

**District of North Saanich
Regular Meeting of
Healthy Community Living Advisory Committee
Thursday, June 11, 2026, at 10:00 a.m.
Council Chambers
1620 Mills Road, North Saanich**

*Public can view the meeting live using the District's livestreaming feature at:
northsaanich.ca/council-meetings*

AGENDA

1. CALL TO ORDER

2. FIRST NATIONS TERRITORY ACKNOWLEDGEMENT

3. INTRODUCTION OF LATE ITEMS

4. APPROVAL OF AGENDA

5. ADOPTION OF MINUTES

- (a) Draft minutes of the Healthy Community Living Advisory Committee meeting held May 7, 2026, at 10:00 a.m.
[2026-05-07 HCLAC Minutes \(Draft\)](#)

3 - 7

6. REPORTS

- (a) **Council Liaison Report**
Verbal update from Councillor Marshall
- (b) **Staff Liaison Reports**
Verbal update from Staff Liaison, B. Martin, Director of Infrastructure Services, Asset Management & First Nations Relations

7. MOTIONS AND NEW BUSINESS

- (a) **Proposed Recreation Facility in Central Saanich**

At the May 11, 2026, Regular Committee of the Whole meeting, Council passed the following motion:

"Defer consideration of Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", to the June 29 Regular Council meeting, after being presented to the June meetings of the Community Planning Advisory Committee, Agriculture and Food Security Advisory Committee, and the Healthy Community Living Advisory Committee for input."

Links to Reference Material:

[2025 Peninsula Recreation Commission Needs Assessment](#)

[Panorama Recreation 2022-2026 Strategic Plan](#)

- (b) **New Terms of Reference** 9 - 31

At the May 25, 2026, Regular Council meeting, Council passed the following motion:

"That Council approve, for the reasons outlined in Staff Report No. CS-26-017:

1. the proposed amendments to Policy No. COU-150 Community Planning Advisory Committee Terms of Reference;

2. the proposed amendments to Policy No. COU-149 Agriculture and Food Security Advisory Committee Terms of Reference; and,

3. the proposed amendments to Policy No. COU-148 Healthy Community Living Advisory Committee Terms of Reference."

[COU-148 HCLAC Terms of Reference](#)

[COU-149 AFSAC Terms of Reference](#)

[COU-150 CPAC Terms of Reference](#)

- (c) **Mid-year check-in**

Committees to prepare mid-year check-ins for presentation at the August 17, 2026, Regular/Committee of the Whole meeting.

8. ADJOURNMENT

**Subject to Adoption
District of North Saanich
1620 Mills Road
Minutes of the Healthy Community Living Advisory Committee
Thursday, May 7, 2026, at 10:00 a.m.**

PRESENT:

Chair	B. Robinson J. Thornburgh J. Burnes I. Fancey K. Sechley D. Mahon (Zoom) H. Rock (Zoom)
-------	---

ATTENDING:

Council Liaison	P. DiBattista
Staff Liaison	B. Martin
Chief Administrative Officer	S. Munro
Senior Planner	T. Parkes
Planner	M. DiVidi
Recording Secretary	M. Lint

1 CALL TO ORDER

Chair, B. Robinson, called the May 7, 2026, Healthy Community Living Advisory Committee meeting to order at 10:00 a.m.

2 FIRST NATIONS TERRITORY ACKNOWLEDGEMENT

Chair B. Robinson wished to recognize and acknowledge the W̱SÁNEĆ people on whose traditional territory we live, we learn, and we do our work.

3 INTRODUCTION OF LATE ITEMS

The following late items were presented to the Committee:

Pertaining to:

- Item No. 7(a) - REPORTS
 - Council Liaison, Written Update - Councillor Marshall
- Item No. 9(a) - MOTIONS AND NEW BUSINESS
 - Correspondence received by Corporate Services pertaining to the establishment of a Tree Bylaw Working Group
- Item No. 9(a) - MOTIONS AND NEW BUSINESS
 - Establishment of a Tree Bylaw Working Group - North Saanich Tree Protection Bylaw No. 1548, 2022, for reference

4 APPROVAL OF AGENDA

Healthy Community Living Advisory Committee

2026-05-7

MOVED BY: J. Thornburgh
 SECONDED BY: I. Fancey

- 18 That the May 7, 2026, Healthy Community Living Advisory Committee meeting agenda be approved with the inclusion of the late items and further, that the agenda be renumbered accordingly.

CARRIED UNANIMOUSLY

5 ADOPTION OF MINUTES

Draft minutes of the Healthy Community Living Advisory Committee meeting held April 9, 2026, at 10:00 a.m.

MOVED BY: J. Burnes
 SECONDED BY: I. Fancey

- 19 That the minutes of the Healthy Community Living Advisory Committee meeting held on April 9, 2026, be adopted as circulated.

CARRIED UNANIMOUSLY

6 PETITIONS, DELEGATIONS, AND PRESENTATIONS

Friends of North Saanich Parks Annual Report -Presentation by A. Zerrath

A. Zerrath delivered a PowerPoint presentation which highlighted the following:

- Focus on native plants and removal of invasive plants
- Volunteer opportunities for students
- 2 summer students volunteering for 2026
- Concern over dying trees

MOVED BY: H. Rock
 SECONDED BY: J. Burnes

- 20 That the Healthy Community Living Advisory Committee supports the good work of the Friends of North Saanich Parks.

CARRIED UNANIMOUSLY

7 REPORTS**a) Council Liaison Report**

Written Report from Councillor Marshall

Councillor DiBattista provided a verbal report highlighting the following:

- Council adopted Financial Plan
 - Committee of the Whole meeting on May 11, 2026, to include discussion regarding Peninsula Recreation Commission proposed expansion of recreation services on the peninsula
 - C. Froom appointed as the North Saanich representative of the Saanich Peninsula Accessibility Advisory Committee
 - Request to invite C. Froom to speak at a future Healthy Community Living Advisory Committee meeting
-

Healthy Community Living Advisory Committee

2026-05-7

MOVED BY: I. Fancey
 SECONDED BY: J. Thornburgh

- 21 That the Healthy Community Living Advisory Committee receive updates of the Saanich Peninsula Accessibility Advisory Committee from Council for information.

CARRIED UNANIMOUSLY

MOVED BY: J. Burnes
 SECONDED BY: I. Fancey

- 22 That the Healthy Community Living Advisory Committee invite C. Froom of the Saanich Peninsula Accessibility Advisory Committee to share the committee's views and expertise with committee at a future meeting.

CARRIED UNANIMOUSLY

b) STAFF REPORTS

i. 2023-2026 Updated Strategic Plan

Staff Report No. CS-26-018, from S. Munro, Chief Administrative Officer [Link to: 2023-2026 Strategic Plan](#)

Chief Administrative Officer, S. Munro gave an overview of the 2023-2026 Strategic Plan Updates highlighting the following:

- Strategic Plan presented to Council in March and unanimously approved after collaboration through workshops
- Future Strategic Plan incorporated within the plan and serves into a new Council term
- Emerging need for healthcare
- Relationships with neighbouring First Nations
- Elements of the Strategic Plan are included within the Annual Report, presented to Council, annually in June

ii. Zoning Bylaw Update

Staff Report No. PCS-26-011, from F. Mazzoni, Director of Planning and Community Services

T. Parks, Senior Planner gave an overview of the District of North Saanich Zoning Bylaw Update, including a PowerPoint presentation highlighting the following:

- Carriage Houses and Guest Cottages
- New zones including Multi-Family Residential, Townhouse Residential, Commercial/Residential Mixed Use
- Parking concerns
- Property and Development rights with the opportunity for densification
- Short-Term Rentals framework

H. Rock left the meeting at 11:34 a.m.

MOVED BY: J. Burnes
 SECONDED BY: I. Fancey

- 23 That the Healthy Community Living Advisory Committee recommend to Council supporting the District of North Saanich Zoning Bylaw update in principle, with regret of not having the opportunity to

Healthy Community Living Advisory Committee

2026-05-7

review the document in more detail.

CARRIED UNANIMOUSLY

MOVED BY: B. Robinson
SECONDED BY: J. Thornburgh

24 That the Healthy Community Living Advisory Committee meeting be extended by 30 minutes.

CARRIED UNANIMOUSLY

MOVED BY: J. Thornburgh
SECONDED BY: D. Mahon

25 That the Healthy Community Living Advisory Committee supports increasing the maximum allowable persons from 6 and 8 for occupancy in a principal residence, and from 4-6 in the additional dwelling unit.

CARRIED UNANIMOUSLY

8 MOTIONS AND NEW BUSINESS

a) Establishment of a Tree Bylaw Working Group under the auspices of the Community Planning Advisory Committee.

At the April 13th, 2026, Regular Council meeting, Council passed the following motion:

"That Council:

Establish A Tree Bylaw Working Group under the auspices of the Community Planning Advisory Committee of the District of North Saanich; and further,

The Working Group be composed of:

The Council Liaison from the Agriculture and Food Security Advisory Committee, the Community Planning Advisory Committee, and the Healthy Community Living Advisory Committee; and Two (2) appointed members, to be appointed by each committee, from the Agriculture and Food Security Advisory Committee, the Community Planning Advisory Committee, and the Healthy Community Living Advisory Committee; and further,

The mandate of the Working Group shall be to:

Review existing tree protection bylaws and best practices from comparable jurisdictions;

Consider the impacts of tree regulation on agriculture, environment, public and private property;

Engage with residents and relevant interest holders as appropriate; and

Provide recommendations to Council through the Community Planning Advisory Committee; and,

The Working Group report back to Council with recommendations by June 30, 2026."

The Healthy Community Living Advisory Committee supports the establishment of a Tree Bylaw Working Group, and appoint B. Robinson

b) Establishment of a Quality of Life and Age-Friendly Community Working Group

At the April 13th, 2026, Regular Council meeting, Council passed the following motion:

"That Council:

Establish a Quality of Life and Age-Friendly Community Working Group to provide policy advice and practical recommendations to the Mayor and Council aimed at strengthening the district as an age-friendly community"

The Healthy Community Living Advisory Committee supports the establishment of a Quality of Life and Age-Friendly Community Working Group and appoint J. Thornburgh.

9 ADJOURNMENT

MOVED BY: B. Robinson
SECONDED BY: I. Fancey

26 That the Healthy Community Living Advisory Committee meeting be adjourned at 11:50 a.m.

CARRIED UNANIMOUSLY

CERTIFIED CORRECT

APPROVED AND CONFIRMED

Deputy Corporate Officer

Chair



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

TITLE: HEALTHY COMMUNITY LIVING ADVISORY COMMITTEE TERMS OF REFERENCE	NO. COU-148
--	--------------------

The Attached Terms of Reference pertains to the Health Community Living Advisory Committee.

EFFECTIVE DATE: April 8, 2024	APPROVED BY: COUNCIL PREVIOUS POLICY NO. 1002.26	LAST AMENDMENT: May 25, 2026	REF: Staff Report No. CS-26-017	PAGE 1 of 1
---	---	--	--	--------------------



Healthy Community Living Advisory Committee Terms of Reference

The District recognizes the diversity of our community and believes that all have the right to work and do business in a workplace that is free from discrimination, bullying and harassment. The District is committed to providing a work environment in which all individuals are treated with mutual respect, personal worth and human dignity.

1. Purpose

The purpose of the District of North Saanich Healthy Community Living Advisory Committee is to establish the active involvement of members to provide input to assist Council with their community focused decision-making respecting land use, community planning or proposed by-laws and permits governed by the *Local Government Act* and *Community Charter* referred by Council, the Committee of the Whole, or District Staff. From time-to-time matters may be referred to more than one Committee for input.

2. Mandate

The following pertains to the mandate of the Committee:

- All matters referred to the Committee and subsequent recommendations to Council shall align with Council's Strategic Goals and Priorities:
 - *Protect the natural environment.*
 - *Focus on local Agriculture and support food production and systems.*
 - *Maintain a safe, inclusive, healthy, and vibrant community.*
 - *Support growth that is environmentally, socially, and economically sustainable.*
 - *Embody good governance principles of community engagement, accountability, leadership, impartiality, and transparency.*
- Matters relating to the District's Park's Master Plan
- Provide recommendations for achieving goals and objectives of Parks Master Plan
- Provide input on matters including but not limited to:
 - New Park spaces.
 - Recreation and Cultural initiatives.
 - Community Health and Wellness Service levels.
 - Facility development, expansion, or improvements.
 - Park use, design and designation.
 - Public spaces including trails, beaches, sports fields, and gardens.
 - Natural Spaces and assets within the jurisdiction of the District.
 - Review of policies and strategies, under consideration by the district, as they relate to Parks, Recreation and Culture.

- Input on matters of public concern related to forests, water resources and conservation, invasive species management.

- Matters related to affordable or workforce housing.
- Input on regional or provincial planning initiatives that may impact North Saanich residents.
- Matters relating to the Official Community Plan.
- Matters related to accessibility planning in alignment with the District’s Accessibility Plan.
- All recommendations shall be scored using the best-practices environmental performance index and framework available globally at the time of decision making.

3. Authority

Committees do not have the authority to communicate with other levels of government, pledge the credit of the District of North Saanich or authorize any expenditure to be charged against the Municipality. Members will not misrepresent themselves as having any authority beyond that delegated by Council. Committees shall conduct their business in accordance with their Terms of Reference, and as directed by Council. They will complete their tasks within the time prescribed, or by any extension that may be provided and report their findings and recommendations to Council.

4. Legislation

Each Committee is established in accordance with the District of North Saanich bylaws and policies, the *Local Government Act*, *Community Charter* and all other relevant Provincial and Federal Legislation as required.

5. Process

Committees are advisory bodies to Council, and any actions resulting from their findings and recommendations are at the discretion of Council.

- Staff shall present applications, permits, or matters of community interest to the Committee for input and recommendations prior to presenting to Council or the Committee of the Whole.
- All recommendations to the Council must be in the form of a resolution and approved by majority vote of the Committee.

6. Membership

The Committee shall consist of 7 voting members as follows:

- Seven (7) members of the public appointed by Council.
- One (1) Non-voting District of North Saanich elected official (plus 1 alternate member).
- One (1) Non-voting Staff member (plus 1 alternate member).
- One (1) Non-voting Recording Secretary (staff member).
- At Council’s discretion, up to two (2) youth non-voting members may be appointed for a one (1) year term.

7. Member Appointment

The voting members are appointed by council through a recruitment process. The application form and Terms of Reference shall be posted to the District's website and via social media channels during this process.

8. Term of Member

The Term of each voting member shall be two (2) years to a maximum three (3) consecutive Terms unless extended by majority vote of Council.

9. Meeting Framework

The Committee membership shall appoint a Chairperson and Vice Chairperson at the first meeting of each calendar year. The tenure of the Chairperson and Vice Chairperson shall not exceed two consecutive terms.

Meetings are normally held at Municipal Hall, 1620 Mills Road, and scheduled the first or second Thursday of the month or at the call of the Chair or designate. Each meeting shall be scheduled for up to two (2) hours or 120 minutes, unless extended by majority vote.

10. Rules of Procedure

The Rules of meeting procedures shall be regulated by the District of North Saanich Council Procedure Bylaw and the following:

- A majority of the voting members (4) is required to constitute a quorum.
- Committee meetings are conducted in a spirit of good faith and respect to foster a free flow of ideas among members and unconstrained development of options.
- Committees must not hold any closed sessions.
- Meetings must be held on municipal property.
- Meeting agendas will be posted on the district website and notice boards a minimum of 48 hours in advance of the meeting start time.
- Members of the public may attend meetings as observers.
- The public and media shall similarly exercise good faith and respect, mindful that the proceedings are a "work in progress," and not a forum for lobbying or decisions.
- Electronic recordings of Committee meetings including discussions, decisions or activities shall be uploaded to the municipal website in alignment with the *Freedom of Information and Protection of Privacy Act*.
- Any member who is absent from three (3) consecutive Committee meetings without reason satisfactory to Council may be removed from the Committee.
- All questions that may come before the Healthy Community Living Advisory Committee shall be decided by a majority of those members present at a meeting, including the Chair.
- A member of the Healthy Community Living Advisory Committee who abstains from voting shall be deemed to have voted in the affirmative.

11. Site Visits

Committee members may participate in site visits related to matters within the Committee's mandate for the purpose of information gathering. Site visits must be authorized by the Committee or the Chair in consultation with the staff liaison. Site visits are not formal meetings of the Committee and no deliberation or decision-making may occur. A summary of the site visit, including the date, location, and attendees, will be reported at the next Committee meeting and recorded in the minutes. Entry onto private property requires the permission of the property owner or authorized representative.

12. Establishment of Working Groups

The Committee may recommend the establishment of a committee working group to consider specific matters within the Committee's mandate. The purpose, scope, and membership of any working group must be approved by Council. Working groups are advisory only, have no decision-making authority, and must report their findings and recommendations to the Committee. The Committee will then consider the recommendations and report to Council for consideration.

13. Participating in meetings Electronically

Up to 3 members (based on 7 members) may participate in a Committee meeting by electronic means. The Chair must not participate electronically.

14. Minutes

Minutes of all meetings shall be made available to the public via the district's website. The Committee shall be assigned a staff member to act as Recording Secretary to record and prepare minutes at each meeting.

15. Communication

Each Committee shall communicate directly with the District of North Saanich Council, by providing minutes after each meeting to the Corporate Officer for inclusion on Regular Council meeting agendas.

16. Code of Conduct

DECORUM AND DEBATE: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee mandate, and be respectful of others' thoughts and opinions.

AUTHORITY AND REPORTING: The Committee and its members shall not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

MEDIA / SOCIAL MEDIA: Members of the Committee are not permitted to communicate with the media or post to any social media platform as representatives of the Committee unless authorized to do so by majority vote of Council.

REPRESENTATION: Committee members must strive to convey the public interest and remember that they represent the District of North Saanich; this means that they must be consistent with the District's position on specific issues.

PROFESSIONALISM: Committee members who engage in activities regarding the District of North Saanich or Committee initiatives / projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of North Saanich.

CONFIDENTIALITY: All Committee members are required to respect the confidentiality of any matters discussed during Committee meetings.

RESIDENCY REQUIREMENT: All Committee members/ volunteers must reside in the District of North Saanich. In the event that a committee member's primary place of residence changes to another Municipality during the term of an appointment, the member must notify the Chair and Corporate Officer regarding change of address. Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement placed in local newspapers, social media and on the website; applications received will be reviewed by Council.

17. Conflict of Interest

A conflict of interest exists if a working group member is a director, member or employee of an organization seeking to benefit from the District or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations. Committee members who have a conflict of interest with a topic being discussed must declare that they have a conflict of interest, describe the nature of the conflict, and leave the room prior to any discussions and must refrain from voting thereon. Committee members are not permitted to directly, or indirectly, benefit from their participation on the Committee during their tenure. Where an actual or potential conflict of interest exists, the Committee member shall explain its nature to the group and the Chair shall submit the matter to the Corporate Officer.

18. Renumeration

Committee membership is voluntary; therefore, members will serve without compensation.

19. Term of Committee

The Committee shall be active until such time the Council decides otherwise and dissolves the Committee by majority vote.

20. Budget

The Committee shall have a reasonable use of miscellaneous services such as clerical services, photocopying, office supplies with adequate prior notice of at least 2 business days. These are provided primarily through the Staff Representative. Any funds beyond this, including the provision of professional consultants, must be approved by Council.

21. Reporting to Council

The Committee will report to Council twice per year:

1. mid-way through the year; and,

2. annually.

Reports must provide an overview of the Committee's activities, progress on matters within its mandate, and any recommendations for Council's consideration. The Committee shall draft each report over the course of two meetings to allow for discussion of content, and review and finalization. The reports are to be submitted to Legislative Services one week prior to the scheduled Council meeting at which they will be considered.

22. Annual Orientation

Each year all Committee members, Council and Staff Liaison members are required to attend an annual orientation workshop organized by staff.

23. Terms of Reference Review

The Committee will review its Terms of Reference upon the election of the Chair, commencing in 2028, or as otherwise required. Any recommended amendments must be forwarded to Council for consideration and approval.



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

TITLE: AGRICULTURE AND FOOD SECURITY ADVISORY COMMITTEE TERMS OF REFERENCE	NO. COU-149
---	--------------------

The Attached Terms of Reference pertains to the Agriculture and Food Security Advisory Committee.

EFFECTIVE DATE: April 8, 2024	APPROVED BY: COUNCIL PREVIOUS POLICY NO. 1002.24	LAST AMENDMENT: May 25, 2026	REF: Staff Report No. CS-26-017	PAGE 1 of 1
---	---	--	--	--------------------



Agriculture and Food Security Advisory Committee Terms of Reference

The District recognizes the diversity of our community and believes that all have the right to work and do business in a workplace that is free from discrimination, bullying and harassment. The district is committed to providing a work environment in which all individuals are treated with mutual respect, personal worth and human dignity.

1. Purpose

The purpose of the District of North Saanich Agriculture and Food Security Advisory Committee is to establish the active involvement of members to provide input to assist Council with their community focused decision-making respecting agricultural land use, or proposed by-laws and permits governed by the *Local Government Act, Community Charter, Agricultural Land Commission Act* and *Soil Conservation Act*, referred by Council, the Committee of the Whole, or District Staff. From time-to-time matters may be referred to more than one Committee for input.

2. Mandate

The following pertains to the mandate of the Committee:

- All matters referred to the Committee and subsequent recommendations to Council shall align with Council's Strategic Goals and Priorities:
 - *Protect the natural environment.*
 - *Focus on local Agriculture and support food production and systems.*
 - *Maintain a safe, inclusive, healthy, and vibrant community.*
 - *Support growth that is environmentally, socially, and economically sustainable.*
 - *Embody good governance principles of community engagement, accountability, leadership, impartiality, and transparency.*

Discerning through the lens of advocacy for agricultural producers, productive farmland and food security, and advise the Council on matters related to agriculture, including:

1. *Land use applications on lands within, and adjacent to, the Agricultural Land Reserve (ALR), and on properties zoned for agriculture in North Saanich.*
2. *Irrigation, drainage, and water management.*
3. *Climate adaptation (i.e., fire risk and drought).*
4. *Agriculture, agri-tourism, and food processing in the local and regional economy.*

5. *The sustainability of the agricultural land base.*
6. *The impact of transportation and utility corridors on agriculture.*
7. *Policies and regulations regarding food processing and food security.*
8. *Harmful and invasive plants and pests.*
9. *The movement of soil on agricultural land.*
10. *Development proposals with the potential to impact agriculture.*
11. *Reviewing bylaws and regulations – municipal, regional, and provincial.*
12. *Reviewing municipal plans as they relate to agricultural matters, such as the Official Community Plan, Parks and Recreation Plans, Accessibility Plan.*
13. *Improving food security.*
14. *Increasing public awareness and support for farming.*
15. *Stating priorities for agricultural land, and competing land uses for the agricultural land.*
16. *Raising awareness of agriculture.*
17. *Identifying essential data required for further understanding of agriculture in North Saanich.*
18. *Examining legislation to identify improvements to support agriculture.*
19. *Other issues of importance to the local farming community and the viability of agriculture in North Saanich.*

3. Authority

Committees do not have the authority to communicate with other levels of government, pledge the credit of the District of North Saanich or authorize any expenditure to be charged against the Municipality. Members will not misrepresent themselves as having any authority beyond that delegated by Council. Committees shall conduct their business in accordance with their Terms of Reference, and as directed by Council. They will complete their tasks within the time prescribed, or by any extension that may be provided and report their findings and recommendations to Council.

4. Legislation

Each Committee is established in accordance with the District of North Saanich bylaws and policies, the *Local Government Act*, *Community Charter* and all other relevant Provincial and Federal Legislation as required.

5. Process

Committees are advisory bodies to Council, and any actions resulting from their findings and recommendations are at the discretion of Council.

- Staff shall present applications, permits, or matters of community interest to the Committee for input and recommendations prior to presenting to Council or the Committee of the Whole.
- All recommendations to the Council must be in the form of a resolution and approved by majority vote of the Committee.

6. Membership

The Committee shall consist of 7 voting members as follows:

- Seven (7) members of the public appointed by Council.
- One (1) Non-voting District of North Saanich elected official (plus 1 alternate member).
- One (1) Non-voting Staff member (plus 1 alternate member).
- One (1) Non-voting Recording Secretary (staff member).
- At Council's discretion, up to two (2) youth non-voting members may be appointed for a one (1) year term.

7. Member Appointment

The voting members are appointed by Council through a recruitment process. The application form and Terms of Reference shall be posted to the district's website and via social media channels during this process.

8. Term of Member

The Term of each voting member shall be two (2) years to a maximum three (3) consecutive Terms unless extended by majority vote of Council.

9. Meeting Framework

The Committee membership shall appoint a Chairperson and Vice Chairperson at the first meeting of each calendar year. The tenure of the Chairperson and Vice Chairperson shall not exceed two consecutive terms.

Meetings are normally held at Municipal Hall, 1620 Mills Road, and scheduled the first or second Wednesday of the month or at the call of the Chair or designate. Each meeting shall be scheduled for up to two (2) hours or 120 minutes, unless extended by majority vote.

10. Rules of Procedure

The Rules of meeting procedures shall be regulated by the District of North Saanich Council Procedure Bylaw and the following:

- A majority of the voting members (4) is required to constitute a quorum.
- Committee meetings are conducted in a spirit of good faith and respect to foster a free flow of ideas among members and unconstrained development of options.
- Committees must not hold any closed sessions.
- Meetings must be held on municipal property.
- Meeting agendas will be posted on the district website and notice boards a minimum of 48 hours in advance of the meeting start time.
- Members of the public may attend meetings as observers.
- The public and media shall similarly exercise good faith and respect, mindful that the proceedings are a "work in progress," and not a forum for lobbying or decisions.
- Electronic recordings of Committee meetings including discussions, decisions or activities shall be uploaded to the municipal website in alignment with the *Freedom of Information and Protection of Privacy Act*.

- Any member who is absent from three (3) consecutive Committee meetings without reason satisfactory to Council may be removed from the Committee.
- All questions that may come before the Agriculture and Food Security Advisory Committee shall be decided by a majority of those members present at a meeting, including the Chair.
- A member of the Agriculture and Food Security Advisory Committee who abstains from voting shall be deemed to have voted in the affirmative.

11. Site Visits

Committee members may participate in site visits related to matters within the Committee's mandate for the purpose of information gathering. Site visits must be authorized by the Committee or the Chair in consultation with the staff liaison. Site visits are not formal meetings of the Committee and no deliberation or decision-making may occur. A summary of the site visit, including the date, location, and attendees, will be reported at the next Committee meeting and recorded in the minutes. Entry onto private property requires the permission of the property owner or authorized representative.

12. Establishment of Working Groups

The Committee may recommend the establishment of a committee working group to consider specific matters within the Committee's mandate. The purpose, scope, and membership of any working group must be approved by Council. Working groups are advisory only, have no decision-making authority, and must report their findings and recommendations to the Committee. The Committee will then consider the recommendations and report to Council for consideration.

13. Participating in meetings Electronically

Up to 3 members (based on 7 members) may participate in a committee meeting by electronic means. The Chair must not participate electronically.

14. Minutes

Minutes of all meetings shall be made available to the public via the district's website. The Committee shall be assigned a staff member to act as Recording Secretary to record and prepare minutes at each meeting.

15. Communication

Each Committee shall communicate directly with the District of North Saanich Council, by providing minutes after each meeting to the Corporate Officer for inclusion on Regular Council meeting agendas.

16. Code of Conduct

DECORUM AND DEBATE: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee mandate, and be respectful of others' thoughts and opinions.

AUTHORITY AND REPORTING: The Committee and its members shall not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

MEDIA / SOCIAL MEDIA: Members of the Committee are not permitted to communicate with the media or post to any social media platform as representatives of the Committee unless authorized to do so by majority vote of Council.

REPRESENTATION: Committee members must strive to convey the public interest and remember that they represent the District of North Saanich; this means that they must be consistent with the district's position on specific issues.

PROFESSIONALISM: Committee members who engage in activities regarding the District of North Saanich or Committee initiatives / projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of North Saanich.

CONFIDENTIALITY: All Committee members are required to respect the confidentiality of any matters discussed during Committee meetings.

RESIDENCY REQUIREMENT: All Committee members/ volunteers must reside in the District of North Saanich. In the event that a committee member's primary place of residence changes to another Municipality during the term of an appointment, the member must notify the Chair and Corporate Officer regarding change of address. Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement placed in local newspapers, social media and on the website; applications received will be reviewed by Council.

17. Conflict of Interest

A conflict of interest exists if a working group member is a director, member or employee of an organization seeking to benefit from the district or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations. Committee members who have a conflict of interest with a topic being discussed must declare that they have a conflict of interest, describe the nature of the conflict, and leave the room prior to any discussions and must refrain from voting thereon. Committee members are not permitted to directly, or indirectly, benefit from their participation on the Committee during their tenure. Where an actual or potential conflict of interest exists, the Committee member shall explain its nature to the group and the Chair shall submit the matter to the Corporate Officer.

18. Remuneration

Committee membership is voluntary; therefore, members will serve without compensation.

19. Term of Committee

The Committee shall be active until such time the Council decides otherwise and dissolves the Committee by majority vote.

20. Budget

The Committee shall have a reasonable use of miscellaneous services such as clerical services, photocopying, office supplies with adequate prior notice of at least 2 business days. These are provided primarily through the Staff Representative. Any funds beyond this, including the provision of professional consultants, must be approved by Council.

21. Reporting to Council

The Committee will report to Council twice per year:

1. mid-way through the year; and,
2. annually.

Reports must provide an overview of the Committee's activities, progress on matters within its mandate, and any recommendations for Council's consideration. The Committee shall draft each report over the course of two meetings to allow for discussion of content, and review and finalization. The reports are to be submitted to Legislative Services one week prior to the scheduled Council meeting at which they will be considered.

22. Annual Orientation

Each year all Committee members, Council and Staff Liaison members are required to attend an annual orientation workshop organized by staff.

23. Terms of Reference Review

The Committee will review its Terms of Reference upon the election of the Chair, commencing in 2028, or as otherwise required. Any recommended amendments must be forwarded to Council for consideration and approval.



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

TITLE: COMMUNITY PLANNING ADVISORY COMMITTEE TERMS OF REFERENCE	NO. COU-150
--	--------------------

The Attached Terms of Reference pertains to the Community Planning Advisory Committee.

EFFECTIVE DATE: April 8, 2024	APPROVED BY: COUNCIL PREVIOUS POLICY NO. 1002.25	LAST AMENDMENT: May 25, 2026	REF: Staff Report No. CS-26-017	PAGE 1 of 1
---	---	--	--	--------------------



Community Planning Advisory Committee Terms of Reference

The District recognizes the diversity of our community and believes that all have the right to work and do business in a workplace that is free from discrimination, bullying and harassment. The District is committed to providing a work environment in which all individuals are treated with mutual respect, personal worth and human dignity.

1. Purpose

The purpose of the District of North Saanich Community Planning Advisory Committee is to establish the active involvement of members to provide input to assist Council with their community focused decision-making respecting land use, community planning or proposed by-laws and permits governed by the *Local Government Act* and *Community Charter* referred by Council, the Committee of the Whole, or District Staff. From time-to-time matters may be referred to more than one Committee for input.

2. Mandate

The following pertains to the mandate of the Committee:

- All matters referred to the Committee and subsequent recommendations to Council shall align with Council's Strategic Goals and Priorities:
 - *Protect the natural environment.*
 - *Focus on local Agriculture and support food production and systems.*
 - *Maintain a safe, inclusive, healthy, and vibrant community.*
 - *Support growth that is environmentally, socially, and economically sustainable.*
 - *Embody good governance principles of community engagement, accountability, leadership, impartiality, and transparency.*
- All items referred to the Committee by Council and Staff as identified in *Local Government Act* Part 14, Division 4 -14 and Section 546 and *Community Charter*.
- Review District related heritage matters to the Committee by Council, the Committee of the Whole, or District Staff, which may include but are not limited to:
 - Implementation of the strategies and actions identified in the district's current Heritage Strategic Plan as directed by Council.
 - Development of heritage policies, which shall include the establishment of criteria for the designation of heritage resources within the District of North Saanich, for adoption by Council.

- Identifying natural assets, cultural and built resources within the District of North Saanich that have heritage value.
- Establishing and maintaining a community heritage register listing real property that is considered to have heritage value of character.
- Requests for designation, preservation, rehabilitation, alteration, renovation, or demolition of heritage resources, including building, structures, or land.

- Matters related to affordable or workforce housing.
- Input on regional or provincial planning initiatives that may impact North Saanich residents.
- Matters relating to the Official Community Plan.
- Matters related to accessibility planning in alignment with the District's Accessibility Plan.
- All recommendations shall be scored using the best-practices environmental performance index and framework available globally at the time of decision making.

3. Authority

Committees do not have the authority to communicate with other levels of government, pledge the credit of the District of North Saanich or authorize any expenditure to be charged against the Municipality. Members will not misrepresent themselves as having any authority beyond that delegated by Council. Committees shall conduct their business in accordance with their Terms of Reference, and as directed by Council. They will complete their tasks within the time prescribed, or by any extension that may be provided, and report their findings and recommendations to Council.

4. Legislation

Each Committee is established in accordance with the District of North Saanich bylaws and policies, the *Local Government Act*, *Community Charter* and all other relevant Provincial and Federal Legislation as required.

5. Process

Committees are advisory bodies to Council, and any actions resulting from their findings and recommendations are at the discretion of Council.

- Staff shall present applications, permits, or matters of community interest to the Committee for input and recommendations prior to presenting to Council or the Committee of the Whole.
- All recommendations to the Council must be in the form of a resolution and approved by majority vote of the Committee.

6. Membership

The Committee shall consist of 7 voting members as follows:

- Seven (7) members of the public appointed by Council.

- One (1) Non-voting District of North Saanich elected official (plus 1 alternate member).
- One (1) Non-voting Staff member (plus 1 alternate member).
- One (1) Non-voting Recording Secretary (staff member).
- At Council's discretion, up to two (2) youth non-voting members may be appointed for a one (1) year term.

7. Member Appointment

The voting members are appointed by council through a recruitment process. The application form and Terms of Reference shall be posted to the district's website and via social media channels during this process.

8. Term of Member

The Term of each voting member shall be two (2) years to a maximum three (3) consecutive Terms unless extended by majority vote of Council.

9. Meeting Framework

The Committee membership shall appoint a Chairperson and Vice Chairperson at the first meeting of each calendar year. The tenure of the Chairperson and Vice Chairperson shall not exceed two consecutive terms.

Meetings are normally held at Municipal Hall, 1620 Mills Road, and scheduled the first or second Tuesday of the month or at the call of the Chair or designate. Each meeting shall be scheduled for up to two (2) hours or 120 minutes, unless extended by majority vote.

10. Rules of Procedure

The Rules of meeting procedures shall be regulated by the District of North Saanich Council Procedure Bylaw and the following:

- A majority of the voting members (4) is required to constitute a quorum.
- Committee meetings are conducted in a spirit of good faith and respect to foster a free flow of ideas among members and unconstrained development of options.
- Committees must not hold any closed sessions.
- Meetings must be held on municipal property.
- Meeting agendas will be posted on the district website and notice boards a minimum of 48 hours in advance of the meeting start time.
- Members of the public may attend meetings as observers.
- The public and media shall similarly exercise good faith and respect, mindful that the proceedings are a "work in progress," and not a forum for lobbying or decisions.
- Electronic recordings of Committee meetings including discussions, decisions or activities shall be uploaded to the municipal website in alignment with the *Freedom of Information and Protection of Privacy Act*.
- Any member who is absent from three (3) consecutive Committee meetings without reason satisfactory to Council may be removed from the Committee.
- All questions that may come before the Community Planning Advisory Committee shall be decided by a majority of those members present at a meeting, including the Chair.

- A member of the Community Planning Advisory Committee who abstains from voting shall be deemed to have voted in the affirmative.

11. Site Visits

Committee members may participate in site visits related to matters within the Committee's mandate for the purpose of information gathering. Site visits must be authorized by the Committee or the Chair in consultation with the staff liaison. Site visits are not formal meetings of the Committee and no deliberation or decision-making may occur. A summary of the site visit, including the date, location, and attendees, will be reported at the next Committee meeting and recorded in the minutes. Entry onto private property requires the permission of the property owner or authorized representative.

12. Establishment of Working Groups

The Committee may recommend the establishment of a committee working group to consider specific matters within the Committee's mandate. The purpose, scope, and membership of any working group must be approved by Council. Working groups are advisory only, have no decision-making authority, and must report their findings and recommendations to the Committee. The Committee will then consider the recommendations and report to Council for consideration.

13. Participating in meetings Electronically

Up to 3 members (based on 7 members) may participate in a committee meeting by electronic means. The Chair must not participate electronically.

14. Minutes

Minutes of all meetings shall be made available to the public via the district's website. The Committee shall be assigned a staff member to act as Recording Secretary to record and prepare minutes at each meeting.

15. Communication

Each Committee shall communicate directly with the District of North Saanich Council, by providing minutes after each meeting to the Corporate Officer for inclusion on Regular Council meeting agendas.

16. Code of Conduct

DECORUM AND DEBATE: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee mandate, and be respectful of others' thoughts and opinions.

AUTHORITY AND REPORTING: The Committee and its members shall not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.

MEDIA / SOCIAL MEDIA: Members of the Committee are not permitted to communicate with the media or post to any social media platform as representatives of the Committee unless authorized to do so by majority vote of Council.

REPRESENTATION: Committee members must strive to convey the public interest and remember that they represent the District of North Saanich; this means that they must be consistent with the district's position on specific issues.

PROFESSIONALISM: Committee members who engage in activities regarding the District of North Saanich or Committee initiatives / projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of North Saanich.

CONFIDENTIALITY: All Committee members are required to respect the confidentiality of any matters discussed during Committee meetings.

RESIDENCY REQUIREMENT: All Committee members/ volunteers must reside in the District of North Saanich. In the event that a committee member's primary place of residence changes to another Municipality during the term of an appointment, the member must notify the Chair and Corporate Officer regarding change of address. Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement placed in local newspapers, social media and on the website; applications received will be reviewed by Council.

17. Conflict of Interest

A conflict of interest exists if a working group member is a director, member or employee of an organization seeking to benefit from the district or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations. Committee members who have a conflict of interest with a topic being discussed must declare that they have a conflict of interest, describe the nature of the conflict, and leave the room prior to any discussions and must refrain from voting thereon. Committee members are not permitted to directly, or indirectly, benefit from their participation on the Committee during their tenure. Where an actual or potential conflict of interest exists, the Committee member shall explain its nature to the group and the Chair shall submit the matter to the Corporate Officer.

18. Remuneration

Committee membership is voluntary; therefore, members will serve without compensation.

19. Term of Committee

The Committee shall be active until such time the Council decides otherwise and dissolves the Committee by majority vote.

20. Budget

The Committee shall have a reasonable use of miscellaneous services such as clerical services, photocopying, office supplies with adequate prior notice of at least 2 business

days. These are provided primarily through the Staff Representative. Any funds beyond this, including the provision of professional consultants, must be approved by Council.

21. Reporting to Council

The Committee will report to Council twice per year:

1. mid-way through the year; and,
2. annually.

Reports must provide an overview of the Committee's activities, progress on matters within its mandate, and any recommendations for Council's consideration. The Committee shall draft each report over the course of two meetings to allow for discussion of content, and review and finalization. The reports are to be submitted to Legislative Services one week prior to the scheduled Council meeting at which they will be considered.

22. Annual Orientation

Each year all Committee members, Council and Staff Liaison members are required to attend an annual orientation workshop organized by staff.

23. Terms of Reference Review

The Committee will review its Terms of Reference upon the election of the Chair, commencing in 2028, or as otherwise required. Any recommended amendments must be forwarded to Council for consideration and approval.