Council and local residents on recreation-related matters.
- Support grant writing, fundraising efforts, and community engagement campaigns when appropriate.
- Collaborate with schools, service clubs, seniors' groups, youth, and local organizations.
- Promote participation in municipal and regional events, seasonal programming, and heritage or cultural celebrations.

4. Membership

The Committee shall consist of seven (7) to nine (9) members appointed by Council, representing a mix of ages, interests, and areas of the municipality, including one (1) member of Council who will be voted Chair.

Where possible, representation will include:

Youth (aged 15–24)

Seniors

Local sports or cultural organizations

Volunteers or event organizers

Rural area representatives

The Municipal Administrator or designate will attend meetings in a non-voting support role. A member of staff will be the recording secretary. This member may also be the Administrative designate.

5. Term of Appointment

The term will run concurrently with the Council term.

6. Meetings

- The Committee shall meet quarterly or as needed, depending on seasonal or project needs. A quorum will consist of a simple majority of members.
- Meetings may be informal, but minutes or summary notes must be recorded and shared with Council.

7. Authority and Decision-Making

The Committee functions in an advisory capacity only. It does not have authority to approve budgets, enter into contracts, or commit municipal funds. Recommendations will be forwarded to Council through the staff liaison or Council representative.

8. Reporting and Accountability

The Committee reports to Council through its staff liaison or designated Council member.

An Annual Summary Report will be submitted to Council each year outlining:

- Activities, successes, and challenges
- Community feedback or emerging needs
- Recommendations for the upcoming year

9. Values and Principles

- Community-Driven: Local knowledge, volunteerism, and grassroots involvement guide recreation development.
- Inclusive and Accessible: Programs and facilities should be welcoming to people of all backgrounds, ages, and abilities.
- Sustainable: Initiatives should be achievable within limited budgets and built on strong partnerships and volunteer support.
- Responsive: The Committee should listen to resident feedback and help respond to changing needs or opportunities.