



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

A G E N D A **COMMITTEE OF THE WHOLE**

Monday, October 22, 2012

7:00 p.m.

Esquimalt Council Chambers

1. CALL TO ORDER

2. LATE ITEMS

3. APPROVAL OF THE AGENDA

4. MINUTES

- (1) Minutes of the Special Committee of the Whole, September 10, 2012 Pg. 1 – 3
- (2) Minutes of the Regular Committee of the Whole, September 10, 2012 Pg. 4 – 5

5. OTHER BUSINESS

- (1) Discussion Re: Advisory Committees and Commission

In Attendance:

- Nick Kovacs, Chair, Advisory Planning Commission
- Bill Percival, Chair, Arts Culture and Special Events Advisory Committee
- Mark Salter, Chair, Environmental Advisory Committee and Environmental Advisory Committee Representative on the Advisory Planning Commission
- Heather Gillis, Chair, Heritage Advisory Committee
- Darwin Robinson, Chair, Parks and Recreation Advisory Committee
- Paul Newcombe, Accessibility Focused Representative on the Advisory Planning Commission
- Heidi Bada, Accessibility Focused Representative on the Advisory Planning Commission

(a) Reference Material

- Advisory Planning Commission Bylaw, Bylaw No. 2268 Pg. 6 – 11
- Council Policy ADMIN – 48, Terms of Reference – Arts, Culture and Special Events Advisory Committee Pg. 12 – 14
- Council Policy ADMIN – 47, Terms of Reference – Environmental Advisory Committee Pg. 15 – 17
- Council Policy ADMIN – 50, Terms of Reference – Heritage Advisory Committee Pg. 18 – 20
- Council Policy ADMIN – 51, Terms of Reference – Parks and Recreation Advisory Committee Pg. 21 – 22
- Council Policy ADMIN – 63, Terms of Reference – Centennial Celebrations Select Committee Pg. 23 – 25
- Council Policy ADMIN – 40, Appointment Process – Advisory Committees, Commissions and Board of Variance Pg. 26

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- Council Policy ADMIN – 45, Operational Guidelines for Council Committees and Commissions Pg. 27 – 28
 - Council Policy ADMIN – 60, Role of Youth Representative Appointment to Council Committees Pg. 29 – 30
 - Council Policy ADMIN – 61, Role of Staff Liaison Appointment to Council Committees Pg. 31

6. PUBLIC QUESTION AND COMMENT PERIOD

*Excluding items which are or have been the subject of a Public Hearing.
Limit of two minutes per speaker.*

7. ADJOURNMENT



Corporation of the Township of Esquimalt

SPECIAL COMMITTEE OF THE WHOLE

Monday, September 10, 2012

Esquimalt Municipal Hall – Council Chambers

6:15 p.m.

MINUTES

PRESENT: Councillor Robert McKie (Chair), Councillor Meagan Brame, Councillor Lynda Hundleby, Councillor Tim Morrison

REGRETS: Mayor Barbara Desjardins
Councillor Dave Hodgins
Councillor David Schinbein

STAFF: Laurie Hurst, Chief Administrative Officer
Jeff Miller, Director of Engineering and Public Works
Bill Brown, Director of Development Services
Scott Hartman, Director of Parks and Recreation Services
David Ward, Fire Chief
Ian Irvine, Director of Financial Services
Mary Turner, Deputy Director of Financial Services
Anja Nurvo, Manager of Corporate Services
Louise Payne, Recording Secretary

OTHER: Keith Lindner, Inspector, West Division, Victoria Police Department

1. CALL TO ORDER

Chair McKie called the meeting to order at 6:15 p.m.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

MOTION: Moved by Councillor Morrison/Councillor Brame:
That the Agenda be approved as circulated.

CARRIED UNANIMOUSLY.

4. DEPARTMENTAL REPORTS – 2012 FIRST SECOND REPORTS (May - August)

(1) CAO's 2012 Second Period Report, Staff Report No. ADM-12-048

The Chief Administrative presented Staff Report No. ADM-12-048 and answered questions from Council.

- (2) Corporate Services 2012 Second Period Report, Staff Report No. ADM-12-049

The Manager of Corporate Services presented Staff Report No. ADM-12-049 and answered questions from Council.

Council comments:

- Request a report on how residents can make a bylaw complaint – staff to bring forward with update to Bylaw Enforcement Policy;
- Need “Share” button on our website to send things to Twitter and Facebook – staff to provide update on website revisions;
- Regarding website development, Council was to be used as a “focus group” for municipal hall component – staff to determine status and bring an update back to Council;
- Regarding bylaw enforcement statistics, staff to provide a comparison to previous years in next quarterly report;
- Regarding investigation of video-taping of Council meetings, staff to bring report to Council, including implementation costs.

- (3) Financial Services 2012 Second Period Report, Staff Report No. FIN-12-010

Council welcomed Ian Irvine, the new Director of Financial Services.

- (4) Development Services 2012 Second Period Report, Staff Report No. DEV-12-034

The Director of Development Services presented Staff Report No. DEV-12-034 and answered questions from Council.

- (5) Engineering and Public Works 2012 Second Period Report, Staff Report No. EPW-12-012

The Director of Engineering and Public Works presented Staff Report No. EPW-12-012 and answered questions from Council.

- (6) Parks and Recreation Services 2012 Second Period Report, Staff Report No. P&R-12-005

The Director of Parks and Recreation Services presented Staff Report No. P&R-12-005 and answered questions from Council.

- (7) Fire Department and Emergency Program 2012 Second Period Report, Staff Report No. FIRE-12-007

The Fire Chief presented Staff Report No. FIRE-12-007 and answered questions from Council.

- (8) Victoria Police Department Policing Services 2012 Second Period Report

Inspector Lindner presented the Victoria Police Department Policing Services 2012 Second Period Report and answered questions from Council.

MOTION: Moved by Councillor Brame/Councillor Morrison:
That the Departmental Reports – 2012 Second Period (May - August) be received.

CARRIED UNANIMOUSLY.

5. **PUBLIC QUESTION AND COMMENT PERIOD**

There were no questions or comments from the public.

6. **ADJOURNMENT**

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the Special Committee of the Whole Meeting of September 10, 2012 be adjourned at 6:48 p.m.

CARRIED UNANIMOUSLY.

MAYOR OF THE CORPORATION
OF THE TOWNSHIP OF ESQUIMALT
THIS DAY OF , 2012

CERTIFIED CORRECT:

ANJA NURVO
CORPORATE OFFICER



Corporation of the Township of Esquimalt

COMMITTEE OF THE WHOLE

Monday, September 10, 2012

Esquimalt Municipal Hall – Council Chambers

7:22 p.m.

MINUTES

PRESENT: Councillor Robert McKie (Chair), Councillor Meagan Brame, Councillor Lynda Hundleby, Councillor Tim Morrison

REGRETS: Mayor Barbara Desjardins
Councillor Dave Hodgins
Councillor David Schinbein

STAFF: Laurie Hurst, Chief Administrative Officer
Jeff Miller, Director of Engineering and Public Works
Ian Irvine, Director of Financial Services
Anja Nurvo, Manager of Corporate Services
Louise Payne, Recording Secretary

1. **CALL TO ORDER**

Chair McKie called the meeting to order at 7:22 p.m.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

MOTION: Moved by Councillor Morrison/Councillor Hundleby:
That the Agenda be amended to move Item 6 – Public Question and Comment Period after Item 4 – Minutes; and that the Agenda be approved as amended.

CARRIED UNANIMOUSLY.

4. **MINUTES**

MOTION: Moved by Councillor Brame/Councillor Hundleby:
That the Regular Committee of the Whole minutes of August 13, 2012 be adopted as circulated.

CARRIED UNANIMOUSLY.

5. PUBLIC QUESTION AND COMMENT PERIOD

Tony Cond, resident, expressed concerns with the speeding problem on Old Esquimalt Road and suggested that Council investigate the use of portable speed tables, information on which he had recently provided to the Director of Engineering and Public Works.

6. STAFF REPORTS

Engineering and Public Works

(1) Update on Old Esquimalt Road Traffic Calming Measures, Staff Report No. EPW-12-018

The Director of Engineering and Public Works presented Staff Report No. EPW-12-018 and answered questions from Council.

MOTION: Moved by Councillor Morrison/Councillor Brame:

That the Committee of the Whole directs staff to report back to Council on the options for traffic calming measures along Old Esquimalt Road, with associated costs, including:

- Installation of speed tables, as per the original capital request;
- Information on portable, temporary speed tables, including their impact on the aesthetics of the streetscape; and
- Information on portable speed reader displays.

CARRIED UNANIMOUSLY.

7. ADJOURNMENT

MOTION: Moved by Councillor Brame/Councillor Morrison:

That the Committee of the Whole Meeting of September 10, 2012 be adjourned at 7:46 p.m.

CARRIED UNANIMOUSLY.

MAYOR OF THE CORPORATION
OF THE TOWNSHIP OF ESQUIMALT
THIS DAY OF _____, 2012

CERTIFIED CORRECT:

ANJA NURVO
CORPORATE OFFICER

ADVISORY PLANNING COMMISSION BYLAW

BYLAW NO. 2268

**CONSOLIDATED FOR CONVENIENCE
JULY 30, 2003**

**In case of discrepancy, the original Bylaw
or amending bylaw must be consulted.**

Consolidates Amendments authorized by:

- Amendment Bylaw (No. 1), 2003, No. 2554

CORPORATION OF THE TOWNSHIP OF ESQUIMALT

BYLAW NO. 2268

A Bylaw to establish an Advisory Planning Commission and provide for its composition and procedures.

THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESQUIMALT, in open meeting assembled, enacts as follows:

Establishment

1. This bylaw may be cited as the "ADVISORY PLANNING COMMISSION BYLAW, 1996, NO. 2268".
2. Pursuant to the provisions of the *Municipal Act*, Part 29, Division 1, Section 955, a Commission, to be known as the "Esquimalt Advisory Planning Commission" (A.P.C.), is hereby established.
3. Council shall include in its annual budget such sums as are necessary to defray the expenses of the Commission.

Members

4. The Commission shall consist of seven (7) members appointed by Council who are not members of Council or officers or employees of the Township and of whom six (6) are residents of the Township of Esquimalt. [Bylaw No. 2554]
5. Council may appoint three (3) members of the Commission who hold appropriate design qualifications, including but not restricted to, architects, landscape architects, and design consultants. [Bylaw No. 2554]
6. Members of the Advisory Planning Commission shall be appointed for two year terms, with the terms of 4 members expiring on December 31st of even-numbered years and the terms of 3 members expiring on December 31st of odd-numbered years. [Bylaw No. 2554]
7. At its first meeting in January in each year following the establishment of the Advisory Planning Commission, Council shall appoint new members to the Commission as required.

8. No member of the Commission shall serve for more than three (3) consecutive terms.
9. At any time, the Council may revoke the appointment of any member of the Commission.
10. (a) If a member of the Commission is absent, except with leave of the Council, from three (3) consecutive meetings of the Commission, the member's appointment shall be terminated.

(b) If a member of the Commission has received Council's permission for a leave for the Commission, Council shall then appoint a replacement member for the period of the approved absence.
11. Whenever a vacancy arises on the Commission, Council shall within thirty (30) days of such vacancy, appoint a person to fill such vacancy for the balance of the term.
[Bylaw No. 2554]
12. All members of the Commission shall serve without remuneration, but any Commission member may be paid by the Township for reasonable and necessary expenses as defined by existing Council policies.

Procedure

13. At its first meeting each year, the Commission shall elect from among its members a Chairperson who shall preside over the meetings of the Commission.
14. All meetings of the Commission shall be at the call of the Chairperson, and where possible will be held the third Tuesday of each month.
15. Four (4) members of the Commission shall constitute a quorum. *[Bylaw No. 2554]*
16. Subject to the provisions of subsections (a) and (b) hereof, the Commission may adopt rules for its procedure and may from time to time vary such rules by the affirmative vote of a majority of all the members of the Commission. Where no rule has been made then the rules of procedure of Esquimalt Council shall apply except that:
 - (a) all questions except the adoption or varying of rules as heretofore provided, shall be decided by a simple majority vote of the members present at the meeting. In the case of a tie vote the question shall be defeated,

- (b) if during a meeting of the Commission any ruling of the Chairman is challenged by a member, the Chairman's ruling shall immediately be put to a vote without debate and the result of such vote shall govern, and
 - (c) a failure to vote is considered a vote in the affirmative. [Bylaw No. 2554]
17. All meetings of the Commission shall be held in open session and where the Commission is considering an amendment to a plan or bylaw or the issuance of a permit, the applicant for the amendment or permit only is entitled to be heard.

Duties and Referrals

18. The Commission shall advise Council on all matters respecting land use, community planning or proposed bylaws and permits under the *Municipal Act* which are referred to it by Council.
19. The Advisory Planning Commission shall deal with all applications for a rezoning, an amendment to the Official Community Plan, or a development permit prior to the application being considered by Council..
20. The Commission shall deal expeditiously with all matters referred to it by Council and shall submit its recommendation, with reasons therefore, to the Council:
- (a) within thirty (30) days; or
 - (b) within a period of time specified in the referral.
21. Each Advisory Planning Commission agenda and the minutes of each meeting shall be forwarded to Council for information. Once the minutes of an Advisory Planning Commission meeting have been received by Council, they are available to the public upon request.
22. When making recommendations, the Commission shall take into consideration:
- (a) professional critique of the merits of the overall design;
 - (b) the character of the proposed development in relation to its surroundings and its effect on neighbourhood amenities;
 - (c) site development, including landscaping and preservation of natural amenities;
 - (d) building design in reference to human needs including convenience of access, protection of views, provision of light, maintenance of privacy and mitigation of noise;
 - (e) outdoor lighting and signs;

- (f) the promotion of health, safety, security, convenience, and the public interest;
 - (g) other land use matters;
 - (h) transportation alternatives.
23. The Commission shall before making a recommendation to the Council consider any applicable official community plan or local area plan and may consult the Planning Officer or other staff of the Township.
24. After consideration of rezoning applications, the A.P.C. will:
- (a) Recommend approval of the application to Council together with any special conditions; or
 - (b) Recommend rejection of the application to Council; or
 - (c) Recommend to Council that consideration of the application be postponed pending the receipt of technical information; or
 - (d) Where the Commission is unable to come to a recommendation, the matter in question shall be referred directly to Council.
25. A recommendation of the Advisory Planning Commission will be made available to the applicant or their agent in writing within 48 hours of the Commission's consideration of their application. Recommendations of the Commission will not be made available to persons other than the applicant or agent until the recommendation has been placed on a Council agenda.
26. The Commission shall cause proper minutes to be kept of its proceedings. The Township of Esquimalt shall provide a secretary for the A.P.C. meetings.
27. Deleted. [Bylaw No. 2554]
28. Pursuant to s. 898(5) of the *Local Government Act* a designated Council member, employee or officer of the Township, or the designated Approving Officer for the Township, may attend a meeting of the Commission in a resource capacity only and may be invited to speak by the Chair. [Bylaw No. 2554]
29. An amendment to the Zoning Bylaw, a community plan, or any permit shall not be invalid by reason of non-compliance on the part of the Commission with the provisions of this bylaw.
30. The Township of Esquimalt Advisory Planning Commission Bylaw, 1975, No. 1505, and Amending Bylaw No. 1523 (Amendment No. 1) are hereby repealed.

Read a first time by the Municipal Council on May 5, 1997.

Read a second time by the Municipal Council on May 5, 1997.

Read a third time by the Municipal Council on May 5, 1997.

Third reading reconsidered and bylaw amended by the Municipal Council on May 12, 1997.

ADOPTED by the Municipal Council on May 26, 1997.

“ORIGINAL SIGNED”

R. T. RICE
MAYOR

“ORIGINAL SIGNED”

R. SERIGHT
MUNICIPAL CLERK



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Arts, Culture and Special Events Advisory Committee	NO. ADMIN - 48
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PURPOSE

The purpose of the Arts, Culture and Special Events Advisory Committee is to:

- Advise Council, recommend policies and actively support and promote the arts, culture and special events.
- Advise and assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.

MANDATE

The Arts, Culture and Special Events Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Provide a community perspective on services, programs, events and facilities related to the arts and culture.
- Identify sources of funding and grants to support arts, culture and special events related activities.
- Promote and support special events.
- Foster public awareness, recognition and support for local artistic talent and multi-culturalism.
- Provide leadership in, and actively promote community activities related to the arts, cultural and special events.
- Provide liaisons, linkages and networks to assist community activities and clubs.

In its advisory role, the Committee will provide organizational context to discussions and ensure that:

- any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;
- any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement.

The Arts, Culture and Special Events Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

EFFECTIVE DATE: January 17, 2011	APPROVED BY: Council	REF: Staff Report ADM-11- 001	RESCINDS NO. February 9, 2009	PAGE 1 OF 3
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TITLE: Terms of Reference – Arts, Culture and Special Events Advisory Committee	NO. ADMIN - 48
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MEMBERSHIP

The Committee consists of up to Ten (10) full voting members and Two (2) non voting members as follows:

Full Voting Members

- Council members – Two (2) appointed by the Mayor.
- Community representatives – Up to Seven (7) appointed by the Council, representing the broad interests of the community.
- A Youth representative – appointed by Council per Council’s policy “ADMIN – 60, Role of Youth Representative Appointment to Council Committees”.

Non Voting Members

- A representative from the Department of National Defence.
- A liaison representative assigned by the Parks and Recreation Advisory Committee.
- A staff liaison position – appointed to act as a resource to the Committee as outlined in Council’s policy “ADMIN – 61, Role of Staff Liaison Appointment to Council Committees.”
- A recording secretary – assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required.

QUORUM

▪ The calculation of quorum to conduct business is 50% +1 of full voting members shown below:

- If: 7 full voting members – quorum is 4
- 8 full voting members – quorum is 5
- 9 full voting members – quorum is 5
- 10 full voting members – quorum is 6

TERMS

Members may be appointed for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.

EFFECTIVE DATE: January 17, 2011	APPROVED BY: Council	REF: Staff Report ADM-11- 001	RESCINDS NO. February 9, 2009	PAGE 2 OF 3
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TITLE: Terms of Reference – Arts, Culture and Special Events Advisory Committee	NO. ADMIN - 48
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At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. If Council deems it necessary, Council may appoint the Chair for the Committee.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

ORIENTATION/TRAINING

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.

EFFECTIVE DATE: January 17, 2011	APPROVED BY: Council	REF: Staff Report ADM-11- 001	RESCINDS NO. February 9, 2009	PAGE 3 OF 3
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference Environmental Advisory Committee	NO. ADMIN - 47
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PURPOSE

The purpose of the Environmental Advisory Committee is to:

- Advise Council and recommend implementation strategies for environmental stewardship, sustainability and restoration activities.
- Encourage participation by residents and businesses of Esquimalt in the environmental initiatives of the Township and Capital Regional District (CRD).
- Strive to provide advice and information which will enable Council and the community to integrate an environmental perspective into decision making.
- Advise and assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.

MANDATE

The Environmental Advisory Committee will, consistent with the purposes described above, undertake the following:

- Foster public awareness, recognition and support for a healthy and sustainable natural environment.
- Identify and work with relevant citizen, business, municipal and regional government and industry groups to achieve collaborative solutions to environmental issues.
- Identify sources of funding and grants to support environment related activities.
- Review and provide feedback to Council on ways to increase participation and compliance rates related to CRD prescribed environmental initiatives.
- Respond to Council's requests for advice related to environmental issues.

In its advisory role, the Committee will provide organizational context to discussions and ensure that:

- any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;
- any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement.

The Environmental Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

MEMBERSHIP

The Committee consists of up to Ten (10) full voting members and Two (2) non voting members as follows:

EFFECTIVE DATE: January 16, 2012	APPROVED BY: Council	REF: Jan 16, 2012 Special COTW Report	RESCINDS NO.	PAGE 1 OF 3
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**TITLE: Terms of Reference
Environmental Advisory Committee**

NO. ADMIN - 47

Full Voting Members

- Council members- Two (2) appointed by the Mayor.
- Community representatives - Up to Seven (7) appointed by Council.
(One of the Community representatives to be appointed by Council to the Advisory Planning Commission, in a non-voting capacity, for the purpose of providing an environmental focus to the Advisory Planning Commission.)
- A Youth representative – appointed by Council per Council's policy "ADMIN – 60, Role of Youth Representative Appointment to Council Committees".

Non Voting Members

- A staff liaison position - appointed to act as a resource to the Committee as outlined in Council's policy "ADMIN – 61, Role of Staff Liaison Appointment to Council Committees".
- A recording secretary - assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required.

QUORUM

- The calculation of quorum to conduct business is 50% +1 of full voting members shown below:
 - If: 7 full voting members – quorum is 4
 - 8 full voting members – quorum is 5
 - 9 full voting members – quorum is 5
 - 10 full voting members – quorum is 6

TERMS

Members may be appointed for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.

EFFECTIVE DATE:
January 16, 2012

APPROVED BY:
Council

REF:
Jan 16, 2012
Special COTW
Report

RESCINDS NO.

PAGE 2 OF 3

TITLE: Terms of Reference Environmental Advisory Committee	NO. ADMIN - 47
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At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. If Council deems it necessary, Council may appoint the Chair for the Committee.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

ORIENTATION/TRAINING

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.

EFFECTIVE DATE: January 16, 2012	APPROVED BY: Council	REF: Jan 16, 2012 Special COTW Report	RESCINDS NO.	PAGE 3 OF 3
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Heritage Advisory Committee	NO. ADMIN - 50
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PURPOSE

The purpose of the Heritage Advisory Committee is to:

- advise Council, recommend policies and actively support and promote leadership in community heritage matters including services, facilities, preservation and specific community interests.
- Advise and assist Council to accomplish its goals and objectives as outlined in Council’s Strategic Plan.

MANDATE

The Heritage Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information on heritage issues.
- Provide a community perspective on services, programs, events, and facilities related to heritage promotion, education and awareness.
- Foster public awareness, recognition and support for heritage and archival preservation.
- Identify sources of funding and grants to support heritage related activities.
- Provide leadership in, and actively promote heritage initiatives.

In its advisory role, the Committee will provide organizational context to discussions and ensure that:

- any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;
- any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement.

The Heritage Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

MEMBERSHIP

The Committee consists of up to Ten (10) full voting members and Two (2) non voting members as follows:

Full Voting Members

- Council members – Two (2) appointed by the Mayor.
- Community representatives – Up to Seven (7) appointed by Council, representing the broad interests of the community.

EFFECTIVE DATE: January 17, 2011	APPROVED BY: Council	REF: Staff Report ADM-11-001	RESCINDS NO. February 9, 2009	PAGE 1 OF 3
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TITLE: Terms of Reference – Heritage Advisory Committee	NO. ADMIN - 50
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- A Youth representative – appointed by Council per Council's policy "ADMIN – 60, Role of Youth Representative Appointed to Council Committees".

Non Voting Members

- A liaison representative from the Department of National Defence
- A staff liaison position - appointed to act as a resource to the Committee as outlined in Council's policy "ADMIN – 61, Role of Staff Liaison Appointment to Council Committees".
- A recording secretary - assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required.

QUORUM

- The calculation of quorum to conduct business is 50% +1 of full voting members shown below:
 - If: 7 full voting members – quorum is 4
 - 8 full voting members – quorum is 5
 - 9 full voting members – quorum is 5
 - 10 full voting members – quorum is 6

TERMS

Members will be appointed by Council for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.

At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. If Council deems it necessary, Council may appoint the Chair for the Committee.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

ORIENTATION/TRAINING

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

EFFECTIVE DATE: January 17, 2011	APPROVED BY: Council	REF: Staff Report ADM-11-001	RESCINDS NO. February 9, 2009	PAGE 2 OF 3
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TITLE: Terms of Reference – Heritage Advisory Committee	NO. ADMIN - 50
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Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.

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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference Parks and Recreation Advisory Committee	NO. ADMIN - 51
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PURPOSE

The purpose of the Parks and Recreation Advisory Committee is to:

- Advise Council and recommend policies on parks and recreation matters including services, facilities and specific community interests.
- Foster public awareness, recognition and support for parks and recreation facilities.
- Advise and assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.

MANDATE

The Parks and Recreation Advisory Committee will, consistent with the purposes described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Provide a community perspective on parks and recreation facilities, services, and programs.
- Identify sources of funding and grants to support parks and recreation-related activities.
- Administer Community Events funding.

In its advisory role, the Committee will provide organizational context to discussions and ensure that:

- any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;
- any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement.

The Parks and Recreation Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

MEMBERSHIP

The Committee consists of up to Ten (10) full voting members and Two (2) non voting members as follows:

Full Voting Members

- Council members – Two (2).
- Community representatives – Up to Seven (7) appointed by Council. [One Community representative to be appointed by Council for the purpose of providing an accessibility focus.]
- A Youth representative – appointed by Council per Council's policy "ADMIN – 60, Role of Youth Representative Appointment to Council Committees".

EFFECTIVE DATE: January 16, 2012	APPROVED BY: Council	REF: Jan 16, 2012 Special COTW Report	AMENDS NO. January 17, 2011	PAGE 1 OF 2
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Non Voting Members

- A staff liaison position – appointed to act as a resource to the Committee as outlined in Council's policy "ADMIN – 61, Role of Staff Liaison Appointment to Council Committees."
- A recording secretary – assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required.

QUORUM

- The calculation of quorum to conduct business is 50% +1 of full voting members shown below:
 - if: 7 full voting members – quorum is 4
 - 8 full voting members – quorum is 5
 - 9 full voting members – quorum is 5
 - 10 full voting members – quorum is 6

TERMS

Members may be appointed for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.

At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. If Council deems it necessary, Council may appoint the Chair for the Committee.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

ORIENTATION/TRAINING

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference - Centennial Celebrations Select Committee	NO. ADMIN - 63
<p>PURPOSE The purpose of the Centennial Celebrations Select Committee is:</p> <ul style="list-style-type: none"> • To provide leadership and advice that will help the Township of Esquimalt organize, plan and implement projects and events that will celebrate Esquimalt's heritage in its Centennial year, 2012. • To work with staff, department heads and municipal committees, and to consult and work with community members, businesses and organizations, to create a well-planned and delivered Centennial Celebration. <p>MANDATE The Centennial Committee will, consistent with the purpose described above, undertake the following:</p> <ul style="list-style-type: none"> • Develop a mission statement. • Develop ideas for one or more celebratory events around specific dates in Esquimalt's history. • Organize subcommittees to undertake specific tasks and report back to the Committee. • Coordinate with other Committees of Council and other projects in the community to ensure no overlap. • Develop a communications strategy. • Prepare and provide a financial budget to the Township of Esquimalt to support its Centennial events and activities. • Ensure the Centennial budget and expenses have been duly authorized by Township Council prior to expenditures being made. • Maintain financial records for all expenses incurred related to Centennial celebrations. • Return any unused funding to the Township upon conclusion of the Centennial celebrations. • Record minutes of Committee meetings and distribute to all Committee members and Esquimalt Council. <p>The Centennial Celebrations Select Committee will provide Council with a budget containing estimates of revenues and expenses for the 2012 celebration program and events for their approval. The budget is to be updated annually and quarterly status reports are also to be provided. A final Centennial Celebrations Select Committee financial report is to be prepared and submitted to Council as soon as possible after the end of 2012.</p> <p>The Committee will provide organizational context to discussions and ensure that:</p> <ul style="list-style-type: none"> ▪ any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt; ▪ actions taken must be consistent with the purpose of the Committee and previously endorsed by Council. 	

EFFECTIVE DATE: May 16, 2011	APPROVED BY: Council	REF: Staff Report ADM-11-030	RESCINDS NO.	PAGE 1 OF 3
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MEMBERSHIP

The Committee will consist of a minimum of ten (10) full voting members and two (2) non voting members as follows:

Full Voting Members

- Council Members – the Mayor and one (1) Councillor appointed by the Mayor.
- Community representatives – the core group will be appointed by Council. Other volunteers may join the Committee subject to the approval of the Chair, Vice Chair and appointed Council members.

Non Voting Members

- A staff member – assigned to the Committee to prepare meeting agendas, take minutes, prepare correspondence, and assist with internal and external liaison and coordination.
- A project coordinator – assigned to the Committee to:
 - Manage the Centennial project according to a timeline with critical dates and priorities identified.
 - Develop a marketing and communications strategy for the period January 2011 to September 2012.
 - Develop communications materials to inform key audiences of Centennial events and initiatives.
 - Identify advertising and communications opportunities for the Centennial project.
 - Provide writing, design and layout services for print and web-based materials.
 - Ensure that all communication materials conform to the Township standards of quality and consistency.
 - Update and revise the Centennial website.
 - Identify service providers that can assist in the process and liaise with Committee communications representatives and service bureaus.

QUORUM

▪ The calculation of quorum to conduct business is 50% +1 of full voting members shown below:

- If: 7 full voting members – quorum is 4
- 8 full voting members – quorum is 5
- 9 full voting members – quorum is 5
- 10 full voting members – quorum is 6

TERMS

Committee members are to be appointed for the full period needed to plan, hold and wrap up the 2012 celebrations and reports.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

**TITLE: Terms of Reference - Centennial
Celebrations Select Committee**

NO. ADMIN - 63

MEETINGS

The Committee will meet monthly. The frequency of meetings will increase as September 2012 draws closer. Special meetings may be held at the call of the Chair.

At the first meeting of the Committee a Chair and Vice-Chair will be appointed from amongst its members.

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

The committee shall be disbanded upon the conclusion of the Centennial celebrations. Key committee members will be required to finalize reporting for a period of time after the celebrations are concluded.

EFFECTIVE DATE:
May 16, 2011

APPROVED BY:
Council

REF:
Staff Report ADM-11-030

RESCINDS NO.

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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Appointment Process – Advisory Committees, Commissions and Board of Variance	NO. ADMIN - 40
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POLICY:

This policy provides guidelines for the annual recruitment process for Commissions, Committees, the Board of Variance, and other appointments of Council.

PROCEDURE

Mid-October

1. Staff reviews appointments to determine which terms are due to expire at the end of the year.
2. Staff advise members whose terms are due to expire and request that they submit an application if they are interested in seeking reappointment.
3. Staff publish an advertisement in the Esquimalt News outlining the appointment opportunities available. Applicants are required to submit an application along with a detailed resume outlining qualifications and volunteer experience.

November/December

4. Staff prepare a report to Council including copies of all applications submitted and any accompanying documentation. Council will review all applications and collectively determine a short-list of applicants for interviewing.
5. Short interviews will be conducted with each of the short-listed applicants at an *In Camera* meeting of Council.

December

6. Council ratifies appointments at an *In Camera* meeting and rises and reports on the appointments at a subsequent open meeting.

Note: Schedule may vary in an election year.

Disqualification from Appointment

- A person who is a Municipal employee of Esquimalt is not eligible to be appointed to a Commission, Committee, Board, or other appointment of Council.

EFFECTIVE DATE: November 20, 2006	APPROVED BY: Council	REF:	AMENDS NO. Original	PAGE 1 OF 1
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Operational Guidelines for Council Committees and Commissions	NO. ADMIN- 45
<p><u>POLICY:</u></p> <p>Council will, at its pleasure, establish committees and/or commissions assigned the review of clearly defined areas of concern and interest to Council.</p> <p><u>PURPOSE:</u></p> <p>Such committees and/or commissions are expected to provide focused public input for Council's consideration as well as to assist in implementing Council's decisions regarding those particular areas of interest.</p> <p><u>BUDGET:</u></p> <p>Committees may be provided a budget to cover operational and logistical expenses. Additional funds may be requested by submitting requests within annual work plans.</p> <p><u>OUTPUT:</u></p> <p>The collective output of committees/commissions will take the form of:</p> <ol style="list-style-type: none">1. Recommendations to Council, e.g. ;<ul style="list-style-type: none">- Advice for Council to consider on a particular issue referred to the committee or commission by Council or referred under an established council procedure;- Suggested policies for Council to consider based on committee deliberations;- Suggested initiatives for Council to consider involving staff, fiscal or other resources [prior to such a recommendation proceeding to Council, staff will prepare a report outlining the impact the action would have on budget, staff time, departmental workload and Council's Strategic Priorities]; or2. Observations regarding community perspectives provided to staff to consider when seeking a policy decision by Council; or3. Proposals for projects to be undertaken by committee members [providing that any such project has both an approved work plan and budget].	

EFFECTIVE DATE: February 9, 2009	APPROVED BY: Council February 9, 2009	REFERENCE: ADM-09-014	REPEALS NO. Original	PAGE 1 OF 2
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TITLE: Operational Guidelines for Council Committees and Commissions	NO. ADMIN- 45
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COMMUNITY CHARTER REQUIREMENTS:

1. Open Meetings

All meetings of committees/commissions will be open to the public except as provided for in Section 90 of the Community Charter and as determined by either:

- The Corporate Officer; or
- The Chief Administrative Officer; or
- The senior staff person in attendance at the meeting; or
- Council of the Township of Esquimalt.

2. Minutes

Minutes shall be recorded at all meetings of committees/commissions.

Draft minutes shall be received by Council at the earliest opportunity.

Minutes shall be adopted by the committee/commission and the adopted minutes retained by the Corporate Officer.

ORIENTATION:

An orientation involving all committees/commissions shall be provided annually by senior staff following Council's annual appointments to committees/commissions. Council members shall participate in the orientation.

EFFECTIVE DATE: February 9, 2009	APPROVED BY: Council February 9, 2009	REFERENCE: ADM-09-014	REPEALS NO. Original	PAGE 2 OF 2
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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Role of Youth Representative Appointment to Council Committees	NO. ADMIN – 60
<p><u>POLICY:</u></p> <p>Appointment to a Youth Representative position on one of Council’s Committees is an important role. It provides an opportunity for youth to participate with elected leaders and Council appointed citizens in active community engagement, and provides Council with a different perspective on municipal issues.</p> <p>The participation of youth on Council committees and in community events is encouraged by Council through policy [Council Policy No. ADMIN-57] and in the Strategic Plan.</p> <p>For the purposes of this policy, youth are defined as</p> <ul style="list-style-type: none"> • persons between the ages of 13 and 18; and • persons who are residents of Esquimalt or attend a school full-time within the boundaries of the Township of Esquimalt <p><u>MANDATE:</u></p> <ol style="list-style-type: none"> 1. Council appointed Committees that support and promote sports, recreation, heritage, environment and the arts will provide the opportunity for youth to participate as members. 2. The youth representative position will have full voting privileges. 3. Each year in October the Township advertises available committee vacancies for the following year. <ol style="list-style-type: none"> (a) Advertising will include specific reference to the youth representative position and will be posted in newspapers, the Township’s official public notice board, the municipal website, public notice boards located at Esquimalt recreation and sports centres, and any other youth or teen activity centres. (b) Advertising will be specifically sent to schools located within School Districts No. 61 [Esquimalt High] and No. 93 [Victor-Brodeur] inviting youth between the ages of 13 and 18 years who attend school full-time and are interested in participating on a Council Committee to submit an application either directly to the Township, or through the school to be forwarded to the Township. 4. Youth between the ages of 13 and 18 years and who are residents of the Township of Esquimalt are invited to submit an application for the youth representative position. 	

EFFECTIVE DATE: January 17, 2011	APPROVED BY: Council	REFERENCE Staff Report ADM-11-001	AMENDS NO. Original	PAGE 1 OF 2
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**TITLE: Role of Youth Representative
Appointment to Council Committees**

NO. ADMIN – 60

5. The term of the youth representative position will be for a one year period from January 1st to December 31st of the calendar year. Council may appoint youth who will be graduating during their term to a six month appointment from January to June. Council may appoint another youth to serve the balance of the term.
6. All appointments to Council committees sit at the pleasure of Council and may be removed at Council's discretion. Any recommendation to rescind an appointment will be submitted to Council by the Committee Chair.

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CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Role of Staff Liaison Appointment to Council Committees	NO. ADMIN – 61
<p><u>POLICY:</u></p> <p>Each Committee and Commission appointed by Council [the “Committee”] will have a Staff Liaison position.</p> <p>The Staff Liaison position is an advisory position that supports the Committee by acting as a resource and coordinator to assist the Committee meet its mandate as set out in its Terms of Reference.</p> <p>This policy lays out the framework of the role of Staff Liaison.</p> <p><u>ROLE OF STAFF LIAISON:</u></p> <p>To support the Committee by:</p> <ol style="list-style-type: none"> 1. providing technical advice, background information and answering questions. 2. providing a historical context for past practices and events of relevance to the Committee. 3. assisting the Committee to establish its work plans and goals. 4. assisting Committee members to connect with pertinent information and other resources that can help fulfil the Committee’s work plan. 5. forwarding recommendations from the Committee to Council. 6. reporting back to the Committee on the decisions of Council regarding Committee recommendations. 7. seeking the Committee’s feedback on municipal initiatives that are aligned with the mandate or work plan of the Committee. 8. advising, and assisting, where required, on the development and revision of policies. 9. advising the Committee on municipal structure / operations and procedural / legislative requirements. 10. assisting with the set up of displays and promotional materials, and attending Committee events as necessary. 11. providing administrative advice and coordination in agenda preparation and meeting room set up. 12. recording Committee minutes in the absence of the recording secretary. 	

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