

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: July 3, 2025

RE: Advisory Planning Commission (APC) – Resignation of Member (Electoral Area “I”)

Administrative Recommendation:

THAT the Board of Directors accept the resignation of Bob Handfield as a member of the Electoral Area “I” Advisory Planning Commission;

AND THAT a letter be forwarded to Bob Handfield thanking him for his contribution to the Electoral Area “D” and Electoral Area “I” Advisory Planning Commissions.

Purpose:

To advise the Board of a recent resignation from an Electoral Area Advisory Planning Commission (APC).

Strategic Priorities:

Operational

Background:

Under Section 461(2) of the *Local Government Act*, a regional district board may, by bylaw, “establish an advisory planning commission ... to advise the board, or a regional district director representing [an] electoral area, on all matters referred to the commission by the board or by that director respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit ...”

At its meeting of July 6, 2006, the Regional District Board adopted the *Advisory Planning Commission Bylaw No. 2339, 2006*, which establishes the ability to create an APC for each electoral area. The Electoral Area “I” APC has existed since the creation of the electoral area in 2018.

Analysis:

On June 10, 2025, the Regional District was notified that Bob Handfield, a member of the Electoral Area “I” APC had tendered their resignation from the Commission.

Mr. Handfield was appointed by the Board, at its meeting of January 8, 2009, to serve on the Electoral Area “D” APC and subsequently became a member of the Electoral Area “I” APC when this electoral area was created in 2018.

Volunteers are critical to the success of the Regional District and the Board wishes to acknowledge the significant contribution provided by Mr. Handfield.

Financial Implications:

Advisory Planning Commission (APC) Resignation – Electoral Area “I”

Not applicable.

Communication Strategy:

Not applicable.

Alternative:

1. Not applicable.

Will a PowerPoint presentation be presented at the meeting? No

Respectfully submitted:



C. Garrish
Senior Manager of Planning

Endorsed By:



A. Fillion
Managing Director, Dev. & Infrastructure