

VILLAGE OF ANMORE

BYLAW NO. 542-2015

A bylaw to provide for the establishment and operation
of the Anmore Advisory Planning Commission.

WHEREAS pursuant to Section 898 of the *Local Government Act*, Council may establish an Advisory Planning Commission.

NOW THEREFORE, the Council of the Village of Anmore, in open meeting assembled enacts as follows:

TITLE

1. This bylaw maybe cited as "Anmore Advisory Planning Commission Bylaw No. 542-2015".

REPEAL

2. That "Anmore Advisory Planning Commission Bylaw No. 354-2003" and any amendments thereto shall be rescinded in their entirety.

DEFINITIONS

3. In this bylaw:

"Commission" shall mean the "Anmore Advisory Planning Commission";

"Council" shall mean the Municipal Council of the Village of Anmore;

"Manager of Corporate Services" shall mean the Corporate Officer for the Village of Anmore;

"Village" shall mean the Village of Anmore.

COMPOSITION

4.
 - (a) The Commission may consist of up to 7 members which must be either a resident or a non-resident property owner of the Village.
 - (b) At least 2/3 of the members must be residents of the Village.
 - (c) Council by resolution may appoint Commission members in January of each even numbered year for a 2 year term.

- (d) All appointments to the Commission shall expire in January of the next even numbered year, but may be extended until successors are appointed.
- (e) Notwithstanding Section 4(c) of this bylaw, in the event of a death or resignation of a member of the Commission prior to the expiration of his or her term, the Council by resolution shall appoint a new member to serve for the unexpired balance of the term of the withdrawing member.
- (f) At any time, Council may by a majority vote of Council remove any member of the Commission.
- (g) Should a Commission member be absent for 3 consecutive meetings, Council may remove that member from the Commission by a majority vote of Council.
- (h) Council members, employees or an officer of the Village is not eligible to be a member of the Commission.
- (i) The Mayor shall appoint a Council Liaison to act on behalf of Council with the Commission.
- (j) An Employee and/or a Village Contractor may attend Commission Meetings in a resource capacity.
- (k) The Commission shall follow the guidelines and procedures outlined in the Local Government Act, the Anmore Procedure Bylaw, the Terms of Reference and the Code of Conduct.

MANDATE

- 5. (a) The role of the Commission is to advise Council on any matter referred to the Commission by Council respecting land use, community planning or proposed bylaws and permits pursuant to Divisions 2, 7, 9 and 11 of Part 26 of the *Local Government Act*. The Commission shall examine the proposed matter and make a recommendation to Council for their consideration.
- (b) The Commission acts only in an advisory capacity to Council and the final decision in all matters brought before the Commission rests with Council. The Commission shall have no authority to act on any matter.

PROCEDURE

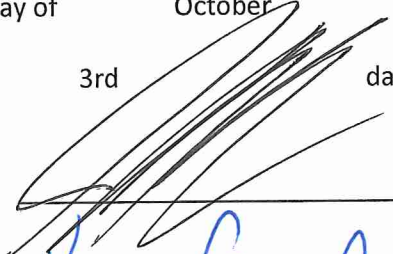
- 6. (a) At its first meeting, the Commission shall elect from amongst its members a Chairperson and a Vice-Chairperson to hold office.
- (b) The Chairperson shall preside at all meetings of the Commission when in attendance.
- (c) The Vice-Chairperson shall preside at all meetings of the Commission in the absence of the Chairperson.
- (d) A majority of Commission members shall constitute a quorum. If a quorum is not present within 30 minutes after the time fixed for a meeting, the Chair shall record the names of the Commission members present and the Commission shall stand adjourned until the next meeting.
- (e) At its first meeting, the Commission shall establish a meeting schedule and the Chair shall provide the information to the Manager of Corporate Services.
- (f) The Agenda shall be prepared by the Manager of Corporate Services and shall be distributed 72 hours prior to the meeting.
- (g) All meetings shall be electronically recorded and minutes shall be kept for all meetings
- (h) All decisions of the Commission must be in the form of a recommendation for consideration by Council and be submitted to Council as soon as possible after the recommendation was made.
- (i) All meetings of the Commission are open to the public.

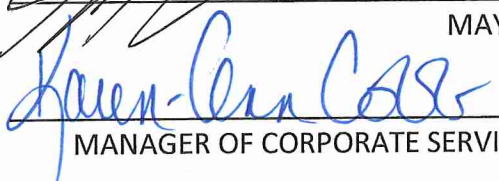
READ a first time this 20th day of October, 2015

READ a second time this 20th day of October, 2015

READ a third time this 20th day of October, 2015

RECONSIDERED, FINALLY PASSED AND ADOPTED this 3rd day of November, 2015



MAYOR


MANAGER OF CORPORATE SERVICES

Certified a true and correct copy of "Anmore Advisory Planning Commission Bylaw No. 542-2015."

Nov 30/15
DATE

Karen-Lyn Cobb
MANAGR OF CORPORATE SERVICES