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PART 1 - GENERAL PROVISIONS  
Division 6 - Advisory Planning Commission

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Subdivision 1 - The Commission

- 1.6.1. 1. An Advisory Planning Commission is hereby established for the District of Kitimat.

Subdivision 2 - Duties

- 1.6.2. 1. The Commission shall advise Council on all matters respecting land use, community planning or proposed bylaws and permits under Divisions (1), (2), (4), (5) and (7) of Part 14 of the Local Government Act, RSBC 1979.
2. The Commission shall respond to Council respecting all matters listed in 1.6.2.1. referred by Council and may respond to Council respecting matters listed in 1.6.2.1. raised by Commission members.

Subdivision 3 - Composition

- 1.6.3. 1. The Commission shall consist of seven persons who reside or are employed within the municipality who are not Council members, regional district board directors, employees or officers of the local government, or approving officers. Commission members shall be appointed by Council resolution.
2. In addition to appointed members, the Mayor or a Council member appointed by the Council to represent the Council, and the Chairman of the School Board or a Board member appointed by the School Board to represent the School Board, will attend Commission meetings in a resource capacity.
3. A person ineligible to serve as a member of the Advisory Planning Commission as declared in 1.6.3.1. may attend a meeting in a resource capacity upon the invitation or request of the Commission.

Subdivision 4 - Remuneration

- 1.6.4. 1. Commission members shall serve without remuneration.

Subdivision 5 - Tenure of Membership

- 1.6.5. 1. Tenure of membership on the Commission shall be as follows:
- a. members of the Commission shall hold office for two years, and no member shall serve more than two consecutive terms but shall be eligible for reappointment after being off the Commission for twelve months;
  - b. members of the Commission shall be appointed during the month of March, for terms beginning the first day of April in the year of appointment and ending the thirty-first day of March TWENTY-FOUR (24) months later;
  - c. a member absent from Commission meetings for a continuous period of four months may have their appointment rescinded by Council; this provision does not apply if a member is absent due to illness or has leave of Council; and
  - d. Commission appointments due to resignation, rescindment or death of a member may be made by Council for the duration of the unexpired term.

Subdivision 6 - Officers

- 1.6.6. 1. The Commission shall, annually, elect one member Chairman and another member Vice-Chairman. The Chairman shall preside and regulate the order of business at all meetings.
2. In the absence of the Chairman the Vice-Chairman shall preside at any Commission meeting.
3. If the Chairman or Vice-Chairman is not present FIFTEEN (15) minutes after an appointed meeting time the members shall choose a Commission member to act as Chairman.
4. The Chief Administrative Officer shall appoint a Commission Secretary who shall prepare and retain custody of the minutes and proceedings of Commission meetings, and communicate all Commission recommendations to Council.

Subdivision 7 - Minutes

- 1.6.7. 1. Commission minutes shall be made available to the public on request.

Subdivision 8 - Quorum

- 1.6.8. 1. The quorum necessary for the transaction of the business of the Commission shall be FOUR (4).

Subdivision 9 - Procedures

- 1.6.9. 1. Questions arising at any meetings shall be decided by a majority of votes. In case of an equality of votes, the question shall be lost.
2. Where any member of the Advisory Planning Commission or his family or his employer or his business associates has any interest in any matter being considered by the Commission that member shall absent himself from all aspects of that consideration.

Subdivision 10 - Meetings

- 1.6.10. 1. The Commission shall meet and dispatch business, adjourn and otherwise regulate their meetings as members see fit. The Chairman may, and the Secretary on the requisition of any THREE (3) members shall, summon a meeting of the Commission on FORTY-EIGHT (48) hours' notice.
2. Where the Commission is considering an amendment to a plan or bylaw, or the issue of a permit, the applicant for the amendment or permit and persons reasonably affected by the matter are entitled to attend Commission meetings and be heard.
3. Notice of a meeting and meeting agenda including relevant documentation shall be sent by the secretary to each Commission member, as well as to any person whose application is being considered.