



# DISTRICT OF HIGHLANDS

## COUNCIL APPOINTMENTS COMMITTEE AND TASK FORCE APPOINTMENTS

-- 2012 --

Two (2) Select Committees: Terms of Reference followed by Committee List:

1. Community Infrastructure and Services Select Committee
2. Fiscal and Environmental Select Committee

Three (3) Task Forces: Terms of Reference followed by Committee List:

3. Community Centre Task Force
4. Groundwater Task Force
5. Sustainability Strategy Advisory Committee

Two (2) Advisory Boards and Commissions: Bylaws followed by Committee List:

6. Advisory Planning Commission
7. Board of Variance

This document contains the “Terms of Reference” for each Select Committee and Task Force followed by the Membership List.

Charts:

It also contains charts showing council appointments to various portfolios.

# DISTRICT OF HIGHLANDS

## Council and Select Committee Meeting Schedule

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Council, Committee of the Whole, Community Infrastructure and Services, Advisory Planning Commission, and the Community Centre Task Force meetings are held in the School House, unless otherwise posted

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Fiscal and Environmental meetings are held in the Caleb Pike House, unless otherwise posted

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The colors denote the color on the 2010 calendar:

### Regular Meetings of Council

1<sup>st</sup> and 3<sup>rd</sup> Monday of every month – 7:00 p.m.  
(except for July and August)

### Committee of the Whole Meetings

2<sup>nd</sup> Monday of every month – 7:00 p.m.  
(except for July and August)

### Community Infrastructure and Services

4<sup>th</sup> Wednesday of every month – 7:30 p.m.  
(except for July, August and December)

### Fiscal and Environmental

1<sup>st</sup> Wednesday of every month – 7:30 p.m.  
(except for July, August and December)

### Community Centre Task Force

As required

### Advisory Planning Commission

As required

### Board of Variance

As required

### Ground Water Task Force

As required

### Sustainability Strategy Advisory

As required

### Committee

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 rescheduled 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.

## DISTRICT OF HIGHLANDS COUNCIL APPOINTMENTS 2012

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### ACTING MAYOR ROTATION (January, 2012 to December, 2012)

Acting Mayor	January, 2012 to June, 2012	Councillor Sigurd Johannesen
Acting Mayor	July, 2012 to December, 2012	Councillor Allen Dobb

REGULAR MEETING OF COUNCIL – 1<sup>ST</sup> & 3<sup>RD</sup> Monday of each month at 7:00 P.M.  
(Revised schedule in July, August and December - and/or otherwise posted)

### SELECT COMMITTEE APPOINTMENTS

Community Infrastructure and Services Select Committee – Council Liaison Councillor Diane Gill, Alternate Council Liaison Councillor Allan Dobb (4<sup>th</sup> Wednesday each month at 7:30 p.m.) Chair – Allan Roger

Fiscal and Environmental Committee – Council Liaison Councillor Marcie McLean, Alternate Council Liaison Councillor Ken Williams (1<sup>st</sup> Wednesday each month at 7:30 p.m.) Chair – Aniko Varga

### TASK FORCE APPOINTMENTS

Community Centre Task Force – Council Liaison Councillor Sigurd Johannes, Alternate Council Liaison Councillor Ken Williams (meet as required) Chair – Ellie Rayner

Ground Water Task Force – Council Liaison Councillor Karel Roessingh (meet as required)

Heritage Task Force – Council Liaison Councillor Allen Dobb, Chair – Sally Gose

Sustainability Strategy Advisory Committee – Councillor Allen Dobb and Ken Williams Alternate

### ADVISORY COMMISSION APPOINTMENT

Advisory Planning Commission – Council Liaison Councillor Karel Roessingh, Alternate Councillor Ken Williams, Chair – Ellie Rayner (meet as required)

Board of Variance – Secretary, Laura Beckett, Planner

## 2012 Council APPOINTMENTS

### **MAYOR**

**MAYOR JANE MENDUM**

c/o District Office – 474-1773

Capital Regional District Board – Director  
 Capital Regional Hospital Board – Director  
 Capital Regional District Environmental sustainability Committee - Director  
 Capital Regional District Planning, Transportation & Protective Services Committee - Director

### **COUNCILLORS**

**COUNCILLOR ALLEN DOBB**

c/o District Office – 474-1773

CRD Art Committee  
 CRD Solid Waste Advisory Committee, Alternate  
 Community Infrastructure and Services, Alternate Liaison  
 Highlands Heritage Task Force  
 Treaty Advisory Committee (Alternate)  
 Sustainability Strategy Advisory Committee

**COUNCILLOR DIANE GILL**

c/o District Office – 474-1773

CRD Solid Waste Advisory Committee  
 Community Infrastructure and Services, Liaison  
 District of Highlands Emergency Planning, Alternate

**COUNCILLOR SIGURD JOHANNESEN**

c/o District Office – 474-1773

Community Centre Task Force, Liaison  
 District of Highland Emergency Planning  
 Greater Victoria Family Court  
 Western Communities Policing Advisory  
 CREST Alternate – non-voting  
 Juan de Fuca Water Commission - Director

**COUNCILLOR MARCIE MCLEAN**

c/o District Office – 474-1773

Fiscal and Environmental, Liaison  
 Intermunicipal Committee on Disability Issues  
 Greater Victoria Family Court, Alternate  
 Western Communities Policing Advisory, Alternate

**COUNCILLOR KAREL ROESSINGH**

c/o District Office – 474-1773

Advisory Planning Commission  
 Capital Regional District Board (Alternate Director)  
 Capital Regional Hospital Board (Alternate Director)  
 Capital Region Water Commission - Director  
 Capital Region Emergency Service Telecommunications (CREST)  
 Greater Victoria Library Board  
 Ground Water Task Force

**COUNCILLOR KEN WILLIAMS**

c/o District Office – 474-1773

Advisory Planning Commission, Alternate  
 Community Centre Task Force, Alternate  
 Fiscal and Environmental, Alternate Liaison  
 Intermunicipal Committee on Disability Issues, Alternate  
 Sustainability Strategy Advisory Committee, Alternate  
 Treaty Advisory Committee  
 West Shore Parks and Recreation Society

## **HIGHLANDS COUNCIL APPOINTMENTS**

Select and Other Committees/Commissions/Boards – 2012 (Alphabetical)

Capital Region Emergency Service Telecommunications (CREST).....	Councillor Roessingh
Capital Regional District Arts Committee .....	Councillor Allen Dobb
Capital Regional District Board and Hospital Board – Director .....	Mayor Jane Mendum
Capital Regional District Board and Hospital Board – Alternate .....	Councillor Karl Roessingh
Capital Regional District Regional Water Commission –Director .....	Sigurd Johannesen
Capital Regional District Regional Water Commission – Alternate .....	Mayor Jane Mendum
Capital Regional District Solid Waste Advisory.....	Councillor Diane Gill
Capital Regional District Solid Waste Advisory - Alternate .....	Councillor Allen Dobb
Community Policing Advisory Committee .....	Councillor Sigurd Johannesen
Community Policing Advisory Committee - Alternate .....	Councillor Marcie McLean
District of Highlands Advisory Planning Commission .....	Councillor Karel Roessingh
District of Highlands Advisory Planning Commission Alternate .....	Councillor Ken Williams
District of Highlands Community Centre Task Force .....	Councillor Sigurd Johannesen
District of Highlands Community Centre Task Force Alternate.....	Councillor Ken Williams
District of Highlands Community Infrastructure and Services .....	Councillor Diane Gill
District of Highlands Community Infrastructure and Services Alternate .....	Councillor Allen Dobb
District of Highlands Heritage Task Force.....	Councillor Allen Dobb
District of Highlands Emergency Planning.....	Councillor Sigurd Johannesen
District of Highlands Emergency Planning Alternate.....	Councillor Diane Gill
District of Highlands Fiscal and Environmental .....	Councillor Marcie McLean
District of Highlands Fiscal and Environmental Alternate .....	Councillor Ken Williams
District of Highlands Groundwater Task Force.....	Councillor Karel Roessingh
District of Highlands Heritage Task Force.....	Allen Dobb
Greater Victoria Public Library.....	Councillor Karel Roessingh
Intermunicipal Advisory Committee on Disability Issues .....	Councillor Marcie McLean
Intermunicipal Advisory Committee on Disability Issues Alternate .....	Councillor Ken Williams
Juan de Fuca Retail Water Commission – Director .....	Councillor Ken Williams
Juan de Fuca Retail Water Distribution Commission – Alternate .....	Mayor Jane Mendum
Sustainability Strategy Advisory Committee .....	Councillor Allen Dobb
Sustainability Strategy Advisory Committee - Alternate .....	Councillor Ken William
Treaty Advisory Committee .....	Councillor Ken Williams
Treaty Advisory Committee - Alternate .....	Councillor Allen Dobb
Victoria Family Court and Youth Justice Committee - .....	Councillor Sigurd Johannesen
Victoria Family Court and Youth Justice Committee – Alternate .....	Councillor Marcie McLean
West Shore Parks and Recreation Society .....	Councillor Ken Williams

**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: Colwood invited to “appoint” reps to these Committees/Commissions – not “ours”

<b>Advisory Planning Commission – School House</b> <b>Meetings held as required</b> <b>Call – District Office – 250-474-1773 for information</b>	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 – 625 Fisgard Street 2nd Wednesday every month at 4:00 p.m. Call 360-3129 for information	Capital Regional District Board – 625 Fisgard St. 2nd Wednesday every month at 1:30 p.m. Call 360-3129 for information
Capital Regional District Regional Water Commission 625 Fisgard Street 3 <sup>rd</sup> Wednesday of every month at 9:30 a.m. Call 474-9600 for information	Capital Regional District Solid Waste– 625 Fisgard St. 2nd Thursday every month at 1:00 p.m. Call 250.360.3084 for information
<b>Community Centre Task Force</b> <b>School House – 1589 Millstream Road</b> <b>1<sup>st</sup> Thursday every month (time changes)</b> <b>Call District Office – 474-1773 for information</b>	<b>Community Infrastructure and Services Select Committee</b> <b>1589 Millstream Road – School House</b> <b>4<sup>th</sup> Wednesday every month at 7:30 p.m.</b> <b>Call District Office - 250-474-1773 for information</b>
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)	<b>Emergency Planning – District Office</b> <b>Meet as required</b> <b>Call Val Fletcher - 250-479-1725 for information</b>
<b>Fiscal and Environmental Select Committee</b> <b>1589 Millstream Road – Pike House</b> <b>1<sup>st</sup> Wednesday every month at 7:30 p.m.</b> <b>Call District Office 250-474-1773 for information</b>	<b>Groundwater Task Force– District Office</b> <b>Meet as required</b> <b>Call District Office 250-474-1773 for information</b>
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	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.	Treaty Advisory Committee - Schedule Unknown. **Not open to the public. Call Councillor Williams for information - this is his portfolio: 479-7497.
Sustainability Strategy Advisory Committee <b>1589 Millstream Road – School House</b> <b>Call District Office 250-474-1773 for information</b>	Victoria Family Court & Youth Justice Committee City of Victoria Council Chambers Usually 3 <sup>rd</sup> Wednesday of every month (except July, August and September) at 11:30 a.m. Call 356-7650 for information
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 Bylaws for All Committees

**COMMUNITY INFRASTRUCTURE & SERVICES SELECT COMMITTEE (CISSC)**  
**Terms of Reference**

PURPOSE:

To review and provide advice to Council through the District Administrator and Committee of the Whole (Policies and Priorities Committee) on matters regarding:

- } Provision and maintenance of trails, roads and parks;
- } Special Events;
- } Leisure Services;
- } Issues of Public safety including the Fire Master Plan & Emergency Services Response Plan;
- } Any other related matter as referred to the Committee by Council; and
- } Financial implications of any of the above.

CAO (Chief Administrative Officer) OR DESIGNATE:

The CAO (and/or his/her designate shall be in attendance at these committee meetings and be responsible for:

- } Providing committee members with all the relevant and available background on matters referred to the committee by Council;
- } Responding to the questions of committee members (within legislation and the policies and bylaws of the District); and
- } Update Committees on Council business and results of Committee recommendations.

ROLE OF THE COMMITTEE:

- } The committee meetings will be advisory in nature and meet to discuss matters referred to the Committee by Council and provide recommendations to the Committee of the Whole (Policies and Priorities Committee); and
- } May refer an item to the CAO (and/or his/her designate) for more information or clarification; and
- } Identify Emerging issues for Council's Direction.

ROLE OF THE CHAIR:

- } Arrange and/or cancel bookings for meeting place venues;
- } Ensure the committee meeting has a quorum;
- } Ensure that a recording secretary for the meeting has been appointed;
- } During discussion keep members on agenda topics;
- } Provide all members with a reasonable opportunity to express their points of view;

- } Ensures committee minutes, reports, or recommendations are forwarded to the CAO in a timely manner;
- } Shall arrange for him/her and/or delegate of the Committee to attend the Committee of the Whole (Policies and Priorities Committee) Meetings to which their committee has forwarded a report/or recommendation to;
- } Attend Policies and Priorities Committee meetings as required; and
- } Advise committee members of any meeting date changes or cancellations.

**ROLE OF THE RECORDING SECRETARY:**

- } Take the minutes of the Committee Meeting;
- } Ensure that the minutes are legibly recorded;
- } Ensure that the minutes are provided to District Administration for inclusion on the agenda for the next Committee for approval;
- } Ensure that the minutes, once approved by the Committee and signed by the Committee Chair, are provided to District Administration for referral to the next meeting of Council to be received.

**REQUIREMENTS:**

1. Appointments to the Committee shall be made annually or at the discretion of Mayor and Council. The Committee shall consist of up to nine(9) and no fewer than five(5) voting members.
2. Members shall consist of residents and non-residents property owners and shall be appointed for a two-year term. Appointments shall be staggered to minimize turnover in any one year.
3. No committee member shall serve more than two consecutive years as Chair.
4. The Committee shall appoint a Chair and a Vice Chair in January of every year. The Vice Chair will act as Chair in the Chair's absence.
5. If any member of the Committee shall be or has been absent from three consecutive regular meetings in a twelve month period without leave of the Chair, the Council may declare the office of such absent Committee member to be vacant.
6. Committee members shall provide advance notification to the Chair if they are unable to attend a Committee meeting.
7. Staff resource persons may attend, however they do not have voting rights.
8. No committee member has the power to pledge the credit of the municipality or commit the municipality to any particular action.

9. The committee members will nominate a recording secretary for the Committee. The meetings shall be recorded in sufficient detail (including recommendations and/or a listing of options with a preferred alternative) to enable all Council members to be conversant with the recommendations/action items required whenever a report appears before the Committee of the Whole (Policy and Priorities Committee).
10. No member of the Committee shall give specific direction to any staff member at the committee meetings. The responsibility for giving specific direction to staff shall reside with the CAO.
11. All recommendations arising from the Committee meeting shall be referred to the CAO for review prior to final consideration by the Committee of the Whole (Policies and Priorities Committee).
12. All management reports going to the Committee will be sent first to the office of the CAO by the respective department head and will be initialed by the CAO to signify that these reports have been seen by the CAO. The CAO shall endorse the report or may wish to submit a separate covering memo to the report indicating why he/she is unable to endorse it.
13. The agenda, along with agenda items will be prepared by Municipal staff and circulated to all members of the Committee and Members of Council as per the terms in the Council Procedure Bylaw.
14. The Committee and its members are only empowered to perform duties on behalf of the District as stipulated in these Terms of Reference.
15. The public has the right to attend any portion of the Committee meetings.
16. The Chair and/or delegate of the Committee should attend the Committee of the Whole (Policies and Priorities Committee) Meetings to which their Committee has forwarded a report and/or recommendation.
17. The Committee shall approve their Committee's minutes at the following Committee meeting by a majority vote of the Committee.
18. The Mayor shall appoint a Council Member to act as liaison to an Advisory Committee who will be a non-voting member of the Committee.

PROCEEDINGS:

1. The Committee may meet once a month if required. The Committee Meetings are not to be scheduled on a date that conflicts with Council Meetings, Committee of the Whole (Policies and Priorities Committee Meetings), the Advisory Planning Commission meetings or Fire Practice Evening.
2. Meeting procedures shall be conducted in a fair and orderly manner. Council's Procedure By-Law and the most recent edition of Roberts Rules of Order will be employed.
3. A quorum for the Committee shall be one more than half of the total number of Committee Members, one of whom must be the Chairperson or Vice-Chairperson.
4. The Protocol is to vote, but consensus is encouraged.

REPORTING PROTOCOL:

2. Each report (including all recommendations of the Committee) should be forwarded through the CAO (and his/her designate) to the Committee of the Whole (Policies and Priorities Committee) by the chair of the Committee at least six days prior to the Committee of the Whole Meeting. The chair or his/her designate of the Committee shall attend any meeting of the Committee of the Whole (policies and Priorities Committee) to which their committee has forwarded a report.
3. Whether or not the District Administration agrees with the committee recommendations, these should not be altered in any way by the Administration. The District Administration may forward a separate report on any matter to the Committee of the Whole (Policies and Priorities Committee) and/or Council, with a copy forwarded to the Committee Chair.
4. The Council, through its Administration, shall advise the Committee of the disposition of their issues by Council.

CONFLICT OF INTEREST:

1. If a member of the Committee attending a Committee meeting, considers that he or she is not entitled to:
  - (a) participate in the discussion of the matter; or
  - (b) vote on a question in respect of a matter because the member has a direct or indirect, pecuniary interest in the matter or for any reason including acting as an agent or consultant for an applicant, the member must declare this and state the general nature of which the member considers this to be the case.

2. After making the declaration, the member:
  - (a) must immediately leave the meeting or that part of the meeting during which the matter is presented and under consideration.
  - (b) must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter; and
  - (c) must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.
  
3. When the declaration is made:
  - (a) the minute taker must record the member's declaration and the reason for it; and
  - (b) the person presiding at the meeting must ensure the member is not present at the meeting at the time of discussion or voting on the matter.

**COMMUNITY INFRASTRUCTURE AND SERVICES SELECT COMMITTEE - 2012**

<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>	<b>TERM</b>
GILL, Diane Council Liaison	c/o District of Highlands 1980 Millstream Road	250-474-1773	
DOBB, Allan Alternate Council Liaison	c/o District of Highlands	250-474-1773	
<b>COMMITTEE MEMBERS</b>			
ROGER, Allan Chair	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires Dec / 2013
YORK, Fred Vice - Chair	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires Dec / 2013
FLITTON, Bob	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires Dec / 2012
NUK, Bessie	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires Dec / 2012
Rayner, Ellie	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Year Expires Dec / 2012
<b>VACANT</b>	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Year Expires Dec / 2012
<b>VACANT</b>	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires Dec / 2012
<b>VACANT</b>	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires Dec / 2013
<b>VACANT</b>	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires Dec / 2013

**FISCAL AND ENVIRONMENTAL SELECT COMMITTEE**  
**Terms of Reference**

PURPOSE:

To review and provide advice to Council through the District Administrator and Committee of the Whole (Policies and Priorities Committee) on matters regarding:

- } Fiscal sustainability of the District;
- } Environmental consideration regarding proposed new developments;
- } Environmental sustainability; and
- } On any other related matter as referred to the committee by Council.

CAO (Chief Administrative Officer) OR DESIGNATE:

The CAO (and/or his/her designate shall be in attendance at these committee meetings and be responsible for:

- } Providing committee members with all the relevant and available background on matters referred to the committee by Council;
- } Responding to the questions of committee members (within legislation and the policies and bylaws of the District); and
- } Update Committees on Council business and results of Committee recommendations.

ROLE OF THE COMMITTEE:

- } The committee meetings will be advisory in nature and meet to discuss matters referred to the Committee by Council and provide recommendations to the Committee of the Whole (Policies and Priorities Committee); and
- } May refer an item to the CAO (and/or his/her designate) for more information or clarification; and
- } Identify Emerging issues for Council's Direction.

ROLE OF THE CHAIR:

- } Arrange and/or cancel bookings for meeting place venues;
- } Ensure the committee meeting has a quorum;
- } Ensure that a recording secretary for the meeting has been appointed;
- } During discussion keep members on agenda topics;
- } Provide all members with a reasonable opportunity to express their points of view;
- } Ensures committee minutes, reports, or recommendations are forwarded to the CAO in a timely manner;
- } Shall arrange for him/her and/or delegate of the Committee to attend the Committee of the Whole (Policies and Priorities Committee) Meetings to which their committee has forwarded a report/or recommendation to;
- } Attend Policies and Priorities Committee meetings as required; and
- } Advise committee members of any meeting date changes or cancellations.

ROLE OF THE RECORDING SECRETARY:

- } Take the minutes of the Committee Meeting;
- } Ensure that the minutes are legibly recorded;
- } Ensure that the minutes are provided to District Administration for inclusion on the agenda for the next Committee for approval;
- } Ensure that the minutes, once approved by the Committee and signed by the Committee Chair, are provided to District Administration for referral to the next meeting of Council to be received.

REQUIREMENTS:

1. Appointments to the Committee shall be made annually or at the discretion of Mayor and Council. The Committee shall consist of up to nine (9) and no fewer than five (5) voting members.
2. Members shall consist of residents and non-residents property owners and shall be appointed for a two-year term. Appointments shall be staggered to minimize turnover in any one year.
3. No committee member shall serve more than two consecutive years as Chair.
4. The Committee shall appoint a Chair and a Vice Chair in January of every year. The Vice Chair will act as Chair in the Chair's absence.
5. If any member of the Committee shall be or has been absent from three consecutive regular meetings in a twelve month period without leave of the Chair, the Council may declare the office of such absent Committee member to be vacant.
6. Committee members shall provide advance notification to the Chair if they are unable to attend a Committee meeting.
7. Staff resource persons may attend, however they do not have voting rights.
8. No committee member has the power to pledge the credit of the municipality or commit the municipality to any particular action.
9. The committee members will nominate a recording secretary for the Committee. The meetings shall be recorded in sufficient detail (including recommendations and/or a listing of options with a referred alternative) to enable all Council members to be conversant with the recommendations/ action items required whenever a report appears before the Committee of the Whole (Policy and Priorities Committee).

10. No member of the Committee shall give specific direction to any staff member at the Committee meetings. The responsibility for giving specific direction to staff shall reside with the CAO.
11. All recommendations arising from the Committee meeting shall be referred to the CAO for review prior to final consideration by the Committee of the Whole (Policies and Priorities Committee).
12. All management reports going to the Committee will be sent first to the office of the CAO by the respective department head and will be initialed by the CAO to signify that these reports have been seen by the CAO. The CAO shall endorse the report or may wish to submit a separate covering memo to the report indicating why he/she is unable to endorse it.
13. The agenda, along with agenda items will be prepared by Municipal staff and circulated to all members of the Committee and Members of Council as per the terms in the Council Procedure Bylaw.
14. The Committee and its members are only empowered to perform duties on behalf of the District as stipulated in these Terms of Reference.
15. The public has the right to attend any portion of the Committee meetings.
16. The Chair and/or delegate of the Committee should attend the Committee of the Whole (Policies and Priorities Committee) Meetings to which their Committee has forwarded a report and/or recommendation.
17. The Committee shall approve their Committee's minutes at the following Committee meeting by a majority vote of the Committee.
18. The Mayor shall appoint a Council Member to act as liaison to an Advisory Committee who will be a non-voting member of the Committee.

PROCEEDINGS:

1. The Committee may meet once a month if required. The Committee Meetings are not to be scheduled on a date that conflicts with Council Meetings, Committee of the Whole (Policies and Priorities Committee Meetings), the Advisory Planning Commission Meetings or Fire Practice Evening.
2. Meeting procedures shall be conducted in a fair and orderly manner. Council's Procedure By-Law and the most recent edition of Roberts Rules of Order will be employed.

3. A quorum for the Committee shall be one more than half of the total number of committee Members, one of whom must be the Chairperson or Vice-Chairperson.
4. The Protocol is to vote, but consensus is encouraged.

REPORTING PROTOCOL:

1. Each report (including all recommendations of the Committee) should be forwarded through the CAO (and his/her designate) to the Committee of the Whole (Policies and Priorities Committee) by the chair of the Committee at least six days prior to the Committee of the Whole Meeting. The chair or his/her designate of the Committee shall attend any meeting of the Committee of the Whole (policies and Priorities Committee) to which their committee has forwarded a report.
2. Whether or not the District Administration agrees with the committee recommendations, these should not be altered in any way by the Administration. The District Administration may forward a separate report on any matter to the Committee of the Whole (Policies and Priorities Committee) and/or Council, with a copy forwarded to the Committee Chair.
3. The Council, through its Administration, shall advise the Committee of the disposition of their issues by Council.

CONFLICT OF INTEREST:

1. If a member of the Committee attending a Committee meeting, considers that he or she is not entitled to:
  - (a) participate in the discussion of the matter; or
  - (b) on a question in respect of a matterbecause the member has a direct or indirect, pecuniary interest in the matter or for any reason including acting as an agent or consultant for an applicant, the member must declare this and state the general nature of which the member considers this to be the case.
2. After making the declaration, the member:
  - (a) must immediately leave the meeting or that part of the meeting during which the matter is presented and under consideration.
  - (b) must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter; and
  - (c) must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

3. When the declaration is made:

- (a) the minute taker must record the member's declaration and the reason for it; and
- (b) the person presiding at the meeting must ensure the member is not present at the meeting at the time of discussion or voting on the matter.

**FISCAL AND ENVIRONMENTAL SELECT COMMITTEE - 2012**

<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>	<b>TERM</b>
MCLEAN, Marcie Council Liaison	c/o District of Highlands 1980 Millstream Road	250-474-1773	
WILLIAMS, Ken Alternate Council Liaison	c/o District of Highlands 1980 Millstream Road	250-474-1773	
<b>COMMITTEE MEMBERS</b>			
VARGA, Aniko Chair	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires Dec / 2012
HUSBAND, Vicky Vice - Chair	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires Dec / 2013
FARIS, Kenn	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires Dec / 2012
LEE, Warren	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires Dec / 2013
CUMMINS, Patricia	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires Dec / 2013
LIMBRICK, Elaine	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires Dec / 2013
MCMINN, Bob	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires Dec / 2012
NUK, Greg	c/o District of Highlands 1980 Millstream Road	250-474-1773	2Years Expires Dec / 2012
<b>VACANT</b>	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires Dec / 2012

**TERMS OF REFERENCE  
COMMUNITY CENTRE TASK FORCE**

**(Approved by Council February 5, 2007)**

**1.1 Committee Name**

The committee name is changed from the Community Hall Task Force to the **Community Centre Task Force**.

**1.2 Committee Membership**

The present Community Hall Task Force committee will continue as the Community Centre Task Force committee.

**1.3 Budget**

The present budget will be amended by the committee to include additional planning and design work required, and shall be presented to Council for approval. The budget will include costs for public information materials and costs to prepare concept plans and sketches.

**1.4 Community Centre Vision**

The committee will undertake to reflect the will and wishes of the Highland community when considering a community centre. It will produce a vision based on a review of previous surveys, findings from other community centers, and the identification of potential uses. The vision will be presented to Council and the public for comment.

**1.5 Objectives**

The committee will study the feasibility of establishing a community centre in the Highlands. It will undertake the following tasks:

- Determine the appropriate mix of uses, including community social, cultural and recreational uses, municipal buildings and commercial uses
- Determine land and servicing requirements
- Define access and parking requirements
- Identify and evaluate potential sites for a community centre
- Prepare conceptual options for site layout and buildings
- Provide an estimate of land, buildings and site development costs
- Identify development phasing options
- Identify capital funding options
- Identify operations and maintenance funding options
- Identify possible implications for other community lands and facilities
- Identify implementation steps

**COMMUNITY CENTRE TASK FORCE – 2012**

<b><i>NAME</i></b>	<b><i>ADDRESS</i></b>	<b><i>TELEPHONE</i></b>
JOHANNESEN, Sigurd Councillor Liaison	1980 Millstream Road Highlands, BC V9B 6H1	474-1773
WILLIAMS, Ken Alternate Councillor Liaison	1980 Millstream Road Highlands, BC V9B 6H1	474-1773
<b><i>TASK FORCE MEMBERS</i></b>		
FLITTON, Bob (CISC-1)*	1980 Millstream Road Highlands, BC V9B 6H1	474-1773
MCMINN, Bob Vice-Chair (CAL – HDCA & HPRS-2)*	1980 Millstream Road Highlands, BC V9B 6H1	474-1773
NUK, Bessie (CAL-3)*	1980 Millstream Road Highlands, BC V9B 6H1	474-1773
RAYNER, Ellie Chair (CISC-2)*	1980 Millstream Road Highlands, BC V9B 6H1	474-1773
SANSOM, Rachael (CISC-3)*	1980 Millstream Road Highlands, BC V9B 6H1	474-1773
Sheila Taylor (CAL-4)*	1980 Millstream Road Highlands, BC V9B 6H1	474-1773
<b>VACANT (CISC)</b>		
<b>VACANT (CISC)</b>		
<b>VACANT (CAL)</b>		

\*ToR state: Committee shall consist of 9 volunteers (5 from CISC; 4 from community at large (CAL) of which a member of the Highland Parks and Recreation Association and the Highland District Community Association shall sit on the committee)

## **SUSTAINABILITY STRATEGY ADVISORY COMMITTEE 2012 TERMS OF REFERENCE**

### **Mandate**

The Highlands Sustainability Strategy Advisory Committee (SSAC) is the community advisory committee for both the ICSP and OCP components of the Sustainability Strategy project, and its members represent the community's interest in the project. The SSAC will provide input to the Whistler Centre for Sustainability (consulting team) and the District on public engagement opportunities, assist in the development of the community's vision (including descriptions of success), provide input on current reality and indicators, develop recommended actions, provide insight on identified OCP issues and feedback on recommended OCP direction. Individual organizations represented on the SSAC will also be essential partners and work with the District to lead on implementing actions that will move the community towards its vision of success and sustainability.

### **Membership**

1. The SSAC will be comprised of no more than fifteen (15) members in total in order to maintain effective meetings and meaningful engagement.
2. In order to ensure effective representation from across the community, the SSAC shall be comprised of members from:
  - a. Council Liaison;
  - b. Staff Liaisons;
  - c. Community Business Leaders;
  - d. Community Associations (if applicable);
  - e. Social Services, including education, health, and culture;
  - f. Environmental Organizations;
  - g. Representatives of standing municipal committees; and
  - h. At-large Members.

### **Terms**

1. The SSAC shall act as an advisory body to inform and provide input to staff and the Sustainability Strategy consulting team for consideration.
2. The District hereby delegates the following duties to the SSAC:
  - a. Review and provide input to the public engagement process and communications opportunities;
  - b. Participate in facilitator training and facilitate public events as needed;
  - c. Provide input to refine descriptions of success statements and OCP issues;
  - d. Provide input to the consulting team on current reality description and community indicators as well as potential OCP directions;
  - e. Participate in action planning meeting;
  - f. Review and provide input on draft ICSP and OCP documents; and
  - g. Accept actions for implementation.

3. SSAC members should attend all meetings. In the event that a member cannot attend, it is the responsibility of the member to advise the Centre or municipal project supervisor and, if the member is representing an organization, to appoint and brief a suitable alternate member. Repeated absence from SSAC meetings without notification may be cause to replace the SSAC member.
4. All members of the SSAC shall serve without remuneration.

### **Procedures**

1. The SSAC will be facilitated by the consulting team lead or municipal project supervisor (or an appropriate delegate).
2. It is proposed that the SSAC will meet for the following:
  - a. ICSP Process:
    - i. An initial meeting (60-90 minutes, web meeting)
    - ii. Sustainability Fair preparation/facilitation training (60 minutes, in person)
    - iii. Review criteria for refining/finalizing actions (60 minutes, web meeting)
    - iv. Confirm final actions (60 minutes, web meeting)
    - v. Review meeting for the draft ICSP (60-90 minutes, web meeting)
    - vi. Ongoing e-mail communication.
  - b. OCP Process:
    - i. OCP issues meeting (2-3 hours, in person)
    - ii. Review meeting for draft OCP components (60-90 minutes, web meeting)
    - iii. OCP Open House preparation (60 minutes, in person)
    - iv. Ongoing e-mail communication.
3. The SSAC will also provide input as required by email to the consulting team and/or municipal staff.
4. Meeting Quorum
  - a. A quorum will be the majority (50%+1 members) of the SSAC.
  - b. Recommendations and decisions of the SSAC shall be made by a majority of members in attendance at a meeting, provided quorum is present at that meeting.
5. The SSAC 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.
6. The Chair may call an extra meeting of the SSAC if required during the Sustainability Strategy process and upon giving at least seven (7) days notice to each member.
7. Confidentiality: To ensure a safe environment for dialogue, members should convey the ideas and experiences of the meeting to others outside the group only in a very general manner and without attributing specific ideas or statements to any identifiable individual. However, as one of the roles of SSAC members is to represent her/his membership/constituency, it is expected that each SSAC member will share information from the process as necessary in order to solicit input that can be used to inform the process.

**SUSTAINABILITY STRATEGY ADVISORY COMMITTEE – 2012**

<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
FLITTON, Bob	c/o District of Highlands 1980 Millstream Road	District Office 250-474-1773
BAIRD, Ann	c/o District of Highlands 1980 Millstream Road	District Office 250-474-1773
VARGA, Aniko	c/o District of Highlands 1980 Millstream Road	District Office 250-474-1773
MCMINN, Bob	c/o District of Highlands 1980 Millstream Road	District Office 250-474-1773
LEE, Warren	c/o District of Highlands 1980 Millstream Road	District Office 250-474-1773
MACKAS, Dave	c/o District of Highlands 1980 Millstream Road	District Office 250-474-1773
GOSE, Sally	c/o District of Highlands 1980 Millstream Road	District Office 250-474-1773
MCMINN, Libby	c/o District of Highlands 1980 Millstream Road	District Office 250-474-1773



## DISTRICT OF HIGHLANDS

### BYLAW NO. 209

**\*\* OFFICE CONSOLIDATION  
For convenience purposes only:  
it is not a certified copy**

#### A bylaw for the establishment of an Advisory Planning Commission

---

WHEREAS the Local Government Act provides that Council may, by bylaw, establish an Advisory Planning Commission.

NOW THEREFORE Council of the District of Highlands in open meeting assembled hereby enacts as follows:

#### **1.0 TITLE**

1.1 This bylaw may be cited for all purposes as the "Advisory Planning Commission Bylaw No. 209, 2003"

#### **2.0 DEFINITIONS**

2.1 In this bylaw:

**Commission** means the Advisory Planning Commission established by this bylaw.

**Council** means the Municipal Council of the District of Highlands.

**District** means the District of Highlands.

#### **3.0. ESTABLISHMENT**

3.1 There is hereby established an Advisory Planning Commission which shall be known as the "District of Highlands Advisory Planning Commission"

#### **4.0 APPOINTMENT**

4.1 The Commission shall consist of seven (7) persons appointed by Council resolution.

4.2 At least five (5) members of the Commission shall be residents of the District.

4.3 Members shall be appointed for a two-year term on a staggered basis.

- 4.4 On or before the first day of April in each year, the Council shall appoint or reappoint members of the Commission to fill the office of those members whose terms have expired or will expire on the last day of March of that year.
- 4.5 Council may revoke the appointment of any member of the Commission at any time by a vote of two-thirds of Council.
- 4.6 One member of Council shall be appointed by Council as a non-voting liaison to the Commission.
- 4.7 In the event a vacancy arises on the Commission, Council may appoint a person to fill the vacancy for the balance of the term.
- 4.8 In the event a member fails to attend three consecutive meetings of the Commission, the member's seat shall be deemed vacant unless they have been excused by resolution of the Commission. (*\*\*amended by Bylaw No. 260, adopted June 6, 2005*)

#### **5.0 CHAIRPERSON OF COMMISSION**

- 5.1 The Commission members shall, before the 30th day of April in each year, elect a Chairperson and Vice-Chairperson from its members.
- 5.2 The Chairperson of the Commission shall be responsible for the execution of documents on behalf of the Commission, including the signing of the minutes.

#### **6.0 MEETING PROCEDURES**

- 6.1 Meetings of the Commission shall take place as determined by District Administration with consultation of the Chairperson, as required to accomplish the business of the Commission. (*\*\*added by Bylaw No. 260, adopted June 6, 2005*)
- 6.2 A majority of the members (4) of the Commission, one of whom is the Chairperson or Vice-Chairperson, shall constitute a quorum. The Council member appointed as a liaison to the Commission shall not be included when determining a quorum. If a quorum is not present within thirty minutes after the time fixed for a meeting, the Secretary shall record the names of the members present and the Commission shall stand adjourned until the next meeting.
- 6.3 Meetings of the Commission must be open to the public unless the subject matter being considered relates to one of more or the matters referred to in Section 242.2 of the Local Government Act.

- 6.4 Before a meeting, or portion of a meeting, is closed to the public, the Commission must state by resolution the fact the meeting is to be closed, and the basis under the Local Government Act on which the meeting, or portion of a meeting, is to be closed.
- 6.5 When the Commission is considering an amendment to a plan or bylaw, the applicant or his agent for the amendment is entitled to attend the meeting and to be heard.
- 6.6 After the applicant or his agent has addressed the Commission, the Commission may hear from any person who deems they are affected by the proposal or who have an interest in the proposal. No person, other than the applicant or his agent for an amendment or permit, shall be allowed to speak more than once without the consent of the Chairperson and the Chairperson may disallow repetitious speeches.
- 6.7 All persons wishing to speak at a meeting of the Commission must have the permission of the Chairperson, and all persons in attendance shall maintain order and quiet and shall not interrupt any speech or action of the assembly. Public addressing the Commission will be given a limitation of ten minutes each to make their presentation.
- 6.8 Voting:
- (a) All members of the Commission, including the Chairperson, must vote on every question unless they have declared a conflict and left the meeting.
  - (b) Any member of the Commission present at a meeting at the time of a vote who abstains from voting shall be deemed to have voted in the affirmative.
  - (c) Any member who does not indicate how they vote is counted as having voted for the question.
  - (d) All matters brought before the Commission shall be decided by a simple majority vote of the members of the Commission present at the meeting.
  - (e) If the votes are equal for and against, the question is defeated.
- 6.9 The Commission will not receive any representations from the applicant, his agent, or the public after they have rendered their decision on a particular matter, unless the matter has been referred back to the Commission by Council for further consideration.
- 6.10 Any point of procedure which arises during any meeting of the Commission shall be decided by the Chairperson.
- 6.11 Where any ruling of the chairperson is challenged by any member of the Commission, the Chairperson's ruling shall immediately be put to a vote without debate and the result of such vote shall govern.

## **7.0 CONFLICT OF INTEREST**

- 7.1 If a member of the Commission attending a Commission meeting, considers that he or she is not entitled to
- (a) participate in the discussion of the matter; or
  - (b) vote on a question in respect of a matter because the member has a direct, or indirect, pecuniary interest in the matter or for any other reason including acting as an agent or consultant for an applicant, the member must declare this and state the general nature of which the member considers this to be the case.
- 7.2 After making the declaration, the member:
- (a) must immediately leave the meeting or that part of the meeting during which the matter is presented and under consideration,
  - (b) must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter, and
  - (c) must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
- 7.3 When the declaration is made:
- (a) The Secretary must record the member's declaration and the reasons for it; and
  - (b) The person presiding at the meeting must ensure the member is not present at the meeting at the time of discussion or voting on the matter.

## **8.0 MINUTES**

- 8.1 The District shall supply a secretary for the Commission who shall be responsible for the preparation of the minutes of the meetings of the Commission and attend to all correspondence and clerical duties on behalf of the Commission.
- 8.2 Minutes of the Commission shall be signed by the Chairperson, or the Vice- Chairperson presiding at the meeting, and the Secretary.
- 8.3 Minutes and all of the documents considered by the Commission shall be available for public inspection at the District office during normal business hours. This does not apply to the minutes of that portion of a meeting that has been closed to the public under Section 242.2 of the Local Government Act.
- 8.4 Applicants of matters considered by the Commission shall be notified in writing of the decision of the Commission within ten working days of the Commission meeting. The notification shall include the recommendation adopted by resolution of the Commission.

8.5 The Commission shall forward their recommendation to the District office for submission to Council.

**9.0 ROLE OF THE COMMISSION**

9.1 The role of the Commission shall be to advise Council on all matters referred to the Commission from time to time by the Council respecting land use, community planning or a proposed bylaw or permit that may be enacted or issued under Part 26, Divisions 2, 7, 9 and 11 of the Local Government Act.

9.2 In support of applications, consideration may be given a variety of principles including but not limited to:

- (a) The promotion of health, safety convenience and the welfare of the public;
- (b) The preservation of the land peculiar to any zone;
- (c) The intent of the District’s Official Community Plan policies;
- (d) The securing of adequate light, air and access;
- (e) The sustainability of the District’s natural environment;
- (f) The value of the land and the nature of its present and prospective use and occupancy;
- (g) The character of the zone, the buildings already erected and the suitability of the zone for the projected use;
- (h) The preservation of property values;
- (i) Site development, including landscaping and preservation of natural amenities; and
- (j) Outdoor lighting, signs and garbage enclosures.

**10.0 REPEAL**

10.1 “District of Highlands Advisory Planning Commission Bylaw No. 12, 1994” is hereby repealed.

Read a first time this            15TH DAY OF            DECEMBER, 2003

Read a second time this        15TH DAY OF            DECEMBER, 2003

Read a third time this         15TH DAY OF            DECEMBER, 2003

Reconsidered and finally passed and adopted this 19TH DAY OF JANUARY, 2004

*Original Signed*

*Original Signed*

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Mayor

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Administrator

**ADVISORY PLANNING COMMISSION – 2012**

<b><i>NAME</i></b>	<b><i>ADDRESS</i></b>	<b><i>TELEPHONE</i></b>	<b><i>TERM</i></b>
ROESSINGH, KAREL COUNCILLOR	c/o District of Highlands 1980 Millstream Road	250-474-1773 <a href="mailto:karel@roessong.com">karel@roessong.com</a>	Council Liaison
WILLIAMS, Ken COUNCILLOR	c/o District of Highlands 1980 Millstream Road	250-474-1773 <a href="mailto:kgwmaya@shaw.ca">kgwmaya@shaw.ca</a>	Alternate Liaison
<b><i>COMMISSION MEMBERS</i></b>			
RAYNER, Eleanor Chair	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires March 2011
ROBERTSON, Colleen Vice Chair	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires March 2011
DHILLON, Mara	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires March 2012
JOHANNESEN, Honora	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires March 2012
YORK, Fred	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires March 2012
LESTER, Rick	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires March 2011
ROGER, Allan	c/o District of Highlands 1980 Millstream Road	250-474-1773	2 Years Expires March 2011



## DISTRICT OF HIGHLANDS

### BYLAW NO. 260

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

---

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.

---

MAYOR

---

MUNICIPAL CLERK

**BOARD OF VARIANCE MEMBERS - 2012**

<b><i>NAME</i></b>	<b><i>ADDRESS</i></b>	<b><i>TELEPHONE</i></b>	<b><i>TERM</i></b>
CARRILHO, Will	c/o District of Highlands 1980 Millstream Road	250-474-1773	3 Year Expires Dec / 2010
HENRY, Paul	c/o District of Highlands 1980 Millstream Road	250-474-1773	3 Year Expires Dec / 2010
VACANT			3 Year Expires Dec / 2009
BECKETT, Laura (Secretary)	Municipal Planner	474 - 1773 lbeckett@highlands.ca	