



## **COWICHAN VALLEY REGIONAL DISTRICT**

### **BYLAW NO. 2117**

**A Bylaw to establish a Parks and Recreation Commission for the function of acquiring, constructing, operating and maintaining certain community parks and recreation facilities within CVRD Electoral Area E – Cowichan Station /Sahtlam/Glenora**

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**WHEREAS** by Supplementary Letters Patent dated September 21, 1979, the Cowichan Valley Regional District Board of Directors may, by bylaw, establish Parks and Recreation Commissions and may delegate to the Joint Parks and Recreation Commissions any or all of the administrative powers of the Cowichan Valley Regional District Board of Directors with respect to the operation and maintenance of such parks and recreational facilities;

**AND WHEREAS** it is considered desirable and expedient to establish a Parks and Recreation Commission within Electoral Area E – Cowichan Station/Sahtlam/Glenora of the Cowichan Valley Regional District;

**NOW THEREFORE** the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

#### **CITATION**

1. This bylaw may be cited for all purposes as "**CVRD Bylaw No. 2117 - Electoral Area E – Cowichan Station/Sahtlam/Glenora Parks and Recreation Commission Establishment Bylaw, 2000**".

#### **DEFINITIONS**

2. In this bylaw a:
  - (a) "Commission" means the Parks and Recreation Commission as established by this bylaw;
  - (b) "Regional Board" means the Board of Directors of the Cowichan Valley Regional District;
  - (c) "Director" means the Director elected or appointed to the Cowichan Valley Regional District Board, representing Electoral Area E – Cowichan Station/Sahtlam/Glenora.

- (d) "Qualified Elector" means a person eligible for registration as an elector pursuant to the Local Government Act.

### **COMMISSION**

- 3. Electoral Area E – Cowichan Station/Sahtlam/Glenora Parks and Recreation Commission is hereby created and established.

### **MEMBERSHIP**

- 4. Electoral Area E – Cowichan Station/Sahtlam/Glenora Parks and Recreation Commission shall consist of ten (10) members as follows:
  - (a) The Director from Electoral Area E – Cowichan Station/Sahtlam/Glenora and in the event of the absence of the Director, the duly appointed Alternate Director shall be deemed to be a member of the Commission for such period of absence.
  - (b) Five (5) members shall be elected at an Annual General Meeting of qualified electors of Electoral Area E – Cowichan Station/Sahtlam/Glenora, by nomination and vote. Nominees must be present at the meeting.
  - (c) Four (4) members who must be qualified electors of Electoral Area E – Cowichan Station/Sahtlam/Glenora shall be appointed by the Electoral Area Director.
  - (d) All members elected/appointed shall be confirmed by Regional Board resolution adopted at a regular Board meeting.
  - (e) Conflict of Interest - No member shall supply goods and/or services to the Commission's parks or projects.

### **TERM OF OFFICE**

- 5. Special Provisions for Year 2000: The term of office for members elected under Section 4(b) and appointed under Section 4(c) shall commence following the initial Annual General Meeting, to be held in September, 2000 and expire on November 30, 2001. Thereafter, the following applies:
  - (a) The term of office for members elected under Section 4(b) and appointed under Section 4(c) shall be one (1) year, expiring on the 30<sup>th</sup> day of November.
  - (b) In the event of vacancy of office, a replacement appointee shall hold office for the otherwise unexpired term of office.
  - (c) An elected member may be re-elected at an Annual General meeting, open to all qualified electors of Electoral Area E – Cowichan Station/Sahtlam/Glenora. The meeting shall be held in the month of November of each year.

- (d) Appointed members may be re-appointed for a further term or terms.
- (e) The Regional Board may remove from membership any member appointed pursuant to Section 4(b) & (c) who has failed to attend three (3) consecutive Commission meetings without good cause.

**NOTICE OF ANNUAL GENERAL MEETING**

6. Notice shall be published in but not necessarily restricted to, two (2) consecutive issues of a local newspaper with the first publication to be at least ten (10) days prior to the meeting date.

**PROCEDURE**

7. (a) At the first meeting in each year, and yearly thereafter, the Commission shall elect from amongst its own members, a Chair, Vice-Chair and a Secretary who shall hold office until a successor is elected.
- (b) In the absence of the Chair or Vice-Chair or Secretary, the Commission shall elect from the members present a temporary Chair or Secretary for the purpose of that meeting only.
- (c) A quorum is 50% of the members of the Commission.
- (d) All decisions, resolutions, and recommendations of the Commission shall be made by a majority of the members present at the meeting, with each member having one vote.
- (e) Where not otherwise covered in this bylaw, the rules of procedure governing Commission meetings shall be those of the current Procedural Bylaw of the Cowichan Valley Regional District.
- (f) Minutes shall be kept for all meetings of the Commission and a copy of such minutes shall be forwarded to the offices of the Cowichan Valley Regional District as soon as possible after each meeting.

**POWERS AND RESPONSIBILITIES**

8. (a) The powers delegated to the Commission shall, except as otherwise provided by bylaw or resolution of the Regional Board, include only those administrative powers of the Regional Board specifically assigned by this bylaw with respect to the operation of a Parks and Recreation Commission.
- (b) The title to any real property, equipment or chattels, or leases and agreements of any kind, shall be registered in the name of the Cowichan Valley Regional District.

- (c) The Commission may be required annually, to cause to be prepared and submitted to the Regional Board, detailed estimates of its receipts from every source and expenditures for every purpose for the following year, and such estimates shall be considered by the Regional Board and accepted in whole or in part.
- (d) The Commission shall not make any disbursements unless authorized by the Regional Board, or enter into any undertaking, obligation, or liability, which would cause the annual budget as approved by the Regional Board to be exceeded.
- (e) The Commission shall institute such controls and authorization procedures over revenues and expenditures as may from time to time be deemed necessary by the Treasurer of the Cowichan Valley Regional District. All monies received by the Commission from any source whatsoever shall be conveyed and reported to the Treasurer of the Cowichan Valley Regional District without delay and the Commission shall retain no funds or bank account in its own name. All expenditures must receive **PRIOR** authorization of the Area Director. All funds received from any source shall be designated for the use of the Electoral Area E – Cowichan Station/Sahtlam/Glenora Parks and Recreation projects.
- (f) The Commission shall be responsible on its own initiative to advise the Regional Board on all or any matters which may legally or financially bind or commit the Regional Board.
- (g) The Commission shall advise the Board of all public liability insurances required covering the operations of the Commission, custodianship of any parks or recreation facilities, in order to ensure that adequate insurance is in effect at all times.
- (h) All official business to be transacted and all contracts to be entered into by the Commission which may legally, financially or otherwise commit the Regional Board, shall, unless otherwise previously authorized by the Board, be made or carried out by the Regional Board.
- (i) Subject to the provisions otherwise contained in this bylaw, the Commission is empowered to exercise any of the administrative powers of the Regional Board in respect to the following:
  - i) The management, policies, operation, and control of the Parks and Recreation Commission and related activities.
  - ii) The custodianship, care, and maintenance of any premises owned, leased, or rented, for the use of its operations.
  - iii) To contract for materials and services in accordance with Cowichan Valley Regional District policy.

- iv) To solicit or accept, for the purposes of its operation, any gifts, grants, bequests, or unconditional sources of money whatsoever.
- v) To perform any act, or other matter, or thing incidental to the operation of the Parks and Recreation Commission, provided that such act, matter, or thing, is not otherwise inconsistent with the provisions and intent of this bylaw.

**GENERAL**

9. (a) All members of the Commission shall serve, without remuneration, except for such "out of pocket" expenditures as may have received PRIOR authorization by the Regional Board.

**REPEAL**

10. Electoral Area E - Joint Parks & Recreation Commission Bylaw No. 551, 1980 is hereby repealed.

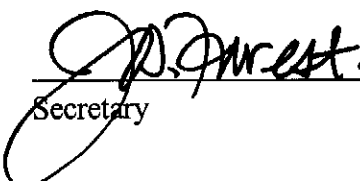
READ A FIRST TIME this     23<sup>rd</sup>   day of     August   , 2000.

READ A SECOND TIME this     23<sup>rd</sup>   day of     August   , 2000.

READ A THIRD TIME this     23<sup>rd</sup>   day of     August   , 2000.

ADOPTED this                 23<sup>rd</sup>   day of     August   , 2000.

  
\_\_\_\_\_  
Chairperson

  
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Secretary