

Courtenay and District Fish & Game Protective Association

PROPERTY MANAGEMENT POLICY

INTRODUCTION

From 1953 to 1997 the Courtenay and District Fish and Game Protective Association owned and operated a clubhouse and 100 yard range on 56 acres in Courtenay. With the growth of the City it became necessary for the Association to relocate. A five year search was undertaken to find a new site. In 1997, the Association acquired 127 acres on Comox Lake from TimberWest Forest Company and began development of new facilities. The Club acquired a further 64 acres from Comox Timber Ltd. in 2005 and, in 2016, an additional 12 acres from BC Hydro. As of 2021 the

Association owns and occupies four titles of land including approx. 154 acres of land plus 50+/- acres of the bed of Comox Lake and operates various facilities and programs.

POLICY

The Association recognizes the growth of the Comox Valley, along with increasing public scrutiny & additional government restrictions on Association properties (located on the shore of the community's domestic water supply), and acknowledges the concept of 'Social License'. It is critical to be aware of any Government or non-Government proposals which may impact on the ability of Association members to fully utilize the Club lands and facilities. A regular review of the Association's buildings and improvements along with the ability to continue operating on the present site should be undertaken, along with exploration of other options and / or alternatives for the acquisition / disposition of lands as may benefit the future of the Association. Members who wish to propose matters that pertain to existing land use, disposition of existing property, or acquisition of additional property, must bring such proposals forward for the review of the Property Management Committee. The Property Committee will prepare and provide a report to the Board on any such proposal.

PURPOSE

- To establish a Property Management Committee (a Committee of the Board) to identify, on an on-going basis, both internal and external concerns which could impact members' use and enjoyment of Association property and facilities. - The Committee shall research and develop options around potential future land requirements of the Association.
 - The Committee will develop procedures to provide clarity as to how matters involving land and land use are handled within the Association. -
- The Committee will act to ensure 'coordination' of land use within the Association's facilities, programs and existing lands. - The Committee will identify and, where necessary, recommend to the Board actions pertaining to property maintenance matters, improvements to Association facilities, and security of Association assets.

SCOPE

- The Property Management Committee shall be guided by the Constitution of the Association:
Article 2 – Purposes of the Association.
- The Property Management Committee (a Committee of the Board) shall identify, on an on-going basis, both internal and external concerns which could impact on members’ use and enjoyment of Association property and facilities.

RESPONSIBILITY

- 1) The Property Management Committee Chair will regularly report to the Board.
- 2) Any proposals involving land matters including use of existing land, disposition of existing property, or acquisition of additional property, must first be presented to the Property Management Committee for review.
- 3) The Committee shall be composed of a member from each Facility of the Association and three members at large approved by the President (as per Bylaw Article 5, Section 2.1 b). Members at large should have some experience / knowledge of existing Association property infrastructure, land use, and zoning.
- 4) The Committee Chair to be a ‘Member at large’ appointee.

PROCEDURES

- 1) Members of the Property Management Committee will familiarize themselves with all aspects pertaining to lands owned by the Association, including zoning and land use. They will also be familiar with both short and long term land use plans that may be approved by the Board and Membership from time to time.
- 2) The Committee will meet monthly or at such time as directed by the Board.

DEFINITIONS

REFERENCES

Constitution: Article 2 Purposes of the Association (2018/06/25).

Bylaw: Article 5, Section 2.1 (b)

Article 8 Property Control

Adopted April 8, 2019

Bylaw:

Finance Policy:

President’s Handbook

Ratified by Board of Directors February 28, 2022 Approved by Membership March 14, 2022