

**BYLAW NO. A-5**

**A BYLAW TO ESTABLISH A RECREATION ADVISORY COMMITTEE**

BE IT ENACTED BY THE COUNCIL OF THE TOWN OF ST. STEPHEN AS FOLLOWS:

**1. INTERPRETATION**

The Recreation Advisory Committee, hereafter referred to as the "Committee", shall be a Committee known as the "St. Stephen Recreation Advisory Committee".

**2. PURPOSE**

- 2.01 The Committee is established to advise in establishing the purposes, objectives, policies, procedures, and other guidelines for the management of parks and recreation areas in the Town of St. Stephen.
- 2.02 The Committee may make rules for the conduct of its business. Such rules shall be submitted to the Town Council for approval prior to implementation.

**3. DUTIES**

- 3.01 The Committee shall, through the Town Council, advise on the provision of funds and facilities, which it deems necessary for the evolution of a complete recreation infrastructure in the Town.
- 3.02 The Committee shall advise the Town Council on the administration of all building, fields, swimming pools, and properties pertaining to recreation owned by, leased, or loaned to the Town, but excluding the Border Arena.
- 3.03 The Committee will act in an advisory capacity to various recreational groups in the Town, and provide liaison between the groups and the Town Council.

**4. APPOINTMENTS**

- 4.01 The Committee shall consist of eleven (11) members and shall be appointed by the Town Council at a regular or special meeting.
- 4.02 The Committee representation will include two (2) Council members, one (1) arena director, one (1) representative from the local school system, one (1) student member named by the St. Stephen High School Student Council, and six (6) members at large.

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- 4.03 The Parks and Recreation Director will sit as chairperson on the Committee. The duties of the Parks and Recreation Director shall be determined by the Chief Administrative Officer. The Parks and Recreation Director shall report to the Chief Administrative Officer.
- 4.04 The term of office for each member shall be specified by the Town Council on appointment to the Committee and shall not be less than one-year and not more than three-years with a minimum of one-third of the members being replaced each year.
- 4.05 The Committee members may be appointed for further terms of office at the discretion of the Town Council.

**5. EXPENSES**

The Council shall from time to time pay such expenses of the Recreation Advisory Committee as are approved by the Council.

**6. REPEAL PROVISION**

- 6.01 Bylaw No. 93-1, A Bylaw Establishing The St. Stephen Parks & Recreation Commission, passed by Town Council on April 19, 1993, and amendments thereto, is hereby repealed.
- 6.02 Bylaw No. 93-1, A Bylaw Establishing The St. Stephen Parks & Recreation Commission, and amendments thereto, shall not affect any penalty, forfeiture or liability, incurred before such repeal or any proceeding for enforcing the same completed or pending at the time of repeal; nor shall it repeal, defeat, disturb, invalidate or prejudicially affect any matter or thing whatsoever completed, existing or pending at the time of repeal.

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Read a first time this 19<sup>th</sup> day of January, 2004

Read a second time this 16<sup>th</sup> day of February 2004

Read a third time and passed this 15<sup>th</sup> day of March, 2004

  
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W. Robert Brown, Mayor

  
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Brenda Knight, Town Clerk