

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3064**

**A BYLAW TO ESTABLISH AN ECONOMIC DEVELOPMENT COMMISSION FOR THE
JUAN DE FUCA ELECTORAL AREA**

Consolidated with Bylaw No. 3637 & 3815

- A. WHEREAS** Supplementary Letters Patent dated the 7th day of June 1979 and Bylaw No. 1824 cited as the Economic Development Commission Establishing Bylaw No. 1, 1990 provides that the Regional Board, may, by bylaw, establish an economic development commission;
- B. AND WHEREAS** portions of the former Sooke Electoral Area and Langford Electoral Area have since been incorporated and the Juan de Fuca Electoral Area Director wishes to continue with the economic development function for the remainder of the Juan de Fuca Electoral Area;
- C. AND WHEREAS** the commission may wish to work cooperatively with adjacent local governments on economic development projects;
- D. AND WHEREAS** Section 774(2) of the Local Government Act provides the Capital Regional District with the authority to continue to offer an economic development function;
- E. NOW THEREFORE** the Board of the Capital Regional District in open meeting assembled enacts as follows:

Bylaw No. 3637

1. COMMISSION OBJECTIVES

- (a) The Commission will assist the Capital Regional District Board to develop and promote an economic strategy for the Juan de Fuca Electoral Area.

Bylaw No. 3637
- (b) The Commission will work with the Esquimalt, Pacheedaht, Becher Bay and T'Souke First Nations as directed by the Capital Regional Board or the Juan de Fuca Electoral Area Director.

Bylaw No. 3637
- (c) The Commission will assist in preserving and strengthening existing business, attracting new business and coordinating local economic development initiatives.

Bylaw No. 3637
- (d) The Capital Regional District Board may enter into contracts on behalf of the Commission with a local community group or community groups to carry out its objectives.

Bylaw No. 3637

2. COMPOSITION

- (a) The composition of the Commission must consist of:
 - (i) Not less than five (5) nor more than eleven (11) members.
- (b) The names of the individuals to be appointed will be submitted by the Juan de Fuca Electoral Area Director to the Capital Regional Board.
- (c) The majority of the nominees must come from a local community/business groups within Port Renfrew, Jordan River, Shirley, Otter Point, East Sooke, the Malahat and Willis Point and the balance will be from the community at large.
- (d) The Juan de Fuca Electoral Area Director is also a member of this Commission.

Bylaw No. 3637

3. ELIGIBILITY FOR APPOINTMENT

- (a) All persons appointed to the Commission must be electors of the Juan de Fuca Electoral Area.
- (b) A person who has ceased to be an elector of the Juan de Fuca Electoral Area may continue to hold office until the appointment is terminated by the Capital Regional Board or the end of that member's term, whichever is sooner.

4. TERM OF OFFICE

- (a) The term of office of the members of the Commission other than the Director shall be for a two year period commencing the 1st day of January in the first year of appointment and expiring on the 31st day of December of the second year of their appointment.

Bylaw No. 3637

- (b) Appointments made after the 1st day of January shall expire on the 31st day of December of the second year of their appointment.

Bylaw No. 3637

- (c) A member of the Commission may be appointed for more than one term.

Bylaw No. 3637

5. NEW APPOINTMENTS

- (a) On the recommendation of the Juan de Fuca Electoral Area Director, the Capital Regional District Board may appoint members to the Commission to fill any vacant position but must on or before the 31st day of December reappoint a member whose term is to expire.

Bylaw No. 3637

6. DEATH, RESIGNATION, DISQUALIFICATION AND TERMINATION

Bylaw No. 3637

(a) In the event of the death, resignation, termination or disqualification of a member of the Commission, the Capital Regional District Board will appoint a successor for the remainder of the term as outlined in Section 5 of this bylaw.

Bylaw No. 3637

(b) The Capital Regional District Board may, upon the recommendation of the Director for the Juan de Fuca Electoral Area, terminate the appointment of any member of the Commission.

Bylaw No. 3637

(c) Without limiting the intent of Section 7 of this bylaw, if any member of the Commission is absent from three (3) consecutive meetings of the Commission without the Commission's approval, the Capital Regional District Board may, upon the recommendation of the Director for the Juan de Fuca Electoral Area terminate the appointment of such member and, upon such termination, the office of the member terminated shall be considered vacant.

Bylaw No. 3637

7. QUORUM

Bylaw No. 3637

(a) A majority of members of the Commission constitutes a quorum.

8. MEETINGS SCHEDULE AND PROCEDURES

(a) The Commission must hold at least two meetings per year to conduct their business, which must be open to the public.

Bylaw No. 3815

(b) The Commission Chair, or in their absence the Vice Chair, must follow the CRD Procedural Bylaw No. 1, 1999, when conducting a Commission meeting.

Bylaw No. 3637

9. BUDGET

Bylaw No. 3637

(a) The Commission budget must be submitted to the Director of the Juan de Fuca Electoral Area and to the Capital Regional District's Director of Finance by September 1st of each year.

Bylaw No. 3637

(b) This budget may be amended, modified or adopted as the Capital Regional District Board requires, based upon input received from the Juan de Fuca Electoral Area Director.

Bylaw No. 3637

10. ADMINISTRATIVE AND/OR TECHNICAL ASSISTANCE

Bylaw No. 3637

(a) The Capital Regional District Board may appoint one or more persons to assist and advise the Commission.

Bylaw No. 3637

- (b) The person or persons so appointed must:
 - (i) Notify all Commission members in advance of the date, place and time of each regular and special meeting of the Commission;
 - (ii) Keep proper and accurate minutes of the proceedings of the meetings of the Commission;
 - (iii) Maintain copies of records and correspondence relating to the Commission's activities; and
 - (iv) Carry out such other technical and administrative duties as the Commission may from time to time require.
- (c) The person or persons appointed under this section of this bylaw must not be a member of the Commission and must not have voting privileges.

11. ELECTION OF CHAIR OR VICE CHAIR

Bylaw No. 3637

- (a) The Chair and Vice Chair must be elected for a one-year term. The election for these positions must take place during the first meeting of the year.

Bylaw No. 3637

12. REPEAL

Bylaw No. 3637

- (a) Bylaw No. 2735 cited as "Sooke Economic Development Commission Bylaw, 1999" is hereby repealed.

13. CITATION

Bylaw No. 3637

- (a) This Bylaw may be cited for all purposes as the "Juan de Fuca Economic Development Commission Bylaw, 2003".

READ A FIRST TIME THIS	23 rd	day of	April	, 2003
READ A SECOND TIME THIS	23 rd	day of	April	, 2003
READ A THIRD TIME THIS	23 rd	day of	April	, 2003
ADOPTED THIS	14 th	day of	May	, 2003

Original Signed by J. Brownoff

Original Signed by Carmen Thiel

CHAIR

SECRETARY