



SALT SPRING ISLAND ADVISORY PLANNING COMMISSION(S)
APPROVED TERMS OF REFERENCE
May 2, 2013

The Salt Spring Island Local Trust Committee Bylaw 467 permits the appointment of an Advisory Planning Commission (APC) and an Agricultural Advisory Planning Commission (AAPC), as well as one or more special project Advisory Planning Commissions, to advise on matters of land use, community planning, or proposed bylaws and permits, pursuant to the *Local Government Act* that are referred to it by the Local Trust Committee (LTC).

This Terms of Reference guides the conduct, role and mandate of the Advisory Planning Commission and the members of the Agricultural Advisory Planning Commission. The operations of the Advisory Planning Commissions are guided the by Salt Spring Island Local Trust Committee Bylaw No. 467. Both documents should be referred to for guidance.

- 1) The Advisory Planning Commission shall provide recommendations to the Salt Spring Island Local Trust Committee on matters referred to it concerning land use, community planning, or proposed bylaws and permits.
- 2) All Advisory Planning Commission resolutions are by way of a recommendation to the Local Trust Committee. The chairperson shall refrain from “moving” a resolution of the Advisory Planning Commission.

EXAMPLE RESOLUTION:

“I move THAT the Advisory Planning Commission recommends that the Salt Spring Island Local Trust Committee approve application SS-X-20XX.X (Name of applicant).”

- 3) Advisory Planning Commission meetings are to follow the *Community Charter's* requirements for open meetings, public access to records, and the posting of notices for public meeting. In addition to Salt Spring Island Local Trust Committee Bylaw No. 467, meeting procedures and the conduct of meetings should also be guided by the adopted policies of Islands Trust Council and the Salt Spring Island Local Trust Committee.
- 4) Advisory Planning Commission members are to receive a reference manual upon appointment to the APC.
- 5) Advisory Planning Commission members are to exercise their judgement based on personal expertise, experience and knowledge of the subject matter as objectively applied to a specific application or issue. On the other hand, the gauging of community opinion is more appropriately considered one of the roles of the Local Trust Committee.
- 6) Advisory Planning Commission members shall come to meetings prepared, having read all supporting staff reports and background materials, and with proposed resolutions prepared for the consideration of other members at the meeting.
- 7) The Advisory Planning Commission shall be guided by the general policy intent as set out in the Salt Spring Island Official Community Plan and Land Use Bylaw.

- 8) Advisory Planning Commission members shall attend training sessions, offered by the Islands Trust, on meeting procedures and other matters that will be of benefit to the Advisory Planning Commission process.
- 9) Advisory Planning Commission members shall listen to and acknowledge the views of other Advisory Planning Commission members and promote a meeting environment where all opinions are respected and all members are comfortable expressing their views.
- 10) If an Advisory Planning Commission member believes they may have a direct or indirect conflict of interest, the member must declare this, state in general terms why this is believed to be the case, and remove themselves from the meeting. APC members are encouraged to discuss and receive advice from Islands Trust staff if they believe they may have a potential conflict of interest.
- 11) The Advisory Planning Commission may only request technical information from other agencies or individuals through the Islands Trust staff.
- 12) All deliberations of the Advisory Planning Commission must take place at a meeting of the Advisory Planning Commission and such meetings must be open to the public with appropriate notice of meeting time and location.
- 13) The Advisory Planning Commission shall set a schedule of regular meetings on an annual basis.
- 14) Advisory Planning Commission members who are absent from three or more consecutive regular meetings may be requested by the Local Trust Committee to resign membership.
- 15) Should a site visit be warranted, it must be arranged by Islands Trust Staff, with the owner's consent one week prior, and the planner should attend. A minute taker is not required, but deliberations cannot take place outside the scheduled, public meeting. Preferably, site visits should take place in the morning of the day that a committee is meeting.
- 16) The Agricultural Advisory Planning Commission is to designate one member to sit as an ex-officio member of the Advisory Planning Commission.
- 17) Elections of the Advisory Planning Commission Chairperson are to be done by secret ballot.
- 18) At the end of a two year term, Advisory Planning Commission Members can apply to be reappointed by the Local Trust Committee to the Advisory Planning Commission.