

The following is a consolidated copy of the Agricultural Advisory Planning Commission Bylaw No. 453, 2016 and includes the following bylaws:

Bylaw No.	Bylaw Name	Adopted	Purpose
453	Agricultural Advisory Planning Commission Bylaw No. 453, 2016	May 30, 2017	To establish an agricultural Advisory Planning Commission
483	Agricultural Advisory Planning Commission Bylaw No. 453, 2016, Amendment No. 1	June 27, 2017	To clarify how expressions of interest from members of the public to serve on the commission will be solicited

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COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 453

A Bylaw to Establish an Agricultural Advisory Planning Commission

WHEREAS the board may establish an agricultural advisory planning commission pursuant to section 461 of the *Local Government Act* (RSBC, 2015, c. 1);

NOW THEREFORE the board of the Comox Valley Regional District in open meeting assembled enacts as follows:

Establishment

1. (1) The board of the Comox Valley Regional District hereby establishes the legislative framework for an agricultural advisory planning commission for its electoral areas.
- (2) Subsequent to the adoption of this bylaw, an agricultural advisory planning commission may be brought into effect by the appointment of members under section 3 (membership and term of appointment).

Function

2. (1) The function of an agricultural advisory planning commission shall be to advise the board on all agricultural matters referred to it by the board or by the electoral area director as referred to in section 461 of the *Local Government Act* (RSBC, 2015, c. 1).
- (2) The board or standing committee responsible for planning and land use management, may refer to the agricultural advisory planning commission, those matters referred to in section 461 of the *Local Government Act* (RSBC, 2015, c. 1.).
- (3) The agricultural advisory planning commission will strive to promote and strengthen the long-term viability of agriculture in the Comox Valley and assist the electoral areas services committee and the board in achieving the goals and objectives included in the regional growth strategy and official community plan (OCP) as related to agriculture.

Membership and term of appointment

3. (1) Agricultural advisory planning commission shall consist of a minimum of three (3) and a maximum of nine (9) appointed members.
- (2) The regional district will provide training for prospective agricultural advisory planning commission members.
- (3) Expressions of interest from members of the public will be solicited through a public process which shall include invitations to local agricultural organizations, such as farmers' institute(s)

- (4) The appointment of members to the agricultural advisory planning commission shall be by resolution of the board.
- (5) The term of office for agricultural advisory planning commission members shall commence at the time of appointment by resolution and end on the date of general local government elections. Members may be reappointed for a further term or terms. The board may, in its sole discretion, terminate the appointment of any member at any time.
- (6) Employees, directors, alternate directors, and approving officers of the regional district may not be appointed as members of the agricultural advisory planning commission, but they may attend meetings of the commission in a resource capacity.
- (7) All members of the agricultural advisory planning commission shall serve without remuneration.
- (8) Upon resignation, death, or removal of a member during his/her term of office, the board may appoint by resolution, a successor and the successor shall hold office during the remainder of the term of the vacating member.
- (9) As a condition of appointment, each member shall acknowledge in writing his or her obligations under this bylaw, the bylaws and policies of the regional district, and all applicable provisions of the *Community Charter* and *Local Government Act* (RSBC, 2015, c. 1), including but not limited to the conflict of interest requirements contained in division 6 of the *Community Charter*.
- (10) Each member shall attend each duly called meeting of the agricultural advisory planning commission. Any member who fails to attend three (3) consecutive meetings, unless the absence is because of illness or injury or is with leave of the board, will be deemed to have resigned from the commission.
- (11) In appointing members, the board shall strive to appoint active or retired farmers that reflect the agricultural diversity of the region in terms of geography, demographics and commodity groups.

Meetings

4. (1) Meetings shall be called within one month of any application referred to the agricultural advisory planning commission by the board or planning committee of the regional district. The commission must consider any application referred to the advisory planning commission and a recommendation made to the board within 90 days of the date of referral to the commission, unless the application has been withdrawn. If no recommendation is made within that time, the board will consider the application without a recommendation from the commission. Nothing in this section precludes the board from considering any application at any time whether or not the application has been referred to the commission.

- (2) A staff resource person shall forward copies of notices of, and agendas for, meetings of the advisory planning commission to all members of the commission, the electoral area directors, and the manager of legislative services of the regional district.
- (3) A majority of the agricultural advisory planning commission shall be deemed to be a quorum.
- (4) In the event that a quorum is not present within 30 minutes after the time appointed for a meeting, the names of those present will be recorded and the meeting shall be adjourned.
- (5) Unless otherwise specified by the board, the agricultural advisory planning commission will consider and provide advice to the Comox Valley Regional District on the following:
 - applications initiated under the *Agricultural Land Commission Act*, which are considered by the board;
 - applications to amend an OCP or zoning bylaw where the subject property is within or adjacent to the agricultural land reserve;
 - applications for development permits regarding the protection of farming;
 - major development proposals with potential impact on agriculture;
 - comprehensive reviews, with respect to agricultural matters, of zoning bylaws, OCPs, and agricultural area plans; and
 - other matters, as directed by the board.

Chair and secretary

5. (1) The agricultural advisory planning commission shall choose, at the first meeting in each and every year, a chair from among its appointed members.
- (2) The agricultural advisory planning commission shall choose, at the first meeting in each and every year, a secretary from among its appointed members.
- (3) In the event the chair or secretary or both are not in attendance within 15 minutes after the time appointed for a meeting, the agricultural advisory planning commission shall appoint an acting chair and secretary or both for the duration of the meeting.

Public representation

6. (1) The planning department shall contact an applicant for a bylaw amendment or a permit, prior to the meeting of the agricultural advisory planning commission at which the bylaw amendment or the permit is to be considered, to advise the applicant of his entitlement to appear before the agricultural advisory planning commission. The planning department will forward the information to the applicant and the applicant will contact the advisory planning chair.
- (2) A staff resource person, assigned to the agricultural advisory planning commission by the chief administrative officer, will attend agricultural advisory planning commission meetings, coordinate agricultural advisory planning commission affairs, provide information regarding agenda items and respond to requests for information

regarding agenda items. The staff resource person may coordinate a site visit with the permission of the applicant.

- 3) As members may be privy to confidential information, such as personal information regarding applicants, property owners, or others, members shall faithfully, honestly, respectfully and impartially perform their duties and will not, except in the proper performance of their duties, disclose to any person any confidential information obtained as a member.

Minutes and recommendations

7. (1) Minutes of the agricultural advisory planning commission shall contain the following information:
 - (a) date, time and location of the meeting;
 - (b) members of the agricultural advisory planning commission, both present and absent;
 - (c) other persons present for the duration of the meeting (i.e. electoral area director, planning staff member);
 - (d) items dealt with by the advisory planning commission;
 - (e) delegations who have made representation to the agricultural advisory planning commission;
 - (f) discussion of the item dealt with by the agricultural advisory planning commission;
 - (g) recommendations stating the following:
 - (i) item to be approved, with stated reasons; or
 - (ii) item to be recommended subject to various conditions, with conditions stated; or
 - (iii) item to be denied, with reasons stated;
 - (h) the mover and seconder of each recommendation recorded.
- (2) Minutes of the agricultural advisory planning commission shall be submitted to the manager of legislative services of the regional district within ten (10) days following the meeting of the agricultural advisory planning commission and are to be signed by the chair and secretary of the commission.
- (3) Minutes of the agricultural advisory planning commission shall be kept and maintained pursuant to the regional district procedure bylaw.
- (4) Recommendations shall be adopted by a majority of the agricultural advisory planning commission members present.

Representation

8. (1) The chair or his/her delegate of the agricultural advisory planning commission may, on behalf of the agricultural advisory planning commission, make representation, either verbally or in writing, to the regional district board or the standing committee responsible for planning and land use management.
- (2) No member of the agricultural advisory planning commission shall, on behalf of the advisory planning commission, make representation, either verbally or in writing, to

any member of the public, government agency or other meeting, unless they have been approved to do so by the regional district board.

Expenses

9. (1) Members of the agricultural advisory planning commission shall serve without remuneration except that any reasonable and necessary expenses that arise directly out of the performance of their duties may be reimbursed to them from the annual budget of the agricultural advisory planning commission that has received approval of the regional district board.
- (2) Agricultural advisory planning commission expenses may include hall rentals for commission meetings, postage, photocopying, other general expenses, and reasonable expenses for educational purposes.
- (3) Agricultural advisory planning commission expenses shall be reimbursed at rates provided for in the regional district remuneration bylaw.
- (4) A \$25.00 stipend will be paid to the secretary of the agricultural advisory planning commission upon receipt of each set of minutes to the manager of legislative services.

Citation

10. This Bylaw No. 453 may be cited for all purposes as “Agricultural Advisory Planning Commission Bylaw No. 453, 2016”.