

* Regulations of the Trinity Bay North Recreation Commission

If anyone wishes to join the Recreation Commission please contact the town hall.

1. NAME

This organization shall be known as the Trinity Bay North Recreation Commission.

2. RESPONSIBILITY - AFFILIATIONS

- This Commission, with the full sanction and support of the Trinity Bay North Municipal Council, shall be the agency responsible for recreation and leisure activities in the community of Trinity Bay North .
- The Commission may affiliate with the Newfoundland and Labrador Parks/Recreation Association.

3. OBJECTIVES

The objectives of the Trinity Bay North Recreation Commission are:

- to plan, provide, supervise and maintain in co-operation and consultation with the Council, for the benefit of citizens of all ages resident in the community of Trinity Bay North .
- recreation programs
- recreation facilities
- recreation equipment
- to plan and develop future recreational programs and facilities in consultation and co-operation with the Council and the public;
- to liaise with and work in close consultation and co-operation with the Municipal Council in order to meet the Objectives of the Commission;
- to subscribe to, and become a member of and co-operate with other organizations which have the same or similar Objectives as does the Commission;
- to seek, accept, acquire and obtain from any municipal, provincial or federal government any assistance which may be an advantage in meeting the Objectives of the Commission;
- to raise funds from every available source to meet the Objectives of the Commission;
- to borrow funds (with Council approval) to meet the Objectives of the Commission;
- to utilize all income and property of the Commission to further the Objectives of the said Commission;
- to keep true accounts of the sums of money received and expended by the Commission;
- to have a yearly audit of financial records prepared for the information of the public and for submission to the Council;
- to establish sub-committees, as required, in order to further the Objectives of the Commission;
- to develop a supervised activities program for the youth of the community;



- to promote participation by the public in all organized programs, and in the regular use of all facilities;
- to publicize, for the benefit and information of the public, through all available means, all plans having any relation to recreation administration, elections, programs, facilities and equipment;
- to encourage the public to volunteer their services for the operation and supervision of all programs provided by the Commission;
- to print and publish in newspapers, periodicals, or leaflets that the Committee may think desirable for the promotion of its objects.

4. THE RECREATION COMMISSION

(a) Membership

- Membership on the Commission is by appointment only.
- The Municipal Council shall appoint, by resolution, not less than five (5), and not more than nine (9) members as follows;
 1. One (1) member of Council and not more than three (3)
 2. Other members, who are residents of the community.
- Every member shall seek to further, to the best of his/her ability, the objectives and interests of the Commission and shall observe the regulations of the Commission.

(b) Eligibility

- To be eligible for appointment individuals must be ordinarily residents and sixteen (16) years of age or older, or a Councilor.

(c) Term of Office

- The term of office for each member of the Commission shall be one year and thereafter until a successor is appointed.
- Appointments shall be made at the first regular meeting of the Municipal Council following the Annual Council/Commission meeting.

(d) Dismissal

Any member of the Commission who is absent from three consecutive meetings without a legitimate reason and/or who fails to support and work toward the objectives of the Commission, shall automatically be dismissed from office.

(e) Vacancies

The Municipal Council shall fill seats vacated by members through resignation, illness, death, dismissal, etc. by appointment.

5. EXECUTIVE OFFICERS AND THEIR DUTIES

(a) Complement

The executive of the Commission shall consist of four (4) officers; a Chairperson, Vice-Chairperson, Secretary and Treasurer.

(b) Election of the Executive Officers

The Executive shall be elected from among the members of the Commission in the following manner:

- An impartial citizen shall be invited to conduct the election within fourteen (14) days following the Council=s appointment;
- Election for each Executive position shall be dealt with separately, starting with the position of Chairperson;

- Candidates shall be nominated by the members;
- Nominations do not require a second;
- Nominees shall indicate whether they accept or reject the nomination;
- Nominations shall cease when a motion is carried;
- Voting shall be by ballot;
- When the ballots have been counted, the successful candidate shall be declared elected.

(c) Vacancy on Executive

If, during the course of the Commission's term in office, an Executive Officer's seat becomes vacant, an election to fill the vacant seat shall be held in the same manner as indicated in 6(b)

(d) Duties of Executive Officers

i) Chairperson

The duties of the Chairperson of the Commission shall be:

- to convene and conduct all meetings of the Commission in a businesslike fashion
- to keep order
- to ensure decisions represent the informed judgment of the majority and to support those decisions.
- to guide discussion of matters set out in the agenda
- to be patient and tactful and respect the views of all concerned.
- to ensure meetings begin and end on time
- to allow the Vice-Chairperson the opportunity to gain experience as Chairperson

(ii) Vice-Chairperson

The duties of the Vice-Chairperson of the Commission shall be:

- to assist the Chairperson in the carrying out of his/her duties
- to convene and preside over meetings in the absence of the Chairperson

(iii) Secretary

The duties of the Secretary of the Commission shall be:

- to be responsible for all correspondence and notices of meetings
- to prepare accurate and clear records of all meetings
- to ensure a good file of all correspondence is kept
- to prepare, or assist the Chairperson and/or Recreation Director, in preparing the agenda
- to have a knowledge of the rules and procedures of meetings

6. THE MEMBER

The duties of the members of the Commission shall be:

- to attend meetings regularly
- to arrive at the meeting place on time
- to participate in discussion, planning and decision making
- never dominate discussion
- encourage other members to participate in the discussions
- to assist the Chairperson in keeping the meeting on track
- to accept group decisions
- to support policies and decisions made by the Commission
- to be familiar with, have a good understanding of, and promote the Objectives of the Commission

7. SUB-COMMITTEES

- The Commission shall form such Sub-Committees as and when required, to ensure the Objectives of the Commission are carried out effectively.
- The role of the Sub-Committees shall be to consider matters referred to it by the Commission and to make recommendations thereon to the Commission as a whole.
- Membership of the Sub-Committees may be made up of Commission members but from time to time the Commission may appoint individuals from the general public who have an expressed interest or special talents that would enhance the work of the Sub-Committee.

8. MEETINGS

(a) First Meeting

- The first meeting of each new Commission shall take place within fourteen (14) days following the appointment and immediately following the Election of Officers.
- The purpose of the first meeting of the new Commission will be:
 - to decide a regular day on which to hold meetings
 - to familiarize each Executive Officer and member with their responsibilities and duties.
 - Outgoing members of the previous Commission should attend the first meeting of the newly elected Commission and subsequent meetings up to a maximum of two meetings thereafter to familiarize the new Commission with previous business and ongoing plans.

(b) Regular Meetings

- meetings of the Commission shall be held no less than once per month
- meetings of the Commission shall commence at 7:00p.m.
- meetings of the Commission shall last no longer than three (3) hours for each sitting
- meetings of the Commission shall be at the call of the Chairperson, or at the call of any two members
- a quorum for meetings shall consist of the majority of the total number of members. If, after the first half hour following the time set for the meeting, a quorum is not in attendance, the meeting shall be cancelled.

When a meeting is cancelled in this way, those members present shall set the date and time for the next meeting and shall advise all the members accordingly.

- in the absence of the Chairperson or Vice-Chairperson, the members present shall select from among themselves a person to chair the meeting, as long as there is a quorum in attendance
- decisions of the Commission shall be made by the moving of motions and/or resolutions

{c} Special Meetings

- Special Meetings of the Commission shall be held under any one of the following circumstances:
 - at the call of the Chairperson
 - at the call of two (2) Commission Members
 - upon the request, in writing of the Municipal Council
 - upon the request, in writing of Council who has received a written petition for a special meeting from six (6) or more members of the general public
- Any request or call for a Special Meeting shall indicate the reason or purpose of the proposed meeting

- The Commission, upon receipt of a request for a Special Meeting shall proceed to convene same. If the Commission fails to convene the meeting within twenty-one days of the requisition, the requisitioners may then cause the Special Meeting to be convened.
- Decisions made at Special Meetings shall be by motions and/or resolutions.
- Commission members and official requisitioners may vote.
- All decisions made will be referred to Council for final consideration.

(d) Annual Council/Commission Meeting

- The Council and Commission will meet jointly in January of each year after the completion of the audit by the Municipal Clerk.
- The purpose of the meeting will be to review the annual audit, to review the work of the Commission over the past year and to make recommendations for the upcoming year.

(e) Public Participation

- All meetings of the Commission shall be open to the public.
- The public may, by resolution of the Commission, be given permission to participate in meeting discussions.
- The public will not have voting privileges at any meeting.

9. CONDUCTING MEETINGS

(a) The Agenda (Regular Meetings)

- Agenda for meetings of the Commission shall be prepared by the Chairperson in consultation with the Secretary.
- The agenda for each meeting shall include:
 - place
 - date
 - time
 - length of meeting
 - subject and purpose of the meeting
 - special guests and their subject
- Commission members are to be invited to submit items for the agenda.

Items on the agenda shall include:

- calling of the meeting to order
- preliminary announcements (time limit for meeting ground rules (if any), welcoming guests, introducing members, the purpose of the meeting)
- roll call
- Secretary reading minutes of previous meeting
- reading of Officer=s reports, if any
- reports from Sub-Committees, if any
- unfinished business (motions or discussions carried over or postponed from the last meeting)
- new business
- The agenda may be changed when the Commission gathers.
- Revision of the agenda shall be agreed upon at the beginning of the meeting.

(b) The Agenda (Annual Council/Commission Meeting)

The Agenda for Annual Council/Commission Meeting shall be jointly determined by the Mayor of the community and the Chairman of the Recreation Commission.

(c) Motions and Resolutions

- To move a motion, a Member shall address the Chair by either standing or raising his/her hand.
- The Chairperson will recognize the Member.
- The Member shall state the motion. If there is no seconder, there is no motion.
- When a motion is seconded, the Chairperson shall repeat the motion. If, after calling three times for discussion, there is no discussion on the motion Chairperson shall again repeat the motion. The Chair will ask those in favour to raise their hand. The Secretary shall count the votes in favour of the motion. The Chairperson shall then ask if anyone is opposed to the motion and shall ask them to raise their hands. The Secretary shall count the votes opposed to the motion. The Chairperson shall then announce the result of the vote, stating whether the Amotion is carried@ or the Amotion is defeated.@
- Each member shall have one vote.
- In the case of a tie vote, the motion shall be declared defeated.
- A motion carried by the majority of the Commission becomes binding on all members of the Commission regardless of whether a member voted for or against it.
- When a motion or amendment has been acted upon by a majority vote, it cannot be discussed again at the same meeting unless a motion is passed to reconsider it.
- If the Commission wishes to rescind any motion it has previously made, a motion to rescind, if adopted, will nullify the previous motion regardless of the amount of time elapsed.
- All debatable motions can be amended, providing the amendment does not change the text of the motion.
- An amendment can be amended, but an amendment to an amendment cannot be amended.

(d) Taking Minutes of Meetings

- The Secretary shall:
 - write accurate and clear records of meetings
 - follow the correct format for minutes
 - ensure security and permanence of meeting records
- The contents of the minutes of all meetings shall include:
 - date, time, place and type of meeting
 - the presiding officer
 - officers and members present or absent
 - approval of the minutes of the previous meeting
 - the agenda item
- All motions and resolutions must be recorded exactly as stated, with the names of the Mover and the Secunder.
- Correct terminology must be used, e.g.
 - Minutes are Approved
 - Reports are Accepted or Rejected
 - Motions are Carried or Defeated when voted upon
 - Resolutions or motions may be Amended
 - Recommendations are Adopted or Rejected
- A final copy of the minutes shall be prepared as soon after the meeting as possible and shall be typed or neatly written on plain, good quality paper. For legal protection, it is suggested that pages used for final copies of minutes be pre-numbered.
- If a pre-numbered page is spoiled by the Secretary, it should not be discarded, but marked

Aincorrect@ and retained in the minutes book.

- The original copy of the minutes shall be kept in a Minutes Book, and if possible copies should be sent to each member of the group as soon after the meeting as possible.
- The Minutes Book shall be locked in a safe place and shall be open for the inspection of the public upon request.

10. FINANCES

(a) Fiscal Year

The Fiscal Year of the Commission shall be from January 1 to December 31 in each year.

(b) Budgets

- The Commission shall prepare an Annual Budget, which shall include the forecasted Revenues and Expenditures for the forthcoming Fiscal Year, and which shall be completed and submitted for review to the Municipal Council by October 31 of each Fiscal Year for inclusion in the Municipal Budget or by a date specified by Council.
- The Commission shall prepare and submit to the Council applications for grants from the Department of Culture, Recreation and Youth at least one month before the deadline date for receipt of applications.

(c) Revenues

- The Commission shall seek funds from all available municipal, provincial and federal government and other sources in order to meet the needs of the public in the provision of recreational services and to fulfill the Objectives of the Commission.
- The Commission shall operate local fund-raising activities on a regular basis to meet the Objectives of the Commission.
- The Commission shall set such rental rates, entrance and utilization fees, as is reasonable, for the use of its facilities, equipment and programs.

(d) Expenditures

- The Organization shall be carried on without pecuniary gain for its members and any profits or other gains shall be used for the purposes of the Organization.
- The Commission shall ensure that all its revenues are expended:
 - for the purpose for which they were budgeted;
 - to meet the Objectives of the Commission by:
 - providing programs for all age groups in the community
 - maintaining and operating all existing facilities
 - maintaining all existing equipment
- Expenditures not included in the Commission budget must be approved beforehand by Council.

(e) Banking

- The Commission shall maintain an account at The First Coastal Credit Union located in Trinity Bay North .
- All the Commission=s revenues shall be deposited into the Commission=s bank account/s.
- The Commission shall maintain a chequing account from which all expenditures shall be paid.
- Substantial amounts of monies not required for immediate expenditure shall be deposited into an interest-bearing account. Any interest made on the Committee=s revenues shall be used to further the Objectives of the Commission.
- The Chairperson, Secretary and Treasurer, or any two of them, shall have signing authority

on all the Commission's bank accounts.

(f) Accounting

- The Commission shall keep true and accurate accounts of all monies received and expended by the Commission.
- The Commission shall prepare financial statements of revenues and expenditures once per month.
- Commencing in February of each year, the Commission shall prepare and submit to the Council a financial statement.

(g) Auditing

On or before January 15, of each year, the Commission shall submit to the Municipal Clerk for audit, a statement of its financial affairs for the preceding fiscal year.

The Annual Audit shall be performed for the following reasons:

- To ensure the accounts balance;
- To ensure funds are being expended in the proper manner and for the purpose for which they were budgeted;
- To ensure all revenues are being expended to further the Objectives of the Commission;
- To assist the Commission in obtaining funds from other sources by providing those sources with an accurate accounting of the Commission's financial position;
- To provide the public with an accurate record of how public funds are being expended;
- To include the audit in an annual report to the Council for the continuance of their support.

11. FACILITIES AND EQUIPMENT

(a) Existing Facilities

- All existing recreation facilities and equipment under the jurisdiction of the Council or Commission are to be utilized by and for the benefit of the residents of the community, and shall be operated and maintained by the Commission in consultation with the Council.
- Existing facilities include:
 - 2 playgrounds
 - Tennis Court
 - Recreation Building
 - Look-Out Pond Park
- An inventory of all recreational facilities and equipment shall be prepared and maintained by the Commission.

(b) Equipment

- All recreation equipment shall be stored in a safe and accessible location.
- Reasonable rental rates and entrance fees shall be set by the Commission and charged to those groups, individuals, etc. making use of the facilities.
- Reasonable utilization fees for equipment shall be set by the Commission and charged to those groups, individuals, etc. making use of the equipment.

12. INSURANCE

For protection purposes, the Commission shall ensure that all its facilities and equipment are covered by an acceptable insurance scheme, or policies.

13. PROGRAMS

- The Commission shall strive to provide well organized programs for residents of all ages in the community.
- The Commission shall schedule its programs in such a way that the needs of residents of all ages are met.
- The Commission shall strive to provide training programs, workshops, etc. for coaches, referees, supervisors, etc.
- The Commission shall, through every available means, encourage the public to volunteer their services in order to provide the community=s program needs.
- The Commission shall advertise all its programs, schedules, etc. through:
 - local and regional radio networks
 - local newspaper
 - press releases
 - public notice
 - posters
 - public meetings

14. **CONTROLS**

- The Commission shall be responsible for the supervision of all its programs and activities.
- The Commission shall empower the supervisors of all its programs and activities to report all nuisances to the proper authorities.
- The Commission shall ensure that the supervisors of all programs adhere to the Objectives of the Commission.

15. **PUBLIC RELATIONS**

The Commission shall encourage the participation of volunteers outside of the Commission by:

- Advising the public that their services are required;
- Contacting all groups in the community;
- Personal contact
- Letting the public know that the Commission is well organized and that the Commission has specific plans for the provision of recreation services which require the support of others outside the Commission;
- Gaining the interest of the public by every available means.
- Asking them to sit on Sub-Committees.

16. **AMENDMENTS**

The Town Council, at any annual, regular or special meeting may adopt, revise or repeal these Regulations provided that fifteen (15) days notice in writing has previously been given to the Secretary and communicated by her/him to the members at least one week (7 days) prior to the holding of such a meeting.