



TERMS OF REFERENCE

RUXTON ISLAND ADVISORY PLANNING COMMISSION

Endorsed by the Thetis Island Local Trust Committee on August 1, 2012

Section 1(b)(i) of the Thetis Island Advisory Planning Commission Bylaw No. 91 permits the appointment of Special Advisory Planning Commissions based on a Terms of Reference endorsed by the Thetis Island Local Trust Committee. The Ruxton Island Advisory Planning Commission is an appointed Special Advisory Planning Commission pursuant to Bylaw No. 91.

This Terms of Reference outlines the number of members, terms of appointment, and the scope and role of the Ruxton Island Advisory Planning Commission and its members. The operations of the Ruxton Island Advisory Planning Commission and its members are guided by the Thetis Island Advisory Planning Commission Bylaw No. 91. Both documents should be referred to for guidance.

1. Roles and Responsibilities

- 1.1 The Commission shall recommend overall objectives for Ruxton Island based on input from the community.
- 1.2 The Commission shall review drafts of the Official Community Plan and Land Use bylaw.
- 1.3 Where the Official Community Plan and Land Use Bylaw apply to islands other than Ruxton Island, the Commission shall only be asked to comment on the Ruxton Island sections.
- 1.4 The Commission may, only if directed by the Local Trust Committee, communicate with the broader Ruxton Island community for the purpose of providing information or gathering input. Otherwise, communications will be from staff and the Local Trust Committee.
- 1.6 Staff shall be responsible for the production and copying of meeting materials, distribution of agendas, and all matters pertaining to the administration of the Commission.

2. Membership

- 2.1 The Commission shall be composed of 5 to 7 Ruxton Island property owners. Members shall be appointed by resolution of the Local Trust Committee
- 2.3 Islands Trust Staff and trustees may attend meetings of the Commission in a supportive role.
- 2.5 All members of the Commission shall serve to the completion of the Thetis Associated Islands Community Plan Review, as determined by the Local Trust Committee. For

administrative purposes, the end of the Commission's term is **November 31, 2014**, which may be extended by resolution of the Local Trust Committee.

- 2.6 Any member of the Commission who is not in attendance at regular meetings of the Commission for three consecutive meetings, without approval of the Chair, shall be deemed to have resigned.

3. Finance

- 3.1 Members of the Commission shall serve without remuneration.
- 3.2 Honorarium may be provided to members to contribute to travel costs and administration costs such as printing documents from home computers.
- 3.3 No expenditure shall be made in relationship to this Commission that is not provided for in the Financial Plan of the Islands Trust.