



BYLAW 3604

Select Committees Bylaw

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WHEREAS Section 142 of the *Community Charter* authorizes a municipal council to establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinions to Council;

AND WHEREAS the Council of the Corporation of the District of North Cowichan considers it desirable to establish and maintain select committees to advise Council on various matters requiring specialized knowledge or experience;

NOW THEREFORE the Council of The Corporation of the District of North Cowichan, enacts as follows:

Establishment

- 1** The following select committees are established:
 - (a) Agricultural Advisory Committee;
 - (b) Audit Committee;
 - (c) Chemainus Advisory Committee;
 - (d) Community Planning Advisory Committee;
 - (e) Environmental Advisory Committee;
 - (f) Forestry Advisory Committee;
 - (g) Parks and Recreation Advisory Committee;
 - (h) Sports Wall of Fame Nomination Committee.

Purpose

- 2** (1) The general purpose of each select committee is to act in an advisory capacity to Council.
- (2) The specific purpose of each select committee is described in the Schedule attached to and forming part of this bylaw.

Structure

- 3**
- (1) Each select committee must consist of 7 members, with the exception of the Forestry Advisory Committee which consists of 5 members.
 - (2) At least one member of each select committee must be a member of Council.
 - (3) The number of non-council members on each select committee, if any, is shown and described in the Schedule.
 - (4) All appointments, except those of Council members, may be for up to 3-years, and may be renewed at the pleasure of Council.
 - (5) Appointments to committees must be made by Council as terms expire or vacancies occur.

Procedures

- 4**
- (1) The Council Procedure Bylaw applies to all select committees.
 - (2) The committee chair must be the council member appointed to the select committee.
 - (3) In the absence of the committee chair, the members must select a member present at the meeting to chair that meeting.
 - (4) The committee may hold meetings at the call of the chair, and according to the schedule of committee meetings proposed by the Corporate Officer.
 - (5) Each select committee must
 - (a) advise Council on matters referred to it by Council in an expeditious manner, and
 - (b) before making a recommendation, consider the Official Community Plan and other applicable bylaws and policies.
 - (6) The chair, or presiding member in the absence of the chair, must preserve order at all meetings and, subject to an appeal to other members present, decide points of order that may arise.
 - (7) A member who is absent for 3 consecutive meetings without leave of the committee is deemed to have resigned from the committee.
 - (8) Sections 100 [*disclosure of conflict*] and 101 [*restrictions on participation if in conflict*] of the *Community Charter* apply to each member of a select committee.
 - (9) A select committee may adopt additional rules of procedure for the committee, provided they are not inconsistent with the Council Procedure Bylaw.

Repeals

- 5** “Select Committees Bylaw”, No. 3564, is repealed.

READ a first time on December 2, 2015
READ a second time on December 2, 2015
READ a third time on December 2, 2015
ADOPTED on December 16, 2015

CORPORATE OFFICER

PRESIDING MEMBER

SCHEDULE

Item	Column 1 Select Committee	Column 2 Purpose	Column 3 Non-Council Membership
1	Agricultural Advisory Committee	<ol style="list-style-type: none"> 1. Advise Council on ways to oversee and implement North Cowichan’s Strategic Agricultural Plan. 2. Review and consider land uses in or abutting agricultural land, as referred by Council. 	up to 6 (with interest or experience in agriculture)
2	Audit Committee	<ol style="list-style-type: none"> 1. Perform annual assessments and periodic comprehensive reviews of external auditors. 2. Recommend appointment and termination of auditors. 3. Review and approve the annual audit plan. 4. Review audited financial statements and independent auditor's reports. 5. Meet with external auditors as required. 6. Review and discuss systems and controls to identify, monitor, and mitigate significant financial and business risks. 	none
3	Chemainus Advisory Committee	<p>Advise Council on:</p> <ol style="list-style-type: none"> 1. broad issues affecting Chemainus residents, as referred by Council; and 2. matters consistent with the long-term vision for Chemainus articulated in the Official Community Plan. 	up to 6 (mix of Chemainus residents and Chemainus organizations)
5	Community Planning Advisory Committee	<p>Advise Council on:</p> <ol style="list-style-type: none"> 1. planning and land use management; 2. heritage conservation; and 3. community planning issues. 	up to 6
6	Environmental Advisory Committee	<ol style="list-style-type: none"> 1. Advise Council on ways to oversee and implement North Cowichan’s Climate Action and Energy Plan (CAEP). 2. Provide recommendations to Council on expenditures from the CAEP Reserve Fund. 3. Review and consider local environmental issues, as referred 	up to 6

Item	Column 1 Select Committee	Column 2 Purpose	Column 3 Non-Council Membership
		by Council.	
7	Forestry Advisory Committee	<ol style="list-style-type: none"> 1. Advise Council on forest reserve management and forestry issues. 2. Audit Forestry Department operations. 3. Review Forestry Department financial plan. 	up to 4 (3 of which must be registered to practice Forestry in BC)
8	Parks and Recreation Advisory Committee	<p>Advise Council on:</p> <ol style="list-style-type: none"> 1. municipal leisure and recreation issues, as referred by Council; 2. ways to oversee and implement North Cowichan's Parks and Trails Master Plan; and 3. the parks and recreation component of the financial plan. 	up to 6 (including one representative from Duncan Council)
9	Sports Wall of Fame Nomination Committee	<ol style="list-style-type: none"> 1. Recommend individuals and teams for recognition on the Sports Wall of Fame. 	up to 6