

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

BYLAW NO. 1877

A Bylaw to Establish an Advisory Planning Commission

The Council of the District of Central Saanich, in open meeting assembled, enacts as follows:

1. A Commission is established to be known as the "District of Central Saanich Advisory Planning Commission", pursuant to Section 461 of the Local Government Act.
2. The Commission is also designated as a community heritage commission pursuant to Section 597 of the Local Government Act.
3. The Commission shall be comprised of nine (9) members appointed by Council of which at least six (6) shall be residents of the Municipality.

All members of the Commission shall be appointed by Council resolution for terms specified in the resolution, not to exceed three (3) years. In each year the vacancies of those whose terms expire shall be filled for a term of two (2) years, or for terms otherwise specified by Council.

4. (i) In the event of a vacancy occurring in the Commission the Council shall appoint a new member to fill the vacancy for the unexpired term thereof.
- (ii) A Council member, employee or officer of the Municipality or an approving officer, is not eligible to be a member of an Advisory Planning Commission, but may attend a meeting in a resource capacity.
- (iii) A Commission member shall forthwith advise the Chairman of the Commission when the Commission is considering any business or proposal in respect of which the member has a conflict of interest. A Commission member in a conflict of interest situation shall not participate in any debate or vote on the business or proposal in question, and shall leave the room in which the debate or vote is occurring.
- (iv) A Commission member who has a right under section 10 of this bylaw to be heard in relation to any proposal that is under consideration by the Commission may appoint another person as a representative to exercise the member's right on his or her behalf.
- (v) If a member of the Advisory Planning Commission is continuously absent, except with Leave of the Council, from three (3) consecutive meetings of the Advisory Planning Commission, the member's position shall be deemed to be vacant, and subsection (i) applies.
- (vi) The Council may by a vote of at least 2/3 of the members present and voting at a meeting of Council, remove a member of the Advisory Planning Commission from office.

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5. The meetings of the Commission shall be presided over by a Chair who shall be elected from the Commission members at the first meeting of each calendar year. The Chair shall appoint another Commission member as Acting Chair in case of the Chair's absence. The Chair shall be entitled to vote at all meetings.
 6. Five (5) members shall constitute a quorum of the Commission.
 7. The Commission shall, by resolution, establish rules for its procedure, and may from time to time vary such rules by a vote of the majority of the members present at a meeting.
 8. In cases not provided for under this Bylaw or the procedural rules established by the Commission under section 7, the most current version of Robert's Rules of Order will apply to the proceedings of the Commission, to the extent that those rules are:
 - a. applicable in the circumstances; and
 - b. not inconsistent with this Bylaw, the procedural rules established by the Commission or the *Community Charter*.
 9. The Commission shall generally meet monthly, as necessary to address the business of the Commission in a timely manner.
 10. Where the Commission is considering an amendment to a plan or bylaw, or the issue of a permit, the applicant for the amendment or permit is entitled to attend at meetings of the Commission and be heard.
 11. All meetings of the Commission shall be open to the public. Members of the public will not, however, be afforded an opportunity to address the Commission; if a member of the public wishes to comment on a matter relating to the Commission or its business, such comment may be submitted to the Council.
 12. The Commission shall, upon receiving a request for advice from Council, provide recommendations to Council dealing with such matters as shall have been referred to it.
 13. Council may, by resolution, request the Commission to advise Council on any matter respecting land use, community planning or proposed bylaws and permits under Divisions 4 to 14 of Part 14, and Section 546, of the Local Government Act, including:

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- i. Official Community Plans;
 - ii. Zoning Bylaws;
 - iii. Development Approval Information Requirements;
 - iv. Development Permits;
 - v. Temporary Use Permits;
 - vi. Development Variance Permits;
 - vii. Subdivision and Development Servicing Requirements and Related Matters;
 - viii. Phased Development Agreements;
 - ix. Runoff Control Requirements;
 - x. Flood Plain Requirements;
 - xi. Off-street Parking and Loading Requirements;
 - xii. Sign Regulations; and
 - xiii. Landscaping and Screening Regulations.

14. Environmental, Community Transportation, Heritage and Housing Affordability Issues Review

- a. The Advisory Planning Commission shall also advise Council on environmental issues and on the environmental aspects of matters pertaining to land use, community planning or proposed bylaws and permits under the Local Government Act that are referred to the Commission by Council.
- b. The Advisory Planning Commission shall also advise Council on pedestrian, cycling and transit issues and on matters related to pedestrian and cycling routes and provision of non-automotive transportation facilities pertaining to land use, community planning or proposed bylaws and permits under the Local Government Act that are referred to the Commission by Council.
- c. The Advisory Planning Commission shall also advise Council on community heritage matters under Part 15 of the Local Government Act that are referred to the Commission by Council.
- d. The Advisory Planning Commission shall also advise Council on affordable housing issues and aspects of housing affordability in matters pertaining to land use, community planning or proposed bylaws and permits under the Local Government Act that are referred to the Commission by Council.

15. District of Central Saanich Advisory Planning Commission Bylaw, No. 808, 1986 is REPEALED.


16. This Bylaw may be cited for all purposes as the “Central Saanich Advisory Planning Commission Bylaw No. 1877, 2016”.

READ A FIRST TIME on this **6th** day of **June,** **2016.**

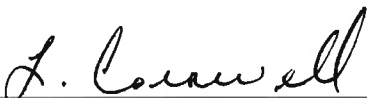
READ A SECOND TIME on this **6th** day of **June,** **2016.**

READ A THIRD TIME on this **6th** day of **June,** **2016.**

ADOPTED this **20th** day of **June,** **2016.**



Ryan Windsor
Mayor



Liz Cornwell
Corporate Officer

