



Planning and Development Committee Terms of Reference

1. ESTABLISHMENT AND AUTHORITY

The *Community Charter* provides that the Mayor may establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint members to those committees.

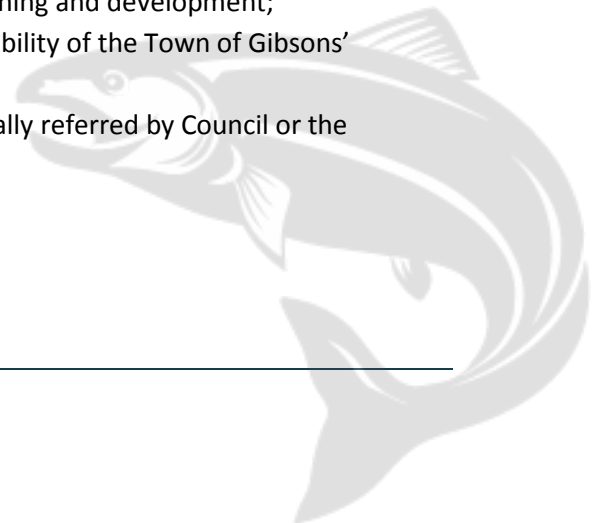
2. Mandate

The Committee is to consider issues pertaining to the areas of responsibility of the Town of Gibsons' Planning and Development Department and to make recommendations to Council on these issues.

3. Duties and Responsibilities

The Committee is a standing committee of Council that will provide community perspective to the planning and approval process. The Committee will review and make recommendations to Council with respect to policy formulation and decision making on the following matters:

- Zoning amendments;
- Official Community Plan amendments;
- Development Permit applications for Form & Character;
- Select Development Variance Permit applications;
- Agricultural Land Reserve applications;
- Temporary Use Permit applications;
- Proposed community and neighborhood plans;
- Strategies to integrate principles of economic health, social equity, land use, sustainability, and environmental stewardship into all aspects of planning and development;
- Other related issues pertaining to the areas of responsibility of the Town of Gibsons' Planning and Development Department;
- Any other applications or duties which may be specifically referred by Council or the Director of Planning to the Committee.



4. COMPOSITION

- 4.1 The Committee is comprised of seven members including the Mayor, four members of Council, and two members of the community.

5. STAFF LIAISON

The Director of Planning will serve on the Committee as staff liaison. The role of the staff liaison(s) includes:

- 1) Providing information and professional advice;
- 2) Bringing such matters to the Committee's attention as are appropriate for it to consider in support of Town of Gibsons' Council direction; and
- 3) Serving as one of the communication channels to and from Council.

6. ELIGIBILITY

- 6.1 An advertisement for an expression of interest from members of the community interested in joining the Committee will be placed in the local newspaper.
- 6.2 An individual who is a member of one of the following communities may be given preference for membership on this Committee:
- Business community;
 - Neighborhood associations;
 - Development community;
 - Broad-based perspective of planning and development; and
 - Environmental stewardship and sustainability.

7. APPOINTMENT AND MEMBERSHIP

- 7.1 The Mayor shall appoint one member of the Committee as chair.
- 7.2 All members of the Committee will maintain confidentiality in accordance with section 117 of the *Community Charter*.
- 7.3 Term and Termination
- 7.3.1 Members of the Committee shall serve at the appointment of the Council.
 - 7.3.2 The term for community members appointed to the Committee is limited to a two (2) year term with the possibility of reappointment.
 - 7.3.3 The appointment of any member of the Committee may be rescinded at any time by Council as set forth in section in Section 144 of the *Community Charter*.
 - 7.3.4 The resignation of any member of the Committee must be made in accordance with section 121 of the *Community Charter*.

8. LIMITATIONS OF THE DUTIES AND POWERS OF THE COMMITTEE

8.1 Authority

8.1.1 The Committee has no delegated authority from Council

8.1.2 The Committee is reminded that they cannot direct staff or take any action contrary to existing Council policies and directives

9. MEETINGS

9.1 The Committee shall meet as often as determined by the Committee, in the Council Chambers or meeting room, Town Hall.

9.2 Presentations to the Committee shall not exceed fifteen (15) minutes, with the possibility that a motion can be made to extend the presentation as required.

9.3 Substantial effort shall be made to make decisions by consensus, however where consensus cannot be achieved, simple majority shall govern.

9.4 The quorum for the Committee is a majority of the voting members appointed under section 5 (Composition).

Should there be no quorum present within 15 minutes after the time appointed for the meeting, the recording secretary shall record in the minutes the names of the members present at the expiration of such fifteen minutes and the meeting shall stand adjourned until the next scheduled meeting.

9.5 Minutes and agendas for each Committee meeting shall be prepared and distributed in a timely manner, under the direction of the Chief Administrative Officer and in accordance with the agenda and minute taking standards as established by the Corporate Officer.

9.6 All Committee meetings must be open to the public except where the committee resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.

9.7 Committee members are subject to the conflict of interest legislation as outlined in Section 100 – 109 of the *Community Charter*.

10. REFERENCE DOCUMENTS

10.1 The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.

- Community Charter, Section 90 – Open and Closed meetings
- Community Charter, Section 117 – Duty to respect confidentiality
- Community Charter, Section 121 – Resignation
- Community Charter, Section 100-109 – Conflict of Interest