

**THE CORPORATION OF THE CITY OF ROSSLAND**

**BYLAW #2556**

**SUSTAINABILITY COMMISSION BYLAW, 2013**

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WHEREAS Council deems it necessary to establish by bylaw a Commission to oversee implementation and ongoing management of the City of Rossland's Vision to Action Strategic Sustainability Plan;

THEREFORE The Council of the City of Rossland, in open meeting assembled, ENACTS AS FOLLOWS:

**PART I – INTERPRETATION**

**1. Interpretation**

1.1 This Bylaw may be cited as "Sustainability Commission Bylaw, 2013".

1.2 Words or phrases defined in the British Columbia *Interpretation Act*, *Community Charter*, *Local Government Act*, or any successor legislation shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

1.3 In this Bylaw:

"Chair" means the Chair of the Commission appointed under section 4.1(h) of this Bylaw;

"Commission" means the Rossland Sustainability Commission established under section 2.1 of this Bylaw;

"Commissioner" means a member of the Commission;

"Visions to Actions Strategic Sustainability Plan" means the final document that resulted from a community sustainability planning process adopted by Council;

1.4 The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.

1.5 If any portion of this Bylaw is for any reason held invalid by any court of competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder.

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**PART II – THE ROSSLAND SUSTAINABILITY COMMISSION**

**2. Establishment of the Commission**

- 2.1 A Commission to be officially known as the “Rossland Sustainability Commission” is hereby established. The Commission shall report to and be under the direct supervision of Council.
- 2.2 The Commissioners shall not be liable in their personal capacity for any debt or liability of the Commission.

**3. Duties and Powers Delegated to the Commission**

- 3.1 The Commission shall assist Council to implement the Visions to Action Strategic Sustainability Plan and subject to:
  - a. the Commission’s compliance with policies established by Council from time to time, and brought to the Commission’s attention in writing;
  - b. the Commission’s compliance with written instructions sent in the form of a memorandum from Council to the Chair from time to time; and
  - c. the Commission obtaining Council’s approval for strategies and long-term decisions to be implemented by the Commission.
- 3.2 The Commission shall have the following duties and responsibilities:
  - a. make recommendations regarding strategic Focus Areas to Council.
  - b. Develop, coordinate, prioritize, implement and report on Focus Area projects and initiatives approved by Council.
  - c. monitor the overall progress of the Visions to Action Strategic Sustainability Plan and report to City Council.
- 3.3 Members will not misrepresent themselves as having any authority beyond that delegated by Council.
- 3.4 The Commission shall not authorize any expenditures in excess of those provided or in the Commission’s budget, as approved by Council, unless the excess expenditures receive Council’s prior approval.

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3.5 In accordance with the City's budgeting cycle, policies and guidelines, the Commission shall submit a budget request each year to the Chief Administrative Officer (CAO).

#### **4. Membership and Appointment of Commissioners**

4.1 The Commission shall be comprised of the following membership:

- a. up to 10 citizen representatives recommended by the Commission and appointed by Council;
- b. at any time up to an additional 5 volunteers to act as advisors on any particular Focus Area, project or initiative.
- c. the Mayor and one Council member appointed by the Mayor and one alternate Council member appointed by the Mayor. The alternate Council member will attend Commission meetings in the absence of the Mayor or Council member;
- d. the City Administrator or the City Administrator's designate;
- e. one Staff Liaison member appointed by the City Administrator.
- f. When considering appointments, commission stability and membership continuity will be considered;
- g. All members of the Commission shall serve without remuneration.
- h. A majority of Commission members may request that City Council remove a member of the Commission, which will be at the sole discretion of City Council.

### **PART III – MEETINGS AND PROCEDURES**

#### **5. Meeting and Procedures of Commission Meeting**

5.1 Each year at its first meeting, the Commission shall elect from among its voting members a chairperson, who will preside over meetings of the Commission, and a deputy chairperson, who will preside over meetings in the absence of the chairperson.

5.2 The duties of the Chairperson shall include the calling of meetings of the Commission, and such other duties as the Commission may prescribe.

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- 5.3 The Commission may adopt rules of procedure which are consistent with the *Local Government Act*, the *Community Charter* and the *Council Procedure Bylaw* or this bylaw, as necessary.
- 5.4 A quorum of the Commission shall be a simple majority of the voting members.
- 5.5 All acts authorized or required to be done by the Commission under this bylaw shall be decided by a majority vote.
- 5.6 The Chairperson shall vote on all motions. In the case of an equal division of votes, the motion shall fail.
- 5.7 All members of the Commission will have voting rights with the exception of the Mayor, appointed Councillor or designate, City Administrator or designate and the Staff Liaison.
- 5.8 The Commission shall meet a minimum of three times per year or more often as may be required. Generally commission meetings will be held at a location determined by the Commission which may include City Hall.
- 5.9 Prior to each Commission meeting, the Chair and the Staff Liaison must prepare an agenda of all items to be considered by the Commission, such agenda will be distributed to Council, the Commission and the public as per the Council Procedure Bylaw.
- 5.10 Minutes of the proceedings of the Commission shall be legibly recorded by the Staff Liaison. The minutes shall be certified as correct by the Chair or other Commissioner presiding at the meeting, or at the next meeting at which they are adopted. A copy shall be forwarded to the Corporate Officer for inclusion on City Council's Agenda.
- 6. Repeal**  
Bylaw #2442 and any amendments thereto are hereby repealed.

READ A FIRST TIME  
READ A SECOND TIME  
READ A THIRD TIME  
RECONSIDERED AND FINALLY ADOPTED

this 24<sup>th</sup> day of June, 2013  
this 24<sup>th</sup> day of June, 2013  
this 24<sup>th</sup> day of June, 2013  
this 15<sup>th</sup> day of July, 2013

  
MAYOR

  
CITY CLERK