

Schedule 'A' to Bylaw 1575



Advisory Planning Commission *Terms of Reference*

Role of the Commission

The role of the Advisory Planning Commission (APC) is to represent the community's interest in planning-related issues affecting the Town of Smithers.

Purpose

The purpose of the APC is to advise Council on all matters referred to it in relation to land use, community planning, proposed permits and bylaws under Part 26 of the *Local Government Act*. Specifically, the APC will evaluate the merits of applications, designs and plans as part of:

- Official Community Plan and/or Rezoning Applications;
- Development Permit Applications;
- Development Variance Permit Applications;
- Community planning projects.

While performing their duties the APC shall refer to, and support the intent of:

- Town of Smithers Official Community Plan;
- Architectural Design Guidelines: Alpine Theme.

Membership & Appointment

The APC will be composed of a maximum of eight (8) members of the public whose qualifications, interests and background cover one or more of the following areas, providing an appropriate balance of interests within the Commission. The areas of interest and expertise are:

- Environmental matters;
- Land development industry;
- Local business community;
- Law enforcement
- Social planning and housing;
- Representative of a specific population demographic, such as youth or seniors in the community;
- Representative of the community at large.

Section 898 of the *Local Government Act* outlines requirements for membership. At least two-thirds (2/3) of the members of the APC must be residents of the municipality. In addition, a Council member, board director, employee or officer of the local government is not eligible to be a member of an APC, but may attend at a meeting of the Commission in a resource capacity.

The Mayor will appoint members of the APC for a minimum term of one year and a maximum of three consecutive terms.

The Chair and Alternate Chair will be selected by the membership for the term of the APC at the inaugural meeting.

Meetings

A quorum shall consist of a majority of members and will be required for decision-making.

Meetings will be at the call of the Chair.

The Town of Smithers staff will prepare the minutes of all meetings. The minutes shall be made available to the public, members and Council.

Attendance at meetings will be encouraged for all members. The Commission member is responsible for informing staff if members will be absent at the next meeting. Frequent non-attendance will be reviewed by Council and may warrant a replacement being sought.