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REPORT TO THE GOVERNANCE COMMITTEE MEETING OF WEDNESDAY, AUGUST 2, 2023

SUBJECT **Bylaw No. 4350 and 4566 - Proposed Amendments to Recreation Commission Bylaws for Sooke and EA (2788) and Peninsula (2397)**

ISSUE SUMMARY

To update and align the term of office and appointment criteria for the Sooke and Electoral Area Parks & Recreation Commission and the Peninsula Recreation Commission.

BACKGROUND

The Sooke & Electoral Area Parks and Recreation Commission Bylaw outlines the makeup of the commission, the term of office, the appointment requirements, and operational functions and processes.

The proposed changes to Bylaw No. 2788, "Sooke and Electoral Area Parks and Recreation Commission Bylaw No. 1, 2000" (Appendix A):

- Consolidate language in Section 1 by removing elapsed dates;
- Update office term lengths for the District of Sooke Council member to align with the other Commission appointments and Peninsula Recreation Commission;
- Update terms of office to include language for alternate Commission members. This also provides alignment with Peninsula Recreation Commission; and
- Addition of conditions for commission appointments to provide good governance and align with other CRD committees and commissions.

The Peninsula Recreation Commission Bylaw outlines the makeup of the commission, the term of office, the appointment requirements, and operational functions and processes.

The proposed changes to Bylaw No. 2397, "Peninsula Recreation Commission Bylaw No. 1, 1996" (Appendix B):

- Clarify office term limits for appointed members to align with the other commission appointments and Sooke & Electoral Area Parks and Recreation Commission; and
- Addition of conditions for commission appointments to provide good governance and align with other CRD committees and commissions.

ALTERNATIVES

Alternative 1

That the Governance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4350, "Sooke and Electoral Area Parks and Recreation Commission Bylaw No. 1, 2000, Amendment Bylaw No. 4, 2023" be introduced and read a first, second, and third time.
2. That Bylaw No. 4350 be adopted.
3. That Bylaw No. 4566, "Peninsula Recreation Commission Bylaw No. 1, 1996, Amendment Bylaw No. 6, 2023" be introduced and read a first, second, and third time.
4. That Bylaw No. 4566 be adopted.

Alternative 2

1. That this report be referred back to staff for more information.

IMPLICATIONS

Alignment with Board & Corporate Priorities

The proposed bylaw updates align the conditions for appointment of commission members with the majority of CRD committees and commissions and follow good governance practice.

Proposed Bylaw No. 4350 brings Bylaw No. 2788 for SEAPARC into alignment with other modern committees and commissions, including limiting membership to three consecutive terms and requiring advertisement of vacancies. A provision was added that allows the Regional Board to extend an appointed member's term beyond the limit under specific circumstances such as not attracting nominations from other interested community members. An update also specifies the term limit for the Chair position to support transition planning.

Proposed Bylaw No. 4566 for the Peninsula Recreation Commission supports good governance practice by ensuring that the term of appointed commission members is limited to increase the number of public voices on the commission. The added provisions mirror the new subsections in Bylaw No. 4350 that specify term limits, advertising requirements for vacancies, requirements for attendance, and the provision that allows for extension beyond the term limit for appointed members.

CONCLUSION

Bylaw No. 2788, "Sooke & Electoral Area Parks and Recreation Commission Bylaw No. 1 and Bylaw No. 2397, "Peninsula Recreation Commission Bylaw No. 1", require minor updates to be consistent with other modern governance changes made to CRD Committees and Commissions, as well as to increase public membership.

RECOMMENDATION

That the Governance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4350, "Sooke and Electoral Area Parks and Recreation Commission Bylaw No. 1, 2000, Amendment Bylaw No. 4, 2023" be introduced and read a first, second and third time.
2. That Bylaw No. 4350 be adopted.
3. That Bylaw No. 4566, "Peninsula Recreation Commission Bylaw No. 1, 1996, Amendment Bylaw No. 6, 2023" be introduced and read a first, second, and third time.
4. That Bylaw No. 4566 be adopted.

Submitted by:	Steve Carey, B. Sc., J.D., Senior Manager, Legal & Risk Management
Concurrence:	Larisa Hutcheson, P. Eng, General Manager, Parks & Environmental Services
Concurrence:	Steve Carey, B. Sc., J.D., Acting General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc, C. Tech, Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 4350

Appendix B: Bylaw No. 4566

Appendix C: Bylaw No. 2788 (Redlined)

Appendix D: Bylaw No. 2397 (Redlined)