SUMMER VILLAGE OF WHITE SANDS
BYLAW #221-26
"Parks and Recreation Committee Bylaw"

WHEREAS pursuant to the Municipal Government Act, RSA 2000, c. M-26, and amendments thereto, Council may establish committees as it considers necessary;

AND WHEREAS Council wishes to establish a Parks and Recreation Committee to provide advice and recommendations on parks, recreation, and community initiatives;

AND WHEREAS Council has adopted a Procedure Bylaw which provides for the establishment and governance of Committees;

NOW THEREFORE, the Council of the Summer Village of White Sands, in the Province of Alberta, duly assembled, enacts as follows:

1. Title
This Bylaw may be cited as the "Parks and Recreation Committee Bylaw."

2. Establishment
Council hereby establishes the Parks and Recreation Committee as a Committee of the Summer Village of White Sands.

3. Terms of Reference
The Terms of Reference for the Parks and Recreation Committee are attached hereto as Schedule "A" and form part of this Bylaw.

4. Purpose and Authority
The Committee shall operate in accordance with:

- This Bylaw
- The approved Terms of Reference
- The Summer Village of White Sands Procedure Bylaw

The Committee is advisory in nature and has no authority to bind the municipality.

5. Composition and Appointments
Committee membership and appointments shall be made in accordance with the Terms of Reference and by Council resolution.

6. Administration
The Committee shall operate independently in accordance with its Terms of Reference. Administration may provide support or information as requested.

7. Coming Into Force
This Bylaw shall come into force upon third and final reading.

READ A FIRST TIME THIS 15TH DAY OF JUNE, 2026

READ A SECOND TIME THIS 15TH DAY OF JUNE, 2026

UNANIMOUSLY PASSED TO PROCEED TO THRID READING THIS 15TH DAY OF JUNE, 2026

READ A THIRD TIME AND FINALLY PASSED THIS 15TH DAY OF JUNE, 2026

Original Signed

Mayor

Original Signed

Chief Administrative Officer

Schedule “A”

Terms of Reference (ToR)

Parks & Recreation Committee (C)

1. Purpose

The Parks and Recreation Committee (“The Committee”) is established to support Council by providing advice and recommendations on parks, recreation, and community programming initiatives.

The Committee aligns with the Summer Village of White Sands Strategic Plan, supporting priorities such as enhancing recreational amenities, strengthening community connection, and balancing recreation with environmental stewardship.

The Committee operates in an advisory capacity only and does not have decision-making authority.

2. Mandate

The Committee is responsible for:

- Providing recommendations to Council on parks, recreation, and community initiatives
- Identifying opportunities to enhance amenities, programming, and public spaces
- Supporting implementation ideas stemming from strategic planning priorities
- Reviewing feasibility and prioritization of proposed initiatives
- Acting as a community liaison on parks and recreation matters

3. Authority

- The Committee does not have authority to make decisions, commit funds, or direct municipal operations.
- All recommendations must be submitted to Council for consideration.
- Council retains full authority over approvals, budgets, and implementation

4. Composition

The Committee shall consist of five (5) members, appointed by Council:

- Two (2) Members at Large (residents/property owners)
- Two (2) Hall Society Representative
- One (1) Council Member (serving as liaison)

Administration is not a standing member of the Committee, but may provide information or attend meetings upon request.

5. Term of Appointment

- Members are appointed for a rotational term:
    - Initial appointments:
        - One Member at Large and one Hall Society Representative appointed for one year.
        - One Member at Large and one Hall Society Representative appointed for two years.
    - Thereafter, appointments occur on a rotating basis with two-year terms.
- Terms may be renewed at the discretion of Council
- Council may fill vacancies for the remainder of the term

6. Meetings

- The Committee shall meet a minimum of four (4) times per year
- The Committee shall establish an annual meeting schedule and provide it with the CAO in accordance with the Procedure Bylaw
- Meetings and notice requirements shall comply with the Procedure Bylaw

Delegations to Council

- The Committee shall present to Council a minimum of four (4) times per year
- presentations will include:
    - Updates on activities
    - Recommendations for consideration
    - progress on strategic priorities

7. Roles and Responsibilities

Chair and Vice-Chair

- The Committee shall elect a Chair and Vice-Chair annually from among its members, unless otherwise directed by Council
- The Chair shall:
    - Preside over meetings
    - Facilitate discussion
    - Coordinate delegation presentations to Council
- The Vice-Chair shall act in the absence of the Chair

Quorum

- Quorum shall consist of a majority of members (3 of 5)
- No formal recommendations shall be made without quorum

Recording Secretary

- The Committee shall designate a Recording Secretary
- The Recording Secretary may be a committee member or another designated individual

Conflict of Interest

- Members shall adhere to conflict-of-interest provisions consistent with the Municipal Government Act
- Members shall declare any conflict and refrain from discussion or recommendation on the matter

8. Reporting and Records

- The Committee shall prepare and approve minutes in accordance with the procedure Bylaw, including required content, signatures, and record retention
- A copy of approved minutes shall be provided to the CAO within the required timelines
- Approved minutes shall be included in the next available regular Council meeting agenda package for information
- The Committee shall provide recommendations to Council through:
    - Delegations; and/or
    - Written submissions
- The Council-appointed member shall report on Committee activities through regular Councillor reporting
- The Committee shall provide Council with an annual summary of activities

9. Guiding Principles

The Committee shall operate under the following principles:

- Alignment with Council-approved strategic priorities
- Respect for environmental stewardship and lake health
- Awareness of municipal budget constraints
- Transparency and accountability
- Inclusivity and community engagement

10. Legislative & Procedural Alignment

The Committee shall conduct its meetings and operations in accordance with:

- The Municipal Government Act (Alberta)
- The Summer Village of White Sands Procedure Bylaw

11. Review of Terms of Reference

- This Terms of Reference shall be reviewed every two (2) years or as directed by Council
- Amendments require Council approval through bylaw

12. Effective Date

This Terms of Reference is effective upon adoption by Council.