



## COMMUNITY CONSULTATIVE COMMITTEE Select Committee of Council

### Terms of Reference

#### 1. ESTABLISHMENT

The District of Port Hardy Community Consultative Committee, hereinafter referred to as the "Committee", is hereby established as a Select Committee of Council.

#### 2. MANDATE OF THE COMMITTEE

2.1 The purpose of the Committee is to advise Council on all matters referred to it. Specifically, issues that may be referred could include:

- land use and planning;
- harbours;
- parks and recreation;
- community safety;
- any other issue as referred by Council from time to time.

2.2 The Committee may seek input from other local governments and agencies to assist it in its mandate.

#### 3. AUTHORITY

3.1 The Committee does not have delegated authority from Council and is not empowered to approve financial or administrative matters.

3.2 The Committee may approve Public Events as provided in Council's Public Events Policy.

3.3 The Committee may make recommendations for consideration by Council regarding matters referred to them.

#### 4. MEMBERSHIP

4.1 The voting members shall consist of up to nine members as appointed by Council. At least seven (7) shall be residents of the municipality.

4.2 The following persons will participate in meetings of the Committee in an advisory capacity and as non-voting members:

- one member of Council
- District staff as designated by the Chief Administrative Officer; and
- clerical staff for preparing agendas, organizing resource material and recording minutes.

#### 5. APPOINTMENT OF MEMBERS

5.1 Appointments will be made in December of each year.

5.2 The District may advertise or solicit nominations to the Corporate Officer for members.

5.4 Council may decline to appoint a nominee and request further nominations.

## **6. Term and Termination**

- 6.1 Members of the Committee shall serve at the appointment of Council.
- 6.2 Members shall be appointed for two (2) year terms. Initial appointments when forming the Committee shall be 51% appointed to a two year term, 49% appointed to a one year term in order to provide future continuity.
- 6.3 The appointment of any member of the Committee may be rescinded at any time by Council as provided in section 144 of the *Community Charter*.
- 6.4 If a member of the Committee fails to attend two (2) consecutive meetings of the Committee, without leave of the Chairperson of the Committee, the member shall be deemed to have resigned and the Council shall be at liberty to appoint a replacement for the balance of the unexpired term of such member.
- 6.5 A member may resign from the Committee by providing a written notice at a regular meeting of the Committee or by presenting such notice to the Corporate Officer.

## **7. MEETINGS**

- 7.1 One voting member will be elected Chairperson of the Committee and one voting member will be elected Deputy Chairperson.
- 7.2 The Chairperson shall preside at meetings of the Committee when present and, in the Chairperson's absence, the Deputy Chairperson will assume the Chairperson's responsibilities.
- 7.3 The Chairperson or Vice Chairperson at any meeting shall be entitled to vote.
- 7.4 The Chairperson shall serve a maximum of two (2) years in that capacity with election to be held each January.
- 7.5 The procedures of the Committee shall be those procedures set out in the District of Port Hardy Procedure Bylaw.
- 7.6 Where the Committee is considering an amendment to a plan or bylaw, or the issuance of a permit, the applicant for the amendment or permit is entitled to be heard by the Committee in order that they may properly evaluate the proposal and make a fully informed recommendation to Council.
- 7.7 The quorum for the Committee is a simple majority of voting members.
- 7.8 All appointed members of the Committee may vote on all questions. In the event of an equality of votes, the question shall be decided in the negative. Any member of the Committee who abstains from voting shall be deemed to have voted in the affirmative.
- 7.9 Meetings shall be held as needed and each notice of a Committee meeting and meeting agenda shall be distributed to each Committee member and appointed staff members at least three (3) days prior to the meeting.

- 7.10 A meeting that involves outside agencies or is held outside the District requires the approval of Council or the Mayor.
- 7.11 The Committee shall cause proper minutes and records to be kept and a staff member shall be present to keep such minutes and records. Minutes of the meeting and any recommendations shall be presented to the next Council meeting.
- 7.12 The Committee will operate primarily on a consensus basis. In the exceptional case where consensus cannot be reached, the rules or procedures outlined in Roberts' Rules of Order will apply.
- 7.13 Members of the Committee must declare any conflicts of interest and remove themselves from the meeting until the matter is resolved.
- 7.14 All meetings are open to the public.

**8. BUDGET**

- 8.1 All members of the public appointed to the Committee are volunteers and shall serve without remuneration.
- 8.2 All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Director of Financial Services with prior approval of Council or the Chief Administrative Officer or designate.