



DISTRICT OF HIGHLANDS

COUNCIL APPOINTMENTS  
SELECT COMMITTEES AND BOARDS

-- 2018 --

Three (3) Select Committees: Terms of Reference followed by Committee List:

1. HERITAGE
2. SOCIAL SUSTAINABILITY
3. SUSTAINABLE LAND USE

Advisory Board: Bylaws followed by Committee List:

4. Board of Variance

# Council and Select Committee Meeting Schedule

Council, Committee of the Whole, Select Committees are held in the School House, unless otherwise posted

The colors denote the color on the 2018 calendar:

<u>Regular Meetings of Council</u>	1 <sup>st</sup> and 3 <sup>rd</sup> Monday of every month – 7:00 p.m. (exception apply for Jan., July, Aug., Sept. & Dec.)
<u>Committee of the Whole Meetings</u>	2 <sup>nd</sup> Monday of every month – 7:00 p.m. (except for Jan., July, Aug. and Sept.)
<u>Heritage Select Committee</u>	2 <sup>nd</sup> Tuesday of every month – 7:30 p.m. (except for July, August and December)
<u>Social Sustainability Select Committee</u> **Meetings in Pike House	4 <sup>th</sup> Tuesday of every month – 7:30 p.m. (except for July, August and December)
<u>Sustainable Land Use Select Committee</u>	3 <sup>rd</sup> Tuesday of every month – 7:00 p.m. (except for July, August and December)
<u>Board of Variance</u>	As required

There are no Council Meetings scheduled on the fifth Monday in any given month unless otherwise posted. A Council Meeting that falls on a Statutory Holiday is reschedule to the next business day (Tuesday) at the same time. Any Committee Meeting scheduled on a “Statutory Holiday” will be moved to the next business day. Please contact the District Office for information as appropriate.

## ACTING MAYOR ROTATION (8 month term)

Acting Mayor	August 1, 2017 to March 31, 2018	Councillor Gord Baird
Acting Mayor	April 1, 2018 to October 31, 2018	Councillor Karen Burns

## SELECT COMMITTEE APPOINTMENTS

Heritage Select Committee - Council Liaison Councillor Marcie Mclean, Alternate Council Liaison Councillor Leslie Anderson

Social Sustainability Select Committee – Council Liaison Councillor Ann Baird, Alternate Council Liaison Councillor Gord Baird

Sustainable Land Use Select Committee– Council Liaison Councillor Karen Burns, Alternate Council Liaison Councillor Gord Baird

## ADVISORY COMMISSION APPOINTMENT

Board of Variance – Secretary, Laura Beckett, Planner

# 2018 Council APPOINTMENTS

## **MAYOR**

**MAYOR KEN WILLIAMS**  
250-882-5481  
kwilliams@highlands.ca

Capital Regional District Board – Director  
Capital Regional Hospital Board – Director  
Capital Regional District – Chair, Planning & Protective Services Committee  
Capital Regional District – Hospital & Housing Committee  
Capital Regional District – Finance Committee  
Capital Regional District – Regional Parks Committee  
Ex-Officio – all committees

## **COUNCILLORS**

**COUNCILLOR LESLIE ANDERSON**  
778-350-8180  
Leslie.corvidconsulting@gmail.com

CREST Alternate  
Greater Victoria Family Court and Youth Justice Committee Alternate Representative  
Heritage Select Committee Council Liaison Alternate  
Treaty Advisory Committee Alternate  
West Shore Parks and Recreation Society Representative

**COUNCILLOR ANN BAIRD**  
250-478-2680  
ann@eco-sense.ca

CRD Climate Action Committee Representative  
Social Sustainability Select Committee Council Liaison  
The South Island Prosperity Project

**COUNCILLOR GORD BAIRD**  
250- 478-2680  
gord.baIRD@gmail.com

CRD Housing Trust Fund Commission Alternate  
CRD Climate Action Committee Alternate  
CRD Water Commission Director  
Capital Region Invasive Species Partnership Representative  
District of Highland Emergency Planning Liaison  
Juan de Fuca Water Commission Director  
Social Sustainability Select Committee Council Liaison Alternate  
Sustainable Land Use Select Committee Council Liaison Alternate

**COUNCILLOR KAREN BURNS**  
250-391-6227  
burnska@shaw.ca

Sustainable Land Use Select Committee Liaison  
Greater Victoria Library Board Representative  
Intermunicipal Committee on Disability Issues Alternate Representative  
Western Communities Policing Advisory Representative

**COUNCILLOR MARCIE MCLEAN**  
250-474-4725  
marciemclean@shaw.ca

Co-existing with Carnivores Alliance Representative  
Heritage Select Committee Council Liaison  
Greater Victoria Family Court and Youth Justice Committee Representative  
Intermunicipal Committee on Disability Issues Representative  
Western Communities Policing Advisory Alternate Representative  
West Shore Parks and Recreation Society Director Alternate

**COUNCILLOR KAREL ROESSINGH**  
250-727-9808  
Karel@roessong.com

Capital Regional District Board Alternate Director  
Capital Regional Hospital Board Alternate Director  
CRD Art Committee Representative  
CRD Housing Trust Fund Commission Representative  
CREST Representative  
District of Highland Emergency Planning Alternate Liaison

# **HIGHLANDS COUNCIL APPOINTMENTS**

2018 (Alphabetical)

Capital Region Emergency Service Telecommunications (CREST) .....	Councillor Roessingh
Capital Region Emergency Service Telecommunications (CREST) - Alternate .....	Councillor Anderson
Capital Region Invasive Species Partnership .....	Councillor Gord Baird
Capital Regional District Arts Commission .....	Councillor Karel Roessingh
Capital Regional District Finance Committee.....	Mayor Ken Williams
Capital Regional District Board and Hospital Board – Director .....	Mayor Ken Williams
Capital Regional District Board and Hospital Board – Alternate .....	Councillor Karl Roessingh
Capital Regional District Hospital and Housing Committee .....	Mayor Ken Williams
Capital Regional District Housing Trust Fund Commission –Director .....	Councillor Karel Roessingh
Capital Regional District Housing Trust Fund Commission - Alternate .....	Councillor Gord Baird
Capital Regional District Chair, Planning and Protective Services.....	Mayor Ken Williams
Capital Regional District Regional Parks Committee .....	Mayor Ken Williams
Capital Regional District Regional Water Commission – Director .....	Councillor Gord Baird
Capital Regional District Regional Water Commission – Alternate .....	Councillor Karel Roessingh
Coexisting with Carnivores Alliance .....	Councillor Marcie McLean
Community Policing Advisory Committee .....	Councillor Karen Burns
Community Policing Advisory Committee - Alternate .....	Councillor Marcie McLean
District of Highlands Heritage Select Committee.....	Councillor Marcie McLean
District of Highlands Heritage Select Committee - Alternate .....	Councillor Leslie Anderson
District of Highlands Emergency Planning .....	Councillor Gord Baird
District of Highlands Emergency Planning - Alternate .....	Councillor Karel Roessingh
District of Highlands Social Sustainability Select Committee.....	Councillor Ann Baird
District of Highlands Social Sustainability Select Committee - Alternate .....	Councillor Gord Baird
District of Highlands Sustainable Land Use Select Committee .....	Councillor Karen Burns
District of Highlands Sustainable Land Use Select Committee - Alternate .....	Councillor Gord Board
Greater Victoria Public Library .....	Councillor Karen Burns
Intermunicipal Advisory Committee on Disability Issues .....	Councillor Marcie McLean
Intermunicipal Advisory Committee on Disability Issues - Alternate .....	Councillor Karen Burns
Juan de Fuca Retail Water Commission – Director .....	Councillor Gord Baird
Juan de Fuca Retail Water Distribution Commission – Alternate .....	Councillor Karel Roessingh
The South Island Prosperity Project.....	Councillor Ann Baird
Treaty Advisory Committee .....	Mayor Ken Williams
Treaty Advisory Committee - Alternate .....	Councillor Leslie Anderson
Victoria Family Court and Youth Justice Committee - .....	Councillor Marcie McLean
Victoria Family Court and Youth Justice Committee – Alternate .....	Councillor Leslie Anderson
West Shore Parks and Recreation Owners Representative .....	Mayor Ken Williams
West Shore Parks and Recreation Society .....	Councillor Leslie Anderson
West Shore Parks and Recreation Society - Alternate .....	Councillor Marcie McLean
Western Communities Policing Advisory Committee .....	Councillor Karen Burns
Western Communities Policing Advisory Committee Alternate .....	Councillor Marcie McLean

**DISTRICT OF HIGHLANDS COUNCIL MEETINGS: 1<sup>st</sup> and 3<sup>rd</sup> Mondays of every month at 7:00 p.m.**

**DISTRICT OF HIGHLANDS COMMITTEE OF THE WHOLE: 2<sup>nd</sup> Monday of every month at 7:00 p.m.)**

***Bold or color coded: Highlands Select Committees/ Commissions/ Task Force***

Regular Print: Highlands invited to “appoint” reps to these Committees/Commissions – not “ours”

Capital Region Emergency Service Telecommunications (CREST) – 625 Fisgard St. 3 <sup>rd</sup> Wednesday every month at 3:30 p.m. Call 250-391-6552 for information	Capital Regional District Arts Commission – 625 Fisgard Street 4 <sup>th</sup> Wednesday every month at 4:00 p.m. Call 360-3129 for information
Capital Regional District Board & Hospital Board 625 Fisgard St. - 2nd Wednesday every month at 1:30 p.m. Call 360-3129 for information	Capital Regional District – Hospital and Housing Committee 625 Fisgard Street - 3 <sup>rd</sup> Wednesday of every month at 9:30 a.m. Call 474-9600 for information
Capital Regional District – Finance Committee 625 Fisgard Street - 1 <sup>st</sup> Wednesday of every month at 9:30 a.m. Call 474-9600 for information	Capital Regional District – Housing Trust Fund Commission 625 Fisgard Street - 4 <sup>th</sup> Wednesday Feb – Apr – Jun – Nov – 1.30pm. Call 474-9600 for information
Capital Regional District – Planning & Protective Services 625 Fisgard Street - 4 <sup>th</sup> Wednesday of every month at 9:30 a.m. Call 474-9600 for information	Capital Regional District – Regional Parks Committee 625 Fisgard Street - 3 <sup>rd</sup> Wednesday of every month at 9:30 a.m. Call 474-9600 for information
Capital Regional District - Regional Water Supply Commission 625 Fisgard Street - 3 <sup>rd</sup> Wednesday of every month at 12:30 p.m. Call 474-9600 for information	Capital Region Invasive Species Partnership Generally held in/ at Saanich Municipal Hall
Co-existing with Carnivores Alliance Generally held in / at Metchosin District Office	Community Policing Advisory Committee 698 Atkins-Community Policing Room 2nd Wednesday every month at 5:45 p.m. Call 474-8752 for info (RCMP office)
Emergency Planning – District Office Meet as required	Greater Victoria Family Court and Youth Justice Committee City of Victoria Council Chambers Usually 3 <sup>rd</sup> Wednesday of month (except July, Aug and Sept) at 11:30 a.m. Call 356-7650 for information
Greater Victoria Public Library Board Liaison 735 Broughton Street 4 <sup>th</sup> Tuesday of each month at noon Call 250-413-0356 for information	<b><i>Heritage Select Committee – District of Highlands</i></b> <b><i>1589 Millstream Road</i></b> <b><i>Pike House – 1589 Millstream Road</i></b> <b><i>2<sup>nd</sup> Wednesday of each month</i></b>
Intermunicipal Advisory Committee on Disability Issues Colwood City Hall - 3300 Wishart Road (but may vary ) 3rd Thursday of every month at 7:00 p.m Call 478-5541 for information	Juan de Fuca Water Commission – 479 Island Hwy. 1st Tuesday of every month at 12:00 p.m. CRD Water Department Call 474-9600 for info.
<b><i>Social Sustainability Select Committee</i></b> <b><i>1589 Millstream Road – Pike House</i></b> <b><i>2<sup>nd</sup> Tuesday of each month</i></b>	<b><i>Sustainable Land Use Select Committee</i></b> <b><i>1589 Millstream Road – School House</i></b> <b><i>3<sup>rd</sup> Tuesday of each month</i></b>
Treaty Advisory Committee **Not open to the public. Call Mayor Williams for information - this is his portfolio: 479-7497.	West Shore Parks & Recreation Society 1767 Island Highway 2nd Thursday of every month (except August) at 7:00 p.m. at Juan de Fuca Recreation Centre Call 474-8610 for information.

**If changes or additions are required, please let Administration know! Thanks!**



# Terms of Reference and Bylaw for Committees

## HERITAGE SELECT COMMITTEE TERMS OF REFERENCE

### **Committee Name**

The committee name shall be the *Heritage Select Committee*.

### **Staffing**

Staff support shall be provided for agenda preparation and electronic distribution. Staff may attend meetings when appropriate at the discretion of the Chief Administrative Officer.

### **Background**

Sustainable Highlands is an Integrated Community Sustainability Plan (ICSP) developed to provide a framework and guidance towards its desired and sustainable future and will inform all planning, policy development, and decision-making. The following documents will serve as the basis for the Committee's work plan:

1. "Community Heritage Values and a Heritage Vision for the District of Highlands", by the Heritage Task Force,
2. "Recommendations for a District of Highlands Heritage Register," also by the Heritage Task Force,
3. "Sustainable Highlands"
4. "District of Highlands Community Heritage Register"

### **Mandate**

The Highlands Heritage Select Committee will be important contributors and work with the District to make recommendations to implement actions that will move the community towards its vision of success and sustainability with respect to Heritage.

The Committee is the community advisory committee for identifying and prioritizing specific actions in, "Recommendations for a District of Highlands Heritage Register," and assisting, as necessary, with advice regarding Heritage as it relates to Sustainable Highlands.

### **Membership**

The representatives should possess the following characteristics: expertise / interest in heritage, sustainability, commitment and ability as an effective team player and to the degree to which it is possible the Committee should be comprised of committee members with a diversity of backgrounds.

### Voting Members

Voting Select Committee members shall be appointed by Council and will be comprised of a minimum of three (3) and up to seven (7) community representatives (both resident and non-resident property owners).

### Non-Voting Electronic Committee Members

The District will appoint up to twenty (20) Electronic Participants to participate in all three committees (Sustainable Land Use Select Committee, Social Sustainability Select Committee and Heritage Select Committee). These E Participants, may at their

discretion, provide input to the Committees on specific issues that the Committees are addressing. The E Participants will receive agendas and shall provide any comments they may wish to make to the Voting Committee for consideration at their meetings.

E-participants shall be appointed by Council and may wish to participate in all or only some of the items the committee is working on through email correspondence. E-participants shall report back via the Corporate Officer.

#### Council Liaison

One appointed non-voting Council Liaison and an Alternate shall be appointed to the Select Committee. The role of the Council Liaison shall be to provide updates and information from Council to the Select Committee but not to actively participate in deliberations of the Select Committee.

#### Term

Appointed Committee members shall serve a two year term.

#### Attendance

Members shall provide advance notification to the Chair if unavailable to attend scheduled meeting.

#### Agenda Preparation and Distribution

It is expected that agenda distribution will be paperless and all committee members will have a way of participating using an electronic device (if necessary committee members may pick up a paper copy at the District Office)

The agenda shall be prepared and distributed by District staff 10 days prior to the scheduled meeting

E-participants who wish to respond to any agenda item **must** have their comments to the Corporate Officer no later than 3 business days prior to the scheduled meeting in order for the Corporate Officer to circulate comments to Committee Members

#### **Reporting Protocol**

Committee recommendations shall be forwarded to Council through Committee of the Whole by way of the office of the Chief Administrative Officer. Minutes and recommendations are forwarded to Council for receipt and approval respectively.

#### **Roles within the Committee**

Annually in January, the Committee shall elect a Chair and Vice Chair for meeting management and a Recording Secretary for taking minutes. No committee member shall serve more than two consecutive years as Chair.

#### Specific Duties of the Chair

- Ensure that agenda information is provided to the Corporate Officer 10 days prior to the scheduled meeting date for agenda preparation and distribution
- Arrange and/ or cancel bookings of meeting place venue
- Ensure the Committee meeting has quorum
- Ensure members are kept on topic
- Provide all members with a reasonable opportunity to express their point of view



- Arrange for appropriate committee member to attend the Committee of the Whole meeting when necessary
- Advise Committee of any change of date or venue for meeting

#### Specific Duties of the Recording Secretary

- Record and transcribe minutes of the committee
- Provide minutes in a timely manner to District staff (to be forwarded to following Committee meeting for approval)
- Forward approved signed minutes to District staff for Council receipt
- Ensure appropriate Committee recommendations are forwarded to CAO for inclusion on the Committee of the Whole Agenda

#### **Terms**

Appointments shall be for a two-year term. Appointments shall be staggered to minimize turnover in any one year. E-participants shall be appointed for a two year term.

#### **Specific Duties of the Committee**

The Committee is responsible for the following:

1. Review the annual priority actions as established in Sustainable Highlands, taking into consideration the recommendations in the reports: Community Heritage Values, A Heritage Vision for the District of Highlands and Recommendations for a District of Highlands Heritage Register, and District of Highlands Community Heritage Register and make recommendations annually to Council regarding the Committee's work plan and specific items within the work plan.
2. Consider sustainability issues or concerns related to these documents and any items referred to it by Council

#### **Meetings**

1. The Heritage Select Committee will meet once per month or as otherwise determined with the exception of July/ August and December.
2. When committee members resign, the Chair will notify the Chief Administrative Officer. If required the District will actively seek committee members in advertisements and other public notices.
3. Quorum shall be one more than half of the total number of Voting Committee members, one of whom must be the Chair or the Vice-Chair

#### **Procedural Bylaw**

The committee will operate under the District of Highlands procedural bylaw and be subject to the Code of Ethics Policy No. II-108 as it relates to membership on the Committee.

**HERITAGE SELECT COMMITTEE**

<i><b>NAME</b></i>	<i><b>ADDRESS</b></i>	<i><b>TELEPHONE</b></i>	<i><b>TERM</b></i>
McLEAN, Marcie Council Liaison	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	
ANDERSON, Leslie Alternate Council Liaison	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	
<b>COMMITTEE MEMBERS</b>			
ALLEN, Daphne	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	2 Years Expires Dec / 2018
GOSE, Sally	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	2 Years Expires Dec / 2018
McMINN, Bob	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	2 Years Expires Dec / 2018
DOBB, Allen	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	1 Year Expires Dec / 2017

## SOCIAL SUSTAINABILITY SELECT COMMITTEE TERMS OF REFERENCE

### **Committee Name**

The committee name shall be the *Social Sustainability Select Committee*.

### **Staffing**

Staff support shall be provided for agenda preparation and electronic distribution. Staff may attend meetings when appropriate at the discretion of the Chief Administrative Officer.

### **Background**

Sustainable Highlands is an Integrated Community Sustainability Plan (ICSP) developed to provide a framework and guidance towards its desired and sustainable future and will inform all planning, policy development, and decision-making and serves as the basis for the Committee's work plan.

### **Mandate**

The Highlands Social Sustainability Select Committee will be important contributors and work with the District to make recommendations to implement actions that will move the community towards its vision of success and sustainability.

The Committee is the community advisory committee for identifying and prioritizing specific actions of the following strategy areas within Sustainable Highlands:

- Healthy Community (Grant in Aids)
- Economy and Work
- Education and Leisure
- Transportation and Mobility
- Food
- Related Financial Sustainability

### **Membership**

The representatives should possess the following characteristics: expertise / interest in sustainability, commitment and ability as an effective team player and to the degree to which it is possible the Committee should be comprised of committee members with a diversity of backgrounds.

### Voting Members

Voting Select Committee members shall be appointed by Council and will be comprised of a minimum of five (5) and up to seven (7) community representatives (both resident and non-resident property owners).

### Non-Voting Electronic Committee Members

The District will appoint up to twenty Electronic Participants to participate in all three committees (Sustainable Land Use Select Committee, Social Sustainability Select Committee and Heritage Committee). These E Participants, may at their discretion, provide input to the Committees on specific issues that the Committees are addressing. The E Participants will receive agendas and shall provide any comments they may wish to make to the Voting Committee for consideration at their meetings. .

E-participants shall be appointed by Council and may wish to participate in all or only some of the items the committee is working on through email correspondence. E-participants shall report back via the Corporate Officer.

### Council Liaison

One appointed non-voting Council Liaison and an Alternate shall be appointed to the Select Committee. The role of the Council Liaison shall be to provide updates and information from Council to the Select Committee but not to actively participate in deliberations of the Select Committee.

### Term

Appointed Committee members shall serve a two year term.

### Attendance

Members shall provide advance notification to the Chair if unavailable to attend scheduled meeting.

### Agenda Preparation and Distribution

It is expected that agenda distribution will be paperless and all committee members will have a way of participating using an electronic device (if necessary committee members may pick up a paper copy at the District Office)

The agenda shall be prepared and distributed by District staff 10 days prior to the scheduled meeting

E-participants who wish to respond to any agenda item **must** have their comments to the Corporate Officer no later than 3 business days prior to the scheduled meeting in order for the Corporate Officer to circulate comments to Committee Members

### **Reporting Protocol**

Committee recommendations shall be forwarded to Council through Committee of the Whole by way of the office of the Chief Administrative Officer. Minutes and recommendations are forwarded to Council for receipt and approval respectively.

### **Roles within the Committee**

Annually in January, the Committee shall elect a Chair and Vice Chair for meeting management and a Recording Secretary for taking minutes. No committee member shall serve more than two consecutive years as Chair.

### Specific Duties of the Chair

- Ensure that agenda information is provided to the Corporate Officer 10 days prior to the scheduled meeting date for agenda preparation and distribution
- Arrange and/ or cancel booking at meeting place venue
- Ensure the Committee meeting has quorum
- Ensure members are kept on topic
- Provide all members with a reasonable opportunity to express their point of view
- Arrange for appropriate committee member to attend the Committee of the Whole meeting when necessary
- Advise Committee of any change of date or venue for meeting

### Specific Duties of the Recording Secretary

- Record and transcribe minutes of the committee
- Provide minutes in a timely manner to District staff (to be forwarded to following Committee meeting for approval)
- Forward approved signed minutes to District staff for Council receipt
- Ensure appropriate Committee recommendations are forwarded to CAO for inclusion on the Committee of the Whole Agenda

### **Terms**

Appointments shall be for a two-year term. Appointments shall be staggered to minimize turnover in any one year. E-participants shall be appointed for a two year term.

### **Specific Duties of the Committee**

The Committee is responsible for the following:

1. Review the annual priority actions as established in Sustainable Highlands and make recommendations annually to Council regarding the Committee's work plan and specific items within the work plan.
2. Consider sustainability issues or concerns related to the five strategy areas and any items referred to it by Council

### **Meetings**

4. The Social Sustainability Select Committee will meet once per month or as otherwise determined with the exception of July/ August and December.
5. When committee members resign, the Chair will notify the Chief Administrative Officer. If required the District will actively seek committee members in advertisements and other public notices.
6. Quorum shall be one more than half of the total number of Voting Committee members, one of whom must be the Chair or the Vice-Chair

### **Procedural Bylaw**

The committee will operate under the District of Highlands procedural bylaw and be subject to the Code of Ethics Policy No. II-108 as it relates to membership on the Committee.

**SOCIAL SUSTAINABILITY SELECT COMMITTEE**

<b><i>NAME</i></b>	<b><i>ADDRESS</i></b>	<b><i>TELEPHONE</i></b>	<b><i>TERM</i></b>
BAIRD, Ann Council Liaison	3295 Compton Road Highlands, BC V9E 1C8	250-478-2680 <a href="mailto:ann@eco-sense.ca">ann@eco-sense.ca</a>	
BAIRD, Gord Alternate Council Liaison	3295 Compton Road Highlands, BC V9E 1C8	250-478-2680 <a href="mailto:gord.baird@gmail.com">gord.baird@gmail.com</a>	
<b><i>COMMITTEE MEMBERS</i></b>			
LEE, Warren	1980 Millstream Road Highlands, BC V9B 6H1	474-1773	2 Years Expires Dec/ 2018
McMINN, Bob	1980 Millstream Road Highlands, BC V9B 6H1	474-1773	1 Year Expires Dec/ 2017
WILLIAMS, Janet	1980 Millstream Road Highlands, BC V9B 6H1	474-1773	1 Year Expires Dec/ 2017

## SUSTAINABLE LAND USE SELECT COMMITTEE TERMS OF REFERENCE

### **Committee Name**

The committee name shall be the *Sustainable Land Use Select Committee*.

### **Staffing**

Staff support shall be provided for agenda preparation and electronic distribution. Staff may attend meetings when appropriate at the discretion of the Chief Administrative Officer.

### **Background**

Sustainable Highlands is an Integrated Community Sustainability Plan (ICSP) developed to provide a framework and guidance towards its desired and sustainable future and will inform all planning, policy development, and decision-making and serves as the basis for the Committee's work plan.

### **Mandate**

The Highlands Sustainable Land Use Select Committee will be important contributors and work with the District to make recommendations to implement actions that will move the community towards its vision of success and sustainability.

The Committee is the community advisory committee for identifying and prioritizing specific actions of the following strategy areas within Sustainable Highlands:

- Land Use and Natural Area
- Energy
- Building and Sites
- Water and Waste
- Related Financial Sustainability

### **Membership**

The representatives should possess the following characteristics: expertise / interest in sustainability, commitment and ability as an effective team player and to the degree to which it is possible the Committee should be comprised of committee members with a diversity of backgrounds.

### **Voting Members**

Voting Select Committee members shall be appointed by Council and will be comprised of a minimum of five (5) and up to seven (7) community representatives (both resident and non-resident property owners).

### Non-Voting Electronic Committee Members

The District will appoint up to twenty (20) Electronic Participants to participate in all three committees (Sustainable Land Use Select Committee, Social Sustainability Select Committee and Heritage Select Committee). These E Participants, may at their discretion, provide input to the Committees on specific issues that the Committees are addressing. The E Participants will receive agendas and shall provide any comments they may wish to make to the Voting Committee for consideration at their meetings.

E-participants shall be appointed by Council and may wish to participate in all or only some of the items the committee is working on through email correspondence. E-participants shall report back via the Corporate Officer.

### Council Liaison

One appointed non-voting Council Liaison and an Alternate shall be appointed to the Select Committee. The role of the Council Liaison shall be to provide updates and information from Council to the Select Committee but not to actively participate in deliberations of the Select Committee.

### Term

Appointed Committee members shall serve a two year term.

### Attendance

Members shall provide advance notification to the Chair if unavailable to attend scheduled meeting.

### Agenda Preparation and Distribution

It is expected that agenda distribution will be paperless and all committee members will have a way of participating using an electronic device (if necessary committee members may pick up a paper copy at the District Office)

The agenda shall be prepared and distributed by District staff 10 days prior to the scheduled meeting

E-participants who wish to respond to any agenda item **must** have their comments to the Corporate Officer no later than 3 business days prior to the scheduled meeting in order for the Corporate Officer to circulate comments to Committee Members

### **Reporting Protocol**

Committee recommendations shall be forwarded to Council through Committee of the Whole by way of the office of the Chief Administrative Officer. Minutes and recommendations are forwarded to Council for receipt and approval respectively.

### **Roles within the Committee**

Annually in January, the Committee shall elect a Chair and Vice Chair for meeting management and a Recording Secretary for taking minutes. No committee member shall serve more than two consecutive years as Chair.



### Specific Duties of the Chair

- Ensure that agenda information is provided to the Corporate Officer 10 days prior to the scheduled meeting date for agenda preparation and distribution
- Arrange and/ or cancel bookings of meeting place venue
- Ensure the Committee meeting has quorum
- Ensure members are kept on topic
- Provide all members with a reasonable opportunity to express their point of view
- Arrange for appropriate committee member to attend the Committee of the Whole meeting when necessary
- Advise Committee of any change of date or venue for meeting

### Specific Duties of the Recording Secretary

- Record and transcribe minutes of the committee
- Provide minutes in a timely manner to District staff (to be forwarded to following Committee meeting for approval)
- Forward approved signed minutes to District staff for Council receipt
- Ensure appropriate Committee recommendations are forwarded to CAO for inclusion on the Committee of the Whole Agenda

### **Terms**

Appointments shall be for a two-year term. Appointments shall be staggered to minimize turnover in any one year. E-participants shall be appointed for a two year term.

### **Specific Duties of the Committee**

The Committee is responsible for the following:

3. Review the annual priority actions as established in Sustainable Highlands and make recommendations annually to Council regarding the Committee's work plan and specific items within the work plan.
4. Consider sustainability issues or concerns related to the five strategy areas and any items referred to it by Council

### **Meetings**

7. The Sustainable Land Use Select Committee will meet once per month or as otherwise determined with the exception of July/ August and December.
8. When committee members resign, the Chair will notify the Chief Administrative Officer. If required the District will actively seek committee members in advertisements and other public notices.
9. Quorum shall be one more than half of the total number of Voting Committee members, one of whom must be the Chair or the Vice-Chair

### **Procedural Bylaw**

The committee will operate under the District of Highlands procedural bylaw and be subject to the Code of Ethics Policy No. II-108 as it relates to membership on the Committee.

**SUSTAINABLE LAND USE SELECT COMMITTEE**

<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>	<b>TERM</b>
BURNS, Karen Council Liaison	746 Caleb Pike Road Highlands, BC V9B 6G5	250-391-6227 <a href="mailto:burnska@shaw.ca">burnska@shaw.ca</a>	
BAIRD, Gord Alternate Council Liaison	3295 Compton road Highlands, BC V9E 1C8	250-478-2680 <a href="mailto:gord.baird@gmail.com">gord.baird@gmail.com</a>	
<b>COMMITTEE MEMBERS</b>			
ROGER, Allan	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	2 Years Expires Dec / 2018
RAYNER, Ellie	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	2 Years Expires Dec / 2018
McMINN, Bob	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	2 Year Expires Dec / 2017
MACKAS, Dave	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	2 Year Expires Dec / 2018
GRIGG, Neville	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	1 Year Expires Dec / 2017
LAMBRECHT, Ingo	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	1 Year Expires Dec / 2017

**E-Participants to Select Committees**

<b><i>NAME</i></b>	<b><i>ADDRESS</i></b>	<b><i>TELEPHONE</i></b>	<b><i>TERM</i></b>
LEE, Warren	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	2 Years Expires Dec / 2018
WILLIAMS, Janet	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	2 Years Expires Dec / 2017
MCMINN, Dianne	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	2 Years Expires Dec / 2018
LOUBSER, Andries	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	2 Years Expires Dec / 2018
HUSBAND, Vicky	1980 Millstream Road Highlands, BC V9B 6H1	250-474-1773	2 Years Expires Dec / 2018



## DISTRICT OF HIGHLANDS

### BYLAW NO. 260

#### A BYLAW TO ESTABLISH A BOARD OF VARIANCE

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The Council of the District of Highlands, in open meeting assembled, Enacts As Follows:

**1. ESTABLISHMENT:**

- 1.1 A Board of Variance is established by bylaw in accordance with the provisions of the Local Government Act.

**2. INTERPRETATION:**

- 2.1 In this Bylaw:

“Board” means the District of Highlands Board of Variance

“Chairman” means the Chairman of the Board of Variance

“District” means the District of Highlands

“Council” means the Municipal Council of the District of Highlands

“Secretary” means the Secretary to the Board of Variance appointed under this bylaw.

**3. APPOINTMENT of BOARD MEMBERS:**

- 3.1 The Board shall consist of three members appointed by Council for a three year term each.

- 3.2 The Board of Variance must elect one of their members as Chair and the Chair may appoint an acting Chair to act in the absence of the Chair.

- 3.3 Despite Section 3.1, all members of the Board who hold office at the time that this Bylaw comes into force, continue to be members of the Board until:

- a) the end of their term; or
- b) Council rescinds their appointment.

**4. SECRETARY TO THE BOARD:**

- 4.1 The Council shall appoint a Secretary to the Board of Variance.

4.2 The Secretary, in addition to receiving applications and preparing agendas on behalf of the Board, must:

- (a) Maintain minutes of all proceedings and orders of the Board; and
- (b) After their adoption by the Board, ensure that such minutes:
  - i) Are submitted to the Chair and Secretary for signature;
  - ii) To ensure that proper notification is given in compliance with this bylaw; and
  - iii) Are forwarded to the Municipal Clerk for safekeeping and make a copy available for public inspection during the normal business hours of the District.

**5. MEETINGS:**

5.1 A meeting of the Board of Variance shall be held on the first Wednesday of each month, unless otherwise determined by the Chair of the Board of Variance in consultation with the Secretary and all other members of the Board of Variance.

5.2 In the event that no application of appeal to the Board of Variance is deposited with the Secretary to the Board of Variance at least ten (10) calendar days prior to the date of the next meeting, then no meeting need be held.

5.3 A meeting of the Board of Variance on a particular appeal shall be held not more than forty (40) days after the date of receipt of the notice of appeal unless an extension is allowed by written consent of the appellant.

5.4 The Board of Variance shall be convened by the Chair on the date of the hearing and at the time set out in the notice.

5.5 The Board of Variance shall hear representation made to the Board.

5.6 The deliberations of the Board of Variance shall be open to the public.

**6. NOTICE OF APPEAL:**

6.1 Any person desiring to appeal to the Board shall complete the application for an appeal to the Board of Variance and submit to the Secretary to the Board. The application shall:

- a) State clearly the grounds upon which the appeal is based and relief sought.
- b) Where applicable, include scale drawings depicting the following:
  - i) The location of all buildings and structures on the subject property (site plan);
  - ii) All pertinent exterior building elevations;
  - iii) The use of floor space.

- iv) In an appeal under Section 901(1) of the Local Government Act, the portion of the proposed work that does not comply with a bylaw respecting the siting, dimensions or size of a building or structure, or, in the case of an appeal of a bylaw under Division 2 of Part 22 of the Local Government Act; and
  - v) A site plan showing the location of all trees for which a cutting or removal permit has been denied.
- c) Be accompanied by a non-refundable application fee of Two Hundred and Fifty Dollars (\$250.00).
- 6.2 A notice of appeal under Sections 901(1)(a), 901(1)(b), 901(1)(c), or 901(2) of the Local Government Act shall be filed only after:
- a) the denial of a formal application for a building permit by the Building Department of the District; or
  - b) the denial of a tree cutting or removal permit by the District.
- 6.3 Where an appeal is based on a determination of value made pursuant to Section 911(8) of the Local Government Act, notice of appeal shall be filed no later than thirty days (30) after the appellant has been advised in writing of such determination.

## **7. NOTICE OF HEARING:**

- 7.1 The Secretary shall, not less than seven (7) days before the hearing of an appeal under Section 901 of the Local Government Act, mail notice of the hearing to all owners and occupiers of land that is:
- a) the subject of the appeal; or
  - b) adjacent to the land that is subject of the appeal.
- 7.2 Notice under Section 7.1 shall state the subject matter of the appeal and the date, time and place where the appeal will be heard.
- 7.3 Public Notice of a hearing may be given where the Board so orders. Where ordered, such notice shall be given by publishing the date, time and place of the hearing, along with a statement of the subject matter of the appeal, in a newspaper or local periodical distributed at least weekly for circulation in the Municipality and containing both news items and advertising, with such publication to appear not less than three days nor more than ten days before the date of the hearing.
- 7.4 The Secretary shall upon receipt of any notice of appeal, or of any written evidence entered before the hearing including staff reports, permit the same to be inspected at the Secretary's office during regular office hours.

**8. CONDUCT OF THE HEARING:**

- 8.1 A quorum of the Board shall be two members. In the absence of the Chairman, and provided that he has not appointed an acting Chairman, the remaining members may appoint one or the other as an Acting Chairman for the duration of a hearing.
- 8.2 Any person with an interest in property within the Municipality is entitled to be heard at a hearing and may be presented by a solicitor or other agent duly appointed in writing.
- 8.3 Any person represented in accordance with Section 8.2, whether or not also attending in person, shall be deemed to be a party attending the hearing.
- 8.4 The District, through an official appointed by the Municipal Council, is entitled to be heard as a party attending the hearing.
- 8.5 Evidence at a hearing may be given orally or in writing, but the Board shall not hear oral evidence except at a regularly constituted hearing of the subject matter of that evidence.
- 8.6 No member of the Board shall not discuss the merits of the appeal with any person who is not a member of the Board or the Secretary, before the Board has reached a decision.
- 8.7 The appellant shall be afforded the first opportunity to present his evidence and arguments; thereafter evidence and arguments shall be presented in such sequence as the Chairman may direct until all interested parties have been afforded a reasonable opportunity to be heard.
- 8.8 The Board may view the property affected by the appeal and surrounding properties.
- 8.9 The Board may adjourn a hearing and no further notice of the hearing is required if the date, time and place for its resumption are stated to those present at the time of adjournment.
- 8.10 If the appellant, having failed to notify the Secretary at least three days in advance that neither he nor a representative is able to attend, does not appear at the hearing, the Board may proceed to decide the appeal in his absence.

**9. DECISION:**

- 9.1 The decision of the majority shall be the decision of the Board, provided that where the votes of the members present, including the vote of the Chairman or Acting Chairman, are equal for and against allowing an appeal, the appeal shall be denied.

- 9.2 The Secretary shall within seven (7) days of a decision send by mail or otherwise deliver the written decision of the Board to the appellant and the Building Department of the District.
- 9.3 The Secretary shall, within seven (7) days of the decision, enter that decision in the record maintained at the local government office.
- 9.4 A decision of the Board may contain such conditions as it deems advisable under the circumstances.

**10. GENERAL:**

- 10.1 Subject to the provisions of this bylaw, the Board shall determine its own procedure.
- 10.2 Wherever the singular or masculine is used in this bylaw the same shall be Construed to mean the plural or feminine or body corporate as the context may require.
- 10.3 "Board of Variance Bylaw No. 8, 1993" is hereby repealed.

**11. CITATION:**

- 11.1 This Bylaw may be cited as the "Board of Variance Bylaw No. 248, 2005".

READ A FIRST TIME this 4th day of APRIL , 2005.

READ A SECOND TIME this 4th day of APRIL , 2005.

READ A THIRD TIME this 4th day of APRIL , 2005.

ADOPTED this 18th day of APRIL , 2005.

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MAYOR

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MUNICIPAL CLERK



**BOARD OF VARIANCE MEMBERS - 2017**

<b><i>NAME</i></b>	<b><i>ADDRESS</i></b>	<b><i>TELEPHONE</i></b>	<b><i>TERM</i></b>
WILLIAMS, Brian	c/o District of Highlands 1980 Millstream Road	250-474-1773	3 Year Expires Sept / 2015
HENRY, Deanna	c/o District of Highlands 1980 Millstream Road	250-474-1773	3 Year Expires Sept / 2015
LAMBRECHT, Ingo	c/o District of Highlands 1980 Millstream Road	250-474-1773	3 Year Expires Mar / 2018
BECKETT, Laura (Secretary)	Municipal Planner	474 - 1773	