



CITY OF CAMPBELL RIVER
PROVINCE OF BRITISH COLUMBIA

BYLAW NO. 3317

A BYLAW OF THE CITY OF CAMPBELL RIVER TO PROVIDE FOR THE ESTABLISHMENT OF ADVISORY COMMISSIONS.

The Council of the City of Campbell River, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as "**Advisory Commissions Bylaw No. 3317, 2007**".

2. **DEFINITIONS**

In this Bylaw, unless the context otherwise requires:

"Commission" means any of the Advisory Commissions of the City of Campbell River established by Section 3.

"Council" means the Council of the City of Campbell River.

"City " means the City of Campbell River.

3. The following Advisory Commissions are hereby established:

- Community Advisory Commission
- Community Partnership Commission
- Development Advisory Commission
- Environmental Advisory Commission
- Seniors' Advisory Commission

4. **PURPOSE**

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

Community Advisory Commission:

The Community Advisory Commission's function shall be to make recommendations to Council, as requested, on matters concerning parks, community beautification, recreation, sports & cultural issues. The following matters are within the advisory function of the commission:

- Promote the sponsorship of cultural arts and special events by community and civic organizations;
- Stimulate greater public awareness and appreciation of the importance of parks, recreation and cultural arts and community beautification;
- Assist in the formulation of leisure activities and cultural programs for all ages and abilities;
- Stimulate greater public awareness and appreciation of the importance of children and families;
- Provide recommendations on landscaping and community beautification projects.

Community Partnership Commission:

The Community Partnership Commission's function shall be to make recommendations to Council on Community Partnership Applications for Grants in Aid and Service Contracts.

Working in the best interests of all Campbell River residents, the **Commission** will explore ways that community partnership funding can best meet the needs of a growing community.

Council delegates to the Community partnership Commission the power to approve Grants in Aid not exceeding \$1,000.00 each to an organization providing that the application complies with the Council Community Partnership Program Policy. The Commission's authority to approve Grants in aid is limited to the amount approved by Council in the annual Financial Plan.

Development Advisory Commission:

The Development Advisory Commission's function shall be to make recommendations to Council, as requested, on development related matters included in but not limited to Part 26 of the *Local Government Act*, concerning planning policies, regulations and processes, development cost charges, subdivision approvals and building inspection.

Environmental Advisory Commission:

The Environmental Advisory Commission's function shall be to make recommendations to Council, as requested, on environmental matters concerning water, land and air.

Seniors Advisory Commission:

The Seniors' Advisory Commissions function is to make recommendations to Council on matters of concern to seniors, particularly in the area of health care, accessibility and leisure services.

5. APPOINTMENTS

5.1 The appointment structure of the Commissions shall be as follows:

Community Advisory Commission

- 1 (one) member to represent the Seniors Advisory Commission;
- 1 (one) member to represent the Youth Advisory Committee;
- 1 (one) member to represent the Community Council of Partners for Campbell River Region Success by 6.
- 7 (seven) members to represent a cross-section of cultural, community beautification, parks and recreation interests.

Community Partnership Commission:

- 6 (six) members at large, drawn from a broad community representation of people committed to providing community services by local non profit agencies.

Development Advisory Commission:

- 3 (three) members to represent the development community;
- 1 (one) member to represent the private consulting profession (Engineering and/or surveying);
- 1 (one) member to represent the Discovery Coast Greenways Land Trust;
- 1 (one) member to represent the real estate profession;
- 3 (three) members at large.

One representative from Rivercorp [Campbell River Economic Development Corporation], in an advisory capacity, may be invited for expertise and contribution on matters related to economic development, but may not be permitted to vote.

Environmental Advisory Commission:

- 1 (one) member to represent the Discovery Coast Greenways Land Trust;
- 1 (one) representative to be selected from the following groups (Willow Creek Watershed Society, Simms Creek Stewards, Nunns Creek Stewards, Kingfisher Creek Society);
- 1 (one) member to represent the Campbell River Environmental Committee;
- 1 (one) member to represent the Provincial Ministry of Environment;
- 1 (one) member to represent Fisheries and Oceans Canada;
- 1 (one) member to represent the local Qualified Environmental Professionals (QEP's);
- 1 (one) member to represent major industry (Elk Falls Mill, Quinsam Coal, others);
- 1 (one) member to represent First Nations;
- 1 (one) member to represent the community at large.

Seniors Advisory Commission:

- 9 (nine) members at large.
- 5.2** All appointments shall be for a three (3) year term, commencing on the 1st day of April 2006 and every 3rd year thereafter. The term of appointment to the Commissions shall expire March 31st or when a successor is appointed.
- 5.3** Where this bylaw provides for the appointment of a Commission member to serve as a representative to another Commission, the Commission is authorized to designate its representative.
- 5.4** One member of Council shall be an ex-officio member of each Commission provided, however, that person shall not be considered as a member of the Commission for the purpose of calculating a quorum and shall be given the privilege of the floor, but not be permitted to vote.
- 5.5** At least two-thirds (2/3^{rds}) of the members appointed to each Commission shall be residents of the City.
- 5.6** Any appointee to the Commission may be removed by an affirmative vote of two-thirds (2/3^{rds}) of all members of Council.
- 5.7** In the event of a vacancy, Council may appoint a person for the unexpired term.
- 5.8** Any member who is absent from meetings of the Commission for two (2) consecutive regular meetings, without leave of absence from the Commission or without reason satisfactory to the Commission, shall, with concurrence of Council, forthwith cease to be a member of the Commission.
- 5.9** A member of the Commission may not serve for more than two (2) consecutive terms. Council may, however, by two-thirds (2/3^{rds}) majority of those present, reappoint a person who has served two (2) consecutive terms.

6. TASKS OF THE COMMISSION

- 6.1** Each Commission and its members are required to:
- 6.1.1** Work in an atmosphere of mutual respect between Commission members;
 - 6.1.2** Remain accessible to each other, and to the Commission;
 - 6.1.3** Regularly consult with the peer groups that they represent;
 - 6.1.4** Follow the City's established media contact process;

6.1.5 Raise Commission awareness of community issues and assist in relaying factual information to and from the community;

6.1.6 Regularly share, and disseminate information between all Commission members on a timely basis.

6.2 A quorum for a meeting shall be the majority of members appointed.

6.3 Each member of each Commission shall serve without remuneration.

6.4 Each Commission shall meet at least four (4) times per year at the call of the Chair, but additional meetings may be called by the Chair or by any three (3) members upon two (2) clear days notice, provided, however, that notice of a meeting may be waived with the consent of all members of the Commission.

6.5 All issues considered shall be determined based on consensus, following free and unencumbered discussion.

6.6 Under the direction of the Chair, administrative staff shall be responsible for the preparation of agendas, minutes and follow-up from the meetings. The Commission meeting minutes shall be presented to Council for information and placed on the next regularly scheduled Commission agenda for review and adoption. Upon adoption, the minutes are to be signed by the Chair or member presiding and distributed to the Commission members. Commission proceedings will be open to members of the public, unless authorized to be in-camera by the Community Charter.

7. CHAIR

7.1 The Commission shall elect, from its members at its first meeting of each year, a Chair and Vice-Chair who shall hold office for the ensuing year or until their successors are elected.

7.2 The Chair shall preside at meetings of the Commission when present and in his absence, the Vice-Chair will preside over the meeting.

7.3 If the Chair and Vice-Chair are not present at a duly convened meeting, designated support staff 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 Vice-Chair returns. Such office is terminated by the entrance of the Chair or Vice-Chair, the end of the meeting, or the election of another Chair *pro tem*.

7.4 (a) The Chair shall appoint such Committees as may be deemed necessary by the Commission.
(b) A majority of any Committee shall constitute a quorum.
(c) The Chair may, with the consent of Council, appoint members to Committees that are not members of the Commission.

8. TECHNICAL & ADMINISTRATIVE SUPPORT

8.1 The City Manager shall designate technical and administrative support staff to aid the work of the Commission. Designated support staff may attend the Commission meetings in a resource capacity, but not be permitted to vote.

8.2 Department Managers administer a budget for Commission expenses, which provides for routine expenditures without the need for prior authorization from Council (e.g. Commission lunches, miscellaneous supplies, etc.). Commissions are entitled to reasonable use of City services and facilities, such as meeting rooms, photocopying, stationery supplies, etc., which are to be arranged by way of the support staff.

9. REPORTING

9.1 The Commission shall submit recommendations to Council utilizing the standard reporting format adopted by the City, with the assistance of designated support staff. If deemed appropriate by the City Manager, such reports shall be accompanied by a staff report.

9.2 Each Commission must submit to Council an Annual Report by October 31st of years one (1) and two (2) of each term, and by December 31st in a local government election year. The report shall include:

- (a) a review of its achievements from the previous year;
- (b) a proposed work plan for the ensuing year;
- (c) financial and policy implications of the proposed work plan.

10. REPEAL

10.1 "Advisory Commissions Bylaw No. 3230, 2006" is hereby repealed.

Read a first time on the	11 th	day of	September	2007
Read a second time on the	11 th	day of	September	2007
Read a third time on the	11 th	day of	September	2007
Adopted on the	18 th	day of	September	2007



MAYOR



CITY CLERK