



**THE CORPORATION OF THE TOWN OF PENETANGUISHENE  
BY-LAW 2009-86**

**A By-law of the Corporation of the Town of Penetanguishene to amend By-law 2009-55 (Procedure Manual for Council/Committees – Schedule “C3” – Recreation & Cultural Services Section)**

**WHEREAS** Section 238, Part VI of the Municipal Act, S.O. 2001, c.25, as amended, requires the Council of every municipality to pass by-laws governing the calling, place and proceedings of Council meetings;

**AND WHEREAS** Council of The Corporation of the Town of Penetanguishene enacted By-law 2009-55 to govern the proceedings of Council and its Committees;

**AND WHEREAS** notice was given in accordance with the Town of Penetanguishene Procedures for Notice By-law 2002-116 for an amendment to By-law 2009-55 with respect to the regular meeting date of the Recreation & Cultural Services Section Committee;

**AND WHEREAS** the Council of the Corporation of the Town of Penetanguishene now deems it advisable to amend its Procedural By-law to govern the place and proceedings of meetings of Council, Committees and Boards under Section 238 of the Municipal Act, S.O. 2001, c.25;

**NOW THEREFORE** the Council of the Corporation of the Town of Penetanguishene hereby enacts as follows:

- 1) That Schedule “C3” of By-law 2009-55 be rescinded and replaced with Schedule “C3” as amended attached hereto.
- 2) Should any section, subsection, clause, paragraph or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or part thereof, other than the provisions so declared to be invalid.
- 3) This By-law shall take effect on the date of passage.

**BY-LAW READ** a first, second, and third time and finally passed in Open Council on the 25<sup>th</sup> day of November, 2009.

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MAYOR Anita Dubeau

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ACTING CLERK Holly E. Bryce

**THE CORPORATION OF THE TOWN OF PENETANGUISHENE  
SCHEDULE "C3" TO BY-LAW 2009-055 AS AMENDED  
BY BY-LAW 2009-86 TO AMEND THE DATE OF  
RECREATION & CULTURAL SERVICES SECTION COMMITTEE**

**Recreation & Cultural Services Section Committee**

**Section Membership**

Section Chair – designated by the Mayor and ratified by Council

Section Vice Chair – designated by the Mayor and ratified by Council

Mayor

Staff Resources – C.A.O., Manager of Recreation Services, Facilities Manager, Curator/Museum

Supervisor, Harbour Master

Recording Secretary – Manager of Recreation Services or designate

**Section Mandate**

The mandate of the Recreation & Cultural Services Section Committee is to oversee matters related to the following functions, and to determine action in accordance with delegated authority, make recommendations to Council, or receive for information:

- General Administration of the Parks, Recreation and Culture Department
- Penetanguishene Centennial Museum Operations & interdepartmental coordination and communication with Museum Board
- Facilities management for Town owned properties
- Penetanguishene Memorial Community Centre (Arena)
- Town owned parks and parkland
- Town Dock and Launch Ramp operations
- Recreational programming
- Town owned gardens and flower displays
- Trails Committee
- Training and Development within the Committee's mandate
- Interdepartmental coordination and communication with Library Board
- Lease agreement with the Penetanguishene Curling Club
- Town relations with recreation user groups and the Penetanguishene Horticultural Society
- Penetanguishene Seniors Council
- Review of annual budget estimates for the Operating Budget and Five Year Capital Plan for Arena, Parks, Trails, Recreation Programs, Seniors Council and Town Dock as well as receipt of monthly reports.

**Delegated Authority**

The Recreation & Cultural Services Section Committee shall have delegated authority for the following functions:

- approval of all departmental training and development, within the approved budget
- departmental financial reports
- approval of departmental capital budget items up to a limit of \$50,000, within the approved budget
- approval of change orders for construction projects falling within the Committee's mandate, within the approved budget
- administration of recreational programming and facility use
- recommendation of fees and fee changes to Council within the Section's mandate

The Committee shall receive items for information, direct action, or recommend to Council.

**Meeting Schedule**

Regular meetings will be held on the 2<sup>nd</sup> and 4<sup>th</sup> (if required) Thursdays of the month at 8:30 a.m. at the Penetanguishene Memorial Community Centre. Special meetings may be scheduled at the call of the C.A.O..

### **Changes in Meeting Schedule**

The C.A.O., in consultation with the Town Clerk and Chair, may revise the regular meeting schedule for the Section Committees.

Any Section Committee meeting may be rescheduled or cancelled by the C.A.O..

Notice of any change to the meeting schedule will be provided via the Town website.

### **Meeting Location**

The Meetings shall be held in the John Desroches Boardroom in the Penetanguishene Memorial Community Centre, or other such location which may be designated by the C.A.O. from time to time for such purpose taking into regard access related issues.

### **Agendas**

Agendas shall be made available a minimum of twenty-four hours in advance of the meeting to the Members and on the Town Website. The C.A.O., in consultation with the applicable Department Head(s), shall determine the content of the agendas for section meetings.

### **Quorum**

Quorum shall consist of two (2) members of Council.

### **Rules & Procedures**

The rules & procedures contained in the Procedural By-law shall be observed in the proceedings of Recreation & Cultural Services Section Committee, except where the Chair, in consultation with the Town Clerk or designate, may deem that alternate procedures may be more appropriate to achieve efficiency and/or for any other practical matter.