



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

**“Advisory Planning Commission Bylaw,
1990, No. 6138”**

CONSOLIDATED FOR CONVENIENCE – JUNE 27, 2005

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| Amendment Bylaw, 1995, No. 6730 | Procedures and Rules of Order Section 11 |
| Amendment Bylaw, 1996, No. 6759 | Procedures and Rules of Order Section 19 |
| Amendment Bylaw, 1997, No. 6907 | Appointment of School Trustee |
| Amendment Bylaw, 2005, No. 7671 | Terms of Reference, Attendance, Housekeeping |
| Amendment Bylaw, 2005, No. 7705 | Procedures and Rules of Order Section 11 |

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 6138

A Bylaw to re-establish and reconstitute the Advisory Planning Commission

WHEREAS Section 898 of the *Local Government Act* being Chapter 323 of the Revised Statutes of British Columbia, 1977, as amended, provides that Council may by bylaw establish an Advisory Planning Commission which may advise Council on matters respecting land use, community planning or proposed bylaws and permits under Division 2, 7, 9 and 11 of Part 26 of the Act that are referred to it by Council; [*Bylaw 7671, April 18, 2005*]

THEREFORE the Council of the Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Advisory Planning Commission Bylaw, 1990, No. 6138**”.
2. There is hereby established, in accordance with the provisions of Section 898 of the *Local Government Act*, an Advisory Planning Commission which shall be known as the City of North Vancouver Advisory Planning Commission. [*Bylaw 7671, April 18, 2005*]

Membership and Appointment

3. Council may, by resolution, appoint nine (9) members of the Commission as follows:
 - a) in the year 1990 three (3) members for terms expiring on January 31, 1991 or until their successor shall be appointed;
 - b) in the year 1990 three (3) members for terms expiring on January 31, 1992 or until their successor shall be appointed;
 - c) in the year 1990 three (3) members for terms expiring on January 31, 1993 or until their successor shall be appointed;
 - d) upon the expiration of a member's term, Council shall, subject to paragraph 6, re-appoint that member or appoint a new member for a term of three (3) years.

Any voting member who fails to attend (3) consecutive regular meetings of the Commission without leave of the Commission, shall herewith cease to be a member and his/her appointment shall be automatically terminated. [*Bylaw 7671, April 18, 2005*]

4. Council may appoint two Council members to attend Commission meetings in a resource capacity.
 - a) The School District No. 44 may appoint one member of its choice. [*Bylaw 6907, May 5, 1997*]
5. Council may fill casual vacancies on the Commission by appointing a member for the unexpired term of the former member.

6. No member of the Advisory Planning Commission may serve for more than six consecutive years.
7. At least two-thirds of the members of the Advisory Planning Commission shall be residents of the City of North Vancouver.

Duties

8. The Advisory Planning Commission shall advise Council on the community planning aspects of the following:
 - (a) Official Community Plans, including amendments and implementation strategies;
 - (b) Federal, Provincial, regional or neighbouring municipality development plans which may affect the City's Official Community Plan;
 - (c) City plans or strategies, such as transportation plans, economic development strategies or strategic plans which may affect the City's Official Community Plan;
 - (d) zoning bylaws, development permits and development variance permits, including amendments which are referred to the Advisory Planning Commission by the Director of Development Services under the authority of Development Procedures Bylaw No. 6029;
 - (e) any other matter referred by Council;
 - (f) matters respecting proposed bylaws and permits under Division 2, 7, 9 and 11 of Part 26 of the *Local Government Act* that are referred to it by Council; [*Bylaw 7671, April 18, 2005*]
 - (g) matters related to the City becoming a sustainable community; [*Bylaw 7671, April 18, 2005*]
 - (h) other matters related to community planning or land use that the Commission considers relevant to the City; [*Bylaw 7671, April 18, 2005*]

The Advisory Planning Commission shall prepare an annual Work Program that identifies those policy matters, if any, that the Commission intends to consider during the course of the year. The Work Program shall be submitted to Council for information annually. [*Bylaw 7671, April 18, 2005*]

Procedures and Rules of Order

9. The Commission may adopt rules for its procedures and may vary its rules by a majority vote of its members.
10. The Commission shall, at its first meeting after January 31 in each year, elect a chairperson and a vice chairperson who shall act in the absence of the chairperson.
11. Five (5) members constitute a quorum and each member (excluding Council representatives) is entitled to vote. In an occasional circumstance where a conflict of

interest is declared by one of the members, then the quorum may be reduced to four (4). *[Bylaw 7705, June 27, 2005]*

12. All decisions of the Commission shall be made by resolution and by a majority vote of all members present, a member who abstains from voting being deemed to have voted in the affirmative; and on a tie vote, the question shall be negative.
13. Unless otherwise resolved by the Commission, meetings will be held in-camera, except that the applicant for an amendment to a bylaw or for a permit is entitled to attend at the meeting and be heard.
14. Council shall provide a Secretary for the Commission who shall keep minutes of the meetings and prepare agendas and correspondence.
15. Minutes of Commission meetings shall be retained by the City Clerk and, where requested, made available to the public.
16. City employees, officers and the approving officer may attend in a resource capacity.
17. Where a member of the Commission or his family, employer or business associates, have any interest in any matter being considered by the Commission, that member shall absent himself or herself from all aspects of that consideration.
18. All matters referred to the Commission shall be resolved within thirty days of referral. If a report is not provided within the time designated, then Council may:
 - (a) extend the time within which the report is to be provided; or
 - (b) determine the matter without the report.

General

19. An application to the Advisory Planning Commission (APC) is automatically deleted from the APC agenda when an applicant fails to attend a meeting of the APC; AND THAT applicants should notify the APC in writing if they do not intend to be present. *[Bylaw 6759, February 5, 1996]*
20. Council shall, in its annual budget, provide for the necessary funds to pay for the cost of the Commission.
21. The Commission shall keep its expenditures within the sum appropriated by the Council for the expenses of the Commission.

22. Bylaw No. 5066, entitled "Advisory Planning Commission Bylaw, 1978" and all amendments thereto are hereby repealed.

READ a first time by the Council on the 24th day of September, 1990.

READ a second time by the Council on the 24th day of September, 1990.

READ a third time and passed by the Council on the 24th day of September, 1990.

RECONSIDERED and finally adopted by the Council, signed by the Mayor and City Clerk and sealed with the Corporate Seal on the 1st day of October, 1990.

"John E. Loucks, Mayor"

"Bruce A. Hawkshaw, City Clerk"