

August 10, 2023

File No.: 8160-20

Mayor and Council  
Municipality of North Cowichan  
7030 Trans-Canada Hwy  
DUNCAN, BC V9L 6A1

Dear Council,

**Re: Appointments to New Recreation Commissions**

On July 26, 2023, the CVRD Board considered governance for the regional recreation initiative and established four sub-regional recreation commissions to provide oversight of the nine regionally significant recreation facilities. The Board also rescinded bylaws for the existing recreation commissions, including the bylaw for the Cowichan Community Centre Commission.

New commission membership will be based on having one representative from each jurisdiction that has at least 6% usage of one of the facilities in that area, and a second representative if the jurisdiction has 18% or more usage.

The new commission structures, including facilities and jurisdictions represented, are outlined below:

**Cowichan South Recreation Commission**

- Kerry Park Recreation Centre
- Shawnigan Lake Community Centre
  - Electoral Area A (2 members)
  - Electoral Area B (2 members)
  - Electoral Area C (1 member)
  - Electoral Area D (1 member)
  - **Municipality of North Cowichan (1 member)**

**Cowichan North Recreation Commission**

- Fuller Lake Arena
- Frank Jameson Community Centre
  - Electoral Area E (1 member)
  - Electoral Area G (1 member)
  - Electoral Area H (1 member)
  - **Municipality of North Cowichan (2 members)**
  - Town of Ladysmith (2 members)

### Cowichan Core Recreation Commission

- Cowichan Community Centre
- Cowichan Performing Arts Centre
- Cowichan Aquatic Centre
- Receiving recommendations from the Cowichan Sportsplex Board
  - Electoral Area B (1 member)
  - Electoral Area C (1 member)
  - Electoral Area D (1 member)
  - Electoral Area E (1 member)
  - Cowichan Tribes (1 member)
  - **Municipality of North Cowichan (2 members)**
  - City of Duncan (1 member)

### Cowichan Lake Recreation Commission

- Cowichan Lake Sports Arena
  - Electoral Area F (1 member)
  - Electoral Area I (1 member)
  - Town of Lake Cowichan (2 members)
  - **Municipality of North Cowichan (2 members)**

This means that the current appointments of Councillor Caljouw, Councillor Findlay and Councillor Istage are no longer required for the *Cowichan Community Centre Commission*.

Further, this correspondence is to request Council recommendations to the CVRD Board for representation from the Municipality of North Cowichan on the four new Recreation Commissions for a term starting in October 2023 and ending on December 31, 2026. We anticipate that the frequency of meetings will not exceed six per year for each commission.

We are requesting that Council's recommendations for the commission representatives and alternate representatives is provided to the CVRD by October 5, 2023, which should include the following for each commission:

### Cowichan South Recreation Commission

- One dedicated member of Council
- One alternate member of Council

### Cowichan North Recreation Commission

- One dedicated member of Council
- One alternate member of Council
- A second dedicated member of Council, or a community member residing in North Cowichan
  - If the option of a second dedicated member of Council is selected, an alternate member of Council for the dedicated member

Cowichan Core Recreation Commission

- One dedicated member of Council
- One alternate member of Council
- A second dedicated member of Council, or a community member residing in North Cowichan
  - If the option of a second dedicated member of Council is selected, an alternate member of Council for the dedicated member

Cowichan Lake Recreation Commission

- One dedicated member of Council
- One alternate member of Council
- A second dedicated member of Council, or a community member residing in North Cowichan
  - If the option of a second dedicated member of Council is selected, an alternate member of Council for the dedicated member

Information regarding the membership, term, procedures, powers and responsibilities for the Recreation Commissions is in the attached commission establishment bylaws.

Thank you for your consideration.



John Elzinga,  
General Manager, Community Services  
Cowichan Valley Regional District

JE/kc

pc: Patrick Robins, Corporate Officer, CVRD

files:

CVRD Bylaw No. 4510 – Establishment of the Cowichan South Recreation Commission  
CVRD Bylaw No. 4511 – Establishment of the Cowichan North Recreation Commission  
CVRD Bylaw No. 4512 – Establishment of the Cowichan Core Recreation Commission  
CVRD Bylaw No. 4513 – Establishment of the Cowichan Lake Recreation Commission



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4510

#### A Bylaw to establish the Cowichan South Recreation Commission

---

**WHEREAS** pursuant to the provisions of the *Local Government Act*, the Cowichan Valley Regional District Board of Directors may establish a Recreation Commission;

**AND WHEREAS** it is considered desirable to establish a Recreation Commission to oversee the development and administration of recreation services at the Kerry Park Recreation Centre and the Shawnigan Lake Community Centre;

**NOW THEREFORE** the Board of Directors of the Cowichan Valley Regional District enacts as follows:

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4510 - Cowichan South Recreation Commission Establishment Bylaw, 2023**".

2. **DEFINITIONS**

In this bylaw:

"*Commission*" means the Cowichan South Recreation Commission as established by this bylaw;

"*Regional Board*" means the Board of Directors of the Cowichan Valley Regional District.

3. **COMMISSION**

The Cowichan South Recreation Commission is hereby established and will report to and be accountable to the Regional Board.

4. **MEMBERSHIP**

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

- a) The electoral area directors from Electoral Area A – Mill Bay / Malahat; Electoral Area B – Shawnigan Lake; Electoral Area C – Cobble Hill; and Electoral Area D – Cowichan Bay. In the absence of any of the foregoing directors, their duly appointed Alternate will be deemed to be a member of the Commission for said period of absence.
- b) A member of Council of the Municipality of North Cowichan. In the absence of the member of Council of the Municipality of North Cowichan, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence.

- c) The Regional Board will appoint one community member who will be a resident within Electoral Area A – Mill Bay / Malahat.
- d) The Regional Board will appoint one community member who will be resident within Electoral Area B – Shawnigan Lake.

CVRD staff will serve the Commission as technical and management advisors and will have input into the development and administration of recreation services.

#### 5. TERM OF OFFICE

- a) The term of office for members under 4 (a) will be for the four-year term.
- b) The term of office for members appointed under 4 (b), 4 (c) and 4 (d) will be up to four (4) years. All appointments expire on December 31 in the year of a general local election.
- c) In the event of vacancy of office for appointed community members, advertisement will occur for nominations for Commission appointment, to be considered by the Regional Board. This will include the vacancy at the start of the term. If the vacancy occurs after June 30 in the year of a general local election, the vacancy will not be filled.
- d) Appointed community members may be re-appointed for a further term or terms.
- e) Any appointed community member who is absent from three (3) consecutive meetings without leave of absence from the Commission or without reason satisfactory to the Commission would cease to be a member.

#### 6. PROCEDURE

- a) At the first meeting of each year, the Commission will elect from amongst its own members, a Chair and a Vice-Chair, who will hold office until a successor is elected.
- b) In the absence of the Chair and Vice-Chair, the Commission will elect from the members present, a temporary Chair for the purpose of that meeting alone.
- c) A quorum is four (4) members of the Commission.
- d) All recommendations and decisions of the Commission will 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 the Bylaw, the rules of procedure governing Commission meetings will be those of the current CVRD *Committee and Commissions Procedural Bylaw*.
- f) Minutes will be kept for all Commission meetings.

#### 7. POWERS AND RESPONSIBILITIES

- a) The Commission will oversee the delivery of recreation services at the Kerry Park Recreation Centre and the Shawnigan Lake Community Centre, with delegated authority to determine:

- i. Policies that would apply sub-regionally and are of a community-specific nature, including:
  - 1) Programming;
  - 2) Standards for the provision of service;
  - 3) Dispute resolution between user groups;
- ii. Policy direction for operations and maintenance of all premises owned, leased or rented; and
- iii. Terms of reference for studies and surveys.

b) The Commission will provide advisory recommendations to the Regional Board, including:

- i. Long term contracts, agreements, and leases that bind the organization;
- ii. Annual budgets; and
- iii. Fees and charges of a community-specific nature.

8. **REPEAL**

“CVRD Bylaw No. 3264 – Kerry Park Recreation Centre Commission Bylaw, 2009”, is hereby repealed.

“CVRD Bylaw No. 2058 – Shawnigan Lake Community Centre Commission Bylaw, 2000”, is hereby repealed.

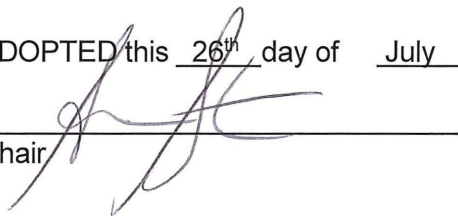
READ A FIRST TIME this 26<sup>th</sup> day of July, 2023.

READ A SECOND TIME this 26<sup>th</sup> day of July, 2023.

READ A THIRD TIME this 26<sup>th</sup> day of July, 2023.

ADOPTED this 26<sup>th</sup> day of July, 2023.

Chair



Corporate Officer





## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW NO. 4511

#### A Bylaw to establish the Cowichan North Recreation Commission

---

**WHEREAS** pursuant to the provisions of the *Local Government Act*, the Cowichan Valley Regional District Board of Directors may establish a Recreation Commission;

**AND WHEREAS** it is considered desirable to establish a Recreation Commission to oversee the development and administration of recreation services at the Fuller Lake Arena and the Frank Jameson Community Centre;

**NOW THEREFORE** the Board of Directors of the Cowichan Valley Regional District enacts as follows:

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4511 – Cowichan North Recreation Commission Establishment Bylaw, 2023**".

2. **DEFINITIONS**

In this bylaw:

"*Commission*" means the Cowichan North Recreation Commission as established by this bylaw;

"*Regional Board*" means the Board of Directors of the Cowichan Valley Regional District.

3. **COMMISSION**

The Cowichan North Recreation Commission is hereby established and will report to and be accountable to the Regional Board.

4. **MEMBERSHIP**

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

- a) The electoral area directors from Electoral Area E – Cowichan Station / Sahtlam / Glenora; Electoral Area G – Saltair / Gulf Islands; Electoral Area H – North Oyster / Diamond. In the absence of any of the foregoing directors, their duly appointed Alternate will be deemed to be a member of the Commission for said period of absence.
- b) A member of Council of the Town of Ladysmith. In the absence of the member of Council of the Town of Ladysmith, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence.

- c) Either a second member of Council of the Town of Ladysmith (and in the absence of the member of Council of the Town of Ladysmith, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence), or; the Town of Ladysmith will recommend one community member who will be resident within the Town of Ladysmith, to be considered for appointment by the Regional Board.
- d) A member of Council of the Municipality of North Cowichan. In the absence of the member of Council of the Municipality of North Cowichan, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence.
- e) Either a second member of Council of the Municipality of North Cowichan (and in the absence of the member of Council of the Municipality of North Cowichan, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence), or; the Municipality of North Cowichan will recommend one community member who will be a resident within the Municipality of North Cowichan, to be considered for appointment by the Regional Board.

CVRD staff, Municipality of North Cowichan staff, and Town of Ladysmith staff will serve the Commission as technical and management advisors and will have input into the development and administration of recreation services.

#### 5. TERM OF OFFICE

- a) The term of office for members under 4 (a) will be for the four-year term.
- b) The term of office for members appointed under 4 (b), 4 (c) 4 (d) and 4 (e) will be up to four (4) years. All appointments will expire on December 31 in the year of a general local election.
- c) Under 4 (c) and 4 (e) appointed community members may be re-appointed for a further term or terms.
- d) Any appointed community member who is absent from three (3) consecutive meetings without leave of absence from the Commission or without reason satisfactory to the Commission would cease to be a member.

#### 6. PROCEDURE

- a) At the first meeting of each year, the Commission will elect from amongst its own members, a Chair and a Vice-Chair, who will hold office until a successor is elected.
- b) In the absence of the Chair and Vice-Chair, the Commission will elect from the members present, a temporary Chair for the purpose of that meeting alone.
- c) A quorum is four (4) members of the Commission.
- d) All recommendations and decisions of the Commission will 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 the Bylaw, the rules of procedure governing Commission meetings will be those of the current CVRD *Committee and Commissions Procedural Bylaw*.
- f) Minutes will be kept for all Commission meetings.

**7. POWERS AND RESPONSIBILITIES**


- a) The Commission will oversee the delivery of recreation services at the Fuller Lake Arena and the Frank Jameson Community Centre, with delegated authority to determine:
  - i. Policies that would apply sub-regionally and are of a community-specific nature, including:
    - 1) Programming;
    - 2) Standards for the provision of service;
    - 3) Dispute resolution between user groups;
  - ii. Policy direction for operations and maintenance of all premises owned, leased or rented; and
  - iii. Terms of reference for studies and surveys.
- b) The Commission will provide advisory recommendations to the Regional Board, including:
  - i. Long term contracts, agreements, and leases that bind the organization;
  - ii. Annual budgets; and
  - iii. Fees and charges of a community-specific nature.


READ A FIRST TIME this 26<sup>th</sup> day of July\_\_\_, 2023.

READ A SECOND TIME this 26<sup>th</sup> day of July\_\_\_, 2023.

READ A THIRD TIME this 26<sup>th</sup> day of July\_\_\_, 2023.

ADOPTED this 26<sup>th</sup> day of July\_\_\_, 2023.

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Corporate Officer



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4512

#### A Bylaw to establish the Cowichan Core Recreation Commission

---

**WHEREAS** pursuant to the provisions of the *Local Government Act*, the Cowichan Valley Regional District Board of Directors may establish a Recreation Commission;

**AND WHEREAS** it is considered desirable to establish a Recreation Commission to oversee the development and administration of recreation services at the Cowichan Aquatic Centre, Cowichan Community Centre, Cowichan Performing Arts Centre, and to receive recommendations from the Cowichan Sportsplex Board;

**NOW THEREFORE** the Board of Directors of the Cowichan Valley Regional District enacts as follows:

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4512 – Cowichan Core Recreation Commission Establishment Bylaw, 2023**".

2. **DEFINITIONS**

In this bylaw:

"*Commission*" means the Cowichan Core Recreation Commission as established by this bylaw;

"*Regional Board*" means the Board of Directors of the Cowichan Valley Regional District.

3. **COMMISSION**

The Cowichan Core Recreation Commission is hereby established and will report to and be accountable to the Regional Board.

4. **MEMBERSHIP**

The Commission will consist of eight (8) members as follows:

- a) The electoral area directors from Electoral Area B – Shawnigan Lake; Electoral Area C – Cobble Hill; Electoral Area D – Cowichan Bay; and Electoral Area E – Cowichan Station / Sahtlam / Glenora. In the absence of any of the foregoing directors, their duly appointed Alternate will be deemed to be a member of the Commission for said period of absence.

- b) A member of Council of the City of Duncan. In the absence of the member of Council of the City of Duncan, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence.
- c) A member of Council of the Municipality of North Cowichan. In the absence of the member of Council of the Municipality of North Cowichan, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence.
- d) Either a second member of Council of the Municipality of North Cowichan (and in the absence of the member of Council of the Municipality of North Cowichan, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence), or; the Municipality of North Cowichan will recommend one community member who will be resident within the Municipality of North Cowichan, to be considered for appointment by the Regional Board.
- e) A member of Council of Cowichan Tribes. In the absence of the member of Council of Cowichan Tribes, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence.

CVRD staff, Municipality of North Cowichan staff, and Cowichan Sportsplex staff will serve the Commission as technical and management advisors and will have input into the development and administration of recreation services.

#### 5. TERM OF OFFICE

- a) The term of office for members under 4 (a) will be for the four-year term.
- b) The term of office for members appointed under 4 (b), 4 (c), 4 (d) and 4 (e) will be up to four (4) years. All appointments will expire on December 31 in the year of a general local election.
- c) Under 4 (d), an appointed community member may be re-appointed for a further term or terms.
- d) Any appointed community member who is absent from three (3) consecutive meetings without leave of absence from the Commission or without reason satisfactory to the Commission would cease to be a member.

#### 6. PROCEDURE

- a) At the first meeting of each year, the Commission will elect from amongst its own members, a Chair and a Vice-Chair, who will hold office until a successor is elected.
- b) In the absence of the Chair and Vice-Chair, the Commission will elect from the members present, a temporary Chair for the purpose of that meeting alone.
- c) A quorum is four (4) members of the Commission.
- d) All recommendations and decisions of the Commission will 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 the Bylaw, the rules of procedure governing Commission meetings will be those of the current consolidated CVRD *Committee and Commissions Procedural Bylaw*.
- f) Minutes will be kept for all Commission meetings.

**7. POWERS AND RESPONSIBILITIES**

- a) The Commission will oversee the delivery of recreation services at the Cowichan Aquatic Centre, the Cowichan Community Centre, and the Cowichan Performing Arts Centre, with delegated authority to determine:
  - i. Policies that would apply sub-regionally and are of a community-specific nature, including:
    - 1) Programming;
    - 2) Standards for the provision of service;
    - 3) Dispute resolution between user groups;
  - ii. Policy direction for operations and maintenance of all premises owned, leased or rented; and
  - iii. Terms of reference for studies and surveys.
- b) The Commission will provide advisory recommendations on recreation services at the Cowichan Aquatic Centre, the Cowichan Community Centre, and the Cowichan Performing Arts Centre, to the Regional Board, including:
  - i. Long term contracts, agreements, and leases that bind the organization;
  - ii. Annual budgets; and
  - iii. Fees and charges of a community-specific nature.
- c) The Commission will provide advisory recommendations on recreation services at the Cowichan Sportsplex, to the Regional Board, including:
  - i. Annual budgets.

**8. REPEAL**

“CVRD Bylaw No. 431 – Cowichan Centre Commission Bylaw, 1979”, and amendments are hereby repealed.

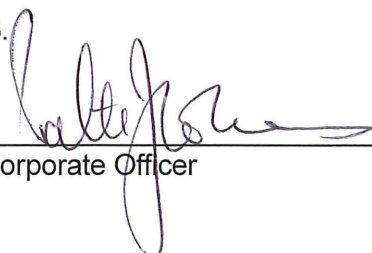
READ A FIRST TIME this 26<sup>th</sup> day of July, 2023.

READ A SECOND TIME this 26<sup>th</sup> day of July, 2023.

READ A THIRD TIME this 26<sup>th</sup> day of July, 2023.

ADOPTED this 26<sup>th</sup> day of July, 2023.

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Corporate Officer



## COWICHAN VALLEY REGIONAL DISTRICT

### BYLAW No. 4513

#### A Bylaw to establish the Cowichan Lake Recreation Commission

---

**WHEREAS** pursuant to the provisions of the *Local Government Act*, the Cowichan Valley Regional District Board of Directors may establish a Recreation Commission;

**AND WHEREAS** it is considered desirable to establish a Recreation Commission to oversee the development and administration of recreation services at the Cowichan Lake Sports Arena;

**NOW THEREFORE** the Board of Directors of the Cowichan Valley Regional District enacts as follows:

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 4513 – Cowichan Lake Recreation Commission Establishment Bylaw, 2023**".

2. **DEFINITIONS**

In this bylaw:

"*Commission*" means the Cowichan Lake Recreation Commission as established by this bylaw;

"*Regional Board*" means the Board of Directors of the Cowichan Valley Regional District.

3. **COMMISSION**

The Cowichan Lake Recreation Commission is hereby established and will report to and be accountable to the Regional Board.

4. **MEMBERSHIP**

The Commission will consist of six (6) members as follows:

- a) The electoral area directors from Electoral Area F – Cowichan Lake South / Skutz Falls; Electoral Area I – Youbou / Meade Creek. In the absence of either of the foregoing directors, their duly appointed Alternate will be deemed to be a member of the Commission for said period of absence.
- b) A member of Council of the Town of Lake Cowichan. In the absence of the member of Council of the Town of Lake Cowichan, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence.

- c) Either a second member of Council of the Town of Lake Cowichan (and in the absence of the member of Council of the Town of Lake Cowichan, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence), or; the Town of Lake Cowichan will recommend one community member who will be resident within the Town of Lake Cowichan, to be considered for appointment by the Regional Board.
- d) A member of Council of the Municipality of North Cowichan. In the absence of the member of Council of the Municipality of North Cowichan, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence.
- e) Either a second member of Council of the Municipality of North Cowichan (and in the absence of the member of Council of the Municipality of North Cowichan, a duly appointed Alternate will be deemed to be a member of the Commission for said period of absence), or; the Municipality of North Cowichan will recommend one community member who will be resident within the Municipality of North Cowichan, to be considered for appointment by the Regional Board.

CVRD staff will serve the Commission as technical and management advisors and will have input into the development and administration of recreation services.

#### 5. TERM OF OFFICE

- a) The term of office for members under 4 (a) will be for the four-year term.
- b) The term of office for members appointed under 4 (b), 4 (c) 4 (d) and 4 (e) will be up to four (4) years. All appointments will expire on December 31 in the year of a general local election.
- c) Under 4 (c) and 4 (e) appointed community members may be re-appointed for a further term or terms.
- d) Any appointed community member who is absent from three (3) consecutive meetings without leave of absence from the Commission or without reason satisfactory to the Commission would cease to be a member.

#### 6. PROCEDURE

- a) At the first meeting of each year, the Commission will elect from amongst its own members, a Chair and a Vice-Chair, who will hold office until a successor is elected.
- b) In the absence of the Chair and Vice-Chair, the Commission will elect from the members present, a temporary Chair for the purpose of that meeting alone.
- c) A quorum is four (4) members of the Commission.
- d) All recommendations and decisions of the Commission will 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 the Bylaw, the rules of procedure governing Commission meetings will be those of the current consolidated CVRD *Committee and Commissions Procedural Bylaw*.
- f) Minutes will be kept for all Commission meetings.

**7. POWERS AND RESPONSIBILITIES**

- a) The Commission will oversee the delivery of recreation services at the Cowichan Lake Sports Arena, with delegated authority to determine:
  - i. Policies that would apply sub-regionally and are of a community-specific nature, including:
    - 1) Programming;
    - 2) Standards for the provision of service;
    - 3) Dispute resolution between user groups;
  - ii. Policy direction for operations and maintenance of all premises owned, leased or rented; and
  - iii. Terms of reference for studies and surveys.
- b) The Commission will provide advisory recommendations to the Regional Board, including:
  - i. Long term contracts, agreements, and leases that bind the organization;
  - ii. Annual budgets; and
  - iii. Fees and charges of a community-specific nature.

**8. REPEAL**

“CVRD Bylaw No. 2483 – Cowichan Lake Recreation Commission Establishment Bylaw, 2003”, is hereby repealed.

READ A FIRST TIME this 26<sup>th</sup> day of July, 2023.

READ A SECOND TIME this 26<sup>th</sup> day of July, 2023.

READ A THIRD TIME this 26<sup>th</sup> day of July, 2023.

ADOPTED this 26<sup>th</sup> day of July, 2023

Chair

Corporate Officer