

Subdivision 1 - The Commission

- 1.7.1. 1. There is hereby created a Commission to be known as the Kitimat Leisure Services Advisory Commission .

Subdivision 2 - Interpretation

- 1.7.2. 1. In this division "Commission" means the Kitimat Leisure Services Advisory Commission .

Subdivision 3 - Purpose

- 1.7.3. 1. The Commission shall act in an advisory capacity to the Council in planning, developing and implementing recreational programs in the municipality.

Subdivision 4 - Composition of Commission

- 1.7.4. 1. The members of the said Commission, all of whom shall have voting powers, shall be appointed as follows:
- a. one member of the Board of School Trustees of School District No. 80 (Kitimat) who shall be appointed by resolution of the said Board in January of each year;
 - b. one member of the Council of the District of Kitimat who shall be appointed by resolution of the said Council in January of each year; and
 - c. five persons who reside or are employed within the District of Kitimat who shall be appointed by resolution of the Council of the District of Kitimat;
 - d. the current President of the Mount Elizabeth Secondary School Student Council, or delegate.

Subdivision 4 - Composition of Commission (Continued)

- 1.7.4. 2. a. The members of the Commission who are members of the Council or of the Board of Trustees shall hold office for ONE (1) year.
- b. The members of the Commission who have been appointed under Section 1.7.4.1.c. hereof shall hold office for TWO (2) years provided that on the first appointment of such members, the Council shall designate THREE (3) members who shall hold office for TWO (2) years and TWO (2) members who shall hold office for ONE (1) year.
- c. the student Council President, or delegate, shall serve for the September to June school term.
3. Appointments to the said Commission shall be made during the month of March in each year with the exception of the first appointments which shall be made in the month of July and in all cases, the initial ONE (1) year appointments shall expire on the 31st day of March 1976, and all initial two (2) year appointments shall expire on the 31st day of March, 1977.
4. Except for a Councillor or a School Trustee, no person shall be appointed for more than two consecutive terms, but shall be eligible for reappointment after being off the Commission for twelve months.
5. Notwithstanding 1.7.4.4. persons appointed for a term expiring March 31st, 1976 may be reappointed for not more than TWO (2) year terms.
6. If a member of the Commission is continuously absent except because of illness or with leave of the Commission, from the Commission for a period of three consecutive regular meetings, he shall be automatically disqualified from holding office for the remainder of his term and Council shall be so advised by the Secretary.
7. The Council may, by an affirmative vote of not less than two-thirds of all members thereof, remove any member of the Commission.
8. The members of the Commission shall serve without remuneration.

Subdivision 5 - Officers

- 1.7.5. 1. The Commission shall annually from its own members, appoint a Chairman and a Vice-Chairman.
2. When the Municipality has a Leisure Services Director on staff he shall attend the meetings of the Commission. As advisor in the absence of a Leisure Services Director, the Chief Administrative Officer or a member of staff delegated by him shall attend the meetings of the Commission.
3. The Chief Administrative Officer shall appoint a person from the municipal staff to serve as Secretary to the Commission.

Subdivision 6 - Procedure

- 1.7.6. 1. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes, the question shall be lost.

Subdivision 7 - Quorum

- 1.7.7. 1. The quorum necessary for the transaction of business of the Commission shall be FOUR (4).

Subdivision 8 - Meetings

- 1.7.8. 1. The Commission shall meet at least once a month on a fixed date, time and place and all such meetings shall be open to the public. The Commission shall regulate their meetings as they see fit.
2. The Provisions of the Local Government Act regarding notice of Special Meetings of Council shall apply in like manner with respect to the Commission.
3. In the absence of the Chairman, the Vice-Chairman shall preside as Chairman at any meeting of the Commission. If at any meeting, the Chairman or Vice-Chairman is not present within FIFTEEN (15) minutes after the time appointed for holding the meeting, the members shall choose one of their members to be Chairman.
4. It shall be the duty of the Secretary, or in his absence, his delegate, to prepare and retain custody of minutes of proceedings of the meetings of the Commission and to communicate to Council all recommendations of the Commission.

Subdivision 8 - Meetings (Continued)

- 1.7.8. 5. Copies of the Minutes of all meetings shall as soon as possible following the meeting and before adoption, be distributed by the Secretary to the members of Council, the Chief Administrative Officer and the Leisure Services Director.

Subdivision 9 - Duties

- 1.7.9. 1. The Commission shall specifically assist the Council in an advisory capacity:
- a. by considering and making recommendations for the development, improvement and implementation of recreation in the municipality;
 - b. from time to time, as development progresses or changed conditions demand, by recommending additions or deletions to existing recreational programs;
 - c. by considering and making recommendations regarding major public recreational programs;
 - d. by considering and making recommendations for regional recreational development in co-operation with private, semi-public and public agencies within and without the municipality;
 - e. by considering any matters dealing with the recreational development of the municipality which the Council may deem expedient;
 - f. by encouraging all citizens to assume their share of responsibility and participate in the support of community recreation;
 - g. the Commission annually shall approve a seasonal schedule or schedules for use of recreation facilities but day to day changes shall be approved by the Leisure Services Director;

Subdivision 9 - Duties (continued)

- 1.7.9. 1. h. by considering and making recommendations on matters that affect persons with disabilities such as: access to services and programs, matters restricting mobility and travel and barriers to participation;
- i. by functioning as the District of Kitimat's Family Court Committee including matters that affect the Kitimat Youth Centre and matters that affect youth who may be considered at risk.

Subdivision 10 - Reports

- 1.7.10. 1. The Commission shall report to Council on such of the matters contained in Section 1.7.9. as the Commission may deem expedient or as the Council may request.