



THE DISTRICT OF NORTH SAANICH

BYLAW NO. 1432

A BYLAW TO ESTABLISH A COMMUNITY PLANNING 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 Planning Commission (Community Planning Commission), consisting of the persons referred to in Section 3.

TERMS OF REFERENCE

2. The purpose of the Community Planning Commission is advise Council on all matters respecting land use, community planning or proposed by-laws and permits under Divisions (2), (7), (9) and (11) of Part 26 of the *Local Government Act* that are referred to it by Council, the Committee of the Whole, or District Staff.

MEMBERSHIP

3. The Community Planning Commission shall be comprised of:
 - (a) Up to nine (9) voting members (including youth members) appointed by Council for two year terms who shall be appointed in such a manner that the terms of not more than five expire in any given year;
 - (c) residents or owners of property in North Saanich;
 - (d) all appointments shall be made by the Council in January of each year;
 - (e) all members are subject to removal at the pleasure of Council during their appointment;
 - (f) commission members may not serve on the Commission for more than three consecutive terms unless authorized by Council.
 - (g) commission members may not serve on more than one commission as a voting member.
4. At Council's discretion, up to two (2) youth voting members may be appointed for a one (1) year term.
5. At Council's discretion, the following non-voting member appointments shall be made annually:
 - (a) One member of the Community Planning Commission shall be appointed annually by the Community Planning Commission at its first meeting in February to serve as a non-voting liaison to the Community Stewardship Commission;

- (b) One member of the Community Planning Commission shall be appointed annually by the Community Planning Commission at its first meeting in February to serve as a non-voting liaison to the Community Agricultural Commission;
- 6. 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 Planning Commission;

QUORUM

- 7. A majority of the members of the Community Planning Commission appointed at any one time constitutes a quorum.
- 8. Youth members appointed pursuant to Section 4 shall not be used to determine quorum.
- 9. 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

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

CONFLICT OF INTEREST

- 17. Where any member of the Community Planning Commission attending a meeting of the Community Planning 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.

18. After making a declaration under Section 17, the member of the Commission must not:
- (a) remain or attend at any part of the meeting referred to in Section 17 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.

REPEALS

19. The following bylaw is hereby repealed:
- (a) North Saanich Community Planning Commission By-law No. 1388 (2015).

CITATION

20. This By-law may be cited for all purposes as “North Saanich Community Planning Commission Establishment Bylaw No. 1432 (2017)”.


READ A FIRST TIME the 6th day of November, 2017.

READ A SECOND TIME the 6th day of November, 2017.

READ A THIRD TIME the 6th day of November, 2017.

FINALLY ADOPTED the 12th day of January, 2018.




MAYOR


CORPORATE OFFICER