

**THE CORPORATION OF THE VILLAGE OF Queen Charlotte**

**BYLAW # 7, 2006**

**ADVISORY PLANNING COMMISSION**

**A Bylaw to provide for**

**the establishment of an Advisory Planning Commission**

**WHEREAS** The Local Government Act, in Section 898, provides for the establishment of an Advisory Planning Commission;

**AND WHEREAS** the Council deems it expedient to appoint a body of persons experienced and interested in the development of the Village of Queen Charlotte;

**NOW THEREFORE** the Council of the Corporation of the Village of Queen Charlotte, in an open meeting assembled, enacts as follows:

**CITATION:**

1. This bylaw may be cited as the "Advisory Planning Commission Bylaw # 7, 2006".

**FUNCTION:**

1. The function of the Advisory Planning Commission. Hereinafter referred to as the Commission, shall be to study and advise Council on matters respecting land use, community planning or proposed bylaws and permits under Divisions (2), (7), (9), and (11) of Part 26 of the Local Government Act, that are referred to it by the Council, and other matters that may from time to time be referred to the Commission by Council.

**MEMBERSHIP:**

1. The Commission composition shall be of residents of the Village of Queen Charlotte.

2. The Commission shall consist of five members appointed by a majority of Council plus one non-voting member of Council.
3. The term of office shall be for one year. The appointment shall be confirmed in January of each year by a majority of council.
4. The term of office for the Council representative shall be one calendar year and the appointment of the Council member shall be made in December of the preceding year.
5. An advertisement shall be placed with the local media to seek qualified applicants to the commission. Applications for membership on the Commission shall be in writing and directed to the Mayor and Council.
6. Upon recommendation of the Commission, or the Council itself, the Council shall have the power by an affirmative vote of not less than two-thirds (2/3) of all members thereof to remove any member of the Commission from office at any time.
7. Any member of the Commission, who is absent from meetings of the Commission for two consecutive meetings without leave of absence from the Commission Chair or without reason satisfactory to the Commission, shall forthwith cease to be a member of the Commission.

#### **MEETINGS:**

1. The Commission shall appoint, at its first meeting in each year, one of its members to be Chair, one of its members to Vice-Chair, and one of its members to be Secretary.
2. The Chair shall preside at all meetings of the Commission when present and in his/her absence the Vice-Chair shall preside.
3. Subject to this Bylaw the Commission shall have the power to regulate its own procedures, provided that such rules and regulations do not contravene any Village of Queen Charlotte Bylaws, the Local Government Act or the Community Charter.
4. At all meetings of the Commission, three voting members shall constitute a quorum.

5. The commission Chair and Commission members shall designate the time, place, location and frequency of the meetings. The members shall have at least two clear days notice, however, that notice of meeting may be waived with the consent of all members of the Commission.
6. The commission shall cause proper minutes and records to be kept and shall submit these minutes to Council. The Chair shall sign all minutes.

**BUDGET:**

1. In accordance with the provision of the Local Government Act, members of the Commission shall serve without remuneration; however, the Council shall include in its annual budget the sums necessary to defray the expenses of the Commission.

Read a FIRST time this 20<sup>th</sup> day of March 2006  
Read a SECOND time this 8<sup>th</sup> day of May 2006  
Read a THIRD time this 8<sup>th</sup> day of May 2006

FINALLY ADOPTED this 15<sup>th</sup> day of May, 2006.

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Mayor

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Chief Administrative Officer

Certified a true copy of the Advisory Planning Commission Bylaw # 7 2006 as adopted by resolution # 2006/19/10 on the 17<sup>th</sup> day of July, 2006.

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Chief Administrative Officer