

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 9105

A Bylaw to re-establish and reconstitute an Advisory Planning Commission

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

Citation

1. This Bylaw shall be known and cited for all purposes as “**Advisory Planning Commission Bylaw, 2025, No. 9105**”.

Vision Statement

2. To provide a community perspective on general planning and land use issues in support of Council’s strategic priority to foster a Prosperous, Vibrant City for People.

Mandate

3. The Commission’s role is to provide advice on the community planning aspects of the following:
 - (a) the Official Community Plan, including proposed amendments;
 - (b) Federal, Provincial, regional or neighbouring municipality development plans which may affect the City’s Official Community Plan;
 - (c) zoning bylaws and amendments which are referred to the Advisory Planning Commission by the Director of Planning and Development under the authority of “Development Procedures Bylaw, 2001, No. 7343”;
 - (d) matters respecting proposed bylaws and permits under Part 14, Divisions 4-14 and section 546 of the *Local Government Act* that are referred to it by Council or the Director of Planning and Development;
 - (e) any other Community Planning matter referred by Council.

Voting Members

4. The Commission will be comprised of up to nine (9) voting members in accordance with the following provisions:
 - (a) up to nine (9) members appointed by Council from the Community at Large, reflecting the demographic diversity of the City, at least two-thirds of whom are City residents;
 - (b) a quorum shall consist of a majority of the Commission’s voting members.

Non-Voting Members

5. The Commission will include three (3) seats for the following non-voting members:
 - (a) two (2) Council Liaisons appointed annually by Council;
 - (b) one (1) School Trustee representative from School District No.44, designated annually in September by SD44.

Terms of Service

6. The following terms are applicable to the Voting and Non-Voting Members of the Commission:
 - (a) terms for Community Members are for three (3) years, renewable by Council to a maximum of two (2) terms;
 - (b) terms for Council Liaisons and School District members are continuous, revolving 1 year terms, subject only to:
 - (i) the elected office or good standing of the member; and
 - (ii) the designation of the member as the organization's representative for the year or portion thereof;
 - (c) mid-term vacancies may be addressed by Council immediately or at the end of a term.

Commission Resources

7. The Commission shall have the following resources:
 - (a) Internal:
 - (i) Primary staff support and oversight will be the responsibility of the Director of Planning and Development through their designated professional staff for the provision of the following in general support of the Commission:
 - A. annual work plans in alignment with the Commission's mandate, and
 - B. agendas and meeting materials reflecting the annual work plans;
 - (ii) Secondary staff support may be provided by other departments;
 - (iii) Clerical staff support will be provided by the Legislative Services Division of the Deputy Chief Administrative Officer's Office;
 - (b) External:
 - (i) As appropriate, representatives may be invited from external governments, agencies or organizations to provide specialized knowledge and perspectives to the Commission.

Chair

8. A Chair is to be chosen annually from amongst the voting members. In the event of the Chair's absence, the Commission will select from amongst its voting members an Acting Chair.

Attendance

9. Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting; any member who is absent from three consecutive meetings of the Commission without leave of absence from the Commission, or a reason satisfactory to the Commission, shall by Committee resolution cease to be a member of the Commission.

Meeting Frequency

10. The Commission shall meet monthly subject to cancellation by the Committee Clerk due to impending lack of quorum or lack of matters for consideration by the Commission as determined by the Director, Planning and Development.

Reporting

11. Commission recommendations shall be communicated through staff along with annual reporting on work plan accomplishments, expenses and alignment of Council priorities with planned work for the coming year per the City of North Vancouver Advisory Body Procedures Manual, as amended from time to time.

Governance

12. The Advisory Planning Commission is established under section 461 of the *Local Government Act*.

Rules of Procedure and Conduct

13. Procedure and conduct shall be in accordance with the City of North Vancouver Advisory Body Procedures Manual, as amended from time to time, including but not limited to the following City documents:
 - (a) Advisory Body Appointee Agreement, to be signed at the first meeting;
 - (b) Respectful Communication Policy;
 - (c) Respectful Workplace Policy No. 203;
 - (d) Social Media Policy No. 212;
 - (e) "Council Procedure Bylaw, 2015, No.8500" (excerpts applicable to Advisory Bodies).

Repeal

14. "Advisory Planning Commission Bylaw, 1990, No. 6138" and all amendments thereto are hereby repealed.

READ a first time on the 27th day of January, 2025.

READ a second time on the 27th day of January, 2025.

READ a third time on the 27th day of January, 2025.

ADOPTED on the 3rd day of February, 2025.

"Linda C. Buchanan"

MAYOR

"Peter DeJong"

ACTING CORPORATE OFFICER