

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD
BY-LAW 37-2019

**BEING A BY-LAW TO ESTABLISH A RECREATION, HEALTH AND WELLNESS
ADVISORY COMMITTEE**

WHEREAS Section 5(3) of the *Municipal Act, 2001*, as amended, states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 11(1) of the *Municipal Act, 2001*, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS Section 11(2) of the *Municipal Act, 2001*, as amended, provides that a lower-tier municipality may pass by-laws regarding the health, safety and well-being of persons and Section 11(3) of the *Municipal Act, 2001*, as amended, provides that a lower-tier municipality may pass by-laws respecting culture, parks, recreation and heritage;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it appropriate to establish a Recreation, Health and Wellness Advisory Committee;

NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford hereby enacts as follows:

1. A Recreation, Health and Wellness Advisory Committee is hereby established and the attached Terms of Reference are hereby adopted and form part of this by-law as Schedule "A".
2. Any by-laws that do not conform with this by-law are hereby repealed.
3. This by-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and passed on the 10th day of June, 2019.



J. Douglas Struthers, Mayor



Doug Robertson, CAO/Clerk



MERRICKVILLE-WOLFORD

Jewel of the Rideau

**Terms of Reference
Recreation, Health and Wellness Advisory Committee
Schedule "A" to By-law 37-2019**

Mission:

The Village of Merrickville-Wolford's Recreation, Health and Wellness Advisory Committee's mission is to advise Council on matters associated with recreational activities and initiatives within the Village regarding the protection, enhancement, and restoration of the Village's recreational facilities and services for the enjoyment of the Village's residents and visitors.

Objectives:

To assist Council as follows:

- To identify projects, initiatives and opportunities and to advise Council regarding the enhancement of quality of life for all residents through recreation-based activities and services;
- To report and advise Council regarding any direction received from Council pertaining to certain projects or reviews;
- To increase general public awareness, communications and promotion of healthy lifestyles and recreational programs;
- To provide advice surrounding impacts of development on recreational programs and facilities as requested by Council;
- To encourage strategic initiatives regarding promoting healthy living; and
- To prepare an annual report to Council regarding progress, initiatives, recommendations, and considerations surrounding the Village's recreational programs, services and facilities.

Composition:

The Recreation, Health and Wellness Advisory Committee shall include, but not be limited to:

- a. Five (5) Voting Members selected at large through a public application process who will be regarded as private citizens and do not represent their employers or advocacy group in their capacity as a member;
- b. One (1) Council Liaison to be appointed by Council; and
- c. Head of Council (Mayor – ex officio).

All members shall be appointed to the Committee by Council.

Terms of Office:

Membership shall align with regular municipal elections (every four years) and the Committee will expire at the end of a term of Council.

Quorum:

A quorum shall consist of 50 percent of the voting members. No meeting shall proceed without quorum present.

Motions:

Decisions made during Recreation, Health and Wellness Advisory Committee meetings will follow the process of making a motion, having it seconded and having it voted on and passed by the majority of the Committee.

Meetings:

Meetings of the Committee shall be governed by the Procedural By-law 30-17, applicable legislation, and Robert's Rules of Order.

The Committee shall meet no less than six (6) times per year.

All meetings are open to the public.

Chair:

The Committee shall, at the first meeting of a new term, appoint a chairperson.

The Committee chairperson shall be responsible for:

- Establishing a regular meeting schedule;
- Facilitating meetings;
- Appointing a secretary of the Committee at the first meeting of a new term to take Minutes of all Committee meetings;
- Providing all necessary documentation and/or requests to Council through the Council Liaison; and
- Ensuring completion of tasks by Committee Members.

Role of Members:

The members of the Recreation, Health and Wellness Advisory Committee roles include, but are not limited to:

- Attending regular meetings as scheduled and additional meetings as necessary;
- Participating in discussions and planning and sharing the workload of the Committee;
- Providing expertise in their professional area of responsibility;
- Providing regrets to the chairperson if unable to attend a meeting; and
- Declaring any conflict of interest in accordance with the *Municipal Conflict of Interest Act* and excluding themselves from any discussion and/or voting where such a conflict exists or may exist.

Reporting to the Municipal Council:

The Recreation, Health and Wellness Advisory Committee shall report to Council:

- 1) Through the minutes of the meetings;
- 2) As deemed necessary by the Committee for submission through the Council Liaison; and
- 3) As requested by Council.

Conflicts of Interest:

Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act* and shall disclose any pecuniary interest to the chairperson and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Budget:

All monies required for any reason pertaining to the Committee carrying out its duties must be approved by Council. All requests must be submitted by September 15th of the preceding year.

All approved budget items shall be administered by the Village, through direction of Council.