



TERMS OF REFERENCE

Planning Advisory Committee

1. Introduction

The Planning Advisory Committee (PAC) advises the Regional District of Central Okanagan (RDCO) Board on electoral area planning matters relating to land uses, bylaw and Official Community Plan preparation, and permits issued under Part 14 of the Local Government Act. The PAC functions as an Advisory Committee of the Regional Board and is established pursuant to Section 7.9 of Board Procedure Bylaw No. 1501.

2. Mandate

The Committee provides the Regional Board with local perspective and expertise on how planning policy and permit issuance may impact the community in the RDCO Electoral Areas.

3. Scope

The PAC acts in an advisory capacity on electoral area planning matters with respect to land use, community planning, proposed bylaws and permits issued under Part 14 of the *Local Government Act* including:

- Official Community Plan development or amendment
- Zoning Bylaw development or amendment
- Development approval requirements and the Development Application Procedures Bylaw
- Development Permits within commercial, industrial, intensive residential or multi-family residential Development Permit Areas
- Temporary Use Permits
- Development Variance Permits

As directed by the Regional Board, the PAC may also function as a working group to advise on specific delegations as it pertains to the mandate of the Committee.

4. Criteria

In reviewing plans, proposals and other items, the PAC will consider the following:

- The alignment with RDCO policies, regulations and Strategic Priorities;
- The alignment with provincial and federal regulations;
- Community interests, i.e., whether the proposed land use, building siting and development activity is suitable for the community context;
- The potential impact of the proposal on surrounding properties and land uses, i.e., for proposals adjacent to the Agricultural Land Reserve, are appropriate buffering techniques employed to enhance land use compatibility;
- Whether the site is adequately serviced for the proposal, i.e., water supply, wastewater management, drainage, fire protection and transportation accessibility;
- The proposal's proximity to, and potential impacts on, environmental assets and water resources;

- Potential natural hazards that may impact the proposal;
- Where appropriate, possible alternatives to the proposal; and
- Whether appropriate community consultation been undertaken.

For each development application reviewed, the PAC will recommend one of the following options to the Regional Board:

- Support the proposal, as presented;
- Support the proposal, with conditions; or
- Provide a recommendation of non-support.

5. Membership

Membership of the Committee will be comprised of five (5) voting members, appointed by the Regional Board.

The following are minimum qualifications to serve on the Committee:

- Reside within the electoral areas of the Regional District of Central Okanagan;
- Demonstrated interest in community planning and land use;
- Available to attend most PAC meetings;
- Commitment to the PAC's objectives;
- Ability to objectively review complex applications and planning considerations; and
- Access to a computer and an e-mail address in order to receive and respond to communications and information including meetings packages.

The preferred composition of the membership will include residents from each Electoral Area and reflect a diversity of demographic characteristics and professional backgrounds.

Student representatives and others that reside outside of the Regional District of Central Okanagan may be considered where they have professional expertise or other required qualifications not presented on the Committee. However, at least 2/3 of the members of the PAC must be residents of the Regional District of Central Okanagan.

Elected officials and Regional District staff are not eligible for appointment as a voting member of the PAC.

6. Appointment Process and Term

All advisory committee membership vacancies are advertised and follow an application process. All applications are reviewed and appointments to the PAC are made by the Regional Board.

Member appointments will be for a two (2) year term with the ability for reappointment for a second term. All advisory committees and their member appointments will end at the time of a general local election for a new Regional Board (every 4 years).

7. Vacancies

The Regional Board, may, at any time, terminate the appointment of a member at their discretion.

Committee members who are absent for three (3) consecutive meetings will forfeit their appointment unless such absences are authorized by resolution of the committee.

A member of the committee may resign at any time upon sending written notice to the Corporate Officer at the Regional District of Central Okanagan.

8. Chair/Vice-Chair

The Committee will elect a Chair and Vice-Chair annually during the first meeting of a calendar year. In the absence of the Chair and Vice-Chair, the Committee may elect an Acting Chair from those members in attendance.

The Chair, Vice-Chair or Acting Chair is required to be physically present at a meeting and cannot Chair a meeting remotely.

9. Quorums and Voting

Quorum of the Committee is comprised of three (3) members of the Committee for the purpose of conducting business of the Committee.

Majority vote means more than half of the votes of those present on a motion are cast in the affirmative, with abstentions counted as a vote in the affirmative. In the event of a tie vote, the question will be defeated.

10. Frequency of Meetings

The Committee will meet a minimum of four times per year.

The meeting schedule will be established and adopted by the PAC annually during the first meeting of a calendar year and can be amended as needed.

Additional meetings may be required for projects, site visits or urgent matters.

11. Agendas and Information Packages

Staff will prepare agendas for each meeting of the Committee and provide the agenda package to members at least 3 working days prior to the meeting date.

The order of business for each meeting will be governed by the agenda. New agenda items may be added by a majority vote of those present.

12. Meeting Procedures

All PAC meetings are held in person and are open to the public at the Regional District Office, 1450 K.L.O Road, Kelowna. Electronic participation at a committee meeting is permitted upon confirmation of available technology, and provided that sufficient voting members are in attendance to reach quorum.

Applicants whose matters appear on an agenda are encouraged to attend and be heard at PAC meetings at which the Committee will consider their application. Attendance by applicants is not mandatory; however, it is recommended so that applicants have an opportunity to answer any questions, which the Committee may have.

The Committee may, from time to time, invite resource people or delegations to participate in a Committee meeting. Individuals or delegations must be authorized by the Director of Community Services or their delegate and identified in advance as an item on the meeting agenda.

13. Minutes

The minutes will:

- Record the motion and voting on all resolutions;
- Include anecdotal comments that provide context on pertinent discussions;
- Be adopted at a subsequent Committee meeting;
- Be secured at the Regional District office and signed by the Chair or Vice-Chair as the true record of the decisions made; and
- Once adopted, be provided to the Corporate Officer for circulation to the Board and made available for public viewing on the Regional District's website.

14. Administrative/Technical Support

Community Services staff will provide administrative, technical, and secretarial support for the PAC.

Corporate Services will provide Legislative support including the recruitment process for the appointments of Committee members by the Regional Board.

15. Code of Conduct

The Regional Board Policy No. 2 – 2016 established guidelines for conduct for advisory bodies of the Regional District of Central Okanagan. Advisory bodies must commit to performing their function of office truthfully, faithfully, and impartially to the best of their knowledge and ability while acting in a manner that is respectful, ethical, accountable, responsible, transparent, and open. The Code of Conduct Policy will be provided to committee members during orientation.

16. Conflict of Interest

If a committee member perceives that he or she may have a direct or indirect pecuniary interest in a matter before the Committee or may, for any other reason, have a conflict of interest, the member must declare his or her interest or conflict, and its general nature.

Upon such a declaration being made, it will be recorded in the minutes of the meeting and the member declaring the conflict:

- Will not participate or vote in any discussion regarding the matter in question;
- Will leave the meeting during consideration of and voting on the matter in question; and
- Will not attempt, in any way, whether before, during or after the meeting, to influence the voting on any aspect of the matter in question.

17. Public Relations

When speaking in public on an issue, PAC members must make clear that opinions expressed are individual and not representing the PAC or the Regional District of Central Okanagan.

Should the Committee be required to address the media, opinions expressed on behalf of the PAC should be communicated by the Director of Community Services or the Chair as appropriate.

On a matter before the Committee, PAC members will not communicate with elected officials directly.

***** END OF TERMS OF REFERENCE *****

<u>Department</u>	<u>Date Approved</u>
Community Services	XXX XX, 2023

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