

Terms of Reference – Advisory Planning Commission (APC)

Governance

The Advisory Planning Commission (APC) is governed by the applicable provisions in the *Local Government Act*, *Anmore Planning Commission Bylaw* and any amendments thereto, *Anmore Procedure Bylaw* and any amendments thereto and the *Code of Conduct*.

Purpose

The purpose of these Terms of Reference is to address items that are not dealt with in the *Local Government Act*, *Anmore Planning Commission Bylaw*, *Anmore Procedure Bylaw* and the *Code of Conduct*.

Decision Making and Recommendations

Decisions of the APC are not binding on the Village. All decisions of the APC must be in the form of a recommendation and will be referred to Council for consideration at the next available Council meeting. Where Commission members are not in favour of the recommendation, Council requires the dissenting comments be noted in the Minutes.

Public Involvement

All meetings of the APC shall be open to the public. Members of the public who attend the meetings are present as observers. It will be at the discretion of the Chair if the public will be allowed to ask questions. The APC cannot meet *In-Camera* and cannot request members of the public or a developer to leave the meeting during its deliberations unless that person is disruptive to the meeting.

Developer Involvement

When considering a development proposal referred by Council, the developer or their designate may make a presentation to the APC. After the presentation, the APC may ask questions to the developer, however, during APC deliberations, the developer may not take part in the discussion unless they have been requested to do so by the Chair.

Council Liaison

A member of Council will be appointed by the Mayor to act as the Liaison between the APC and Council. The Council Liaison is not a member of the APC. The primary role of the Council Liaison is to provide information to the APC that will be of assistance to the APC in its deliberations.

Staff Involvement

When required by Council, Staff and/or Village Contractors will attend APC meetings. Staff will provide technical support where required and when necessary request comments from the APC in order to provide reports to Council.

Agendas

Agendas and supporting materials shall be distributed in advance of a meeting by Staff. Staff will prepare the Agenda in consultation with the Chair and if necessary other Staff members or Village Contractors. If Committee members want an item on the Agenda, members must ask the Chair to have this item referred to them by Council. Items not referred to Committee by Council shall not appear on the Agenda unless it is an emergency. Every effort will be made by Staff to distribute Agendas 72 hours prior to the meeting. Agendas will be posted to the Village's website

Minutes

Minutes of all APC meetings shall be electronically recorded. Every effort by Staff will be made to ensure the Minutes are prepared for the next APC meeting.

APPROVED BY COUNCIL ON:	OCTOBER 20 th , 2015
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AMENDED BY COUNCIL ON:	
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