



**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1006**

A bylaw for the purpose of establishing an Advisory Planning Commission

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to establish a bylaw for an Advisory Planning Commission.

NOW THEREFORE in open meeting assembled, the Mayor and Council of the Village of Harrison Hot Springs enacts as follows:

1. The Council of the Village of Harrison Hot Springs hereby establishes an Advisory Planning Commission which shall be known as the Harrison Hot Springs Advisory Planning Commission.
 - (a) Council may, by resolution, appoint up to 6 members and the Chair to the Commission who shall serve without remuneration.
 - (b) The members of the Commission will serve without remuneration, but may be remunerated for out of pocket expenses with the approval of Council
 - (c) The appointment of Commissioners remain in effect until revoked by Council or if the Commissioner is unable to serve.
 - (d) The Council shall not appoint to the Commission any person as a member:
 - (i) who is an elected representative of the Village of Harrison Hot Springs;
 - (ii) an employee or officer of the Village of Harrison Hot Springs; or
 - (iii) the Approving Officer of the Village of Harrison Hot Springs.
 - (e)
 - (i) If a member of the Commission fails to attend two consecutive meetings of the Commission, without leave of the Chair of the Commission, the member shall be deemed to have resigned and the Council shall appoint a replacement.
 - (ii) A member may apply for leave from the Chair of the Commission with respect to the member's non-attendance at a Commission meeting by notifying the Chair, within one week from the date of the meeting for which leave is sought, setting forth grounds for their non-attendance.

- (iii) Where a member fails to apply for leave as set forth in sub-section (e)(ii) the non-attendance shall be deemed to be without leave and shall be noted as such in the minutes of the meeting.
 - (f) The Council shall provide the Commission with a secretary to perform such secretarial duties as are required.
 - (g) The Chief Administrative Officer and other staff approved by the Chief Administrative Officer will attend Commission meetings as a liaison and provide advice as requested.
2. The Harrison Hot Springs Advisory Planning Commission does not have delegated authority and is advisory to Council on:
 - (a) Official Community Plan, and proposed amendments
 - (b) Zoning Bylaw and proposed amendments
 - (c) Neighbourhood plans
 - (d) Land use policy issues; and
 - (e) any other land use issue as referred by Council from time to time.
 3. The Commission shall consider and report on all matters referred to it by the Council.
 4. The Commission shall report to the Council within the time designated by the Council. If the report is not provided within the time designated then the Council may:
 - (a) extend the time within which the report is to be provided; or
 - (b) determine the matter without the report
 5. In complying with the request of the Council for recommendations under Section 3, and in the general execution of its duties, the Commission shall have as its objective the systematic and orderly growth of the Village for the ultimate benefit of the community.
 6. The duties of the Secretary, appointed pursuant to Section 1(f), shall be:
 - (a) to provide notice of the meetings to the members of the Commission;
 - (b) to prepare the agendas for the Commission;
 - (c) to record the minutes of all meetings and forward to the Corporate officer for inclusion on the Council Agenda.
 7.
 - (a) The commission shall set its regular meeting dates and meeting times.
 - (b) In addition to regular meetings, the Commission may meet at any time at the call of its Chair to consider matters.
 - (c) Whenever the regularly scheduled meeting of the Commission falls upon a statutory holiday the Commission shall meet on the next following day which is not a holiday.

- (d) The Commission shall hold its meetings in the Municipal Offices, Harrison Hot Springs, unless otherwise duly directed by its Chair.
- 8. Four members shall constitute a quorum of the Commission.
- 9. (a) If the Chairperson is absent from a meeting, the members present shall choose a temporary Chairperson who shall preside at that meeting.
(b) The Chair shall maintain order at all times.
(c) The Chair shall determine all points of order as they arise.
(d) The Chair shall have the same right of vote as the other members of the Commission and in case of equality of the votes for or against a question, the question shall be negated and the Chair shall so declare.
- 10. The Commission shall keep minutes of its proceedings and shall read and adopt the minutes of each meeting at the next following meeting.
- 11. The Commission shall communicate its recommendation to the Council in writing.
- 12. The Commission shall decide all questions by a majority vote of those members present.
- 13. All points of procedure not provided for in this bylaw shall be decided in accordance with the provisions of the Village of Harrison Hot Springs Council Procedure Bylaw.

READINGS AND ADOPTION

READ A FIRST TIME THIS 7th DAY OF MAY, 2012

READ A SECOND TIME THIS 7th DAY OF MAY, 2012

READ A THIRD TIME THIS 7th DAY OF MAY, 2012

ADOPTED THIS 22nd DAY OF MAY, 2012

Mayor

Corporate Officer