

**TOWN OF PORT MCNEILL  
BYLAW NO. 543, 2002**

A Bylaw of the Town of Port McNeill to provide for the establishment of an Advisory Planning Commission.

WHEREAS the Local Government Act provides for the establishment of an Advisory Planning Commission;

NOW THEREFORE Council, in open meeting assembled, enacts as follows:

**1. CITATION**

This Bylaw may be cited as the "Town of Port McNeill Advisory Planning Commission Bylaw No. 543, 2002.

**2. MEMBERSHIP**

(a) The Commission shall consist of seven (7) residents of the Town of Port McNeill who represent a variety of community interests.

(b) The term of office for Commission members shall be for two calendar years. Renewal of a term of office for members shall be confirmed in January of each year by a majority of Council upon the recommendation by the Commission.

**3. DUTIES OF THE COMMISSION**

(a) The function of the Commission shall be to advise Council on all matters, referred to the Commission from time to time by the Council, respecting land use, community planning or a proposed bylaw or permit that may be enacted or issued in accordance with the requirements of the Local Government Act.

(b) All members of the Commission shall abide by the Town of Port McNeill Conflict of Interest Policy.

(c) Where any member of the Commission considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the member shall declare this and state the general nature of why the member considers this to be the case.

(d) After making a declaration required by section 3(c), the member:

- i) shall not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
- ii) shall immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
- iii) shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

(e) When a declaration required by section 3(c) is made:

- i) the recording secretary shall record the member's declaration, the reasons given for it and the times of the member's departure from the meeting room, and, if applicable, of the member's return; and

- ii) the Chairperson shall ensure that the member is not present at the meeting at the time of any vote on the matter.

**4. APPOINTMENT OF MEMBERS**

- (a) Members of the Commission shall be appointed by resolution of Council. Members of Council, employees and officers of the Town of Port McNeill, are not eligible to be members of the Commission but may attend a meeting of the Commission in a support capacity.
- (b) The term of office for the Council representative may be one calendar year or longer if the Council approves the extended appointed.
- (c) Whenever a vacancy arises on the Commission, the Council may appoint a person to fill the vacancy for the balance of the term.
- (d) Notice of vacancies shall be submitted to the Administrator as they occur and an advertisement shall be placed for a replacement. Applications for membership on the Commission shall be in writing directed to the Administrator.
- (e) The Council may, at any time, by a vote of 2/3 of Council, revoke the appointment of any member of the Commission.
- (f) In the event that a member of the Commission fails to attend two (2) consecutive regular meetings of the Commission, the member's seat shall be deemed to be vacant unless he/she has been excused by resolution of the Commission.

**5. MEETINGS**

- (a) At its first meeting each year, the Commission shall choose from among its members a Chairperson who shall preside over the meetings of the Commission, a Vice-Chairperson who shall preside in the absence of the Chairperson and a Recording Secretary who shall take minutes of the meeting.
- (b) Subject to this Bylaw the Commission shall have the power to regulate its own procedures provided that such rules and regulations do not contravene any Town of Port McNeill bylaw or the Local Government Act.
- (c) A majority of the members of the Commission shall constitute a quorum.
- (d) The Commission shall hold regular meetings at such time and place as may be fixed by resolution of the Commission and approved by Council. Additional meetings may take place as required.
- (e) The Commission shall cause proper minutes to be kept of all its proceedings and meetings, and those minutes shall be available to the public, upon request. Minutes shall be signed by the Chairman.

**6. BUDGET**

- (a) In accordance with the provisions of the Local Government Act, members of the Commission shall serve without remuneration; however, any Commission member may be paid by the Town for reasonable and necessary expenses that arise directly out of the performance of their duties.

**7. RECISSION**

Bylaw No. 310, 1985 cited as “The Town of Port McNeill Advisory Planning Commission Bylaw” is hereby rescinded.

Read a first time the 22<sup>nd</sup> day of April, 2002.

Read a second time the 22<sup>nd</sup> day of April, 2002

Read a third time the 22<sup>nd</sup> day of April, 2002.

Finally reconsidered and adopted on the 6<sup>th</sup> day of May, 2002.

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Mayor

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Corporate Administrator

Certified to be a correct copy of Bylaw No. 543, 2002 as adopted.

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Corporate Administrator