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**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, 06 APRIL 2011**

SUBJECT **ADDITION OF COMMUNITY RECREATION FACILITIES OPERATION AND MAINTENANCE TO THE PORT RENFREW FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE**

ISSUE

To establish a budget and a local operating committee for the Port Renfrew Community Hall.

BACKGROUND

Over the years, various volunteer community groups have overseen the operation and maintenance of the Port Renfrew Community Hall using their own funding sources. To ensure more consistent, transparent, and financially sustainable operation of the hall now and in the future, an operating committee and secure budget are required.

The Port Renfrew Community Hall, located across the street from the Port Renfrew Fire Hall, is owned by the Capital Regional District and serves the same area as the Port Renfrew Fire Protection and Emergency Response Service. Funds levied through this service can be used to fund the operation and maintenance of the hall; there is sufficient room in the maximum requisition to cover these costs. Through an alternative approval process, the Port Renfrew Fire Protection and Emergency Response Service can be amended to include “operation and maintenance of community recreation facilities”. This will provide the authority to allocate resources for operation and maintenance of the Port Renfrew Community Hall.

Over the past few months, staff from Parks and Community Services has been working with the Port Renfrew community to establish an operating committee for the community hall. This committee will oversee the hall’s daily maintenance and scheduling. Draft terms of reference for the committee have been developed for review by the Juan de Fuca Parks and Recreation Commission at its April 2011 meeting.

This proposed amendment modifies the scope of the original service establishment bylaw; therefore, electorate approval is required and can be most appropriately obtained through the alternative approval process.

ALTERNATIVES

1. That Bylaw No. 3764, “Port Renfrew Fire Protection, Emergency Response and Community Recreation Facilities Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2011” be introduced and read a first time, read a second time, read a third time.
2. That an alternative source of funding be identified for operation and maintenance of the Port Renfrew Community Hall.

IMPLICATIONS

Social: The residents of Port Renfrew strongly support that the community hall remain open for public use. Local volunteers are prepared to continue operating and maintaining the hall if funding can be provided; draft terms of reference for a proposed operating committee have been developed. Without an operating committee, the building will continue to be at risk and underutilized.

Financial: Funding is needed to support operation and maintenance of the Port Renfrew community hall. Required resources will vary from year to year, but are estimated at less than \$20,000 annually. These funds can be obtained most efficiently through the Port Renfrew Fire Protection and Emergency Response Service.

CONCLUSIONS

Resources are required to fund ongoing maintenance and operation of the Port Renfrew community hall which the residents deem to be an important asset. The most efficient way to access the required funding is to add “operation and maintenance of community recreation facilities” to the service description of the Port Renfrew Fire Protection and Emergency Response Service Establishment bylaw. This service’s maximum requisition provides sufficient room to levy the funds needed. With the change in scope of the service description, the proposed amendment requires electorate approval that can be most appropriately obtained through the alternative approval process.

RECOMMENDATION

That the Electoral Area Services Committee recommend to the CRD Board that:

1. That Bylaw No. 3764, “Port Renfrew Fire Protection, Emergency Response and Community Recreation Facilities Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2011” be introduced and read a first time, read a second time, read a third time.

Lloyd Rushton
General Manager, Parks and Community Services
Concurrence

Diana E. Lokken
General Manager, Corporate Services
Concurrence

Rajat Sharma
Senior Manager, Financial Services Division

Kelly Daniels
C.A.O.
Concurrence

Attachment: Bylaw 3764

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3764

A BYLAW TO AMEND BYLAW NO. 1743 "PORT RENFREW FIRE PROTECTION AND EMERGENCY
RESPONSE SERVICE ESTABLISHMENT BYLAW NO. 1, 1989" TO ADD OPERATION AND
MAINTENANCE OF COMMUNITY RECREATIONAL FACILITIES

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

Bylaw No. 1743, "Port Renfrew Fire Protection and Emergency Response Service
Establishment Bylaw No. 1, 1989" is amended as follows:

Service

By adding item (d) to section 1:

"(d) operation and maintenance of community recreation facilities."

Citation

By deleting section 8 in its entirety and replacing it with the following:

"8. This bylaw may be cited as "Port Renfrew Fire Protection, Emergency Response and
Community Recreation Facilities Service Establishment Bylaw No. 1, 1989, Amendment
Bylaw No. 5, 2011". "

Table with 3 columns: Action, Day, Year. Rows include: READ A FIRST TIME THIS, READ A SECOND TIME THIS, READ A THIRD TIME THIS, APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS, RECEIVED PARTICIPATING AREA APPROVAL UNDER SECTION 801.3 OF THE LOCAL GOVERNMENT ACT THIS, ADOPTED THIS.

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS day of 2011