



REGIONAL DISTRICT OF BULKLEY-NECHAKO

BYLAW NO. 1501, 2009

A bylaw to establish Advisory Planning Commissions

WHEREAS under Section 898 (2) of the *Local Government Act*, a Board may, by bylaw, establish an Advisory Planning Commission for one or more electoral areas or portions of an electoral area to advise the Board, or a director of the Board representing the electoral area, on all matters referred to it by the Board or by that director respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit that may be enacted or issued under Part 26.

NOW THEREFORE the Board of the Regional District of Bulkley-Nechako in open meeting assembled enacts as follows:

1. CITATION

This bylaw may be cited as “Regional District of Bulkley Nechako Advisory Planning Commissions Bylaw No. 1501, 2009”.

2. ESTABLISHMENT

Pursuant to the *Local Government Act*, the Board of the Regional District of Bulkley-Nechako hereby establishes Advisory Planning Commissions for each of its electoral areas.

3. APPOINTMENT AND MEMBERSHIP

- 3.1. All appointments to an Advisory Planning Commission shall comply with the applicable sections of the *Local Government Act*.
- 3.2. The Regional District Board, by resolution, shall appoint members to an Advisory Planning Commission on the recommendation of the Electoral Area Director for a term of three years. The Board may at its sole discretion, upon recommendation of the Electoral Area Director, terminate the appointment of any member or appoint new members at any time.
- 3.3. Each Advisory Planning Commission shall consist of no less than four and no more than eight members.



4. CHAIR AND RECORDING SECRETARY

- 4.1. Each Advisory Planning Commission shall elect one of its members as Chairperson and another as Recording Secretary to take minutes of the meetings and record expenses as well as to perform other such secretarial duties as may be required by the Commission.
- 4.2. Elections for the positions of Chairperson and Recording Secretary shall be held at the first meeting of every year or when necessary.
- 4.3. In the event the chair or Recording Secretary or both are not in attendance within 15 minutes of the time appointed for a meeting, an advisory planning commission shall appoint an acting chair and Recording Secretary or both at that meeting for the duration of the meeting.

5. REFERRALS TO THE COMMISSION

- 5.1. The Board or the Electoral Area Director may refer the following matters to the respective Advisory Planning Commission in order that it may advise Regional District Staff and the Board of Directors on those matters:
 - 5.1.1. Preparation or revision of an Official Community Plan in their respective Electoral Area;
 - 5.1.2. Any application or proposal for amendment to or repeal of the Zoning Bylaw;
 - 5.1.3. Any proposed bylaw or permit enacted or issued under Part 26 of the *Local Government Act*;
 - 5.1.4. Agricultural Land Commission applications, and
 - 5.1.5. Any other matter respecting land use.
- 5.2. As part of the normal application process, Regional District Staff will refer Zoning and/or Official Community Plan amendment applications, Agricultural Land Reserve applications, and Temporary Use Permit applications to the appropriate Advisory Planning Commission. All other items shall be referred to the Advisory Planning Commissions at the discretion of the Board or Director for the Electoral Area within which an application or issue pertains.
- 5.3. Nothing in this Bylaw precludes the Board from considering any application at any time whether or not the application has been referred to the Advisory Planning Commission.



6. PROCEDURES OF THE COMMISSION

- 6.1. Three members of an Advisory Planning Commission shall be a quorum for the purpose of conducting business.
- 6.2. A notice of the day, hour and place of an Advisory Planning Commission meeting shall be given at least twenty-four hours before the time of the meeting by the Chairperson or Recording Secretary to the Commission members and any persons whose application is being considered.
- 6.3. Where a Commission is considering an amendment to a plan or bylaw, or the issuance of a permit, the applicant for the amendment or permit is entitled to attend meetings of the Commission and be heard.
- 6.4. All information provided to an Advisory Planning Commission by Regional District Staff with respect to an application will also be provided to the applicant.
- 6.5. Where any member of an Advisory Planning Commission has a conflict of interest with any matter being considered by a Commission that member shall declare their interest prior to the meeting or at the meeting when the matter comes up and refrain from participating in the discussion of or influencing the vote on the matter as a member of the Advisory Planning Commission.
- 6.6. Each Commission may adopt rules, not inconsistent with the provisions of the *Local Government Act* or of this bylaw, governing its conduct and procedure and may vary such rules from time to time by a vote of the majority of the members of the Commission.
- 6.7. In the case of a tie vote the question will be considered defeated.
- 6.8. All recommendations of an Advisory Planning Commission shall be forwarded to the Planning Department in writing.

7. REMUNERATION

The members of each Advisory Planning Commission shall serve without remuneration, but shall be paid reasonable and necessary expenses that arise directly out of the performance of their duties.

8. REPEAL

The “Electoral Areas “A”, “B”, “C”, “D”, “E”, “F”, and “G” Advisory Planning Commission Bylaw No. 531, 1987” and any amendments thereto are hereby repealed.



READ A FIRST TIME this 23rd day of April, 2009

READ A SECOND TIME this 23rd day of April, 2009

READ A THIRD TIME this 23rd day of April, 2009

I hereby certify that the foregoing is a true and correct copy of

“Regional District of Bulkley-Nechako Advisory Planning Commissions Bylaw No. 1501, 2009”.

Dated at Burns Lake, B.C. this day of

Corporate Administrator

ADOPTED this day of

Chairperson

Corporate Administrator