



Advisory Planning Commission
Bylaw 499
Effective 1988 April
Consolidated to November 17, 2014

CASTLEGAR

Advisory Planning Commission

Bylaw 499

A bylaw to establish an Advisory Planning Commission

WHEREAS in accordance with Section 898 of the Local Government Act a council may, by bylaw, establish an advisory planning commission to advise the council on all matters respecting land use, community planning, and related matters that are referred to it by the council; *(Bylaw 1207)*

AND WHEREAS it is deemed to be desirable and in the public interest to establish an advisory planning commission for the City of Castlegar;

NOW THEREFORE the Council of the City of Castlegar, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as the Advisory Planning Commission Bylaw 499.
2. The Castlegar Advisory Planning Commission (the Commission) Is hereby established to make recommendations and advise Council on those matters specified in Section 10 of this bylaw.
3. The Commission shall consists of not less than 5 nor more than 9 persons who are not members of Council or officers or employees of the City, at least 2/3 of whom are residents of the municipality.
4. Where any member of the Commission becomes a member of Council or an officer or employee of the City, or is otherwise no longer eligible for appointment to the Commission, he shall forthwith cease to be a member of the Commission.
5. Except as provided in Section 6(1), every appointment to the Commission shall be for a 2 year term. *(Bylaw 1207)*
6. (1) Subject to Section 3, Council shall forthwith appoint by resolution:
 - (a) not less than 3 nor more than 5 members for a term ending on December 31, 1988; and
 - (b) not less than 3 nor more than 5 members for a term ending on December 31, 1989.

(2) Where a member resigns or otherwise ceases to be a member during his term on the Commission, Council may appoint another person to fill the balance of that term.

(3) Appointments to the commission shall be made by Council resolution in December of each year for the term commencing on January 1st of the following year.
7. Notwithstanding Sections 5 and 6, the term of every member shall be extended until his successor is appointed, or until Council determines by resolution that the number of members on the Commission shall be reduced.

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8. The Commission shall at its first meeting in each year, and otherwise as required, elect one of its members as Chairman and another as Vice-Chairman to act in the absence of the Chairman.
 9. The City Administrator shall, in consultation with the Commission, appoint an officer or employee of the City to act as Secretary to the commission.
 10. The following shall be referred to the Commission by the Director of Corporate Services in order that it may advise Council on the matter: *(Bylaw 1207)*
 - (a) a new Official Community Plan or Zoning bylaw;
 - (b) every amendment to the Official Community Plan or Zoning Bylaw that Council considers to be major amendment and which Council by resolution refers to the Commission;
 - (c) every application for a development permit or an amendment thereto, and every application for a development variance permit which Council by resolution refers to the Commission;
 - (d) every application to amend an existing land use contract; and
 - (e) any other matter relating to planning, land use, subdivision, or development which Council by resolution specifically refers to the Commission.
 11. One half of the number of members at the time appointed to the Commission shall constitute a quorum.
 12. Meetings of the Commission shall be held at the call of the Chairman, but in any event shall be held not more than 21 days after a matter has been referred to the Commission under Section 10 of this bylaw, unless Council has approved a later date by resolution.
 13. Notice of every meeting of the commission shall be in the form of a meeting agenda, and such notice shall be sent or delivered by the Secretary, not less than 10 days before the meeting is to be held, to each Commission member, the Director of Corporate Services, and any person whose application is to be considered at that meeting. *(Bylaw 1207)*
 14. Where any member of the Commission or his family, his employer, or his business associates, has any interest in any matter being considered by the Commission that member shall absent himself from the meeting or portion of the meeting at or during which that matter is considered.
 15. All recommendations of the Commission shall be reported to Council within 21 days after the meeting at which the Commission made the recommendation.
 16. This bylaw shall come into full force and effect upon final adoption.

READ A FIRST TIME this 9th day of February, 1988.

READ A SECOND TIME this 9th day of February, 1988.

PASSED, SUBJECT TO RECONSIDERATION this 12th day of April, 1988.

FINALLY ADOPTED, signed by the Mayor and City Clerk and sealed with the corporate seal this 26th day of April, 1988.

“Original Signed”

Mayor

“Original Signed”

Director of Corporate Services

List of Amending Bylaws

1207 November 17, 2014