



**Coldstream Advisory Planning Commission**  
**Bylaw No. 1588, 2011**  
**adopted April 26, 2011**

**CONSOLIDATED FOR  
CONVENIENCE ONLY**  
**Includes amendments adopted  
up to January 11, 2021**

**DISTRICT OF COLDSTREAM  
BYLAW NO. 1588, 2011**

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**A BYLAW TO ESTABLISH AN ADVISORY PLANNING COMMISSION**

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WHEREAS Section 898 of the *Local Government Act* provides that Council may by bylaw establish an Advisory Planning Commission to advise Council on all 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;

NOW THEREFORE the Council of the District of Coldstream in open meeting assembled, ENACTS AS FOLLOWS:

1. Citation

This bylaw may be cited for all purposes as “DISTRICT OF COLDSTREAM ADVISORY PLANNING COMMISSION BYLAW NO. 1588, 2011”.

2. Duties of the Commission

The duties of the Advisory Planning Commission shall be to assist Council in an advisory capacity on matters referred to them by Council as outlined in Council Policy.

3. Composition of the Commission

The Commission shall be composed of a minimum of six members, and a maximum of eight members, who shall be appointed at large by resolution of Council, either three, four or five each calendar year depending on the number of appointees, for a two-year term.

**Amendment Bylaw No. 1767**

4. Appointment of a Chairperson

The Commission shall, at its first meeting of each year, appoint a Chairperson from among the members thereof. The Chairperson shall preside at all meetings and in his/her absence, the members present shall appoint a substitute.

5. Quorum

Quorum is a majority of Commission members.

6. Absence from Meetings

Members who are absent for a total of three consecutive meetings without “just cause” communication to the Corporate Officer prior to the meetings, may forfeit their position on the Commission by having Council pass a resolution striking them from the Commission.

7. Appointments to the Commission

Vacancies shall be posted in the media, soliciting applications.

Appointments to the Advisory Planning Commission shall be made on the basis of applications submitted, on approved forms and regulated by the provisions of the *Local Government Act*.

Applicants filling vacancies to complete a two-year term, due to resignations or other reasons, shall be considered for three two-year consecutive appointments, at the expiration of the term, for which they were appointed to fill.

In processing applications, Council shall consider, among other factors: geographical representation, occupation, philosophy, related experience/interests, and demonstrated community service. The objective shall be to arrive at a group which is as representative as possible of the total community.

Discussion of specific appointments to the Advisory Planning Commission shall be considered personnel decisions and, as such, shall be handled in in-camera.

8. Term of Appointment

The maximum term of appointment shall be three consecutive two-year appointments. Commission members must reapply for second and third terms on the appropriate application forms.

9. Notice and Time of Meetings

The Commission shall meet upon referral from Council. Notice of all meetings shall be given at least 24 hours in advance of the date of such meeting.

10. Procedures for Meetings

Unless otherwise stated in this bylaw, procedures for meetings will generally follow the Council Procedure Bylaw and Roberts Rules of Order. Any conflict-of-interest issues will be dealt with similar to Council procedures according to the *Community Charter*.

11. Applicant Representation

The applicant for the matter being considered by the Commission is entitled to attend the meeting of the Commission and be heard.

12. Technical Advice

The Commission may request to attend any of its meetings for the purpose of technical advice, any persons or agency staff member representative that the Commission deems to have information useful to the Commission.

13. Recording of Minutes

The Corporate Officer, or designate, may act in the capacity of recording secretary.

The recording secretary shall make available to Council, the minutes of the Advisory Planning Commission at a future Council meeting.

14. Repeal

Advisory Planning Commission Bylaw No. 907, 1985 and amendments thereto are repealed in their entirety.

READ A FIRST TIME this	11 <sup>th</sup>	day of	April	2011
READ A SECOND TIME this	11 <sup>th</sup>	day of	April	2011
READ A THIRD TIME this	11 <sup>th</sup>	day of	April	2011
FINALLY PASSED AND ADOPTED this	26 <sup>th</sup>	day of	April	2011

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Corporate Officer

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Mayor