

**Central Coast Regional District
Denny Island Recreation Commission Bylaw No. 473**

Being a bylaw to establish the Denny Island Recreation Commission to provide for the operation and management of recreation programs on Denny Island.

WHEREAS the Central Coast Regional District has established by Bylaw 329 the Denny Island Recreation Service Area to provide recreation services to Electoral Area A; and

AND WHEREAS the Regional Board of the Central Coast Regional District deems it expedient to establish a Denny Island Recreation Commission to oversee the operations and management of the Denny Island Recreation Local Service Area;

AND WHEREAS the Regional Board of the Central Coast Regional District resolved by way of Resolution 16-03-17 to amend the membership of the Denny Island Recreation Commission to consist of four (4) members and the quorum to be three (3);

NOW THEREFORE the Regional Board of the Central Coast Regional District in open meeting assembled ENACTS AS FOLLOWS:

The Denny Island Recreation Commission is hereby established to be known as the Denny Island Recreation Commission being within and composed of Electoral Area A of the Central Coast Regional District.

This Bylaw may be cited for all purposes as the “Denny Island Recreation Commission Bylaw No. 473, 2017

DEFINITIONS

In this bylaw:

“**Regional Board**” means the Board of Directors of the Central Coast Regional District.

“**Regional District**” means the Central Coast Regional District (or CCRD).

“**Commission**” means the Electoral Area A Denny Island Recreation Commission (or DIRC)

TERMS OF REFERENCE FOR THE COMMISSION & ITS GOALS

1. The Denny Island Recreation Commission (DIRC) is a volunteer commission of the Central Coast Regional District, which offers and supports recreational and leisure activities and programs for Denny Island and wider community.
2. The goals of the Commission are:
 - (a) To support inclusive recreational and leisure activities for the benefit of the community.
 - (b) To organise and inform the community of events planned by its members.
 - (c) To provide a forum for its members to share ideas and program information, resources and explore areas of mutual interest.

- (d) To promote the concepts that physical activity, educational opportunities through leisure activities and community involvement are vital to the health and well-being of a vibrant community.
- (e) The Commission shall conduct or have cause to have conducted, surveys of recreational facilities, programs and leadership in the best interest of the area and in accordance to the wishes of the Regional Board.

RIGHTS OF THE REGIONAL BOARD

- 3. The powers delegated to the Commission shall not extend to or include any of the powers of the Regional Board which are exercised by bylaw only

MEMBERSHIP AND TERM

- 4. The Denny Island Recreation Commission, hereinafter called the "Commission" shall consist of:
 - (a) One member appointed by the board of directors as their representative and
 - (b) Four members representing a cross section of individuals directly concerned with community recreation
- 5. For the purpose of obtaining the names of persons willing to serve on the Commission, the Regional District shall place an invitation on the local Denny Island bulletin board inviting those interested, to apply to the CCRD; the Regional District will also seek nominations from the Commission.
- 6. The Regional District Board shall review all applications and nominations for the Commission at the December meeting. All Commission members shall be appointed by resolution of the Board of Directors of the Central Coast Regional District.
- 7. The term of office of each member shall be for a period of two (2) years. However, the first term subsequent to the adoption of this bylaw, two (2) members shall serve for the term which expires December 31, 2016 and two (2) members shall service for the term which expires December 31, 2017.
- 8. The regional board of directors, upon a vacancy arising from any cause other than the expiration of a members term of office, upon recommendation of the Denny Island Recreation Commission, shall appoint a new member from Denny Island who shall serve for the unexpired portion of the term vacated.
- 9. Each retiring member of the Commission shall be eligible for reappointment, at the discretion of the Regional Board of Directors
- 10. The Electoral Area A Director or his/her alternate may attend meetings of the Commission.
- 11. A Regional District staff member will serve as a liaison between the Commission and the Board and will provide advice and technical support as required. The staff liaison will not be a member of the Commission and will not participate in voting and will not be included when determining a quorum (if attending the Commission meetings).
- 12. No member of the Commission shall receive any remuneration for services.

MEETING PROCEDURES & CONDUCT

13. At its first meeting of each year, the Commission shall elect from among its members, other than the Board appointed representative:
 - (a) A Chair who will preside over the meeting of the Commission, and a
 - (b) Secretary/Treasurer who will carry out the responsibilities described herein and other tasks as the Commission may prescribe.
14. In the absence of the Chair, the members present shall appoint a member to act as the Chair for that meeting or until the elected Chair returns.
15. The Commission shall hold regular meetings as they deem practical but not be less than four (4) times per year. Three (3) Commission members shall constitute a quorum.
16. The Chairman or any two members may summon a special meeting of the Commission by giving at least one (1) days' notice by phone or in writing to each member, stating the purpose for which the meeting is called.
17. Notice of Commission meetings will be posted on the local Denny Island Bulletin Board and the Denny Island Recreation Commission Facebook page.
18. Unless otherwise authorized by Section 90 of the *Community Charter*, all Commission meetings will be open to the public and held in a location accessible to the public.
 - 19 Any appointed member who is absent from meetings of the Commission for two (2) consecutive meetings without leave of absence from the Commission or without reason satisfactory to the Board of Directors of the Regional District shall cease to be a member of the Commission.
20. Prior to each Commission meeting, the Chair, shall prepare an agenda which shall be circulated to the Commission members at least 24 hours in advance. The Commission may waive the requirement for advance notice of the agenda in emergency situations requiring a special meeting.
21. The Secretary/Treasurer shall prepare the minutes of the Commission meetings. Copies of the minutes shall be circulated to Commission members and forwarded to the Regional District staff liaison who shall carry out any actions required by the Regional District, including presenting to the Board any recommendations from the Commission that require a resolution by the Board of Directors.
22. The Commission may adopt rules of procedure which are consistent with the *Local Government Act*, the *Community Charter* and the CCRD Meetings Procedures Bylaw or this bylaw, as necessary.
23. Members who have a direct or indirect pecuniary interest in a matter under discussion shall not participate in the discussion of the matter or vote on a question on the matter.

Where members believe they are in a conflict, they must declare the conflict and state the general nature of the conflict, and leave that part of the meeting where the matter is under discussion. The member's declaration shall be recorded in the minutes.

The member shall not attempt before, during or after the meeting to influence the voting on any question in respect of the matter.

24. The Chair shall preserve order and decide all points of order which may arise subject to an appeal to other members present. All such appeals shall be decided in accordance with Robert's Rules.
25. Except as provided in this bylaw, the Commission shall regulate the conduct of its meetings as it deems desirable.
26. All acts authorized or required to be done by the Commission under this bylaw shall be decided by a majority vote of those Commission members present at a meeting.
27. All Commission members, including the presiding member, may vote on questions before it, and in all cases where the votes of the members present are equal for and against the questions, the question shall be negated. Any member who abstains from voting shall be deemed to have voted in the affirmative.
28. No act or other proceedings of the Commission shall be valid unless it is authorized by resolution at a regular or special meeting of the commission.

ADMINISTRATION – FINANCIAL MATTERS

29. All purchases by the Commission over \$500 require a request from the Commission to either the Chief Financial Officer (CFO) or Chief Administrative Officer (CAO) to be authorized prior to the expenditure (in accordance with the CCRD Purchasing and Procurement Policy A-26).

All capital purchases shall be conducted only with the approval of the CFO pursuant to CCRD Purchasing and Procurement Policy A-26.

NOTE: Nothing in the purchasing policy or purchasing limits, as stated above, provides for purchasing goods and services which are not contemplated in the financial plan as approved by the board of directors, except where unbudgeted resources have otherwise been provided as determined, confirmed and approved by the CFO or the CAO.

30. The Commission shall, at each meeting, approve invoices for payment by the CCRD that meet the criteria of the CCRD Purchasing and Procurement Policy A-26 and delegated authorized purchasing authority for no more than \$500, and these will be forwarded immediately to the regional district's financial officer for processing. All invoices goods and services purchases over \$500 (not including capital purchases) must be approved prior to expenditure as stated in clause 30.
31. Statement on Petty Cash -
Contrary to CCRD Policy F-14 Payables Procedure, as it relates to Petty Cash limits of \$50 per entry, the DIRC limits on Petty Cash usage are hereby amended to read:

“Amounts exceeding \$250 per entry may not be disbursed from Petty Cash”

32. No less frequently than four (4) times per year on or before the following dates, the Commission shall provide to the regional district's financial officer, a detailed report of all petty cash receipts and expenditures complete with opening and closing balances:
- April 15th (for the period January to March)
 - July 15th (for the period April to June)
 - October 15th (for the period July to September)
 - Jan 15th (for the period October to December)
33. All items of revenue and expenditure, assets and liabilities relating to the activities of the Commission shall be accounted for in the books of account of the Central Coast Regional District in accordance with the provisions of Section 373(2) and other relevant sections of the *Local Government Act*.
34. The Commission shall, before the 31st day of October in each year, cause to be prepared and submitted to the Regional Board a detailed budget outlining its anticipated receipts and expenditures during the next calendar year.

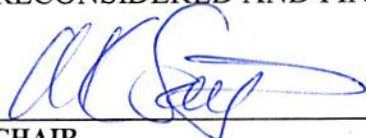
AUTHORITIES, RESPONSIBILITIES AND DUTIES

35. The Board of Directors hereby delegates to the Commission, the following authorities, responsibilities and duties:
- (a) Empowers the Commission to organise and conduct recreation and leisure activities programs,
 - (b) Empowers the Commission to incur liabilities for the purposes of organising and conducting recreation and leisure activities programs, provided that the costs incurred are within the annual budget as approved by the Regional District and without limiting the foregoing:
 - (i) to provide community programs and events without charge
 - (ii) to conduct or cause to conduct surveys of residents and participants involved in the recreation and leisure activities programs, to gauge levels of satisfaction and programs for the future
 - (iii) to establish and appoint advisory or select Committees, which will serve without remuneration, to assist the Commission with their activities.
 - (iv) to ensure all invoices and payments of all commitments, liabilities and accounts are in accordance with this bylaw and relevant financial policies of the CCRD, and within the annual budget approved by the Board of Directors of the Regional District; and
 - (v) to follow and/or make recommendations for operational rules and procedures to the Regional District that will improve the methodologies for accountability to the Regional District and the taxpayers of the Electoral Area A of the Central Coast Regional District.
36. All organizations operating under the auspices of the Commission shall, in terms of any liability whatsoever, save harmless the Commission and the Regional District.

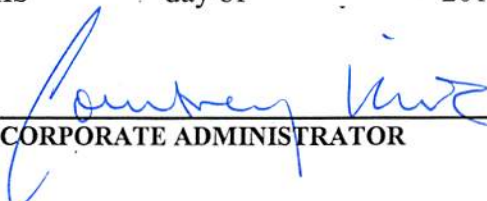
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37. Bylaw 458, cited as the "Denny Island Recreation Commission Bylaw No. 458, 2016" is hereby repealed.

READ A FIRST TIME THIS 8th day of June, 2017
READ A SECOND TIME THIS 8th day of June, 2017
READ A THIRD TIME THIS 8th day of June, 2017
RECONSIDERED AND FINALLY ADOPTED THIS _____ day of _____ 2017.



CHAIR



CORPORATE ADMINISTRATOR

I hereby certify the above to be a true and correct copy of Bylaw No.473 cited as the "Denny Island Recreation Commission Bylaw No. 473, 2017 as adopted.



CORPORATE ADMINISTRATOR