

	TERMS OF REFERENCE
	Land Use and Development Committee (Standing Committee)
	Date Adopted: December 9, 2024
Historical Changes:	

Purpose:

The purpose of the Land Use and Development Committee is to provide support to Council on matters related to land use, development, and community planning to support sustainable land use planning to accommodate growth while minimizing environmental impact and maintaining Sooke’s West Coast aesthetic in alignment with the District of Sooke strategic plan.

Authority:

- The Committee functions as an advisory body to Council and does not have independent decision-making authority.
- The role of the Committee is to review staff reports, submissions, proposals, and presentations and make recommendations to Council on matters relating to the Committee's mandate.
- Council’s endorsement must be given by way of resolution of any recommendation made by the Committee including any initiatives involving financial or resource commitments.
- The Committee has no advocacy role concerning their decisions and recommendations.

Mandate:

The Committee is to consider land use and development matters that are to be considered by Council, including:

- Official Community Plan (OCP) amendments, rezonings, development permits, variance applications, strata title conversions, Temporary Use Permits, Agricultural Land Reserve Referrals, and the municipal regional context statement (for the Regional Growth Strategy).
- Updates to zoning to promote mixed-use zoning, enhancing community livability and economic vitality through residential-business integration and creating business-friendly environments for both new and existing businesses.
- Policies to support sustainable land use and community growth, integrating environmental stewardship, economic health, and socio-economic land use matters.
- Public engagement recommendations on land use topics aimed at strengthening the relationship between Council, stakeholders, and community members.
- Any other items referred to the committee by Council or the staff liaison.

The Low Carbon Resilience Model should provide a lens for the decision making of this committee.

Reporting Protocol:

- **Recommendations:** Committee recommendations and any relevant materials will be added to an upcoming Regular Meeting of Council by Corporate Services staff for Councils consideration.
- **Minutes:** In accordance with the Committee Structure and Function Policy (CO-007), Council will receive Committee minutes for information at the next regularly scheduled Council Meeting.

Membership and Composition:

Size and Appointment:

Committee membership will consist of:

- Up to four (4) members of Council; and
- Up to three (3) community members.

The Mayor serves as ex officio member; except when a quorum is not reached for a Committee meeting, then the Mayor is a temporary voting member for that meeting only.

Diversity and Expertise:

- Membership should represent the public interest, and preference may be given to those with professional experience in land use and development.
- Preference shall be given to one (1) community member representing Indigenous interests.

Members should have demonstrable expertise or a strong interest in community planning, sustainable development, or land use policy.

Quorum:

A quorum shall consist of the majority of voting members.

Term:

- Community members will be appointed for one year, with the possibility of reappointment.
- Council members will be appointed until rescinded or superseded.

Roles and Responsibilities**Chair and Vice-Chair:**

- The positions of Chair and Vice-Chair on the Committee must be filled by Council members with responsibilities to facilitate meetings and liaise with Council.
- The positions of Chair and Vice-Chair must be appointed by the Mayor.

Staff Support:

- The Director of Planning and Development or their delegate provides professional and technical support to the Committee as the staff liaison, prepares reports and staff recommendations for the Committee's consideration.
- Corporate Services staff shall provide administrative support for the Committee including:
 - The preparation and distribution of agendas and minutes;
 - Providing procedural advice to the Chair and Committee;
 - Adding all committee recommendations and any relevant materials to an upcoming Regular Meeting of Council for Councils consideration; and
 - Providing general meeting support.

Conflict of Interest and Code of Conduct

- **Conflict of Interest:** Committee members are required to adhere to conflict of interest guidelines as outlined in the *Community Charter*. Members must declare any conflicts of interest and must not participate in respect of the matter where a conflict exists.
- **Code of Conduct:** All Committee members must adhere to the municipality's Code of Conduct Bylaw. This includes maintaining integrity, accountability, respect, and leadership and collaboration in all Committee activities. Members must familiarize themselves with the Code, which serves as a standard for the ethical conduct of Committees.

Meeting Schedule**The Committee will meet:**

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- At 1:00 P.M. the first Tuesday of each month to ensure adequate time for notification before items and committee recommendations proceed to a regular meeting of Council.
 - A regular schedule of committee meetings, including the times, dates and places of such meetings will be established and a copy of the schedule will be posted at the Public Notice Posting Places.
 - A copy of the schedule will be provided to each member.
 - Meetings may be cancelled at the decision of the Chair.
 - Special meetings or rescheduled meetings may be called at the decision of the Chair, and in accordance with notice requirements in the *Council Procedure Bylaw*.

Other

- **Amending the Terms of Reference:** An amendment to this TOR can be recommended by the Committee to Council through its formal recommendation process.
- **Meeting Rules and Procedures:** The meeting rules and procedures will be in accordance with the *Council Procedure Bylaw*.
- **Meeting Participation:** All meetings are to be attended in person by members and attendees unless otherwise authorized by the *Council Procedure Bylaw*.
- **Periodical Review:** The Committee's activities and effectiveness will be reviewed periodically by Council, with the Terms of Reference (TOR) to be updated by Council as needed.
- **Public Access:** Meetings are open to the public unless the meeting is closed under the closed meeting provisions of the *Community Charter*.