

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD POLICY

POLICY: Advisory Planning Commission (APC) Policy

AUTHORITY: Board Resolution No. **B236/14** dated **August 21, 2014**.

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.

RESPONSIBILITIES

Outlines the duties of those responsible.

PROCEDURES

1. Staff Reports to Advisory Planning Commissions
 - a) Regional District staff shall initiate and carry out any necessary investigations or analysis in regards to applications to be considered by a Commission, prepare an administrative report on the proposal, and submit the administrative report to a Commission.
 - b) As of January 1, 2015, 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).
2. Notice of Commission Meetings
 - a) After having received a schedule of regular Commission meetings from the Commissions at the first Regional District Board meeting of each new year, the Regional District shall give 72 hours by way of a notice posted on the Regional District web site of each Commission meeting.
3. Commission Meetings and Recommendations
 - a) The Commission shall meet in time to enable its Secretary or minute taker to submit meeting minutes in time for a Commission recommendation on a Development Application to be incorporated in a staff report for the next Regional District Board meeting.

Commission recommendations pertaining to agency or organization referrals will be forwarded to the agency or organization by staff.

- b) The Regional District will contact the applicants / agents of Development 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.
- c) If applicants / agents are invited to attend but do not attend by choice, the Commission is free to proceed.
- d) A Commission may choose to:
 - i) advise applicants / agents 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 / agents that the Commission members may wish to ask questions about the proposal.

.4 Commission Minutes

- 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 (presentations) 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 Divisions 2, 7, 9 and 11 of Part 26 of the *Local Government Act*.
- c) 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) / DEFEATED

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) / DEFEATED

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) / DEFEATED

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) / DEFEATED

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) / DEFEATED

APC Recording Secretary / minute taker

APC Chair