

Advisory Planning Commission Terms of Reference

Committee Name	Advisory Planning Commission (APC)
Vision / Goal Statement	To provide a community perspective on general planning and land use issues in support of Council's strategic priority to foster a Prosperous, Vibrant City for People.
Mandate	<p>The Commission's role is to provide advice on the community planning aspects of the following:</p> <ul style="list-style-type: none"> (a) the Official Community Plan, including proposed amendments; (b) Federal, Provincial, regional or neighbouring municipality development plans which may affect the City's Official Community Plan; (c) zoning bylaws and amendments which are referred to the Advisory Planning Commission by the Director of Planning and Development under the authority of Development Procedures Bylaw, 2001, No. 7343; (d) matters respecting proposed bylaws and permits under Part 14, Divisions 4-14 and section 546 of the <i>Local Government Act</i> that are referred to it by Council or the Director of Planning and Development; (e) any other Community Planning matter referred by Council.
Voting Members	<p>The Commission will be comprised of up to 9 voting members in accordance with the following provisions:</p> <ul style="list-style-type: none"> (a) Members of the Community at Large reflecting the demographic diversity of the City, at least 2/3 of whom are City residents (up to 9 appointed by Council)
Non-Voting Members	<p>The Commission will include 3 seats for the following non-voting members:</p> <ul style="list-style-type: none"> (a) Council Liaisons (up to 2 appointed annually by Council) (b) Representative from School District No. 44 (1 designated annually by SD44)

Terms of Service	<p>The following terms are applicable to the Voting and Non-Voting Members of the Commission:</p> <ul style="list-style-type: none"> (a) Terms for Community Members are for 3 years to a maximum of 2 terms. Mid-term vacancies may be addressed immediately or at the end of a term. (b) Terms for Council Liaisons and School District 44 members are continuous, revolving 1 year terms, subject only to: <ul style="list-style-type: none"> (i) the elected office or good standing of the member; and (ii) the designation of the member as the organization's representative for the year or portion thereof.
Commission Resources	<p>The Commission shall have the following resources:</p> <ul style="list-style-type: none"> (a) Internal: <ul style="list-style-type: none"> (i) Primary staff support and oversight will be the responsibility of the Director of Planning and Development through their designated professional staff for the provision of: <ul style="list-style-type: none"> A. annual work plans in alignment with the Committee's mandate, and B. agendas and meeting materials reflecting the annual work plans, in general support of the Committee; (ii) Secondary staff support may be provided by other departments (iii) Clerical staff support will be provided by the Legislative Services Division of the DCAO's Office (b) External: As appropriate, representatives may be invited from external governments, agencies or organizations to provide specialized knowledge and perspectives to the Committee.
Chair	<p>A Chair is to be chosen annually from amongst the voting members. In the event of the Chair's absence, the Commission will select from amongst its voting members an Acting Chair.</p>
Quorum	<p>A quorum shall consist of a majority of the Commission's voting members. If a quorum is not present within 15 minutes following the time at which the meeting was to commence, the Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.</p>

Attendance	<p>Members shall advise the Clerk of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the Committee without leave of absence from the Commission, or a reason satisfactory to the Commission, shall by Commission resolution cease to be a member of the Commission.</p> <p>Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.</p>
Meeting Frequency	<p>The Commission shall meet monthly on the second Wednesday of each month, subject to cancellation by the Clerk due to impending lack of quorum or matters for consideration by the Commission as determined by the Director, Planning and Development.</p>
Reporting	<p>Committee recommendations shall be communicated through staff along with annual reporting on work plan accomplishments, expenses and alignment of Council priorities with planned work for the coming year per the CNV Advisory Body Procedures Manual.</p>
Governance*	<p>Section 461 of the <i>Local Government Act</i> Advisory Planning Commission Bylaw, 1990, No. 6138, as amended <i>*Any conflict between this Terms of Reference and Bylaw 6138 shall be governed by the Bylaw.</i></p>
Rules of Procedure and Conduct	<p>City of North Vancouver Advisory Body Procedures Manual, including but not limited to:</p> <ol style="list-style-type: none"> 1. Advisory Body Appointee Agreement, to be signed at first meeting 2. Respectful Communication Policy 3. Respectful Workplace Policy No. 203 4. Social Media Policy No. 212 5. "Council Procedure Bylaw, 2015, No. 8500" (excerpts applicable to Advisory Bodies) <p><i>*This refers to the most recent version.</i></p>

Adopted on January 27, 2025