



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4513

A Bylaw to establish the Cowichan Lake Recreation Commission

WHEREAS pursuant to the provisions of the *Local Government Act*, the Cowichan Valley Regional District Board of Directors may establish a Recreation Commission;

AND WHEREAS it is considered desirable to establish a Recreation Commission to oversee the development and administration of recreation services at the Cowichan Lake Sports Arena;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District enacts as follows:

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4513 – Cowichan Lake Recreation Commission Establishment Bylaw, 2023**".

2. **DEFINITIONS**

In this bylaw:

"*Commission*" means the Cowichan Lake Recreation Commission as established by this bylaw;

"*Regional Board*" means the Board of Directors of the Cowichan Valley Regional District.

3. **COMMISSION**

The Cowichan Lake Recreation Commission is hereby established and will report to and be accountable to the Regional Board.

4. **MEMBERSHIP**

The Commission will consist of six (6) members as follows:

- a) The electoral area directors from Electoral Area F – Cowichan Lake South / Skutz Falls; Electoral Area I – Youbou / Meade Creek. In the absence of either of the foregoing directors, their duly appointed Alternate will be deemed to be a member of the Commission for said period of absence.
- b) A member of Council of the Town of Lake Cowichan. In the absence of the member of Council of the Town of Lake Cowichan, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence.

- c) Either a second member of Council of the Town of Lake Cowichan (and in the absence of the member of Council of the Town of Lake Cowichan, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence), or; the Town of Lake Cowichan will recommend one community member who will be resident within the Town of Lake Cowichan, to be considered for appointment by the Regional Board.
- d) A member of Council of the Municipality of North Cowichan. In the absence of the member of Council of the Municipality of North Cowichan, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence.
- e) Either a second member of Council of the Municipality of North Cowichan (and in the absence of the member of Council of the Municipality of North Cowichan, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence), or; the Municipality of North Cowichan will recommend one community member who will be resident within the Municipality of North Cowichan, to be considered for appointment by the Regional Board.

CVRD staff will serve the Commission as technical and management advisors and will have input into the development and administration of recreation services.

5. TERM OF OFFICE

- a) The term of office for members under 4 (a) will be for the four-year term.
- b) The term of office for members appointed under 4 (b), 4 (c) 4 (d) and 4 (e) will be up to four (4) years. All appointments will expire on December 31 in the year of a general local election.
- c) Under 4 (c) and 4 (e) appointed community members may be re-appointed for a further term or terms.
- d) Any appointed community member who is absent from three (3) consecutive meetings without leave of absence from the Commission or without reason satisfactory to the Commission would cease to be a member.

6. PROCEDURE

- a) At the first meeting of each year, the Commission will elect from amongst its own members, a Chair and a Vice-Chair, who will hold office until a successor is elected.
- b) In the absence of the Chair and Vice-Chair, the Commission will elect from the members present, a temporary Chair for the purpose of that meeting alone.
- c) A quorum is four (4) members of the Commission.
- d) All recommendations and decisions of the Commission will be made by a majority of the members present at the meeting, with each member having one (1) vote.

- e) Where not otherwise covered in the Bylaw, the rules of procedure governing Commission meetings will be those of the current consolidated CVRD *Committee and Commissions Procedural Bylaw*.
- f) Minutes will be kept for all Commission meetings.

7. POWERS AND RESPONSIBILITIES

- a) The Commission will oversee the delivery of recreation services at the Cowichan Lake Sports Arena, with delegated authority to determine:
 - i. Policies that would apply sub-regionally and are of a community-specific nature, including:
 - 1) Programming;
 - 2) Standards for the provision of service;
 - 3) Dispute resolution between user groups;
 - ii. Policy direction for operations and maintenance of all premises owned, leased or rented; and
 - iii. Terms of reference for studies and surveys.
- b) The Commission will provide advisory recommendations to the Regional Board, including:
 - i. Long term contracts, agreements, and leases that bind the organization;
 - ii. Annual budgets; and
 - iii. Fees and charges of a community-specific nature.

8. REPEAL

“CVRD Bylaw No. 2483 – Cowichan Lake Recreation Commission Establishment Bylaw, 2003”, is hereby repealed.

READ A FIRST TIME this 26th day of July, 2023.

READ A SECOND TIME this 26th day of July, 2023.

READ A THIRD TIME this 26th day of July, 2023.

ADOPTED this 26th day of July, 2023

Chair

Corporate Officer