

The Corporation of the
DISTRICT OF COLDSTREAM

BYLAW NO. 907, 1985

ADVISORY PLANNING COMMISSION

CONSOLIDATED WITH AMENDMENTS

FOR CONVENIENCE ONLY

ADOPTED: February 25, 1985

LATEST AMENDMENT: Bylaw No. 1286, 1999

THE CORPORATION OF THE DISTRICT OF COLDSTREAM

BYLAW NO. 907, 1985

WHEREAS the Council of the District of Coldstream have deemed it advisable to repeal and amend Bylaw No. 474, 1968, the “Coldstream Advisory Planning Commission Bylaw No. 474, 1968”.

NOW THEREFORE the Council of the District of Coldstream in open meeting assembled, ENACTS AS FOLLOWS:

1. CITATION

This bylaw may be cited for all purposes as “The Advisory Planning Commission Bylaw No. 907, 1985”.

2. COMPOSITION OF THE COMMISSION

The Commission shall be composed of:

- a) **A minimum of six regular members, and a maximum of eight regular members, who shall be appointed at large by resolution of Council; either three or four each calendar year depending on the number of appointees, for a two-year term. (B/L 1286/99)**
- b) *The Municipal Clerk, or designate, may act in the capacity of recording secretary. (Bylaw No. 1011, 1990) (B/L 1286/99)*

3. APPOINTMENT OF A CHAIRPERSON

The Commission shall, at it’s first meeting of each year appoint a Chairperson from among the regular members thereof. The Chairperson shall preside at all meetings and in his/her absence, the members present shall appoint a substitute. **(B/L 1286/99)**

4. QUORUM

The attendance of **three** regular members at any meeting shall constitute a quorum. **(B/L 1286/99)**

5. ABSENCE FROM MEETINGS

Any voting member who is absent for a total of three regular meetings during a calendar year without “just cause”, communication to the Municipal Clerk, prior to the meetings, may forfeit his position on the Commission and the Municipal Council may appoint a new member from among the applications on file to occupy the vacant position for the remainder of that term.

6. **APPOINTMENTS TO THE COMMISSION**

Vacancies shall be posted in the media prior to November 1st, of each year soliciting applications. (Bylaw No. 1011, 1990)

Appointments to the Advisory Planning Commission shall be made on the basis of applications submitted, on approved forms. **(B/L 1286/99)**

Applicants filling vacancies to complete a two year term, due to resignations, or other reasons, shall be considered for three-two year consecutive appointments, at the expiration of the term, for which they were appointed to fill. (B/L 1286/99)

Applicants being considered as an appointee to the District of Coldstream Advisory Planning Commission, must be a resident elector of the District of Coldstream as defined by the Municipal Act. (Bylaw No 1149, 1994)

In processing applications, Council shall consider, among other concerns; geographical representation, occupation, philosophy, related experience/interests, and demonstrated community service. The objective shall be to arrive at a group which is as representative as possible of the total community.

Discussion of appointments to the Advisory Planning Commission shall be considered personnel decisions, and as such shall be handled in **In-Camera. (B/L 1286/99)**

7. **TERM OF APPOINTMENT**

The maximum term of appointment shall be three consecutive two year appointments. Commission members must re-apply for second and third terms on the appropriate application forms.

8. **NOTICE AND TIME OF MEETINGS**

The Commission shall meet regularly as required on such regular days and times as may be agreed upon by the members at the first meeting in each year, and at such times as may be necessary at the call of the chairperson. Notice in writing of all regular meetings shall be delivered or mailed to all members at least five days in advance of the date of such meeting. Notice of all meetings other than regular meetings shall be given at least 24 hours in advance of the date of such meeting.

*The recording secretary shall also make available to Council the minutes of the Advisory Planning Commission, at a **future** regular Council meeting. (Bylaw No. 1041, 1991) **(B/L 1286/99)***

9. **DUTIES OF THE COMMISSION**

The duties of the Coldstream Advisory Planning Commission shall be to assist the Municipal Council in an advisory capacity, only to any of the following matters which may be presented to it:

- a) The preparation of such “Area Plans” required for the future physical development and improvement of the municipality in a systematic and orderly manner for the purpose of incorporating same into the Official Community Plan of the District of Coldstream.
- b) Alterations or amendments to the Official Community Plan.
- c) Amendments to the Zoning Bylaw or Subdivision Control Bylaw.
- d) Applications submitted to the British Columbia Land Commission.
- e) Any request which may be referred to the Commission by Council from time to time.
- f) Study all reports prepared by or on behalf of the District of Coldstream pertaining to plans of development, so that it’s deliberation may be in cognizance of and not in conflict therewith.
- g) Deal with, study and report to Council on all matters so referred and examine all facets of community planning and development having particular regard to the health, safety, and convenience, economically, physically and aesthetically, of public welfare, and shall make every endeavour to resolve any such questions promptly, thereby fostering and maintaining goodwill and public relations.

10. **PROCEDURES FOR MEETINGS**

Procedures for meetings will generally follow Roberts Rules of Order, and any conflict of interest issues will be dealt with similar to Council procedure according to the *Municipal Act*. (B/L 1286/99)

11. **EXPENSES OF THE COMMISSION**

The Council shall, provide in its annual budget, the necessary funds to meet the expenses of the Commission. (B/L 1286/99)

12. **TECHNICAL ADVICE**

The Commission may request to attend any of its meetings for the purpose of technical advice such persons as:

- a) the Public Works Superintendent
- b) the District Fire Chiefs
- c) the Building Inspector
- d) the Public Health Inspector
- e) the Regional Planner
- f) Representation from the Royal Canadian Mounted Police
- g) the Regional Recreation Director

and any other persons or agency staff member representative that the Commission deems to have information useful to the Commission. In addition, the Commission may at its discretion, allow presentations by delegations on any matter which falls within its jurisdiction.

13. **REPEAL OF BYLAW NO. 474, 1968 AND SUBSEQUENT AMENDMENTS**

Bylaw No. 474, 1968 and any subsequent amendments is hereby repealed in its entirety.

READ a first time this 25th day of February, 1985.

READ a second and third time this 25th day of February, 1985.

RECONSIDERED, PASSED AND FINALLY ADOPTED by an affirmative vote of not less than two-thirds of all members of Council on the 11th day of March, 1985.

H.C. Ellens
CLERK

R.W. Postill
MAYOR