

# DISTRICT OF NORTH SAANICH



## **BYLAW NO. 1389 CONSOLIDATED FOR CONVENIENCE ONLY**

### **A BYLAW TO REGULATE THE COMMUNITY STEWARDSHIP ADVISORY COMMISSION**

The amending bylaw which has been consolidated into "District of North Saanich Community Stewardship Advisory Commission Bylaw", a bylaw to establish a Commission:

**1429**

**as of January 2018**

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## THE DISTRICT OF NORTH SAANICH

### BYLAW NO. 1389

#### A BYLAW TO ESTABLISH A COMMUNITY STEWARDSHIP ADVISORY COMMISSION

The Municipal Council of the District of North Saanich, in open meeting assembled, enacts as follows:

##### **ESTABLISHMENT**

1. There is established a Commission, to be known as the North Saanich Community Stewardship Advisory Commission consisting of the persons referred to in Section 3.

##### **TERMS OF REFERENCE**

2. The purpose of the Community Stewardship Advisory Commission (the Commission) is to provide recommendations to Council on:

(1) Parks issues within the District referred to the Commission by the Council, the Committee of the Whole, or District Staff, which may include but are not limited to:

- (a) matters relating to the acquisition, disposal, enlargement, maintenance, protection and development of municipal parks;
- (b) expenditure of monies in the parkland acquisition revenue fund;
- (c) site-specific park improvement concepts for submission to Council prior to construction of such improvements;
- (d) projects for trail improvements and other worthwhile park projects which may be eligible for senior government funding;
- (e) matters relating to the establishment or enhancement of cycle paths or lanes within the District of North Saanich.

(2) Heritage issues within the District referred to the Commission by the Council, the Committee of the Whole, or District Staff, which may include but are not limited to:

- (a) Implementation of the strategies and actions identified in the District's current Heritage Strategic Plan as directed by Council;
- (b) Development of heritage policies, which shall include the establishment of criteria for the designation of heritage resources within the District of North Saanich, for adoption by Council;
- (c) Identifying natural, cultural and built resources within the District of North Saanich that have heritage value;
- (d) Establishing and maintaining a community heritage register listing real property that is considered to have heritage value of character;

- (e) Requests for designation, preservation, rehabilitation, alteration, renovation or demolition of heritage resources, including building, structures or land; and,
- (f) The annual allocation of funding for the purpose of the Commission's mandate set out herein.

(3) Environmental issues within the District referred to the Commission by the Council, the Committee of the Whole, or District Staff.

### **MEMBERSHIP**

3. The Community Stewardship Advisory Commission shall be comprised of:

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- (a) up to nine (9) voting members (including youth members) who shall be appointed in such a manner that the terms of not more than five expire in any given year;
- (b) residents or owners of property in North Saanich;
- (c) all appointments shall be made by the Council in January of each year and shall be for two (2) year terms. Student members may be appointed for one (1) year term;
- (d) all members are subject to removal at the pleasure of Council during their appointment;
- (e) commission members may not serve on the Commission for more than three consecutive terms unless authorized by Council;
- (f) commission members may not serve on more than one commission as a voting member.

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4. At Council's discretion, the following non-voting member appointments may be made annually:

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- (a) One member of the Tseycum First Nation and one member of the Pauquachin First Nation to serve as a liaison member to the Commission for a two year term;
- (b) One member from the Community Stewardship Commission shall be appointed annually by the Community Stewardship Commission at its first meeting in February to serve as a liaison to the Community Planning Commission;
- (c) One member from the Community Stewardship Commission shall be appointed annually by the Community Stewardship Commission at its first meeting in February to serve as a liaison to the Community Agricultural Commission.

5. One member of Council shall be appointed annually at the first Council meeting in December, to serve as a non-voting liaison to the Community Stewardship Advisory Commission;

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5.1 At Council's discretion, up to two (2) youth voting members may be appointed for a one (1) year term.

### **QUORUM**

6. A majority of the members of the Commission appointed at any one time constitutes a quorum.

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7. Youth members appointed pursuant to subsection 5.1 shall not be used to determine quorum.
8. If there are fewer than five (5) members of the Commission appointed at any one time, a quorum shall be three (3) members.

### **MEETINGS AND PROCEDURES**

9. At its first meeting following the annual Council appointments, the Commission shall elect a Chair and Vice-Chair from those members appointed under Section 3.
10. All questions that may come before the Commission shall be decided by a majority of those members present at a meeting, including the Chair.
11. A member of the Commission who abstains from voting shall be deemed to have voted in the affirmative.
12. Rules of Order acceptable to the Commission shall apply.
13. The District shall appoint a recording secretary for the Commission who shall cause minutes of all meetings and proceedings to be recorded and kept.
14. The minutes shall include only such detail as is necessary to record the topics discussed at the meeting and the Commission's resolutions.
15. The recording secretary for the Commission shall deliver copies of the minutes of the Commission to the Corporate Officer for placement on the agenda of the next regular meeting of the Committee of the Whole.

### **CONFLICT OF INTEREST**

16. Where any member of the Commission attending a meeting of the Commission 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 which 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.
17. After making a declaration under Section 16, the member of the Commission must not:
  - (a) remain or attend at any part of the meeting referred to in Section 16 during which the matter is under consideration;
  - (b) participate in any discussion of the matter at such a meeting;
  - (c) vote on a question in respect of the matter at such a meeting; or

- (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on the question in respect of the matter.

**REPEAL**

- 18. The following bylaws are hereby repealed:
  - (a) North Saanich Heritage Commission Bylaw No. 1265 (2011);
  - (b) North Saanich Environmental Advisory Commission Bylaw No. 1267 (2011);
  - (c) North Saanich Parks Commission Bylaw No. 1266 (2011);

**CITATION**

- 19. This Bylaw may be cited for all purposes as “North Saanich Community Stewardship Advisory Commission Establishment Bylaw No. 1389 (2015)”.

READ A FIRST TIME the 16<sup>th</sup> day of February, 2015.

READ A SECOND TIME the 16<sup>th</sup> day of February, 2015.

AMENDED AT SECOND READING the 16<sup>th</sup> day of February and the 2<sup>nd</sup> day of March, 2015.

READ A THIRD TIME the 2<sup>nd</sup> day of March, 2015.

FINALLY ADOPTED the 9<sup>th</sup> day of March, 2015.

Signed by Alice Finall

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MAYOR

Signed by Curt Kingsley

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CORPORATE OFFICER