



# THE CORPORATION OF THE CITY OF VERNON

## TERMS OF REFERENCE

**Committee Name:** Advisory Planning Committee

**Type:** Select

### Approvals/Reviews/Amendments

POLICY/AMENDMENT APPROVED BY:	DATE OF COUNCIL MEETING:	SECTION AMENDED
"Sean Harvey," Mayor	October 14, 2003	ORIGINAL POLICY
"Sean Harvey," Mayor	October 27, 2003	Section Amended: 4.3 - Meeting Schedule 4.0 – Addition of Committee Clerk duties Delete reference to DLUC and add Mayor and two Councillors to membership of the Committee.
"Wayne Lippert," Mayor	October 26, 2009	2.01 Duties – amended 2.03 Duties – added 3.02 Mayor will appoint one member of Council and one alternate 4.01 Referrals will include the draft staff report
"Rob Sawatzky, Mayor"	January 9, 2012	Change name to Advisory Planning Committee. Add a Youth Member, as a non-voting member.



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<i>"Rob Sawatzky, Mayor"</i>	April 14, 2014	Various amendments to streamline TOR. Add two new positions with expertise in universal accessibility issues in the community.
<i>"Catherine Lord Acting Mayor"</i>	March 9, 2015	Add one representative from 'Independent Living Vernon'
<i>"Akbal Mund" Mayor</i>	March 23, 2015	Limit the term of the youth member to two years.
<i>"Akbal Mund" Mayor</i>	March 14, 2016	Add ALR exclusion applications to 2.01 Duties
<i>"Victor I. Cumming" Mayor</i>	June 26, 2023	Change Youth Member from non-voting to a voting member.

## 1.0 Committee Purpose

- 1.01 To provide City Council with advice and recommendations on proposed land use and planning changes and related matters as detailed below.

## 2.0 Duties

- 2.01 The Committee will consider proposed Official Community Plan, Neighbourhood Plans, Rezoning, Agricultural Land Reserve exclusion and Development Variance Permit applications, in accordance with the current Official Community Plan and will provide recommendations to City Council on same.
- 2.02 The Committee will also review and provide their advice on land use matters referred by Council.
- 2.03 The Committee will receive regular updates on long range planning matters, including neighbourhood plan reviews.



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## 3.0 Membership

- 3.01 The Committee shall be comprised of twelve (12) members appointed by Council from the community at large. All members must be a resident or property owner in the City of Vernon.
- 3.02 Membership may include one (1) individual from the community at large who has a background in accessibility for the disabled/mobility impaired.
- 3.03 Membership may include one (1) representative from Independent Living Vernon (ILV).
- 3.04 Membership may include one (1) youth member, to contribute the perspective of Vernon youth to Committee discussions and recommendations. The youth member shall have a maximum term of two (2) years.
- 3.05 All members, except the youth member, shall have a maximum term of four (4) years expiring in December following an election. Members are permitted a maximum of two consecutive terms, with each term not to exceed four years.

## 4.0 Operations of the Committee

### 4.01 Agenda Preparation

Agendas will be prepared by the Committee Clerk and endorsed by the City Planner or their designate. The Agenda will be circulated by the Committee Clerk to the Committee members by Friday preceding the Committee meeting.

The referral material provided in the committee agenda will include a copy of the draft staff report on the subject application.

The Committee and/or staff recommendations will be an addendum to reports to Council.

### 4.02 Meeting Schedule

The Committee will meet at 4:00 p.m. each Tuesday of the same week following a regularly scheduled Council meeting. Should there be no agenda items, the Committee will not meet.

In the event that the regularly scheduled Council meeting falls on a Tuesday, the Committee shall meet at 4:00 p.m. on the Wednesday of the same week.