

## PEACE RIVER REGIONAL DISTRICT

### Bylaw No. 2579, 2025

*A bylaw to establish a Civic Properties Commission and  
to delegate certain authorities to that Commission*

WHEREAS, the Peace River Regional District (the “**Regional District**”) owns and currently manages, on behalf of the District of Chetwynd and defined portions of Electoral Area ‘E’, the Chetwynd Recreation Centre, the Chetwynd Leisure Centre, and ancillary recreation amenities located at 4552 Access Road North, Chetwynd, BC (collectively, the “**Facilities**”); and

WHEREAS, the Regional District, pursuant to the *Local Government Act*, RSBC 2015, c. 1, wishes to establish a civic properties commission and delegate the management of the Facilities to said commission;

NOW THEREFORE, the Board of the Peace River Regional District in open meeting assembled, enacts as follows:

1. There is hereby established the “Chetwynd and Area Civic Properties Commission” (the “**Commission**”).
2. The Commission will abide by the Peace River Regional District Board Procedure Bylaw as amended or replaced from time to time, as it applies to Committees.

#### **Membership and Nominations**

3. The Commission will have six members, which are known as Commissioners.
4. The membership of the Commission will be comprised of the following:
  - a) The Regional District Director for Electoral Area “E”, who is an ex-officio Commissioner.
  - b) The Regional District Director for the District of Chetwynd, who is an ex-officio Commissioner unless, with the Regional District Director for the District of Chetwynd’s consent, the Council of the District of Chetwynd nominates another member of the District of Chetwynd Council to serve as a Commissioner in place of the Regional District Director for the District of Chetwynd.
  - c) Two Commissioners, and two alternates that will serve in a Commissioner’s absence, appointed by the Regional District Director for Electoral Area “E”.
  - d) Two Commissioners and two alternates that will serve in a Commissioners’ absence nominated by the District of Chetwynd that may be either accepted or declined by the Regional District by resolution of the Board; in the case of a refusal, the Regional District shall, by resolution of the Board, appoint two different Commissioners and two different alternates.
  - e) Each year during which there will be a vacancy among the Commissioners appointed pursuant to this section, the Council of the District of Chetwynd will submit their nominations in writing to the Corporate Officer of the Regional District not less than 10 days prior to the Regional District’s first Board meeting of the year.

5. If the Regional District fails to elect or appoint any Commissioners as required by this Bylaw, then each Commissioner will continue to be a Commissioner until the earlier of:
  - a) when the Commissioner's respective successor is elected or appointed, and
  - b) when the Commissioner otherwise ceases to hold office pursuant to this Bylaw.
6. The term of office of a Commissioner is two years.
7. At any time, a Commissioner may be appointed to fill a vacancy that arises on the Commission as a result of the resignation, removal, death or incapacity of a Commissioner during the Commissioner's term of office and such vacancy will be filled via the method used to appoint the departing Commissioner.
8. A Commissioner appointed by the Regional District to fill a vacancy ceases to be a Commissioner at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.
9. The Commissioners may recommend the removal a Commissioner from the Commission by adopting a resolution via majority vote and sharing such recommendation with the Regional Board.

#### **Powers and Duties of the Commission**

10. A valid agreement between the District of Chetwynd and the Regional District regarding the management of the Facilities will be the "**Facility Agreement**" for the purposes of this Bylaw.
11. The Regional District hereby delegates to the Commission the power to manage the Facilities in accordance with the Facility Agreement.
12. Without limiting the generality of the foregoing, in support of the Commission's management of the Facilities, the Regional District delegates to the Commission its corporate powers to the extent necessary for the Commission to fulfill the obligations and exercise the rights bestowed upon the Commission in the Facility Agreement, and the Regional District specifically delegates the following powers to the Commission to be exercised in accordance with the Facility Agreement:
  - a) the power to establish policies and procedures for the operation of the Facilities;
  - b) the power to set performance and management goals and objectives and manage, monitor and review the performance of the Facilities and Chetwynd as operator of the Facilities;
  - c) the power to enter into agreements regarding the Facilities on behalf of the Regional District; and
  - d) the power to approve Chetwynd's application for grant funding to offset approved capital project costs provided the Regional District has budgeted for the project in its annual financial plan.
13. The Commission's powers to manage the Facilities will be suspended if there is no valid Facility Agreement between the District of Chetwynd and the Regional District regarding the management and operation of the Facilities, and, if such suspension occurs, the power to manage the Facilities will revert to the Regional District until such a Facility Agreement is ratified by the District of Chetwynd and the Regional District.

**Commission Meetings**

14. The first meeting of the Commission shall be scheduled by the Regional District with subsequent Commission meetings to be held not less than twice per year, as scheduled by resolution of the Commission.
15. The Chair and Vice-Chair must be elected annually from within the membership of the Commission and shall serve at pleasure.
16. Where a vote for the election of the Chair or Vice Chair of the Chetwynd Civic Properties Commission results in a tie, which is not resolved by a revote, the matter shall be referred to the Regional District for a decision and the Regional District, by resolution of the Board, shall select one of the two candidates from the Commission tie vote for Chair or Vice Chair for the remainder of the calendar year.
17. Aside from the meetings scheduled by resolution, a Commission meeting may be called by any two Commissioners or the Regional District by giving each Commissioner seven days' notice of the meeting.
18. The quorum for the holding of a Commissioner's meeting is four Commissioners.
19. A Commissioner may participate in a meeting of the Commissioners by means of telephone, electronic, or other communication facilities that permit all participants to communicate with each other during the meeting. A meeting of the Commissioners may also be held at which some, but not necessarily all persons entitled to attend may participate by means of such communication facilities. A Commissioner who participates in a meeting in a manner contemplated by this section is deemed for all purposes of this Bylaw to be present at the meeting.
20. The Chair must ensure that minutes are taken and distributed to Commissioners and the Regional District.

**Voting**

21. Any Commissioner may move or second a motion on a question before the Commission.
22. In a vote of the Commission, each Commissioner has one vote.
23. All matters before the Commission will be decided by a majority vote.

**Signing Authority**

24. A contract or other record to be signed by the Commission must be signed on behalf of the Commission:
  - a) by the Chair, together with one other Commissioner,
  - b) if the Chair is unable to provide a signature, by the Vice-Chair together with one other Commissioner,

- c) if the Chair and Vice-Chair are both unable to provide signatures, by any two other Commissioners, or
- d) in any case, by not less than two individuals authorized by the Commission to sign the record on behalf of the Commission.

## Repeal

25. The following bylaws and all amendments thereto are repealed:

- a) Chetwynd and Area Civic Properties Commission Bylaw No. 1049, 1996; and
- b) Chetwynd and Area Civic Properties Commission Amendment Bylaw No. 1058, 1996.

## Citation

26. This bylaw shall be cited as "Chetwynd and Area Civic Properties Commission Establishment Bylaw No. 2579, 2025.

READ A FIRST TIME THIS                      19                      day of                      June                      , 2025.

READ A SECOND TIME THIS                      19                      day of                      June                      , 2025.

READ A THIRD TIME THIS                      \_\_\_\_\_                      day of                      \_\_\_\_\_                      , 2025.

ADOPTED THIS                      \_\_\_\_\_                      day of                      \_\_\_\_\_                      , 2025.

\_\_\_\_\_  
Leonard Hiebert, Chair

(Corporate Seal has been affixed to the original  
bylaw)

\_\_\_\_\_  
Tyra Henderson,  
Corporate Officer

I hereby certify this to be a true and correct copy of "Chetwynd and Area Civic Properties Commission Establishment Bylaw No. 2579, 2025", as adopted by the Peace River Regional District Board on \_\_\_\_\_, 2025.

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Tyra Henderson, Corporate Officer