

CITY OF SURREY

BY-LAW NO. 15098

A by-law to establish a Parks, Recreation and Culture Commission pursuant to Section 176(1)(g) of the *Local Government Act*, R.S.B.C, 1996, Chapter 323 as amended.

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WHEREAS the Council of the City of Surrey (the "Council") may, by by-law, establish a Parks, Recreation and Culture Commission adopted by at least two-thirds of all its members;

AND WHEREAS the Parks, Recreation and Culture Commission is a policy advising body established by Surrey City Council to focus on the park lands within the City of Surrey, as well as public leisure and culture services;

AND WHEREAS Council has deemed the role of the Commission to be:

- advocate and champion Council's initiatives related to key services and programs;
- advise Council on the priorities for parks, recreation and culture services;
- serve as ambassadors for the City in matters relating to parks, recreation and culture;
- provide input, based on community values, into the development of Council and corporate policies and provide input on the creation of Parks, Recreation and Culture Department (the "Department") policies relating to the provision of parks, recreation and culture services;
- waive Departmental policy requirements, where warranted;
- advise the Department on matters that it believes are important relative to parks, recreation and culture services;

AND WHEREAS under this role, the Commission is uniquely positioned to assist Council and the Department because of its close ties to the community and its familiarity with the facilities and services provided by the Department, representing all segments of the community by providing a dynamic link between the community, the Department and City Council;

NOW THEREFORE, the Council of the City of Surrey in open meeting assembled, enacts as follows:

# **POWERS OF THE COMMISSION AND THE CITY**

# MANAGER

1. The Commission shall be an autonomous body acting within the terms of this By law.
2. The Council does hereby delegate to the Commission the powers of Council as set out in all applicable sections of "Surrey Parks, Recreation and Cultural Facilities Regulation By law, 1998, No. 13480", as may be amended from time to time.
3. The City Manager of the City of Surrey shall exercise with respect to the Commission, all of the duties and powers set forth in Section 197 of the *Local Government Act*.

## COMPOSITION OF THE COMMISSION

4. The Council does hereby establish a Parks, Recreation and Culture Commission of Nine (9) members, Six (6) appointed from the citizenry at large and Two (2) from the City Council and One (1) from the Board of School Trustees (School District #36). The Parks, Recreation and Culture Commission so established is referred to as the "Commission" in this By-law.
5. The City Clerk shall advertise for citizens interested in being appointed to the Commission in the Fall of each year. All applications must be received by the Clerk's Office.
6.
  - (a) The Council shall, not later than January 31 of each year, appoint members by resolution, to fill vacancies created by members of the Commission whose appointments have expired, with the term of appointment customarily being Two (2) Years. The Council shall also appoint by resolution Two (2) of its own members and a School Board Trustee to the Commission for a One (1) Year term, taking into account the wishes of the Board of Trustees of School District No. 36 with respect to the appointment of the School Board Trustee.
  - (b) Members of the Commission shall hold office until their successors are appointed by the Council.
  - (c) Any member of Council appointed as a member of the Commission shall continue as a member of the Commission only as long as the member is a member of Council.
  - (d) Any member of the School Board appointed as a member of the Commission shall continue as a member of the Commission only as long as the member is a member of the School Board.
7.
  - (a) Each member of the Commission shall be a resident of the City of Surrey.
  - (b) Whenever a member of the Commission ceases to be a resident of the City of Surrey, the member shall forthwith cease to be a member of the Commission.

8. (a) Where, in the opinion of the Commission Chair, the performance of an individual Commissioner impairs the effective functioning of the Commission, the Commission Chair may recommend to Council to terminate the appointment of such member.
  - (b) Where any member of the Commission attends meetings irregularly, and where it is the Commission Chair's opinion that such irregular attendance impairs the efficient functioning of the Commission, the Commission Chair may recommend to Council to terminate the appointment of such member.
  - (c) The Commission may grant a leave of absence to a member for a period of up to three (3) months for business, vacation, illness or other such cause as judged to be reasonable by the Commission.
9. (a) Council, upon a vacancy arising from any cause other than the expiration of a member's term of office, shall forthwith appoint a new member who shall serve for the unexpired portion of the term vacated.
10. Members of the Commission appointed from the citizenry at large may not serve for more than Three (3) consecutive two year terms.

## **CONDUCTING COMMISSION MEETINGS**

11. (a) The Commission shall, at its first meeting in January of each year, appoint one of its members as Chair and a second as Deputy Chair. The Chair shall preside at the meeting of the Commission when present, and in the absence of the Chair, the Deputy Chair shall preside.
  - (b) A Chair may serve in that capacity for a maximum of Three (3) consecutive years.
12. (a) Meetings shall be held at the call of the Chair, with the Commission meeting a minimum of once per calendar quarter.
  - (b) At all meetings of the Commission, Five (5) members shall constitute a quorum.

13. (a) In case of emergency, the Chair has the discretion to call a special meeting of the Commission without the requirement for notice in writing.

(b) Any three (3) members may summon a special meeting of the Commission by giving at least Three (3) business days' notice in writing to each member, stating the purpose for which the meeting is called.

14. The Chair shall appoint such standing or ad hoc committees as may be deemed necessary by the Commission.

15. All members of the Commission, including the presiding members, may vote on questions before it, and in all cases where the votes of the members present are equal for and against the question, the question shall be negated. Any member who abstains from voting shall be deemed to have voted in the affirmative.

16. The Chair shall preserve order and decide all points of order which may arise, subject to an appeal to the other members present. All such appeals shall be decided without debate and the Chair shall not vote thereon.

17. All questions before the Commission shall be decided by a majority vote.

18. The Commission shall, as required by Section 235 of the *Local Government Act*, conduct its meetings in accordance with "Council Procedure By-law, 1999, No. 13600".

19. No act or other proceeding of the Commission shall be valid unless it is authorized by resolution at a regular or special meeting of the Commission.

20. The minutes of the proceedings of all meetings of the Commission shall be legibly recorded. The minutes shall be certified and adopted by the Commission at its next meeting and forwarded to City Council without delay.

21. The following By-laws are hereby repealed:

"Surrey Parks, Recreation and Culture Commission By-law, 1999, No. 13663"

"Surrey Parks, Recreation and Culture Commission By-law, 1999, No. 13663, Amendment By-law, 2000, No. 13932".

19. This by-law may be cited as "Surrey Parks, Recreation and Culture Commission By-law, 2003, No. 15098".

PASSED THREE READINGS on the 21st day of July, 2003.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal

on the 24th day of July, 2003.

\_\_\_\_\_MAYOR

\_\_\_\_\_CLERK

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