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COWICHAN VALLEY REGIONAL DISTRICT

**Bylaw No. 2058
(As Amended by Bylaw No. 2825)**

**BYLAW NO. 2058 – SHAWNIGAN LAKE COMMUNITY CENTRE COMMISSION
BYLAW, 2000**

**CONSOLIDATED FOR CONVENIENCE ONLY
(APRIL 20, 2007)**

The amendment bylaws listed below have been incorporated into enactment Bylaw No. 2058 for convenience purposes only. Persons making use of the consolidated version of Bylaw No. 2058 are advised that it is not a legal document and that for the purpose of interpreting and applying the law, the original bylaws must be consulted. Certified copies of original bylaws are available through the Corporate Secretary's Office.

AMENDMENT BYLAW

EFFECTIVE DATE

Bylaw No. 2825

March 14, 2007



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 2058 - Consolidated for Convenience with Amending Bylaw No. 2825

A Bylaw to establish the Shawnigan Lake Community Centre Commission

WHEREAS Section 9 of CVRD Bylaw No. 1336 cited as "CVRD Local Service (Community Parks) Establishment Bylaw No. 3, 1991" authorizes the Board of Directors of the Cowichan Valley Regional District to, by bylaw, make rules and regulations governing the use, management, maintenance, improvements, operation and control of any real property acquired or held under the authority of Bylaw 1336 and/or the authority replaced by said Bylaw;

AND WHEREAS the Regional Board deems it desirable and expedient to establish the Shawnigan Lake Community Centre Commission for the purpose of administering the operation and maintenance of both the Shawnigan Lake Community Centre and Dougan Park within CVRD Electoral Area B – Shawnigan Lake;

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

1. CITATION

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 2058 - Shawnigan Lake Community Centre Commission Bylaw, 2000**".

2. DEFINITIONS

In this Bylaw:

- a) "**Commission**" means the Shawnigan Lake Community Centre Commission established by this Bylaw.
- b) "**Director**" means the elected or appointed Director representing Electoral Area B – Shawnigan Lake on the Regional Board.
- c) "**Regional Board**" means the Board of Directors of the Cowichan Valley Regional District.
- d) "**Qualified Elector**" means a person eligible for registration as an elector pursuant to the Municipal Act.

COMMISSION

The Shawnigan Lake Community Centre Commission is hereby established.

4. MEMBERSHIP

The Commission shall consist of seven (7) members as follows:

- a) The Director from CVRD Electoral Area B – Shawnigan Lake, 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) Six (6) members shall be elected at an Annual General Meeting of qualified electors of Electoral Area B – Shawnigan Lake by nomination and vote. Nominees must be present at the meeting. In the event that there are not six (6) members elected, the Area B Director will appoint the remaining members.
- c) All members shall be qualified electors of Electoral Area B – Shawnigan Lake and their election/appointment shall be confirmed by Regional Board resolution at a regular Regional Board meeting.

5. TERM OF OFFICE

- 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 31st day of March.
- 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 B – Shawnigan Lake. The meeting shall be held in the month of March 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 elected under Section 4(b) or any member appointed under Section 4(c) who has failed to attend three (3) consecutive Commission meetings without good cause.

6. NOTICE OF ANNUAL GENERAL MEETING

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

7. **PROCEDURE**

- a) At the first meeting following the Annual General Meeting, the Commission shall elect from amongst its own members, a Chair and a Secretary who shall hold office until a successor is elected.
- b) In the absence of the Chair or Secretary, the Commission shall elect from the members present a temporary Chair or Secretary for the purpose of that meeting alone.
- c) A quorum is four (4) 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 (1) 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 by the Secretary to the Secretary of the Cowichan Valley Regional District as soon as possible after each meeting.

8. **POWERS AND RESPONSIBILITIES**

- 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 development, operation and maintenance of the Shawnigan Lake Community Centre and Dougan Park.
- 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 estimate 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 initiate 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.

- 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 Regional Board of all public liability insurances required covering the operations of the Commission, custodianship of the Shawnigan Lake Community Centre and Dougan Park, 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 Regional 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 Shawnigan Lake Community Centre and Dougan Park and activities related thereto.
 - (ii) The custodianship, care, and maintenance of all premises owned, leased or rented for the use of the operations note above in (i).
 - (iii) To contract for materials and services in accordance with Cowichan Valley Regional District policy.
 - (iv) To solicit or accept, for the purposes of the operations of the forementioned facilities, 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 Commission, provided that such act, matter or thing, is not otherwise inconsistent with the provisions and intent of this Bylaw.

9. GENERAL

- 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.

READ A FIRST TIME this 9th day of February , 2000.

READ A SECOND TIME this 9th day of February , 2000.

READ A THIRD TIME this 9th day of February , 2000.

ADOPTED this 9th day of February , 2000.

Tom Walker
Chairperson

J. A. Forrest
Secretary