



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

TITLE: APPOINTMENTS TO BOARDS/COMMITTEES AND COMMISSIONS	NO. COU-009
1.0 External Appointments Council appoints one or more of its members, staff and/or citizens to each of the following boards or committees: ARTSEA COMMUNITY ARTS COUNCIL 1 Member of Council as Liaison 1 Member of Council as Alternate CAPITAL REGIONAL DISTRICT BOARD 1 Member of Council as Director 1 Member of Council as Alternate CAPITAL REGIONAL EMERGENCY SERVICE TELECOMMUNICATIONS INC. (CREST) 1 Member of Council as Liaison 1 Member of Council as Alternate CLIMATE CAUCUS 1 Member of Council 1 Member of Council as Alternate COMMUNITY POLICE COMMITTEE 1 Member of Council as Liaison 1 Member of Council as Alternate CRD INTERMUNICIPAL CLIMATE ACTION STEERING COMMITTEE 1 Member of Council as Liaison 1 Member of Council as Alternate	

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FIRST NATIONS LIAISON COMMITTEE

- 1 Member of Council as Liaison
- 1 Member of Council as Alternate

GREATER VICTORIA LABOUR RELATIONS ASSOCIATION

- 1 Member of Council as Liaison
- 1 Member of Council as Alternate

MEMORIAL PARK SOCIETY

- 1 Member of Council as Liaison
- 1 Member of Council as Alternate

MEMORIAL PARK SOCIETY JOINT FINANCE STEERING COMMITTEE

- 1 Member of Council as Liaison
- 2 Member of Council as Representatives
- 2 Members of Council as Alternates

MUNICIPAL INSURANCE AUTHORITY

- 1 Member of Council as Liaison
- 1 Member of Council as Alternate

PENINSULA AND AREA AGRICULTURAL COMMISSION

- 1 Member of Council as Liaison
- 1 Member of Council as Alternate

PEMO EXECUTIVE COMMITTEE

- 3 Peninsula Mayors
- 3 Peninsula Administrators
- 3 Peninsula Fire Chiefs

PENINSULA CROSSROADS COMMUNITY JUSTICE PROGRAM

- 1 Member of Council as Liaison
- 1 Member of Council as Alternate

PENINSULA RECREATION COMMISSION

- 1 Member of Council as Liaison
- 1 Member of Council as Alternate
- 1 Member of the Public as Member at Large

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PENINSULA STREAMS SOCIETY LIAISON 1 Member of Council as Liaison 1 Member of Council as Alternate REGIONAL HOUSING TRUST FUND COMMISSION 1 Member of Council as Liaison 1 Member of Council as Alternate REGIONAL WATER SUPPLY COMMISSION 1 Member of Council as Liaison 1 Member of Council as Alternate RESTORATIVE JUSTICE COMMITTEE 1 Member of Council as Liaison 1 Member of Council as Alternate ROTARY PARK JOINT LIASION COMMITTEE 1 Member of Council as Liaison 1 Member of Council as Alternate SAANICH PENINSULA CHAMBER OF COMMERCE 1 Member of Council as Liaison 1 Member of Council as Alternate SAANICH PENINSULA LITERARY TASK GROUP 1 Member of Council as Liaison 1 Member of Council as Alternate SAANICH PENINSULA WATER COMMISSION 1 Member of Council as Liaison 1 Member of Council as Alternate 1 Member of the Public as Member at Large SAANICH PENINSULA WASTEWATER COMMISSION 1 Member of Council as Liaison				
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1 Member of Council as Alternate 1 Member of the Public as Member at Large				
SCHOOL DISTRICT NO. 63 LIAISON 1 Member of Council as Liaison 1 Member of Council as Alternate				
SOLID WASTE MANAGEMENT ADVISORY COMMITTEE (CRD) 1 Member of Council as Liaison 1 Member of Council as Alternate				
SOUTH ISLAND MUNICIPAL PARTNERS WORKING GROUP 1 Member of Council				
SOUTH ISLAND PROSPERITY PROJECT 1 Member of Council				
SOUTH ISLAND RECONCILIATION ADVISORY COMMITTEE 1 Member of Council				
VANCOUVER ISLAND REGIONAL LIBRARY BOARD / LIBRARY STEERING COMMITTEE 1 Member of Council as Liaison 1 Member of Council as Alternate				
VICTORIA AIRPORT ENVIRONMENTAL MANAGEMENT COMMITTEE 1 Member of Council as Liaison 1 Member of Council as Alternate				
VICTORIA AIRPORT NOISE MANAGEMENT COMMITTEE 1 Member of Council as Liaison 1 Member of Council as Alternate				
VICTORIA FAMILY COURT COMMITTEE 1 Member of Council as Liaison 1 Member of Council as Alternate				
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VICTORIA URBAN RECONCILIATION DIALOGUE STEERING COMMITTEE

- 1 Member of Council as Liaison
- 1 Member of Council as Alternate

SIDNEY MUSEUM AND ARCHIVES

- 1 Member of Council as Liaison
- 1 Member of Council as Alternate

2.0 Internal Appointments

The following are the appointed Commissions and Board of Variance, and the composition of each:

AGRICULTURE AND FOOD SECURITY ADVISORY COMMITTEE

- Seven (7) Voting Members of the Public (for staggered two (2) year terms)
- One (1) Non-Voting Member of Council as Liaison
- One (1) Non-Voting Member of Council as Alternate
- One (1) Non-Voting Member of Staff as Liaison
- One (1) Non-Voting Recording Secretary (staff member)
- Up to two (2) youth non-voting members (for a one (1) year term)

COMMUNITY PLANNING ADVISORY COMMITTEE

- Seven (7) Voting Members of the Public (for staggered two (2) year terms)
- One (1) Non-Voting Member of Council as Liaison
- One (1) Non-Voting Member of Council as Alternate
- One (1) Non-Voting Member of Staff as Liaison
- One (1) Non-Voting Recording Secretary (staff member)
- Up to two (2) youth non-voting members (for a one (1) year term)

HEALTHY COMMUNITY LIVING ADVISORY COMMITTEE

- Seven (7) Voting Members of the Public (for staggered two (2) year terms)
- One (1) Non-Voting Member of Council as Liaison
- One (1) Non-Voting Member of Council as Alternate
- One (1) Non-Voting Member of Staff as Liaison
- One (1) Non-Voting Recording Secretary (staff member)
- Up to two (2) youth non-voting members (for a one (1) year term)

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BOARD OF VARIANCE 3 Members of the Public Appointed by Council HR COMMITTEE 2 Members of Council NORTH SAANICH FREERIDE PARK COMMITTEE 1 Member of Council as Liaison 3.0 Appointment Process Guidelines for Advisory Commissions / Committees / Board of Variance 3.1 A Recruitment and Appointment process for members of the public to be appointed to District advisory commissions, committees and the Board of Variance shall be conducted annually. 3.2 The following are guidelines for the annual recruitment and appointment process: 1) Late October – Staff review committee memberships, including the Board of Variance, to determine which terms are due to expire the following January. 2) Early November – Staff advise members whose terms are due to expire at the end of the upcoming January and request that they indicate if they are interested in reapplying for the position. 3) Mid November – Staff publish an advertisement in the Peninsula News Review stipulating the committee positions which are available. All applicants are required to complete the appropriate application form. 4) November/December – Staff prepare a report providing Council with applicant information including copies of all application forms submitted and any accompanying documentation. Interviews to be conducted (10 minutes each) with all new applicants at an In Camera Council meeting. Incumbent interviews to be at Council’s discretion. 5) Early December – Committee/commission Chairs invited to an In Camera Council meeting to provide comments on incumbents who have reapplied to serve on their respective commission/board.	

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6) Late December – Council ratifies appointments to committees by secret ballot at an In Camera Council meeting and rises and reports on the appointments at a subsequent open meeting. Staff to provide a report to Council regarding the outcome of the voting and subsequently advise applicants accordingly. 3.3 A member of the public appointed to an external committee may not serve for more than three (3) consecutive terms unless authorized by Council. 4.0 Acknowledgements Volunteers on Commissions or Committees will be acknowledged with a keepsake from the District.	

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