

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4507

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A BYLAW TO ESTABLISH A LOCAL COMMUNITY COMMISSION FOR  
SALT SPRING ISLAND

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**WHEREAS:**

- A. Salt Spring Island Electoral Area has a number of local, sub-regional, and island-wide services;
- B. Under the *Local Government Act*, RSBC 2015 c 1, a regional district may establish, by bylaw, one or more local communities to be administered by local community commission, provided the electors in the area of the local community assent to the creation of the commission;
- C. The Capital Regional District Board wishes to establish a local community commission for Salt Spring Island, with the scope of authority as set out in this bylaw and such other bylaws as adopted from time to time;

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

**CREATION OF LOCAL COMMUNITY COMMISSION**

- 1. A local community is hereby established, to be known as "Salt Spring Island", and a local community commission is hereby established, to be known as the "Salt Spring Island Local Community Commission" (hereinafter the "Commission").

**BOUNDARIES**

- 2. The boundaries of the Salt Spring Island local community are those of the Salt Spring Island Electoral Area.

**SCOPE OF AUTHORITY**

- 3. Subject to the policies and procedures of the Regional Board and limitations in its bylaws and the *Local Government Act*, the Commission may oversee and exercise powers and duties as set out by bylaw in relation to the following Salt Spring Island services:
  - (a) Economic development as set out in Bylaw No. 1824, "Economic Development Commission Establishing Bylaw No. 1, 1990", as it relates to Salt Spring Island;
  - (b) Wastewater disposal set out in Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993";
  - (c) Community parks service continued under Bylaw No. 4149, "Salt Spring Island Community Parks Services Conversion Bylaw No. 1, 2017";
  - (d) Community recreation service continued under Bylaw No. 4151, "Salt Spring Island Community Recreation Services Conversion Bylaw No. 1, 2017";
  - (e) Indoor swimming pool service in Bylaw No. 3206, "Salt Spring Indoor Swimming Pool Facility Service Establishment Bylaw No. 1, 2004";

- (f) Community parks and recreation facilities in Bylaw No. 2422, "Salt Spring Island Parks and Recreation Facilities Local Service Establishment Bylaw No. 1, 1996";
- (g) The Salt Spring Island Small Craft Harbour Facilities local service set out in Bylaw No. 2730, "Small Craft Harbour Facilities (Salt Spring Island) Local Service Establishment Bylaw No. 1, 1999";
- (h) Transportation service established under Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007";
- (i) Street lighting under Bylaw No. 3746, "Salt Spring Island Street Lighting Service Establishment Bylaw No. 1, 2011";
- (j) The issuance of grants-in-aid for Salt Spring Island initiatives under Supplementary Letters Patent Division XIX, OIC 1013/1977, subject always to the restriction on assistance to business under the *Local Government Act*;
- (k) Determination of compensation for livestock injury by dogs under Bylaw No. 4418, "Livestock Injury Compensation Service (Salt Spring Island) Bylaw No. 1, 2021";
- (l) The arts contribution service set out in Bylaw No. 3116, "Salt Spring Island Arts Contribution Service Establishing Bylaw No. 1, 2003";
- (m) The Salt Spring Island Public Library local service set out in Bylaw No. 2725, "Salt Spring Island Public Library Local Service Area Establishment Bylaw No. 1, 1999";
- (n) The Salt Spring Island Search and Rescue contribution as set out in Bylaw No. 3494, "Salt Spring Island Search and Rescue Service Establishment Bylaw, 2007";

### **ADVISORY COMMITTEES**

- 4. The Commission may create advisory bodies, subject to prior approval of the Regional Board.

### **LOCAL COMMUNITY COMMISSION & ELECTORAL AREA DIRECTOR**

- 5. The Electoral Area Director may consult with the Commission on matters of local importance, but is not bound by that advice or direction. The Commission cannot restrict the Electoral Area Director's decision-making authority at the Regional Board.

### **ELIGIBILITY**

- 6. To be eligible for election as a commissioner, individuals must be eligible as a director under the *Local Government Act*.

### **COMPOSITION & TERM**

- 7. The Commission shall have the following number of voting members, each having one vote:
  - (a) The Salt Spring Island Electoral Area Director; and
  - (b) Four individuals qualified in accordance with this bylaw to act as commissioners.
- 8. Subject to vacancies before the end of a commissioner's term, the local community shall elect commissioners at the end of each four year term in accordance with the manner provided in Part 3 [*Electors and Elections*] of the *Local Government Act*.

9. In the event of a vacancy before the end of a commissioner's term, the Regional Board may choose one of the following methods to fill the vacancy, considering the cost of a formal election to the local service area and the length of time before a general voting day:
  - (a) A by-election in accordance with the *Local Government Act*;
  - (b) Voting by mail, to the exclusion of an in-person general voting opportunity;
  - (c) After a 30 day public advertisement period soliciting public interest, and on considering recommendations of the local community commission, appointment by the Regional Board of a qualified individual for the remainder of the vacated term.
10. Commissioners are not permitted to appoint an alternate to act in their absence.

### **REMUNERATION AND EXPENSES**

11. Commissioners shall receive an annual stipend or payment per meeting, and shall be reimbursed for necessary expenses incurred in the course of carrying out Commission business, as per applicable CRD Board policies.

### **DEATH, RESIGNATION, DISQUALIFICATION AND TERMINATION**

12. A commissioner's appointment ends on the end of election term; resignation; death; incapacity; or ceasing to be qualified as a commissioner.
13. Resignation is effective on receipt of written notice of resignation to the Regional District's Corporate Officer.

### **ABSENCES**

14. If a commissioner is absent for more than four consecutive regularly scheduled commission meetings or 60 consecutive days, subject to leave of the Regional Board or illness or injury, the commissioner may be removed by the Regional Board.

### **CONDUCT OF MEETINGS AND QUORUM**

15. A quorum of the Commission is a majority of its members.
16. Regular meetings shall be held once per month at a time and date set by resolution of the Commission, in consultation with Regional District staff.
17. The Commission shall observe at its meetings the procedural rules set out in Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012" (the "CRD Procedures Bylaw").
18. Each Commissioner shall have one vote.
19. The rules, policies, procedures and bylaws which govern the Regional Board shall apply to the Commission where applicable.
20. All meetings of the Commission must be held in a public facility and must be open to the public. Meetings may be closed, where authorized by law.
21. The Commission may meet by electronic means, where the requirements in the CRD Procedures Bylaw are met.
22. If, as a result of members of the Commission declaring a conflict of interest in relation to a matter, and as a consequence, there is no longer a quorum of members of the Commission to decide on a particular issue, the issue shall be referred to the Regional Board for a decision.

**ANNUAL MEETING & OFFICERS**

- 23. On or before the last day of January of each year, the Commission shall hold an annual meeting (the "Annual Meeting") for the purpose of electing a Chair and Vice-Chair from among its number, to hold such office until the next Annual Meeting. Voting shall be by show of hands, or, if a secret ballot is requested by a member present, by secret ballot.
- 24. In the event of a vacancy of an officer, the Commission may, by the methods set out in section 23, select another commissioner to fill the vacant officer role until the next Annual Meeting.

**RECORD KEEPING**

- 25. The Commission shall comply with all public record keeping requirements under the *Community Charter, Local Government Act*, and other applicable legislation.

**CITATION**

- 26. This bylaw may be cited for all purposes as "Salt Spring Island Local Community Commission Establishment Bylaw No. 1, 2022".

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
APPROVED BY ELECTOR ASSENT THIS	th	day of	20__
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

\_\_\_\_\_  
CHAIR

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