

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD POLICY

<u>POLICY:</u>	Advisory Planning Commission (APC) Policy
<u>AUTHORITY:</u>	Board Resolution No. <u>B236/14</u> dated August 21, 2014.
<u>ADMINISTRATIVE REVIEW:</u>	February 23, 2021
<u>AMENDED:</u>	January 5, 2023 ¹

POLICY STATEMENT

The Regional District of Okanagan-Similkameen Advisory Planning Commission Policy provides the tools for implementation of Commission responsibilities.

PURPOSE

In recognition of the need to provide Advisory Planning Commissions strong support by the Regional District of Okanagan-Similkameen, this policy establishes direction for the Commissions to facilitate delivery of Commission recommendations to the Board.

RESPONSIBILITIES¹

- Planning Department staff
- Advisory Planning Commission members

PROCEDURES¹

1. Staff Support to Advisory Planning Commissions
 - a) Regional District staff shall prepare an administrative report on a land use application proposal, and submit the administrative report to a Commission.
 - b) Meeting agendas and reports distributed by Regional District staff to a Commission shall only be in the form of electronic documents sent via electronic mail (email).
 - c) For APC meetings that are scheduled to occur during regular office hours (e.g. between 8:30 a.m. and 4:30 p.m.) at 101 Martin Street, Penticton, being the Regional District office, and generally on the second Monday of each month, the following staff support shall be provided:
 - i) in-person attendance in order that Planning staff may present and answer any questions that Commission members may have regarding a land use application;
 - ii) facilitation of on-line video conferencing (e.g. WebEx) so that APC members and/or the applicant can remotely attend a meeting;
 - iii) recording of minutes; and

- iv) streaming and archiving of APC meetings on the Regional District's YouTube channel.
- d) For APC meetings that are scheduled to occur outside of regular office hours (e.g. after 4:30 p.m.), the following staff support shall be provided:
 - i) staff will endeavor to provide written answers to any questions that Commission members may have regarding a land use application and that have been submitted in accordance with Section 3(c).

2. Notice of Commission Meetings

- a) After having received a schedule of regular Commission meetings from the Regional District Board at its Inaugural Meeting, the Regional District shall give 72 hours notice — by way of a notice posted on the Regional District web site — of each Commission meeting.

3. Commission Meetings and Recommendations¹

- a) The Regional District will contact the applicants of land use applications and Referral Applications to advise of the date, time and location of the Commission meeting at which they will be heard and permitted to be present for the decision.
- b) If applicants are invited to attend but do not attend by choice, the Commission is free to proceed.
- c) If an APC member has questions for Regional District staff regarding a land use application and the APC is scheduled to meet outside of regular office hours (e.g. after 4:30 p.m.), the question(s) shall be submitted as follows:
 - i) the APC member shall provide the question to the Chair of the APC not less than 72 hours prior to the meeting at which the agenda item will be discussed;
 - ii) the APC Chair shall review the questions to ensure clarity, relevance and to avoid duplication or repetition; and
 - iii) the APC Chair shall submit all questions to the Regional District by email to planning@rdos.bc.ca not less than 48 hours prior to the applicable APC meeting at which the agenda item will be discussed.
- d) A Commission may choose to:
 - i) advise applicants at the beginning of the meeting that there will be a 10 to 15 minute time limit on any presentation;
 - ii) request the applicant to begin by explaining the nature of the proposal; and
 - iii) explain to the applicants that the Commission members may wish to ask questions about the proposal.

.4 Commission Minutes¹

- a) Minutes taken by the Secretary or minute taker of all Commission meetings are required to:
 - i) be clearly legible (preferably neatly printed or typed);
 - ii) be certified correct;

- iii) list the names of all the members present at the meeting;
 - iv) list the number of members of the public in attendance;
 - v) list any delegations (applicants) considered;
 - vi) specify, in detail, any Commission recommendations;
 - vii) be signed by the Commission Secretary or minute taker (to certify the minutes as being authentic); and the Chair, or member presiding; and
 - viii) submit the signed minutes to the Regional District.
- b) The minutes should not record the mover and/or the seconder of motions, and shall reflect only referrals to the Commission by the Regional District and/or Electoral Area Director respecting land use, the preparation and adoption of an official community plan or a proposed bylaw and permits under Part 14 of the *Local Government Act*.
 - c) A Commission Secretary or minute taker shall submit meeting minutes within seven (7) days of a Commission meeting being adjourned in order that a Commission recommendation on a land use application may be incorporated in a staff report for a forthcoming Regional District Board meeting.
 - d) Commission minutes pertaining to agency or organization referral(s) will be forwarded by Regional District staff to the applicable agency or organization.
 - e) Commission minutes should conform with the attached sample format at Attachment No. 1.



Minutes

Electoral Area ' ' Advisory Planning Commission
Meeting of [DATE: weekday, month, day, year]
[LOCATION]

Present:

Members:

Absent:

Staff:

Recording Secretary:

Delegates:

1. CALL TO ORDER

The meeting was called to order at [TIME] p.m.

ADOPTION OF AGENDA

MOTION

It was Moved and Seconded that the Agenda be adopted.

CARRIED (UNANIMOUSLY) / DEFETAED

2. DEVELOPMENT APPLICATION

2.1 Development Application [NAME]:

Delegate [NAME] present / not present.

Discussion.

MOTION

It was Moved and Seconded that the APC recommends to the RDOS Board that the subject Development Application be approved (with the following conditions) / not approved (with the following conditions) / postponed to (date) for the following reasons / information:

CARRIED (UNANIMOUSLY) / DEFETAED

3. REFERRALS

3.1 Referral Application [NAME]:

Delegate [NAME] present / not present.

Discussion.

MOTION

It was Moved and Seconded that the APC recommends to the RDOS that the subject Referral Application be approved (with the following conditions) / not approved (with the following conditions) / postponed to (date) for the following reasons / information:

CARRIED (UNANIMOUSLY) / DEFETAED

4. AMENDMENT BYLAWS

4.1 Bylaw No. [NAME]:

Delegate [NAME] present / not present.

Discussion.

MOTION

It was Moved and Seconded that the APC recommends to the RDOS Board that the subject amendment bylaw be approved (with the following conditions) / not approved (with the following conditions) / postponed to (date) for the following reasons / information:

CARRIED (UNANIMOUSLY) / DEFETAED

5. APPROVAL OF PREVIOUS MEETING MINUTES

MOTION

It was Moved and Seconded by the APC that the Minutes of [DATE] be approved.

CARRIED (UNANIMOUSLY) / DEFEATED

6. ADJOURNMENT

4.1 **MOTION**

It was Moved and Seconded that the meeting be adjourned at [TIME] pm.

CARRIED (UNANIMOUSLY) / DFEATED

Advisory Planning Commission Chair

Advisory Planning Commission Recording Secretary / minute taker