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**REPORT TO ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, JULY 7, 2010**

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**SUBJECT: SALT SPRING ISLAND PARKS AND RECREATION COMMISSION BYLAW**

**ISSUE**

The current Salt Spring Island Parks and Recreation Commission bylaw (CRD Bylaw No. 3492) is three years old and does not reflect current staffing responsibilities, the advisory role of the Commission nor the budget preparation timelines. The purpose of this report is to request that the Board adopt Bylaw No. 3690 to amend the powers of Salt Spring Island Parks and Recreation Commission (PARC) from administrative to advisory.

**BACKGROUND**

Under Supplementary Letters Patent dated the 27<sup>th</sup> day of February 1976 the Board was authorized to establish a joint parks and recreation commission and in such bylaw delegate to a commission any or all of the administrative powers of the Regional Board relating to community parks and recreation services.

The first commission bylaw was adopted on the 12<sup>th</sup> day of January 1977. Over time this commission bylaw was repealed and replaced, always containing the delegated administrative powers of the Board.

The nature of the service has changed with new facilities being added including the new swimming pool. As well, in 2008 a full time staff manager was hired to handle administrative responsibilities. The changes reflected in the attached bylaw were discussed with the Electoral Area Director and the Salt Spring Island PARC. Changing the Commission's role to be advisory rather than administrative was deemed a suitable change at this time. The attached Bylaw No. 3690 provides for the continuation of the current Commission members and for a change to an advisory role. In addition, minor changes to Section 7 – Budget reflect the current schedule for budget preparation.

**ALTERNATIVES**

1. That Bylaw No. 3690 cited as "Salt Spring Island Parks and Recreation Commission Bylaw No. 1, 2010" be introduced and read a first time, read a second time, read a third time and adopted.
2. That the Salt Spring Island PARC continues under the existing bylaw.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**CONCLUSION**

The Board adopted a commission bylaw for Salt Spring Island Parks and Recreation Commission January 1977. That bylaw was repealed and replaced several times and the current bylaw delegates all of the administrative powers of the Board to the Commission. Facilities have been added to the parks and recreation service along with a full time staff manager in 2008. The Electoral Area Director supports that an advisory role is now suitable.

**RECOMMENDATION**

That the Electoral Area Services Committee recommend to the Board:

That Bylaw No. 3690 cited as "Salt Spring Island Parks and Recreation Commission Bylaw No. 1, 2010" be introduced and read a first time, read a second time, read a third time and adopted.



Lloyd Rushton, General Manager  
Parks and Community Services



Kelly Daniels, Chief Administrative Officer  
Capital Regional District

Attachment: 1

# Capital Regional District

## BYLAW NO. 3690

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**A BYLAW FOR THE CONTINUATION OF A JOINT PARKS AND RECREATION  
COMMISSION FOR SALT SPRING ISLAND ELECTORAL AREA**  
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### WHEREAS:

- A. By Supplementary Letters Patent dated the 28<sup>th</sup> day of August 1975 the power to acquire, develop, operate and maintain community parks within the electoral areas was conferred on the Capital Regional District;
- B. By Supplementary Letters Patent dated the 3<sup>rd</sup> day of October 1975, as amended, the power to undertake community recreational programming within the electoral areas was conferred on the Capital Regional District;
- C. The Capital Regional District under Section 176(2) of the *Local Government Act* is authorized to establish a commission and to delegate to the commission advisory powers to the Regional Board.

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

#### 1. Definitions

In this bylaw unless the context otherwise requires:

"BUDGET" means the 5-year financial plan (operating and capital);

"COMMISSION" means the Salt Spring Island Parks and Recreation Commission (formerly known as the Salt Spring Island Parks, Arts and Recreation Commission);

"DIRECTOR" means the Electoral Area Director for Salt Spring Island;

"REGIONAL BOARD" means the Capital Regional District Board;

"REGIONAL DISTRICT" means the Capital Regional District.

2. Membership

A joint parks and recreation commission established by Capital Regional District Bylaw No. 2860 is hereby continued and shall be known as the "Salt Spring Island Parks and Recreation Commission" and shall consist of nine (9) members as follows:

- (a) The Director representing the Salt Spring Island Electoral Area;
- (b) Eight (8) individuals appointed by resolution of the Regional Board and representing the Salt Spring Island Electoral Area.

3. Term of Office

The term of office for a member of the Commission, other than the Director representing the Salt Spring Island Electoral Area, shall be as follows:

- (a) The term of office for all appointments after the initial appointment will be for a two-year period commencing the first day of January in the first year of appointment and expiring on the 31<sup>st</sup> day of December of the second year of appointment, or until their successors are appointed.
- (b) Four (4) of the appointees shall be appointed in one year and the other four (4) shall be appointed in the succeeding year.

4. Appointment

- (a) All vacancies on a Commission must be advertised or posted locally for at least thirty (30) days.
- (b) Recommendations for all appointments shall be made to the Director who will then make a recommendation to the Regional Board.
- (c) The Director is guided by but not bound by the Commission's recommendation.
- (d) Before the 1<sup>st</sup> of January every year, the Regional Board shall appoint or re-appoint members to the Commission to fill the terms of office of the members whose term expire as of the 31<sup>st</sup> of December in each year.
- (e) In the event of the death, resignation or disqualification of a member of the Commission, the Board of the Regional District shall appoint a successor for the remainder of such member's term.
- (f) A member who fails to attend three (3) consecutive regular meetings without permission of the Commission may have their appointment to the Commission terminated.
- (g) No appointee may serve more than three (3) consecutive terms.
- (h) At the request of the Electoral Area Director and under unique circumstances, such as a failure to attract nominations after thirty (30) days of appropriate notice

of vacancy, the Regional Board may extend a Commission member's term beyond the six (6) year limit.

5. Commission Procedure

- (a) The Commission must, at its first meeting in January of each year, by secret ballot, elect a Chair, Vice Chair and Treasurer from among its members.
- (b) For the conduct of business each member of the Commission shall have one vote.
- (c) The rules and procedures which govern the Regional Board shall apply to the Commission where applicable.
- (d) Meetings are open to the public.
- (e) A quorum of the Commission is a majority of the members.

6. Delegation of Powers and Duties

- (a) The Regional Board hereby delegates to the Commission advisory powers to the Regional Board with respect to the development, maintenance and operation of all community parks and the organization and conduct of recreational programs within the Service Area whether authorized before or after the adoption of this bylaw.
- (b) The Commission maintains a community parks plan and recommends to the Regional Board the acquisition of additional lands for parks purposes that are of community interest.

7. Budget

The Commission shall, on or before the 30<sup>th</sup> day of November in each year, be presented with a 5-year operating and capital budgets covering all anticipated costs of acquisition, development, maintenance, administration and operation of community parks and recreational facilities including debt servicing charges and of the organization and conduct of community recreational programs, together with any estimates of expected revenues.

8. Repeal:

Bylaw No. 3492 cited as "Salt Spring Island Parks and Recreation Commission Bylaw No. 1, 2007", and any amendments thereto, are repealed upon adoption of this bylaw.

9. Citation:

This bylaw may be cited as "Salt Spring Island Parks and Recreation Commission Bylaw No.1, 2010."

READ A FIRST TIME THIS DAY OF 2010

READ A SECOND TIME THIS DAY OF 2010

READ A THIRD TIME THIS DAY OF 2010

ADOPTED THIS DAY OF 2010

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CHAIR

\_\_\_\_\_  
CORPORATE OFFICER