

*DISTRICT OF SECHELT
ADVISORY PLANNING
COMMISSION
BYLAW No. 322, 1997*



Consolidated for convenience only December 2009

This Consolidation includes the following Bylaw Amendments:

322-1, 2000

322-2, 2003

322-3, 2009

This version of this bylaw is a consolidation of amendments to the original bylaw as of the date specified. This consolidation is done for the convenience of users and accurately reflects the status of the bylaw as of the specified date but must not be construed as the original bylaw and is not admissible in Court unless specifically certified by the Director of Corporate Services for the District of Sechelt. Persons interested in the definitive wording of this bylaw and its amendments should view the original bylaws at the District of Sechelt.

DISTRICT OF SEHELDT

BYLAW NO. 322, 1997

A Bylaw to establish an Advisory Planning Commission for the District of Sechelt

WHEREAS the District of Sechelt has authority to create an Advisory Planning Commission under the *Local Government Act*;

AND WHEREAS the Council of the District of Sechelt has indicated it wishes that members of the community advise it on planning matters;

NOW THEREFORE the Council of the District of Sechelt in open meeting assembled enacts as follows:

1. TITLE:

This Bylaw may be cited for all purposes as District of Sechelt “Advisory Planning Commission Bylaw No. 322, 1997”.

2. ESTABLISHMENT

An Advisory Planning Commission is hereby established for the District of Sechelt.

3. FUNCTION

The Advisory Planning Commission shall advise Council on planning matters referred to it coming within the scope of the *Local Government Act* and amendments thereto as may arise from time to time.

4. MEMBERSHIP AND TERMS OF APPOINTMENT

- (1) The Advisory Planning Commission shall be composed of 9 members.
- (2) At least 7 of the members to the Advisory Planning Commission shall be residents of the District of Sechelt.
- (3) Advisory Planning Commission members may be reappointed for a maximum of three (3) consecutive terms.
- (4) Members of the Advisory Planning Commission shall be appointed for two (2) year terms, with the terms of five (5) members expiring on December 31st of even-

numbered years and the terms of four (4) members expiring on December 31st of odd-numbered years.

- (5) Upon the resignation, death or removal of a member during this term of office, a successor may be appointed by resolution of Council; and the successor shall hold office during the remainder of the term of the vacating member.

5. **PROCEDURES**

(1) Meetings

- a) A majority of the Advisory Planning Commission shall be deemed to be a quorum.
- b) Meetings shall be held in every month when an item has been referred to the Advisory Planning Commission.

(2) Chairperson and Secretary

- a) The Advisory Planning Commission shall be presided over by a Chairperson to be chosen annually from among its appointed members.
- b) (i) The Advisory Planning Commission may appoint a qualified individual who is not a member of the Commission to act as recording secretary.

(ii) An annual budget amount of \$800 will be provided from the District of Sechelt for an honorarium for the recording secretary to the Advisory Planning Commission to be paid in quarterly installments.”
- c) In the event that the Chairperson or Secretary or both are not in attendance at a meeting, the Advisory Planning Commission shall appoint an acting chairperson or secretary or both for the meeting.

(3) Conflict of Interest

Where a member, his or her family, employer or business associate has any interest in a matter being considered by the Advisory Planning Commission, that member shall absent him or herself from the discussion.

(4) Reporting Recommendations

- a) Recommendations of the Advisory Planning Commission must be adopted by a majority vote of the members present at the meeting, and the Chairperson and Secretary of the Advisory Planning Commission shall be voting members.
- b) The Secretary shall keep proper records of the meetings in accordance with “Schedule ‘A’ Form of Advisory Planning Commission Meeting Minutes” of this bylaw and provide such minutes to the Director of Planning and Development not more than three business days after the meeting.

6. PUBLIC REPRESENTATION

- (1) The Advisory Planning Commission shall hear all persons who wish to make representations on matters referred to it by the Council, and it shall be the responsibility of such persons wishing to make representation to contact a member of an Advisory Planning Commission for the purpose of attending a meeting.

READ A FIRST TIME THIS 15th DAY OF OCTOBER, 1997.

READ A SECOND TIME THIS 15th DAY OF OCTOBER, 1997.

READ A THIRD TIME THIS 15th DAY OF OCTOBER, 1997.

RECONSIDERED AND FINALLY ADOPTED THIS 5th DAY OF NOVEMBER, 1997.

‘Bruce Milne’

Mayor

‘Anne Jeffrey’

Municipal Clerk

DISTRICT OF SEHELDT
SCHEDULE “A”
FORM OF
ADVISORY PLANNING COMMISSION
MEETING MINUTES

The minutes submitted to the Council of the District of Sechelt must generally contain the following information for each item dealt with by the Advisory Planning Commission:

- a) members of the Advisory Planning Commission present;
- b) other persons present for the duration of the meeting;
- c) items dealt with by the Advisory Planning Commission;
- d) delegations who have made representation to the Advisory Planning Commission;
- e) discussion of the items dealt with by the Advisory Planning Commission;
- f) recommendations stating one of the following:
 - items to be approved, with reasons stated
 - item recommended subject to various conditions, with conditions stated
 - item to be denied, with reasons stated
- g) the mover and seconder of each recommendation recorded.