



Parks and Recreation Advisory Committee Policy

Approved: 2023-10-17

Motioned by Shea

"I move that Village of Bible Hill accept the amendments as presented to the Parks and Recreation Advisory Committee Policy."

Seconded by Pitcher

Motion carried

Purpose

1. The Parks and Recreation Advisory Committee (“the Committee”) is to provide advice to Village of Bible Hill (the “Village”) on matters of recreation services, including the planning for recreation or cultural programs, services, or facilities.

Committee Composition

2. This committee is composed of:
 - a. Five community representatives; voting members; one of which may reside outside of the boundaries of Bible Hill; eligible to be elected as Chair of the Committee;
 - b. One to three youth representatives (age 14-25) enrolled in an academic program during the term of appointment; voting member; one of which may reside outside of the boundaries of Bible Hill; ineligible to be elected as Chair of the Committee;
 - c. One Village Commissioner appointed by the Village; voting member; ineligible to be elected as Chair of the Committee; and
 - d. the Parks and Recreation Director; non-voting member; ineligible to be elected as Chair of the Committee.

Terms of Appointment

3. Community representatives: appointed for 2-year terms, April 1 to March 31
4. Youth representative: appointed for a 1-year term September 1 to August 31
5. Committee members are eligible for reappointment at the end of their term.

Meetings

6. The Committee shall meet bi-monthly on the first Wednesday of the month at a time to be determined by motion of the Committee.
7. The Parks and Recreation Director, on behalf of the Chair, may call a Special Meeting, provided the Chair believes that a majority of the Committee members would support such a step.

8. The Chair shall be elected at the first meeting of the Committee each April. The Committee members shall by ballot write the name of the person they wish to serve as Chair. The Committee shall appoint a scrutinizer to count the ballots and announce the name of the person elected.
9. The Chair shall have a vote on any question, and in the event of a tie the motion shall be lost.
10. The Chair shall preside at all meetings; in their absence a member appointed at the meeting shall preside.
11. Where a member of the Committee has failed to attend three consecutive regular meetings of the Committee, without having been excused from such meetings by the Committee, such member shall be deemed to have resigned from the Committee and shall therefore vacate his/her seat as a member.
12. The Parks and Recreation Director shall record minutes of all meetings. Minutes shall be approved by motion at the next meeting of the Committee. Approved minutes shall be signed by the Chair or the person presiding at the meeting and the Parks and Recreation Director. Minutes shall be filed with the Clerk and Treasurer.
13. One-third of the voting members shall constitute a quorum.

Role of the Committee

14. The Committee shall advise the Village on matters relating to recreational programs and services.
15. The Committee shall advise the Village on matters affecting the development and maintenance of recreational facilities.
16. The Committee shall advise the Village regarding the lease or sale or to otherwise dispose of any Village land that is held for recreational purposes.
17. The Committee shall advise the Village regarding the acquisition of property that is held for recreational purposes.

18. The Committee shall advise the Village on policies concerning the operation of recreation facilities, including the setting of user fees.
19. The Committee may hear and consider presentations by individuals, organizations, or delegations with respect to recreation programs and services. The Committee shall advise the Village based on its considerations of the presentations.
20. The Committee shall advise the Village on Recreation Department operating and capital budgets.
21. Neither the Committee nor any member shall have the power to pledge the credit of the Village. Nor shall the Committee or any member have any power to authorize expenditure to be charged against the Village or enter into a legal commitment or agreement. The Committee shall not be responsible for the operations of parks, recreation programs or facilities, nor administrative matters including the hiring of or providing direction to staff or volunteers.

Signature page to follow.

Date of Notice to Village Commission of Intent to Consider: 2023-10-17

Date of Passage of Policy: 2023-10-17

I certify that this Policy was adopted by Village Commission as documented above:



Chair

2023-10-18

Date



Clerk and Treasurer

2023-10-18

Date