

CONSOLIDATION FOR CONVENIENCE PURPOSES ONLY OF BYLAW 3489, 3619



CITY OF CAMPBELL RIVER
PROVINCE OF BRITISH COLUMBIA
BYLAW NO. 3489

A BYLAW OF THE CITY OF CAMPBELL RIVER TO PROVIDE FOR THE ESTABLISHMENT OF A COMMUNITY PARTNERSHIP COMMITTEE.

The Council of the City of Campbell River, in open meeting assembled, enacts as follows:

1. TITLE:

This Bylaw may be cited for all purposes as "**Community Partnership Committee Bylaw No. 3489, 2012**".

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- "**Committee**" means Community Partnership Committee.
"**City**" means the City of Campbell River.
"**Council**" means the Council of the City of Campbell River.

3. PURPOSE

- 3.1 The purpose of the Committee is to assist Council in its decision making role by ensuring that Council receives thoughtful and comprehensive advice from a well represented group of individuals from the community with unique skills and knowledge specific to the mandate of this Committee.
- 3.2 The Committee's function shall be to make recommendations to Council on applications for grants-in-aid and permissive tax exemptions. Working in the best interests of all Campbell River residents, the Committee will explore ways that community partnership funding can best meet the needs of a growing community.
- 3.3 The Community Partnership program is designed to support community groups with the delivery of major events and/or services. These groups assist the City in fulfilling the principle and objective of promoting a dynamic arts and cultural community, and the promotion of a positive community.

4. MEMBERSHIP

4.1 The membership of the Committee shall be as follows:

- a) 7 (seven) members at large, drawn from a broad community representation of people committed to providing community services by local nonprofit agencies.

5. APPOINTMENTS & TERM

5.1 The following shall apply to all appointments:

- a) All appointments shall be for a three (3) year term, commencing on the 1st day of April following the Local Government Election. The term of appointment to the Committee shall expire March 31st or when a successor is appointed.

- b) Where this bylaw provides for the appointment of a committee member to serve as a representative to another committee, the Committee is authorized to designate its representative.
- c) One member of Council shall be an ex-officio member of the Committee. As a representative of Council, they play an important liaison role in ensuring the objectives of the Committee as set by Council are being met, and in providing the direct communication link to Council. That person shall not be considered as a member of the Committee for the purpose of calculating a quorum and shall be given the privilege of the floor, but not be permitted to vote.
- d) At least two-thirds (2/3^{rds}) of the members appointed to the Committee shall be residents of the City.
- e) Any appointee to the Committee may be removed by an affirmative vote of two-thirds (2/3^{rds}) of all members of Council.
- f) In the event of a vacancy, Council may appoint a person for the unexpired term.
- g) Any member who is absent from meetings of the Committee for two (2) consecutive regular meetings, without leave of absence from the Committee or without reason satisfactory to the Committee, shall, with concurrence of Council, forthwith cease to be a member of the Committee.
- h) A member of the Committee may not serve for more than two (2) consecutive terms. Council may, however, by two-thirds (2/3^{rds}) majority of those present, reappoint a person who has served two (2) consecutive terms.
- i) Each member of the Committee shall serve without remuneration.

6. AUTHORITY GRANTED BY COUNCIL

6.1 Notwithstanding Section 3.2, Council delegates to the Committee the power to approve a grant-in-aid to an organization not exceeding \$1,000.00 each, providing the application complies with Council's Finance (grant) Policy. The Committee's authority to approve grants-in-aid is limited to the amount prescribed in Council's Finance Policy and Council's Five Year Financial Plan.

7. EXPECTATIONS

7.1 The Committee and its members are required to:

- a) be accountable and responsive to Council leadership and direction;
- b) be open and transparent by observing legislative meeting protocol and conducting their business in public meetings;
- c) be collaborative in nature, respectful and flexible;
- d) remain accessible to each other, and to the Committee;
- e) regularly consult with the peer groups that they represent;
- f) raise Committee awareness of community issues and assist in relaying factual information to and from the community;
- g) regularly share and disseminate information between all Committee members on a timely basis.

7.2 As the Committee and its members are representatives of the City of Campbell River, members must distinguish when speaking in public, whether they are speaking as a member, a representative of another agency or community group, or

as an individual. As a general rule, it is the Chair of a committee that speaks publicly on behalf of the committee when and where appropriate.

8. CHAIR

- 8.1 The Chair of the Committee is responsible for ensuring the rules of procedure are followed prior to and during each meeting, and, in consultation with the staff liaison that items on their meeting agenda fall within their mandate.
- 8.2 The Committee shall elect, from its members at its first meeting of each year, a Chair and Vice-Chair who shall hold office for the ensuing year or until their successors are elected.
- 8.3 The Chair shall preside at meetings of the Committee when present and in his absence, the Vice-Chair will preside over the meeting.
- 8.4 If the Chair and Vice-Chair are not present at a duly convened meeting, designated support staff should call the meeting to order and the members present should immediately elect a Chair *pro tem* to preside over that meeting, or until the Chair or Vice-Chair returns. Such office is terminated by the entrance of the Chair or Vice-Chair, the end of the meeting, or the election of another Chair *pro tem*.

9. MEETING PROCEDURES

- 9.1 The Committee shall meet as needed at the call of the Chair.
- 9.2 All issues considered shall be determined based on consensus following free and unencumbered discussion.
- 9.3 A quorum for a meeting shall be the majority of members appointed.
- 9.4 Committee proceedings will be open to members of the public, unless authorized to be in-camera by the Community Charter.
- 9.5 The Committee meeting minutes shall be presented to Council for information and placed on the next regularly scheduled Committee agenda for review and adoption. Upon adoption, the minutes are to be signed by the Chair or member presiding and distributed to the Committee members.

10. TECHNICAL & ADMINISTRATIVE SUPPORT

- 10.1 The City Manager shall designate a staff liaison and recording secretary to aid the work of the Committee. Designated support staff may attend the Committee meetings in a resource capacity, but not be permitted to vote. The Committee does not direct the staff liaison, nor can they request other staff resources. Such requests must go through either the City Manager or Council.
- 10.2 The staff liaison provides support to the Committee on behalf of Council to ensure the mandate of the Committee is met. Acting in their capacity as liaison, staff provides committees with technical and operational information that assists the committee in their work on behalf of Council.
- 10.3 Under the direction of the Chair, the recording secretary shall be responsible for the preparation of agendas, minutes and follow-up from the meetings.
- 10.4 The Committee is entitled to reasonable use of City services and facilities, such as meeting rooms, photocopying, stationery supplies, etc., which are to be arranged by way of the support staff.

11. CONFLICT OF INTEREST

- 11.1 This section applies to a person appointed to the Commission under section 6 in relation to Commission meetings.
- 11.2 Where a member of a Commission attending a meeting of a Commission considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has
- a) a direct or indirect pecuniary interest in the matter, or
 - b) another interest in the matter that constitutes a conflict of interest,
- the member must declare this and state in general terms the reason why the member considers this to be the case.
- 11.3 After making the declaration under section 11.2 of this Bylaw, the Commission member must not do anything referred to in section 101(2) of the *Community Charter*, as if that section applied to Commission members.
- 11.4 The official responsible for recording the minutes of a meeting of the Commission will record the declaration of a conflict by a member of the Commission, the reasons given for the declaration, the time of the member of the Commission's departure from the meeting room, and if applicable, of the member's return.
- 11.5 If Council considers that a member of the Commission has acted in breach of this section, it may remove the member from the Commission, unless Council considers that the breach was done inadvertently or resulted from an error of judgment in good faith or that the conflict of interest would be of a type described in section 104 of the *Community Charter* or a regulation under that section.

12. REPORTING

- 12.1 The Committee Chairperson, with the assistance of the staff liaison, will report to Council on behalf of the Committee utilizing the standard reporting format adopted by the City. If deemed appropriate by the City Manager, such reports shall be accompanied by a staff report.
- 12.2 To make a presentation before Council at a regular meeting, the request is made to the City Clerk by submitting the report or presentation in written form. The report must clearly state any requests being made of Council and any recommended Council resolutions for further action. Generally a report to Council will include background on the purpose of the report, facts or information, the findings or conclusions from the information (if required), and the recommendations of the Committee.

13. REPEAL

- 13.1 Advisory Committee Bylaw No. 3450, 2011 is hereby repealed.
- 13.2 Community Partnership Commission Bylaw No. 3219, 2006 is hereby repealed.

Read a first time on the	24th	day of	July,	2012
Read a second time on the	24th	day of	July,	2012
Read a third time on the	24th	day of	July,	2012
Adopted on the	14th	day of	August,	2012

Original signed by:

Walter Jakeway

MAYOR

Tracy Bate

DEPUTY CITY CLERK