



City of
Campbell
River

ADVISORY COMMITTEE

BYLAW 3698, 2018

Consolidated Version

BYLAWS



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Advisory Committee

Bylaw No. 3698, 2018

Revised October 22, 2018

Consolidated for Convenience Purposes to include Bylaw 3698, 3706

ADOPTED May 7, 2018

PURPOSE

This bylaw sets out to provide the terms of reference for the Community Planning Committee, Environmental Advisory Committee and Healthy Community and Public Safety Committee.

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The Council of the City of Campbell River enacts as follows:

PART 1: Title

1.1 This bylaw may be cited for all purposes as **Advisory Committee Bylaw No. 3698, 2018.**

PART 2: Definitions

2.1 In this bylaw unless the context otherwise requires:

Committee means any of the following: Community Planning Committee, Environmental Advisory Committee or Healthy Community & Public Safety Committee.

City means the City of Campbell River

Council means the Council of the City of Campbell River

PART 3: Purpose

Amd Bylaw 3706 Oct/18 Sec 3.1, 3.2 and 3.3 replaced

The purpose of the committees is to assist Council in its decision-making role by ensuring that Council receives thoughtful and comprehensive advice from a well-represented and diverse group of individuals from the community with unique skills and knowledge specific to the work of each Committee.

3.1 Community Planning Advisory Committee:

The Community Planning Advisory Committee's function shall be to make recommendations to Council, on matters concerning community visioning, long range planning, OCP & Zoning Bylaws, development issues and opportunities, transportation planning, parks planning, downtown revitalization, public art, utilities planning & development, affordable housing and economic sustainability with respect to land use, planning & development and other matters as referred by Council.

3.2 Environmental Advisory Committee:

The Environmental Advisory Committee's function shall be to make recommendations to Council, on environmental issues of concern related to environmental sustainability, waterfront foreshore restoration and protection, Campbell River Estuary, conservation areas and passive parks, green ways and green spaces, streams and wetlands, landfills, organic waste (composting), energy and emissions, effects of climate change (storm severity, sea level rise), and watershed and water conservation and other matters as referred by Council.

3.3 Community Health & Public Safety Advisory Committee

The Community Health & Public Safety Advisory Committee's function shall be to make recommendations to Council, on matters concerning community health and social sustainability, public safety, community security, homelessness, emergency and transition

housing, the opioid crisis and social policy development and other matters as referred by Council.

3.4 Advisory committees shall not refer an issue to another advisory committee.

3.5 City employees are not permitted to serve on any advisory committee.

PART 4: Membership

Amd Bylaw 3706 Oct/18 Part 4 replaced

The Committees shall consist of not less than 9 voting members, and not more than 10 voting members, one non-voting Council Liaison and up to 2 ex-officio (non-voting) members as follows:

4.1 Community Planning Advisory Committee

- a) 3 (three) members who have experience and expertise in such areas community planning, architecture and land development;
- b) 1 (one) member with experience and expertise in the areas of environmental/sustainability, conservation and environmental protection;
- c) 1 (one) member with experience and expertise in economics or finance;
- d) 1 (one) member to represent the arts community;
- e) 1 (one) member to represent the business community;
- f) 2 (two) members to represent the community at large;
- g) 1 (one) member to represent the local First Nations.

4.2 Environmental Advisory Committee

- a) 4 (four) members who have experience and expertise in the areas of environmental/sustainability, conservation and environmental protection;
- b) 2 (two) members to represent the business and industry community;
- c) 3 (three) members to represent the community at large;
- d) 1 (one) members to represent the local First Nations;
- e) 1 (one) ex officio member to represent Fisheries and Oceans Canada (non-voting);
- f) 1 (one) ex officio member to represent the Ministry of Environment (non-voting).

4.3 Community Health & Public Safety Advisory Committee

- a) 4 (four) members who have experience and expertise in the provision of social services
- b) 1 (one) member representing the Campbell River RCMP;
- c) 1 (one) member to represent the business community;
- d) 3 (three) members to represent the community member at large;
- e) 1 (one) members to represent the local First Nations.

- f) 1 (one) ex officio member to represent the Provincial Ministry of Mental Health & Addictions (non-voting);
- g) 1 (one) ex officio member to represent the Vancouver Island Health Authority (non-voting).

PART 5: Appointment of Members

Amd Bylaw 3706 Oct/18 Section 5.1 b) added

5.1 The following shall apply to all appointments:

- a) Council will appoint members to the Committee;
- b) In the event that no appropriate applicants fulfill the requirements under Part 4, Council may appoint a person to fill any of the vacant positions
- c) At least two-thirds ($2/3^{\text{rds}}$) of the members appointed to the Committee shall be either residents or taxpayers of the City;
- d) In the event of a vacancy, Council may appoint a person for the unexpired term;
- e) Where a Committee member is requested to serve as a representative to another advisory body, the Committee is authorized to designate its representative.

PART 6: Term of Appointment

6.1 The following shall apply to all appointments:

- a) All appointments shall be for a three (3) year term, commencing on the 1st day of September 2018. The term of appointment to the Committee shall expire March 31st or when a successor is appointed.
- b) Notwithstanding section 6.1(a), Council's inaugural appointments shall consist of three (3) one-year appointments, three (3) two-year appointments and three (3) three-year appointments.
- c) The Committee may review the attendance circumstances of any member who has missed three consecutive meetings without prior permission, and may recommend to Council that the membership of such member be terminated.
- d) Any appointee to the Committee may be removed by an affirmative vote of two-thirds ($2/3^{\text{rds}}$) of all members of Council.
- e) A member of the Committee may not serve for more than two (2) consecutive terms. Council may, however, by two-thirds ($2/3^{\text{rds}}$) majority of those present, reappoint a person who has served two (2) consecutive terms.

PART 7: Chairperson

7.1 The Committee shall elect a Chairperson and Vice Chairperson at its first meeting.

7.2 Council members will not serve as Chairperson.

- 7.3** The Chair is responsible for ensuring the rules of procedure are followed prior to and during each meeting, and, in consultation with the staff liaison that items on their meeting agenda fall within their mandate.
- 7.4** The Chair or Acting-Chair shall conduct the meeting in accordance with this bylaw, the *Community Charter*, *Local Government Act*, Council policy, Council's Procedure Bylaw and Roberts Rules of Order.
- 7.5** If the Chair or Acting-Chairs are not present at the time appointed for the meeting, the staff liaison should call the meeting to order and the members present should immediately elect a Chair *pro tem* to preside over that meeting, or until the Chair or Acting-Chair arrives. Such office is terminated by the entrance of the Chair or Acting-Chair, the end of the meeting, or the election of another Chair *pro tem*.
- 7.6** The Chair's duties are:
- a) Check if a quorum is present and open the meeting at the prescribed time;
 - b) Announce the business in the proper sequence – as on the agenda;
 - c) Recognize members entitled to speak, in the order in which they request to speak;
 - d) State and put the questions (resolutions which have been moved and seconded) to a vote;
 - e) Enforce the rules of procedure and decorum;
 - f) Expedite business;
 - g) Decide questions of order and respond to parliamentary enquiries; and
 - h) Declare the meeting adjourned when the business is complete.
- 7.7** The Chair shall serve as a leader and facilitator who encourages people to participate, helps people listen to each other and reflects back the common threads of the discussion. The Chair should be prepared to put aside their personal interests in an effort to help the Committee reach general consensus.

PART 8: Meeting Procedures

- 8.1** The Committees shall meet on a monthly basis for the first six (6) months and at least four (4) times per year at the call of the Chair thereafter.
- 8.2** The Committees should strive for consensus in their decision-making; however, final decisions are made by resolution adopted by majority vote.
- 8.3** A quorum for a meeting shall be a majority of members currently serving on the Committee.
- 8.4** Committee proceedings will be open to members of the public, unless authorized to be held in-camera by the *Community Charter*.
- 8.5** The Committee meeting minutes shall be presented to Council for information and placed on the next regularly scheduled Committee agenda for review and adoption. Upon adoption, the minutes are to be signed by the Chair or member presiding and distributed to the Committee members.

PART 9: Delegations and Correspondence

- 9.1 All delegations requesting permission to appear before the Committee shall submit a written request to the City Clerk, including a written synopsis clearly outlining their topic of concern by 3:00 p.m. on the Wednesday of the week preceding the meeting.
- 9.2 Delegations will be 10 minutes to present, unless a longer period is agreed to by majority vote of those members present.
- 9.3 Where a request to present has not been received by the City Clerk as prescribed in section 10.1, an individual or delegation may present to the Committee if approved by majority vote of those members present.
- 9.4 The deadline for the public to submit items to the City Clerk for inclusion on the Committee agenda shall be 3:00 p.m. on the Wednesday of the week preceding the meeting.

PART 10: Sub-Committees

- 10.1 The formation of a sub-committee shall only be permitted by a majority vote of Council under the condition that the sub-committee be given a specific mandate and time frame.
- 10.2 Staff liaisons or recording secretaries will not be appointed to any sub-committee.

PART 11: Conflict of Interest

- 11.1 This section applies to a person appointed to the Committee under section 6 in relation to Committee meetings.
- 11.2 Where a member of a Committee attending a meeting of a Committee considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has
 - a) a direct or indirect pecuniary interest in the matter, or
 - b) another interest in the matter that constitutes a conflict of interest,the member must declare this and state in general terms the reason why the member considers this to be the case.
- 11.3 After making the declaration under section 11.2 of this Bylaw, the Committee member must not do anything referred to in section 101(2) of the *Community Charter*, as if that section applied to Committee members.
- 11.4 The official responsible for recording the minutes of a meeting of the Committee will record the declaration of a conflict by a member of the Committee, the reasons given for the declaration, the time of the member of the Committee's departure from the meeting room, and if applicable, of the member's return.
- 11.5 If Council considers that a member of the Committee has acted in breach of this section, it may remove the member from the Committee, unless Council considers that the breach was done inadvertently or resulted from an error of judgment in good faith or that the conflict of interest would be of a type described in section 104 of the *Community Charter* or a regulation under that section.

PART 12: Remuneration

- 12.1** No member of the Committee will receive any remuneration for services, however, a member is entitled to reimbursement for any reasonable out-of-pocket expenses incurred on behalf of the Committee that were previously approved by the Committee. The Committee's budget will be established by Council on an annual basis.

PART 13: Technical and Administrative Support

- 13.1** The City Manager shall designate a staff liaison and recording secretary to aid the work of the Committee. Designated support staff may attend the Committee meetings in a resource capacity, but not be permitted to vote. The Committee does not direct the staff liaison, nor can they request other staff resources. Such requests must go through either the City Manager or Council.
- 13.2** The staff liaison provides support to the Committee on behalf of Council to ensure the mandate of the Committee is met. Acting in their capacity as liaison, staff provides Committees with technical and operational information that assists the Committee in their work on behalf of Council. The staff liaison will assist with the preparation of recommendations to Council as requested by the Committee.
- 13.3** Under the direction of the Chair, the recording secretary shall be responsible for the preparation of agendas, minutes and follow-up from the meetings.
- 13.4** The recording secretary will have meeting agendas available for pick up on Friday at noon prior to the meeting of the Committee.
- 13.5** The Committee is entitled to reasonable use of City services and facilities, such as meeting rooms, photocopying, stationery supplies, etc. for Committee business, which are to be arranged by the recording secretary.

PART 14: Reporting

- 14.1** The Committee Chairperson, with the assistance of the staff liaison, will report to Council on behalf of the Committee utilizing the standard reporting format adopted by the City. If deemed appropriate by the City Manager, such reports shall be accompanied by a staff report.
- 14.2** To make a presentation before Council at a regular meeting, the request is made to the City Clerk by submitting the report or presentation in written form. The report must clearly state any requests being made of Council and any recommended Council resolutions for further action. Generally, a report to Council will include background on the purpose of the report, facts or information, the findings or conclusions from the information (if required), and the recommendations of the Committee.
- 14.3** Prior to November 30th each year, the Committee will present an annual report to Council, setting out its activities and accomplishments for the previous year. The report shall also present to Council for its approval, work plan and budget for the following year.

PART 15: Expectations

- 15.1** The Committee and its members are required to:
- a) be accountable and responsive to Council;
 - b) be open and transparent by observing legislative meeting protocol and conducting their business in public meetings;
 - c) be collaborative in nature and respectful;
 - d) remain accessible to each other, and to the Committee;
 - e) regularly consult with the peer groups that they represent; and
 - f) regularly share, and disseminate information between all Committee members on a timely basis.

15.2 As the Committee and its members are representatives of the City of Campbell River, members must distinguish when speaking in public, whether they are speaking as a member, a representative of another agency or community group, or as an individual. As a general rule, it is the Chair of a Committee that speaks publicly on behalf of the Committee when and where appropriate.

PART 16: Repeal

16.1 The following bylaws are hereby repealed:

- Advisory Planning & Environment Commission Bylaw No. 3487, 2012
- Community Services, Recreation and Culture Commission Bylaw No. 3488, 2012.

READ THE FIRST TIME this 23RD day of April, 2018

READ THE SECOND TIME this 23rd day of April, 2018

READ THE THIRD TIME this 23rd day of April, 2018

ADOPTED this 7th day of May, 2018

Signed by the Mayor and City Clerk this 9th day of May, 2018

Original signed by:

Andy Adams

MAYOR

Elle Brovold

CITY CLERK



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