

COUNCIL POLICY

NAME:	COUNCIL ADVISORY COMMITTEES – TERMS OF REFERENCE		
ISSUED:	APRIL 3, 2006	COUNCIL REFERENCE:	06/119
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		INDEX REFERENCE:	

POLICY

The Council Advisory Committees shall have the purpose, mandate and structure contained in the attached Terms of Reference adopted by Council.

BACKGROUND

Purpose of Advisory Committees

Saanich Council has appointed advisory committees to provide community and/or expert advice and policy recommendations to Council and feedback to Municipal staff on a variety of topics, issues, projects and initiatives. Some advisory committees also sponsor and promote special events and some may have Council-delegated granting authority. The advisory committees contribute to the development of policies, programs and initiatives that enhance the quality of life in Saanich and help the Municipality move towards its strategic vision. Advisory committees allow local citizens from various backgrounds and non-voting liaison members to participate in local government. The Municipality benefits from the input and expertise of the citizen volunteers and liaison members.

Advisory Committee Structure

Most advisory committees are chaired by a member of Council appointed by the Mayor. Local citizens are appointed by Council to the advisory committees as community representatives. Non-voting liaison members may be assigned to certain advisory committees by external organizations. Municipal staff members provide the required professional, secretarial and administrative support but do not participate in voting as they are not advisory committee members.

Recommendations to Council

Advisory committee recommendations to Council may have an impact on resources, on existing policies and programs, or on projects and initiatives currently underway. Before coming forward to Council, it is expected that the committee will have considered background information from Municipal staff to assist in its deliberations, to obtain a fuller understanding of existing policies and programs, and any projects or initiatives underway, and to help identify any impacts.

Informal Workgroups and Formal Sub-Committees

An advisory committee may establish informal workgroups for items within its mandate and also when sponsoring and promoting special events or considering grant applications. Only committee members and staff may sit on an informal workgroup unless otherwise approved by Council. Secretarial and administrative support is not provided for informal workgroups.

Where an advisory committee believes that the development of specific policy recommendations or other work within its mandate would be assisted by a formal sub-committee, it must first obtain Council approval including for resources such as staff support or other items. Only committee members may sit on a sub-committee unless otherwise approved and appointed by Council.

Advisory Design Panel

Terms of Reference

The purpose of the technical Advisory Design Panel is to advise Council or the Director of Planning on the design merits of plans supporting specific public and private development applications.

Mandate

The Advisory Design Panel will, consistent with the purpose described above, undertake the following:

- Advise on the design merits of all plans supporting zoning applications and development permits, exclusive of two family dwellings unless requested by Council or the Director of Planning and exclusive of detached single family residences.
- Advise on the design merits of plans supporting building permits where referred by Council or the Director of Planning.
- Comment on all above ground structures and buildings to be constructed on public property or other significant alterations of the existing landscape within road rights-of-way.
- Comment on the design of proposed noise barriers.
- Respond to requests from Council and the Planning Department for advice and information.

Meetings

The Committee will meet twice per month in accordance with its regular schedule of meetings established annually at the first meeting of the year, provided however, where there is no business to transact a meeting will not be necessary. Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Membership

The Committee will consist of eight (8) members appointed by Council including:

- Two architects;
- Two landscape architects;
- One representative of the building industry;
- One representative of the disabled community; and,
- Two community representatives.

Council will consider recommendations from the Architectural Institute of British Columbia when appointing architect members. An alternate architect member will be appointed annually by Council and called upon when one of the architect members is unavailable. The Committee will elect a Chair and a Vice-Chair from among its members.

Staff Support

The Planning Department is the primary contact and will provide the required professional support. The Legislative Division will provide secretarial and administrative support.

Advisory Design Panel Guidelines

The Advisory Design Panel will give consideration to the following when reviewing development applications:

- a. Professional critique on the overall design.
- b. The character of the development in relation to adjacent and surrounding development.
- c. The impact of the proposed development upon the subject property, both natural and man-made features, including the safety and preservation of natural elements.
- d. The siting of the building(s) and total site development with attention to:
 - Landscaping and common and private recreation and play areas
 - Parking: planning and safety
 - Driveway entrances: safety of grades and sight lines
 - Internal circulation: sidewalks, arrangement and separation of vehicular and pedestrian areas
 - Grade elevations
 - Landscaping maintenance
- e. Building quality with regard to materials and finishes with attention to:
 - Quality and durability of materials
 - Safety factors
 - Color and form
 - Durability of design elements
- f. Building quality with regard to livability and human needs including:
 - Building entrances, size, location and treatment
 - Size and treatment of corridors and stairs
 - Adequacy of size and design of the living units
 - Quality of view from habitable rooms
 - Privacy and noise
- g. Signs and outdoor lighting, municipal utilities and services:
 - The "Municipal Outdoor Lighting Standards for the Control of Light Pollution" shall form the basis for review of outdoor lighting. Design plans will be forwarded from the Planning Department to the Dominion Astrophysical Observatory for comment prior to consideration by the Advisory Design Panel.
- h. Aspects of design and construction related to:
 - Health
 - Safety
 - Convenience
 - Amenity
 - Public Interest

Bicycle and Pedestrian Mobility Advisory Committee

Terms of Reference

The purpose of the Bicycle and Pedestrian Mobility Advisory Committee is to advise Council and recommend policies on cycling and pedestrian mobility, and road, sidewalk, and trail designs to promote safe, efficient, and valued alternate modes of transportation.

Mandate

The Bicycle and Pedestrian Mobility Advisory committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies and programs to Council and respond to Council requests for advice and information with a focus on:
 - Raising awareness of the use of alternate modes of transportation as healthy and environmentally sound activities.
 - Creating safe cycling and pedestrian environments on dedicated routes, including roads, sidewalks, and trail networks.
 - Facilitating commuter cycling, walking, and other alternate modes of transportation as personal transportation choices.
 - Encouraging recreational cycling, walking, and other alternate modes of transportation among residents and as desirable forms of tourism.
 - Integrating Saanich bicycle and pedestrian mobility policies with those adopted in adjacent Municipalities.
 - Promoting land use patterns that encourage alternate modes of transportation.
- Review and provide feedback on the strategic plan.

The Committee will consider the attached guidelines when developing recommendations.

Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Membership

The Committee will consist of nine (9) members including:

- One member of Council to serve as Chair, appointed by the Mayor; and,
- Eight community representatives appointed by the Council.

Staff Support

The Engineering Department is the primary contact and together with the Parks and Recreation, Planning, and Police Departments will provide the required professional support. The Legislative Division will provide secretarial and administrative support.

Bicycle and Pedestrian Mobility Advisory Committee Guidelines

- a. Planning for the increased use of bicycles and pedestrians, considering:
 - User groups
 - Routes
 - Infrastructure
 - Integration with the transportation system, including regional features
 - Compatibility with park and trail systems
 - Liaison with other Municipalities, the Capital Regional District, the Ministry of Transportation, and cycling and pedestrian stakeholders within the region
 - Transportation choices that both support and encourage land use patterns that are consistent with the goals and objectives of the Regional Growth Strategy

- b. Engineering standards that reflect an increase in cycling, walking, and other alternate modes of transportation, including:
 - Facility standards
 - Classification system
 - Hazard rating
 - Traffic control devices
 - Priority improvements
 - Coordination with major road and sidewalk programs

- c. Education and Safety Programs that build rider/pedestrian/driver awareness and encourage a sense of personal responsibility, including:
 - Common rules
 - Road and sidewalk etiquette
 - Bicycle equipment and maintenance
 - Rider training
 - Safe routes to school

- d. Legislation governs the use of all vehicles, including bicycles, and amendments may be desirable in certain areas:
 - *Motor Vehicle Act*
 - Traffic Bylaw
 - *Highway Act*
 - Licensing Procedure

- e. Funding sources for priority projects, including:
 - Capital budget
 - Safe routes to school
 - Provincial cost sharing

Arts, Culture and Heritage Advisory Committee

Terms of Reference

The purpose of the Arts, Culture and Heritage Advisory Committee is to advise Council and recommend policies on community arts, culture, and heritage promotion, including services, facilities, and specific community interests.

Mandate

The Arts, Culture and Heritage Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Review and provide feedback on the Strategic Plan.
- Provide a community perspective on services, programs, events, and facilities related to arts, culture, and heritage promotion, education and awareness.
- Foster public awareness, recognition, and support for local artistic talent, heritage, and archival preservation.

Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Membership

The Committee will consist of nine (9) members including:

- One member of Council to serve as Chair, appointed by the Mayor; and,
- Eight community representatives appointed by the Council.

School District Nos. 61 and 63 may each assign a trustee to the Committee as a non-voting liaison.

The Community Arts Council of Greater Victoria may assign a member to the Committee as a non-voting liaison.

The Saanich Youth Council may assign a member to the Committee as a non-voting liaison.

Staff Support

The Parks and Recreation Department is the primary contact and together with the Planning Department and Archives Section will provide the required professional support. The Legislative Division will provide secretarial and administrative support.

Environment and Natural Areas Advisory Committee

Terms of Reference

The purpose of the Environment and Natural Areas Advisory Committee is to advise Council and recommend policies on urban forestry including significant trees, natural parks, climate change, green technology, energy efficiency and environmental sustainability.

Mandate

The Environment and Natural Areas Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Review and provide feedback on the Strategic Plan.
- Provide a community perspective on services, programs, events and capital projects related to urban forestry, natural parks (P-4N zone), climate change, green technology, energy efficiency, and environmental sustainability.
- Foster public awareness, recognition and support for a healthy and sustainable natural environment.
- Make recommendations to Council on the designation of significant trees due to their community importance for environmental, heritage or landmark value, or as wildlife habitat.
- Through Council delegation, provide grants to owners of designated significant trees to assist in hazard abatement pruning and to preserve and maintain the health of the tree or preservation of the tree form.

Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Membership

The Committee will consist of nine (9) members including:

- One member of Council to serve as Chair, appointed by the Mayor; and,
- Eight community representatives appointed by the Council.

The Saanich Youth Council may assign a member to the Committee as a non-voting liaison.

Staff Support

The Planning Department will be the primary contact and together with the Parks Division will provide the required professional support. The Legislative Division will provide secretarial and administrative support.

Healthy Saanich Advisory Committee

Terms of Reference

The purpose of the Healthy Saanich Advisory Committee is to promote effective communication, engagement and collaboration between the Municipality and its citizens and advise Council and recommend policies to support a healthier and more livable community.

Mandate

The Healthy Saanich Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Review and provide feedback on the Strategic Plan.
- Provide a community perspective on promoting personal safety and security, a high quality physical and social environment, an atmosphere of inclusion and engagement, a unique character and quality of life in Saanich neighbourhoods, and sound growth management and community sustainability.
- Foster public awareness, recognition and support for multi-culturalism and special events.
- Facilitate the growth and development of community associations and promote effective communication between the Municipality, neighbourhoods, residents and businesses.

Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Membership

The Committee will consist of nine (9) members including:

- One member of Council to serve as Chair, appointed by the Mayor;
- One member from the Saanich Community Association Network; and
- Seven community representatives appointed by the Council.

School District Nos. 61 and 63 may each assign a trustee to the Committee as a non-voting liaison.

The Saanich Youth Council may assign a member to the Committee as a non-voting liaison.

Staff Support

The Parks and Recreation Department is the primary contact and together with the Planning Department will provide the required professional support. The Legislative Division will provide secretarial and administrative support.

Parks, Trails and Recreation Advisory Committee

Terms of Reference

The purpose of the Parks, Trails and Recreation Advisory Committee is to advise Council and recommend policies on parks*, trails and recreation matters, including services, facilities and specific community interests.

Mandate

The Parks, Trails and Recreation Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Review and provide feedback on the Strategic Plan.
- Provide a community perspective on parks*, trails, facilities, services, and community programs.
- Foster public awareness, recognition and support for parks, trails, and facilities.

**Natural parks (P-4N zone) fall within the mandate of the Environment and Natural Areas Advisory Committee.*

Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Membership

The Committee will consist of nine (9) members including:

- One member of Council to serve as Chair, appointed by the Mayor; and,
- Eight community representatives appointed by the Council.

School District Nos. 61 and 63 may each assign a trustee to the Committee as a non-voting liaison.

The Saanich Youth Council may assign a member to the Committee as a non-voting liaison.

Staff Support

The Parks and Recreation Department is the primary contact and will provide the required professional support. The Legislative Division will provide secretarial and administrative support.

Planning, Transportation and Economic Development Advisory Committee Terms of Reference

The purpose of the Planning, Transportation and Economic Development Advisory Committee is to advise Council and recommend policies that integrate land use, transportation, and economic development, balance social, environmental, and business elements, and promote sustainability, and smart growth.

Mandate

The Planning, Transportation and Economic Development Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Review and provide feedback on the Strategic Plan.
- Provide a community perspective on promoting development policies linking land use, transportation, and economic development while encouraging an aesthetic and safe urban landscape.
- Foster public awareness, recognition and support for optimizing the use of the urban land base according to sustainability principles while recognizing the urban containment boundary role in preserving Saanich's rural character.
- Review and comment to Municipal staff on local and regional land use and economic development plans, initiatives, and studies, major bylaw reviews, development permit guidelines, engineering road standards, long-range road system and traffic planning, area wide traffic calming projects, and parks master planning.

Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Membership

The Committee will consist of nine (9) members including:

- One member of Council to serve as Chair, appointed by the Mayor; and,
- Eight community representatives appointed by the Council, of which one may be a non-resident land and/or business owner.

Staff Support

The Planning Department is the primary contact and together with the Engineering and Finance Departments will provide the required professional support. The Legislative Division will provide secretarial and administrative support.