

CITY OF SURREY

BY-LAW NO. 3113

As amended by By-laws 3138, 5161, 9814, 10093, and [12268](#).

A by-law to establish a Parks and Recreation Commission pursuant to Section 690 of the "Municipal Act", Statutes of British Columbia, 1979, Chapter 290 as amended **Amended B/L 12268 04/25/94**

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THIS IS A CONSOLIDATED BY-LAW PREPARED BY THE CITY OF SURREY FOR CONVENIENCE ONLY. THE CITY DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BY-LAW PROVISIONS.

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

1. This By-law may be cited as "Surrey Parks and Recreation Commission By-law, 1970, No. 3113".

2. The Council does hereby establish a Parks and Recreation 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 and Recreation Commission so established is hereby referred to as the "Commission" in this By-law.

3. (a) The Council shall, not later than January 31 of each year, appoint members by resolution for terms of Two (2) Years to fill vacancies created by members of the Commission whose appointments have expired. The Council shall, at the same meeting, appoint by resolution Two (2) of its own members and a School Board Trustee to the Commission for a One (1) Year term.

**Amended  
B/L 9814  
11/21/88**

(b) Members of the Commission shall hold office until their successors are appointed by the City 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 he or she shall be 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 as long as he or she shall be a member of the Board.

4. (1) Each member of the Commission shall be an elector on the list of electors for that year in which he/she is appointed and for the immediately preceding year.

**Amended  
B/L 9814  
11/21/88**

(2) Whenever a member of the Commission ceases to be an elector, he shall forthwith cease to be a member of the Commission.

5. Any member who is absent from three consecutive meetings of the Commission, or in excess of one-third (1/3) or more of all meetings over any six (6) month period without leave of absence from the Commission, or without reason satisfactory to the Commission, shall forthwith cease to be a member of the Commission. The City Council shall have power, by an affirmative vote of not less than two-thirds (2/3) of all the members thereof, to remove any member of the Commission from office at any time.

6. That 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.

7. A member of the Commission may not serve for more than Three (3) consecutive two-year terms. Provided, however, that after at least One (1) year out of Office, he may be re-appointed.

8. (1) The Commission shall, at its first meeting in January of each year, appoint one of its members, who shall not be a member of Council or School Board, as Chairman and a second as Deputy Chairman. The Chairman shall preside at the meetings of the Commission, when present, and in his/her absence the Deputy Chairman shall preside. The Commission shall, at the same meeting, appoint a Secretary (ex officio).

**Amended  
B/L 9814  
11/21/88**

(2) A Chairman may serve as such for a maximum of Two (2) consecutive years.

9. (1) The Commission shall hold regular meetings twice in each month, except in July and August, at such time and place within the City as it may appoint.

(2) In July and August, the Commission shall meet at the call of the Chairman.

(3) At all meetings of the Commission, Five (5) members shall constitute a quorum.

10. (1) The Chairman or any Two (2) members may summon a special meeting of the Commission by giving at least Two (2) days' notice in writing to each member,

stating the purpose for which the meeting is called.

(2) In case of emergency, the Chairman, at his discretion, may waive the notice in writing.

11. (1) The Chairman shall appoint such Committees as may be deemed necessary by the Commission.

(2) A majority of any Committee shall constitute a quorum.

(3) Section 12 shall apply to meetings of any Committee appointed pursuant to this Section.

12. All meetings 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 negatived. Any member who abstains from voting shall be deemed to have voted in the affirmative.

13. The Chairman 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 Chairman, or other presiding member appealed from, shall not vote thereon.

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

15. Except as otherwise provided in this By-law, the Commission shall, by resolution, establish rules of procedure governing the conduct of its meetings.

16. 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.

17. 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.

18. The Council does hereby delegate to the Commission, the powers of Council as set out in Schedule "A" as hereunto annexed and made part of this By-law.

19. The powers delegated to the Commission shall not extend to or include any powers of the Council which are exercised by By-law only.

20. The City Manager of the City of Surrey shall exercise with respect to the

**Amended B/L**

Commission, all of the duties and powers set forth in Sections 248 and 249 of the "Municipal Act".

9814 11/21/88

21. The Commission shall be an autonomous body acting within the terms of the By-law and the allocated Budget.

22. The Commission shall, before the 30th day of October in each year, cause to be prepared and submitted to the Council, a detailed estimate of its receipts from every source and of its expenditures of every kind during the next year. The said estimate shall be considered by the Council and adopted in whole or in part.

**Amended  
B/L 9814  
11/21/88**

23. Save by resolution of the Council, the Commission shall not authorize any expenditures except those provided for in the annual budget as adopted by the Council.

24. The Manager, Legislative Services (City Clerk) shall on the first working day of October each year, advertise for citizens interested in being appointed to the Parks & Recreation Commission. All applications to be received by the Clerk's Office no later than the last working day of October.

**Inserted  
B/L 9814  
11/21/88**

25. "Surrey Recreation Commission By-law, 1963, No. 2078", "Surrey Recreation Commission By-law, 1963, No. 2078, Amendment By-law, 1965, No. 2277", "Surrey Recreation Commission By-law, 1963, No. 2078, Amendment By-law, 1968, No. 2723" and "Surrey Recreation Commission By-law, 1963, No. 2078, Amendment By-law, 1968, No. 2736" are hereby repealed.

READ a first and second time on the 9th day of March, 1970.

READ a third time on the 9th day of March, 1970.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 16th day of March, 1970.

"W. VANDER ZALM" MAYOR

"R.N. CHESTER" CLERK

SCHEDULE "A"

1. Council does hereby delegate to the Commission all of the administrative powers **Amended** of the Council relating to parks and parks property, museums and cultural facilities, **B/L 10093** except the power to acquire, lease or dispose of property, and the power to administer **06/19/89** the construction of any building projects.
2. Such administrative authority shall include authority to authorize expenditures, and authority to incur liabilities, for the purposes of carrying out its duties as set forth in this By-law, within the amounts included therefor in the annual budget of the City.
3. The Commission shall have the custody, care and management of all parks and parks property, museums and cultural facilities, and shall have the power to develop, maintain and operate the same.
4. The Commission shall enforce all by-laws of the Council respecting such parks and parks property, museums and cultural facilities.
5. The Council does hereby authorize and empower the Commission:
  - (a) to organize and conduct recreation, parks and cultural programs.
  - (b) to conduct part or parts of the recreation, parks and cultural programs outside of the City;
  - (c) to expend other moneys lawfully received by the Commission for the purposes aforesaid.
6. All requests for grants and financial assistance to athletic, recreational and cultural bodies shall be directed to the Parks and Recreation Commission. It shall examine such requests and recommend appropriate action to the Council.
7. The funds appropriated for or received by the Commission shall be held on behalf of the Commission by the General Manager, Finance, and shall be disbursed by him upon the requisition of the Commission.
8. The General Manager, Finance shall report annually to the Council and to the Commission on the receipts and disbursements of the Commission.
9. The Commission shall make full and complete reports on their activities to the Council when requested to do so.