

**Columbia Shuswap Regional District
Development Services Department**

**Advisory Planning Commission
Orientation Manual**

March 2022



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Dear APC member:

We are pleased to welcome you as a Commissioner on your local Electoral Area Advisory Planning Commission (APC).

Your participation as a volunteer on this APC is greatly appreciated, as the role is an important part to the strategic vision of the Columbia Shuswap Regional District. The Board is committed to the direct involvement of the community in the land use planning function of the Regional District. We welcome recommendations that will help to set the direction of development in your community for years ahead.

We thank you for the community spirit you have shown and look forward to working with you.

Table of Contents

1.0	ADVISORY PLANNING COMMISSIONS	4
	<i>Introduction</i>	4
	<i>Authority and Mandate</i>	4
	<i>Functions</i>	5
	<i>Membership</i>	6
2.0	THE PLANNING PROCESS	7
	<i>Roles of the APC in the Planning Process</i>	7
	<i>Scope of Analysis</i>	8
3.0	PUBLIC PROCESS	10
	<i>Connecting with the Community</i>	10
	<i>Communicating with the CSRD Board</i>	10
4.0	CONDUCTING APC BUSINESS	11
	<i>Expectations</i>	11
	<i>Conducting APC Business</i>	11
	<i>Typical Application Process</i>	13
	<i>Steps for APCs upon receiving an application</i>	14
	<i>Conflict of Interest</i>	14
	<i>Risk Management</i>	15
5.0	REFERENCES	16
6.0	SCHEDULES	17
	<i>Schedule A: APC Bylaw No. 648</i>	17
	<i>Schedule B: Procedure for the Selection of APC Members</i>	24
	<i>Schedule C: Minutes Template</i>	26
	<i>Schedule D: Local Government Act Section 461 - Advisory Planning Commissions</i>	28

Foreword

This orientation manual is intended to provide Advisory Planning Commission members with information to better understand their function and duties in the referral and recommendation process. This manual is to be used in conjunction with the CSRD APC bylaw (Bylaw 648) and as a companion document to Regional District and Provincial Land Use legislation

Suggestions or comments for improvements to this orientation manual are gladly welcomed.

Note: This manual is not to be used as a legal reference.

Where there is a conflict between a provision of a Regional District bylaw, or Provincial legislation and this manual, the bylaw or legislation shall prevail.

1.0 Advisory Planning Commissions

Introduction

This orientation manual serves as the reference guide for Columbia Shuswap Regional District (CSRD) **Electoral Area Advisory Planning Commission members**.

An Advisory Planning Commission (APC) member is a citizen who has been appointed in a volunteer capacity by the CSRD Board. The Advisory Planning Commission is an independent forum for generating citizen input into the planning process.

The APC considers proposed land use bylaws, permits and any other matters deemed appropriate that are referred to it by the CSRD Board, or electoral area director. As members of the APC, citizens will have the opportunity to learn about their community issues and engage in dialogue and debate that will shape its future.

There is no requirement that APC members have previous knowledge of operating procedures, structure of the CSRD or of the service being delivered by the APC.

Therefore, the level of experience among members involved with the APC varies greatly. However, it will be helpful if members have available specific information about their role and CSRD procedures as it affects them.

This manual synthesizes the information available on CSRD planning functions and procedures and refocuses it to the perspective of an APC member. These include: mandate, membership rules, the rules of order to conduct APC meetings, and appropriate conduct for situations involving a conflict of interest.

The CSRD Board believes that this knowledge will give APC members a better basis to understand their responsibilities, to improve their confidence, and to enhance effectiveness between Commissioners and CSRD staff.

Authority and Mandate

In general terms, APCs are **advisory** in nature and as such, they do not have any direct approval, ownership, or authority over matters that are referred to it. APCs have no decision making responsibility and do not establish CSRD policy.

Consistent with the *Local Government Act*, a CSRD Advisory Planning Commission receives its authority, responsibilities and instructions from the Board of the CSRD upon the adoption of resolution(s) and bylaw(s). These may be amended or repealed at the discretion of the Board. The formal legislated authority for the establishment of the APC is set out in CSRD Bylaw No. 648, as amended. A copy of this bylaw is included as a Schedule A to this manual.

The CSRD Board charges the various APCs with the following role and duties:

- Provide information and advice to the Board and staff on issues concerning the community and Regional District;
- Provide recommendations for consideration by the Board; and,
- Act in an advisory capacity to the Board.

Functions

In their preparations and deliberations, the members of an APC have a significant responsibility to the community. The matters under their consideration have direct influence on the liveability and sustainability of the community; making the quality of their understanding, analysis, insight and recommendations on these items important.

Within their mandate and consistent with the statements above, the functions of the APC include:

- Advising the Board, when requested, on matters respecting land use, community planning, or proposed bylaws and permits. These matters can include the following:
 - (a) Official Community Plans (drafts and amendments);
 - (b) Major zoning bylaw amendments; and,
 - (c) Temporary use permit – initial applications

Membership

APCs provide opportunities for local area citizens to become engaged in their communities and provide considered direction to planning issues.

The formal authority for the selection of APC members is set out in CSRD Procedure 26, "Procedure for the Selection of Advisory Planning Commission (APC) members." A copy of this procedure is included as a schedule with this manual.

Further, Section 461 of the Local Government Act states that at least 2/3 of the members of an advisory planning commission must be residents of the municipality or the electoral area.

The Selection Committee will review all expressions of interest and will select members based on the following:

1. a geographically, socially and professionally diverse mix of residents;
2. demonstrated community interest, availability, work experience, knowledge and professional expertise;
3. with the exceptions of those with special expertise or interests in the Electoral Area, preference should be given to citizens residing in the Electoral Area of the APC; and
4. in order to ensure diversity on the APC, members will be appointed based on their expertise, background and decision-making skills and not necessarily as a specific organization representative.

2.0 The Planning Process

Roles of the APC in the Planning Process

One of the main services provided by local governments is land use planning which is enacted in several documents such as official community plans, zoning bylaws, development permits, and development variance permits. The CSRD Board is the decision-making body throughout these programs and feels that their decisions can benefit from receiving recommendations from an APC. Technical research and advice is typically provided to the APC by the CSRD Development Services Department, primarily from the planning staff.

The APC has the responsibility of giving advice to the Board and acting as the citizens' voice in the planning process. While the APC's role in the planning process is only advisory, it involves a unique set of responsibilities and is crucial in enabling well-informed decision making. Through their recommendations, they can play an important part in ensuring that appropriate policies are developed within the electoral areas.

In *The Planning Commissioners Guide, Processes for Reasoning Together* (Allor, David, American Planning Association, 1984, p. 11) the following explanation of a planning commission's role in the planning process is provided:

"The role of a planning commission member is complex. On the one hand, it is a role partially defined in law. It requires competence in the discharge of responsibilities, fairness and consistency in the application of procedures, and objectivity and equity in the exercise of regulatory power. In this sense, a planning commission member takes a role. On the other hand, the role of a member evolves from the actions of an individual having both understanding and conviction. It is further developed by an individual who can effectively argue for a specific position without seeking to bias deliberation, an individual who is tolerant of divergent positions and who exercises discretion. In this sense, a planning commission member makes a role."

David Allor continues:

"When these two components are put together, the full role of a planning commission member emerges. It requires balance in the interpretation of the opinions of others, compassion in the giving of advice and making of recommendations, neutrality in the negotiation of disagreements, and fairness in the granting of permissions and the imposition of restrictions. The decisions of individual members and of the commission as a whole should be seen as rational, fair, and capable of effective and efficient implementation."

Scope of Analysis

The recommendations forwarded by the APC will not be based on standardized requirements, or a rigid set of criteria. The combination of the APC members' skills and the planning process are intended to develop recommendations formed from the sound judgments of community members. In a sense, the Board is asking the APC to conduct complex examinations usually associated with people trained in the planning professional. For this reason, CSR Development Services staff provides assistance and information as appropriate.

While the level of formal planning skills, and/or training of members of the APC will vary, it is their individual skills and experiences relating to the community that make the APC an effective conduit for public participation in the Regional District's planning function. The information and analysis that the APCs generate are a special combination of subjective and objective observations that only community members are able to bring to the discussion. In the interest of serving the community in which they are volunteering, APC members should consider the following:

1. Community benefits and costs, both short and long term;
2. Consistency and coordination;
3. Fairness;
4. Legal soundness;
5. Overall community interest;
6. Flexibility.

1. Community Benefits and Costs

The APC is expected to ensure that issues that appear before it are examined in terms of their benefits and costs for the community, including both short and long term characteristics. While some proposals appear favourable because they meet an immediate need or problem, the long term effects must also be considered when developing recommendations that will influence the community for years to come. The OCP defines the community's long term vision and goals, and will be the primary guide to examining this long term "fit".

2. Consistency and Coordination

The planning projects forwarded to the APC will invariably have an impact on the land use characteristics, and overall quality of life, for the community. Land use planning is complex, dealing with the interrelationships and connectivity between land uses and the community which utilizes them.

A community benefits from a diverse mix of land uses that are compatible and efficiently connected with each other. Developments or land uses that do not complement each other, or even negatively affect each other, can create conflicts that potentially weaken the community. These conflicts can include: aesthetics impacts, loss or reduction of economic potential or feasibility, social or 'community' impacts, reduced health or environmental quality. The APC is expected to keep these interrelationships in mind so that a level of consistency and coordinated land use can be achieved for the community, as prescribed by documents such as the community's OCP.

3. Fairness

As representatives of the entire community, members should be continually aware of the obligation to be fair in the allocation of benefits and burdens. All issues before the APC must be treated equitably. Reasons for decisions should be identified, and must be objective reasons dealing with the merits of the issue in terms of planning, and not based on personal biases.

4. Legal Soundness

The Regional District is legally limited in its ability to control and regulate private land. The CSRD's jurisdiction is primarily set out in the Local Government Act. As such, the APC membership should at least, be generally aware of these limits so that its focus and recommendations do not exceed the jurisdictional limits of the CSRD. This not only ensures that the APC's recommendations are legally sound, but it allows their discussions to be focused on the aspects of an issue that fall within the influence and powers of the CSRD. Additionally, the desires of the APC, comprised of its recommendations, will more likely be achievable and opportunities will not have been lost by focusing on aspects of an issue that are outside of the CSRD's legal jurisdiction.

5. Overall Community Interest

APC members need be mindful of the entire community of the electoral area, not a particular group or special interest; community interest must be the dominant basis for decisions.

For example, when weighing the merits of a particular rezoning application associated with a subdivision, the APC should attempt to determine if the private interests of the applicant are satisfied and will the community interests be prejudiced. In this example a land owner in rural area may have good personal reasons for seeking a rezoning and subdivision into small building lots. However, this form of land use may create increased demand for services such as improved roads and bus service. Some or all of these services may need to be supplied by local and provincial governments. The APC must decide if the Regional District and more particularly, the electoral area, can afford to approve such a subdivision by allowing the required rezoning approval, since the services required for this type of isolated small lot subdivision may be a deficit proposition for the community at large.

6. Flexibility

The APC should consider the scope of the planning issue at hand when developing recommendations; specifically, plans and recommendations should be no more definite or detailed than information permits. While a given amount of assumptions are involved in any planning program the APC should avoid overly definitive or detailed plans based on limited information which can result in the need for frequent and extensive amendments.

For example, when amending or developing an OCP that will provide the general vision and direction for the community, the discussion should not be focused on the design of a specific site or property because that level of detail would be inappropriately too narrowly focused.

3.0 Public Process

Connecting with the Community

The APC most often connects with the public through individual APC members talking informally to local residents, but there are other more organized ways, such as hearing presentations from citizens at APC meetings.

In terms of the overall community, the APC is a tool through which its interests in planning issues can be directed to the Board through facilitated communication. Therefore, as part of a system of open and effective dialog between the District and the public, it is important for the APC to be aware of the community's views and concerns. An effective APC is a conduit for the public to inform the Board of their interests.

Members frequently have social, professional, or business contacts with people who have interest in applications pending before the APC. Such contacts may be the source of relevant information, but they should not be permitted to influence a member's decision-making before deliberations begin.

Members must exercise care in responding to and reporting any external contacts related to pending matters. Any contact with people directly or indirectly associated with an application should be reported in the APC's formal record, and a member must reject any information that cannot be verified and made publicly accessible.

Note the following three recommendations regarding external communications will assist the APC in avoiding conflicts:

- 1) The member should refer the informant to staff.
- 2) If an external contact persists in offering information, the member must report the information to the APC for inclusion in its formal record. Where the informant is unwilling to have the information reported, the member must refuse further contact but nevertheless report the incident to the APC.
- 3) Written information should be forwarded directly to the staff for review and incorporation into its report(s)

Communicating with the CSR Board

Just as communicating with the public is important, an APC with an effective and ongoing dialog with the Board is better able to gain their confidence and understanding. This helps create a more cooperative and effective relationship through which the interests of the community can be incorporated into planning decisions. A variety of methods to communicate the APC's intentions to the Board should be included in their activities, and reports or memos on specific matters should only be seen as a single option of many.

4.0 Conducting APC Business

Expectations

In the undertaking of their duties, APCs are expected to conduct themselves with professionalism; providing well-considered and timely responses to the Board, and staff as appropriate. APCs should endeavour to carry out their work effectively, efficiently and creatively, while maintaining actual and perceived separation from influences that could disrupt thoroughness, balance and objectivity in recommendations. This becomes increasingly important when APCs reflect upon how individual development proposals fit into established policies such as adopted Official Community Plans (OCP).

While members are sought for the personal skills they bring to the APCs, they are expected to represent, to the best of their ability, the desires of the community/electoral area in their recommendations or findings. These include raising issues that members believe require consideration by the Board, and examining how the electoral area as a whole is evolving and how that should be guided or directed for the benefit of the community.

The Board recognizes the value of the APCs' commitment for providing hours of volunteer time, helpful ideas and expertise. In return, the APCs can expect the Board and staff to provide 1) commitment from the Board to refer issues for APC consideration as they arise; 2) full information on the issues being addressed and effective staff support; 3) orientation and training; and 4) prompt feedback on the outcomes of their advice and recommendations.

APCs play an important role in advising the Board and helping develop the direction of the Region for the future of the communities within the electoral area. While it is expected that all members will conduct themselves appropriately and adhere to procedural rules, they should be aware of the inherent public oversight, and ensure that they use discretion when discussing personal views associated with items before the APC. Members should be aware that the public deserves and expects their actions to be conducted with fairness, objectivity and the avoidance of conflicts of interest.

- Bias should be avoided, both associational and attitudinal.
- Where a perceived conflict of interest might exist, a member may note the perception but need not declare a conflict if, in their view, there is no actual conflict of interest.

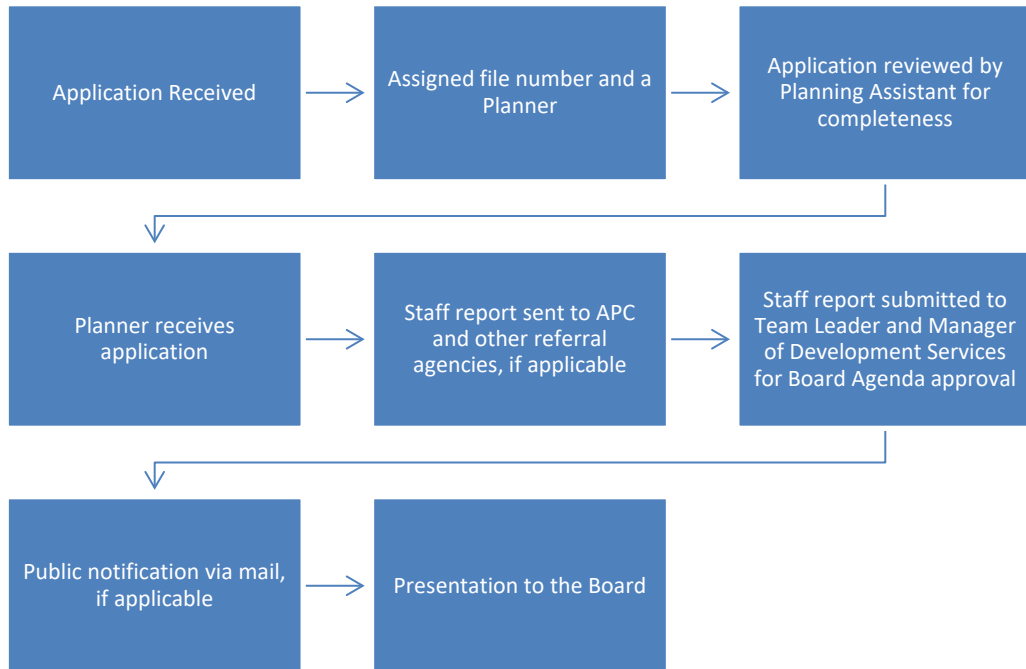
Conducting APC Business

It is the responsibility of all members of the APC and most particularly the Chair to ensure that meetings are run effectively. The following suggestions are intended to provide the framework for effective meetings:

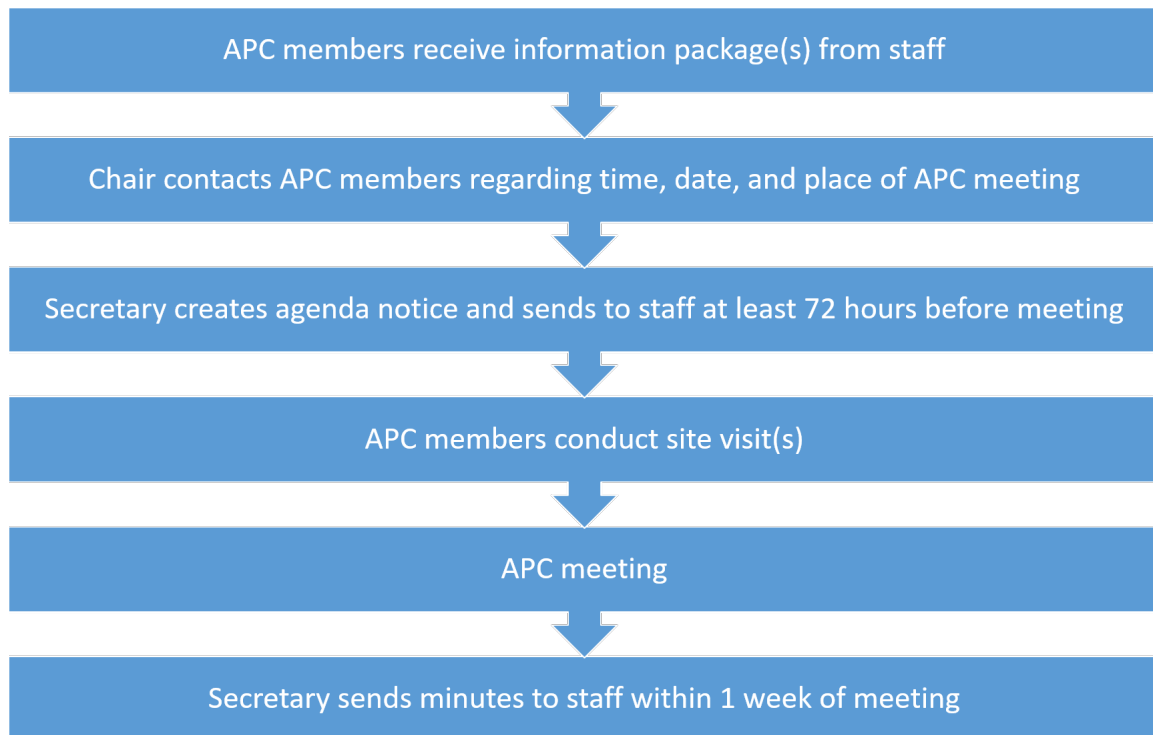
- All members should prepare in advance for the business of the meeting;

- The agendas should have a coherent and consistent structure, with relevant reports and information clearly referenced and/or attached;
- Discussion should be directed so as to allow all agenda items the opportunity to receive equal attention and consideration, avoid discussion of unimportant details to dominate;
- Decisions should be made and recorded by the traditional procedure of Motion – Secunder – Discussion – Vote (*details on voting are specified in 7.11 of the Schedule A APC Bylaw No. 648*);
- Recommendations shall contain a clear and specific identification of the reasons for the decision;
- The statement of reasons is the responsibility of the mover and the seconder;
- Ensure fairness and accord equal and orderly treatment to all members;
- Set specific adjournment time;
- Minutes of the meeting should be formally recorded and provide a summary of information provided and proceedings; and,
- Agendas and minutes should be prepared in a consistent format (*please refer to the attached template*).

Typical Application Process



Steps for APCs upon receiving an application



Conflict of Interest

A conflict of interest exists where: an APC member is a director, member or employee of an organization seeking a benefit from the CSRD upon which the APC will make a recommendation; and/or, the APC member has a direct or indirect financial interest in the outcome of APC deliberations. The following explanation on conflict of interest is from the Union of British Columbia Municipalities (UBCM) Advisory Service Fact Sheet Series No. 15:

“Conflict of Interest describes some typical scenarios relating to conflicts of interest: Conflicts often occur between the member’s public duty and his or her personal, business or property interests. The courts treat personal, business or property interests of a spouse, child, parent, partner, client (or in some cases, a corporation) of the member the same way they treat the interests of the member. If the member is in any way involved in a matter before council or Board that actually advances (or appears to advance) any of these interests, a conflict of interest may arise.”

By keeping key examples in mind, it should be easier for the member to recognize a conflict.

Business Interests

A member has a conflict of interest if he or she votes on a matter that helps his or her own business, or hinders the competition.

Property Interests

If a member votes on a land use bylaw that makes his or her own property subdividable, or more or less valuable in any way, a conflict arises.

Family Interests

If a member votes on a matter that is to the benefit or disadvantage of a spouse, child or parent, as in increasing salary or increasing or decreasing property values, a conflict arises.

Where a conflict of interest exists, the following applies to APC members:

- 1) Must declare to the APC that a conflict exists;
- 2) Are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter; and,
- 3) Must absent themselves from the meeting during consideration of the issue to which the conflict relates and not attempt to influence the vote (this is to be reflected in the meeting minutes).

Relationships that may constitute a conflict of interest include: kinship; legal guardian; trustee; estate administrator; appointment on retainer, whether or not service was provided; consultancy; contracts for services; interest in real property enjoyed by a corporation, of which an APC member is an officer or Board member, affected by the decisions of the commission.

Risk Management

Risk management is a process of making and carrying out decisions that *minimize* the likelihood of accidents (staff or volunteers), the possibility of adverse effects and accidental loss or liability to the CSR, the APC or its members.

APC members are expected to apply the principle of "due diligence" which is a level of judgement, care, prudence, determination and activity that a person, or persons, would reasonably be expected to do under particular circumstances.

Good management practice incorporates the minimization of risk and the application of due diligence in everyday decisions. Occasionally, assistance is required in this process. This assistance can be obtained from CSR staff.

5.0 References

British Columbia Local Government Act

http://www.bclaws.ca/civix/document/id/complete/statreg/r15001_00

British Columbia Community Charter

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026_00

Provincial Agricultural Land Commission

<https://www.alc.gov.bc.ca/>

BC Heritage Conservation Act

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96187_01

British Columbia Climate Action Charter

<https://www2.gov.bc.ca/gov/content/governments/local-governments/climate-action>

CSR Website

<http://www.csr.bc.ca/>

Develop with Care: Environmental Guidelines for Urban and Rural Land Development in British Columbia

<https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/laws-policies-standards-guidance/best-management-practices/develop-with-care>

Farm Practices Protection (Right to Farm) Act

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96131_01

Fisheries Act

<https://laws-lois.justice.gc.ca/eng/acts/F-14/>

Fish Protection Act

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/97021_01a

Green Bylaws Toolkit

<https://stewardshipcentrebc.ca/green-bylaws-toolkit/>

Interior Health Authority – Onsite sewage disposal systems

<https://www.interiorhealth.ca/YourEnvironment/HBE/Pages/Onsite-Sewerage-Systems.aspx>

Private Moorage in BC

<https://www2.gov.bc.ca/gov/content/industry/crown-land-water/crown-land/crown-land-uses/residential-uses/private-moorage>

Riparian Areas Regulation Implementation Guidebook

<https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/fish/aquatic-habitat-management/riparian-areas-regulation>

6.0 Schedules

Schedule A: APC Bylaw No. 648

COLUMBIA SHUSWAP REGIONAL DISTRICT
BYLAW NO. 648

A bylaw to establish Advisory Planning Commissions

WHEREAS the Columbia Shuswap Regional District Board may, by bylaw, establish an Advisory Planning Commission for one or more electoral areas or portions of an electoral area;

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

Part 1 REPEAL

1.1 Bylaw No. 640, cited as "Advisory Planning Commission Bylaw No. 640", is hereby repealed.

Part 2 DEFINITIONS

"APC" means an Advisory Planning Commission established by this bylaw.

BL648-3 Alternate Director means an individual appointed by the Electoral Area Director or by Board resolution, in accordance with the Local Government Act and whose appointment takes effect once the Director has notified the CSRD Corporate Officer of the appointment, or when the Board resolution is passed. The Alternate Director may take the place of, vote and generally act in all matters for the absent Electoral Area Director.

"Board" means the Board of Directors of the Columbia Shuswap Regional District (CSR).

"CSR" means the Columbia Shuswap Regional District.

"Director" means a Director of an electoral area elected or appointed to the Columbia Shuswap Regional District Board.

Part 3 ESTABLISHMENT

3.1 The Board hereby establishes Advisory Planning Commissions (hereinafter referred to as "APCs") in and for Electoral Areas 'A', 'B', 'C', 'D', 'E' and 'F'.

Part 4 MEMBERSHIP

4.1 Each APC will consist of no more than nine (9) and no fewer than five (5) members.

- BL648-3 4.2 Calls for expressions of interest for APC membership will be advertised in local newspapers, and on the CSRD website, on or before the date of expiry of the APC 4 year term.
- BL648-3 4.3 APCs should represent a geographically, demographically, and professionally diverse mix of residents with diverse interests.
- 4.4 The Board will appoint APC members for a 4 year-term. APC terms will commence five months after the start of the Board term. APC terms may be extended until suitable successors are appointed.
- 4.5 An Electoral Area Director, Alternate Director, employee, or officer of the CSRD is not eligible to be a member of an APC but may attend an APC meeting in a resource capacity.
- 4.6 If an APC member fails to attend three (3) consecutive regular meetings of the APC, the Board may revoke the appointment of the member, unless the member has been excused by a resolution of the APC.
- 4.7 At any time, the Board may revoke the appointment of an APC member.
- BL648-3 4.8 In the event of a low number of members on an APC resulting from members resigning, becoming unavailable to perform the role, or being removed from the APC by the Board during the member's term, the Board may appoint one or more individuals to serve the balance of the term. If a suitable individual or individuals do not express an interest in filling the vacant position(s), calls for expressions of interest will be advertised in accordance with subsection 4.2.
- BL648-3 4.9 If requested by the APC Chair, Electoral Area Director or Alternate Director, and with the approval of the Manager or Team Leader of Development Services, CSRD staff will attend APC meetings to present background information and act as a local government resource.
- BL648-3 4.10 Development Services staff will, following the appointment of new APC members for a four year term, prepare the Agenda and notice for the first meeting of the new APCs, and will attend the initial meeting of the APCs.
- BL648-3 4.11 If the position of Chair, Vice Chair or Secretary position becomes vacant through resignation, revoking of the appointment, inability to perform the role or other reason, the APC will elect a temporary Chair or officer to fill the vacant position.

Part 5 CHAIR AND OFFICERS

- 5.1 At the first APC meeting following the appointment of the APC members by the Board, the APC will select the following officers:

Chair
Vice-Chair
Secretary

- 5.2 The Chair will preside over APC meetings when present and in his or her absence, the Vice-Chair will preside over the meeting.
- BL648-3 5.3 If the Chair and Vice-Chair are not present at a duly convened meeting, CSRD staff present, or the Electoral Area Director or Alternate Director, will call the meeting to order and the members present will immediately elect a temporary Chair, who must be a member of the APC, to preside over the meeting, or until the Chair or Vice-Chair return. Such office is terminated by the entrance of the Chair or Vice-Chair, the end of the meeting or the election of another temporary Chair.
- 5.4 Under the direction of the Chair, and in consultation with CSRD staff, the Secretary will be responsible for preparing an Agenda.
- BL648-3 5.5 Public notice of the APC meeting and the agenda will be posted by CSRD staff at the Regional District office no less than 72 hours prior to the APC meeting.
- BL648-3 5.6 It is the responsibility of the Chair or Secretary of the APC to notify the applicant, Electoral Area Director and Alternate Director, and CSRD staff of the time, date and place of the meeting.

Part 6 ROLE OF THE APC

- 6.1 The role of the APC is to advise the Board, when requested, on matters respecting land use or community planning.
- 6.2 The following matters may be referred to the APC for review:
- (a) Official Community Plans (drafts and amendments);
 - (b) Zoning Bylaws (drafts and amendments);
 - (c) Development Permit applications for form and character;
 - (d) Development Variance Permit applications;
 - (e) Agricultural Land Reserve applications;
 - (f) Rural Land Use Bylaw amendment applications;
 - (g) Temporary Use Permits;
 - (h) Exemption Permits;
 - (i) Land Use Contract amendments and discharge; and
 - BL648-3 (j) Any other relevant Local Government Act Part 14 matter.
- BL648-3 6.3 APC members are required to attend training/workshops as deemed necessary by Development Services staff and Electoral Area Directors.

Part 7 PROCEDURES

- 7.1 The APC members are required to:
- (a) Work in an atmosphere of mutual respect;
 - (b) Remain accessible to each other, the Board and CSRD staff;
 - (c) Regularly share and disseminate information among all APC members on a timely basis; and
 - (d) Consider each application on its own individual merits and circumstances, and on information provided.

- 7.2 The APC will meet regularly or as required to fulfill the requirements of the APC.
- 7.3 Meetings will be called by the Chair or as otherwise specified in any procedure adopted by the APC.
- BL648-3 7.4 The Chair will establish the dates of the APC meetings in consultation with CSRD staff and the Electoral Area Director or Alternate Director.
- 7.5 A written agenda will be prepared for each meeting, in consultation with CSRD staff, and circulated to all APC members in advance of the meeting.
- 7.6 Copies of all necessary documentation relative to each meeting will be circulated to all APC members in advance of the meeting by CSRD staff.
- 7.7 APCs are encouraged to carry out site visits, as deemed necessary, and shall provide at least 48 hours notice of such visits to subject property owners.
- 7.8 A quorum for an APC will consist of the majority of the appointed members. If a quorum is not present within thirty minutes after the scheduled start time, the Chair will record the names of the members present and the APC will stand adjourned until the next meeting called by the Chair.
- 7.9 All matters brought forth to the Board will be decided by a majority of the members of the APC present at the meeting.
- 7.10 Electronic Participation at meetings:
- (a) A member who is unable to attend a Board meeting may participate in the meeting by means of electronic or other communication facilities provided prior arrangements have been made through communication with the Chairperson and CSRD Staff.
 - (b) The number of consecutive meetings that may be attended by any member by means of electronic participation may not exceed two (2).
 - (c) The number of members that attend a meeting by means of electronic participation may not exceed three (3).
 - (d) The member presiding at the meeting must not participate electronically.
 - (e) At least two members of the Commission must be present in the designated meeting location identified in the public notice.
 - (f) The facilities must enable the meeting's participants to hear, or watch and hear each other at the specified meeting place.
 - (g) A member participating by audio means must indicate his or her vote verbally.

- (h) Nothing in this bylaw shall be construed to guarantee any member electronic access to a meeting. Electronic participation will be restricted by equipment and facility capability. Equipment failure or other occurrence that prevents or limits electronic participation will not result in meeting adjournment unless the failure results in loss of quorum.

7.11 Voting:

- (a) All members of the APC, including the Chair, must vote on every motion unless they have declared a conflict of interest and left the meeting.
- (b) Any member present who does not vote is counted as having voted in the affirmative.
- (c) A tie vote on a motion results in that motion being defeated.

7.12 Where any member of an APC or his or her family, employee or business associate(s) has any conflict of interest with the matter being considered by the APC, that member will declare this state and absent him or herself immediately from all aspects of that consideration. After making this declaration, the APC member must not take part in any discussion of the matter and is not entitled to vote on any question in respect of the matter.

7.13 APC members serve without remuneration but will be paid any necessary expenses that arise directly out of the performance of their duties.

7.14 APC members shall submit eligible expenses to the CSRD on a quarterly basis.

7.15 All recommendations by the APC will be reported to the Board.

Part 8 ORDER OF BUSINESS

8.1 The following will be the regular order of business at a meeting:

- (a) Call to Order
- (b) For each application:
 - I. Staff presentation
 - II. Applicant presentation
 - III. APC discussions
 - IV. APC Recommendations
- (c) New Business
- (d) Adjournment

Part 9 MINUTES OF THE APC

9.1 APC minutes must contain the following:

- (a) Date, time and location of the meeting or special meeting;
- (b) Members of the APC present and absent;
- (c) Other persons present during the meeting;
- (d) Items dealt with by the APC - agenda additions/deletions;
- (e) Delegations who made representations to the APC;
- (f) Brief summary notes of discussions of the items dealt with by the APC;
- (g) Decisions of the APC, which will include:
 - I. Recommendation of approval with reasons;
 - II. Recommendation of approval subject to conditions, and conditions to be stated with reasons;
 - III. Recommendation of refusal with reasons; and
- (h) The Mover and Secunder of a motion.

9.2 The APC Chair and or Secretary must sign the minutes. The meeting minutes must be completed and submitted to CSRD planning staff within ten (10) days from the end of the meeting or special meeting.

9.3 Each APC will ensure the minutes of all meetings are prepared and distributed to the members, Electoral Area Director, and to the Corporate Officer of the Regional District. The minutes of all APC meetings will be retained by the Regional District and made available to the public upon request.

Part 10 PUBLIC ATTENDANCE

10.1 All APC meetings will be held in a public facility and are open to the general public. No meetings or deliberations of the APC are to be held in camera.

10.2 Applicants have the right to attend all APC deliberations including site visits, discussions and decisions. Applicants also have the right to make presentations at APC meetings.

Part 11 TITLE

This bylaw may be cited as "Advisory Planning Commission Bylaw No. 648."

READ a first time this 21st day of June, 2012.

READ a second time this 21st day of June, 2012.

READ a third time this 21st day of June, 2012.

ADOPTED this 21st day of June, 2012.

MANAGER OF CORPORATE
ADMINISTRATION SERVICES (SECRETARY)

CHAIR

CERTIFIED a true copy of Bylaw
No. 648 as adopted.

Manager of Corporate
Administration Services (Secretary)

Manager of Corporate
Administration Services (Secretary)

Schedule B: Procedure for the Selection of APC Members

RR 26: PROCEDURE FOR THE SELECTION OF ADVISORY PLANNING COMMISSION (APC) MEMBERS

PURPOSE

The purpose of this procedure is to set out procedures for members of the Board and Staff to follow and provide clarification regarding the selection of APC members.

PREAMBLE

Section 461 of the Local Government Act allows the Board, by bylaw, to establish Advisory Planning Commissions for one or more Electoral Areas or portions of an Electoral Area to advise the Board on all matters referred to it by the Board.

The Advisory Planning Commissions (hereinafter referred to as "APCs") in and for Electoral Areas 'A', 'B', 'C', 'D', 'E' and 'F' are hereby established by Advisory Planning Commission Bylaw No. 648. This procedure is to be used in conjunction with Bylaw No. 648.

Section 7.2 of the CSRD Strategic Plan speaks to "Direct community development in an organized and desirable manner utilizing sound and sustainable planning principles that reflect the community's requirements." A well-structured APC is essential for there to be effective citizen input on land use planning matters.

PROCEDURE

1. Regional District staff will advertise in the local newspapers and other applicable media soliciting expressions of interest from residents to be APC members. The advertisement will include:
 - a) a brief description of the APC's role;
 - b) the term of the appointment;
 - c) a request for interested individuals to submit an expression of interest , including reasons for interest and related experience.
2. For each APC vacancy, a Selection Committee will be formed and will consist of the Electoral Area Director (EAD), the Manager or Deputy Manager of Development Services and a designated staff person.
3. The Selection Committee will review all expressions of interest and will select members based on the following:
 - a) a geographically, socially and professionally diverse mix of residents;
 - b) demonstrated community interest, availability, work experience, knowledge and professional expertise;

- c) with the exceptions of those with special expertise or interests in the Electoral Area, preference should be given to citizens residing in the Electoral Area of the APC; and
 - d) in order to ensure diversity on the APC, members will be appointed based on their expertise, background and decision-making skills and not necessarily as a specific organization representative.
- 4. After the Selection Committee has selected the strongest APC candidates based on the criteria in section 3, the Manager or Deputy Manager of Development Services and the designated staff person will hold informal, informational meetings with individual candidates in each Electoral Area.
- 5. The Selection Committee will provide the Board with recommendations for appointments.

Schedule C: Minutes Template

Columbia Shuswap Regional District
Electoral Area ' _ ' Advisory Planning Commission Minutes

Date:

Time:

Location:

Members Present:

Name	Chair
Name	Vice-Chair
Name	Secretary
Name	Member
Name	CSR Director, Electoral Area ' _ '

Members Absent:

Name	Position
------	----------

Staff:

Name	Position
------	----------

Guests:

Name	Organization, title
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1. Call to Order (time)
2. Selection of Chair (Only for the first meeting)
Moved by _____, seconded by _____ and resolved that:
3. Selection of Vice -Chair (Only for the first meeting)
Moved by _____, seconded by _____ and resolved that:
4. Adoption of Agenda
Moved by _____, seconded by _____ and resolved that:
5. Application (provide application number)
Delegation (provide names)
Discussion (brief summary of key discussion points – reasons for supporting or not supporting the motion))
Moved by _____, seconded by _____ and resolved that:

The Board of the Columbia Shuswap Regional District be advised that:

APC recommendation to the Board

for the motion

opposed

6. New Business

7. Adjournment (time)

CERTIFIED CORRECT

Chair

Secretary

RECOMMENDATIONS ARISING OUT OF THE *date* APC MEETING

RECOMMENDATION 1

RECOMMENDATION 2

Schedule D: Local Government Act – Section 461

Advisory planning commission

461 (1) A council may, by bylaw, establish an advisory planning commission to advise council on all matters respecting land use, community planning or proposed bylaws and permits under Divisions 4 to 14 of this Part and section 546 that are referred to the commission by the council.

(2) A board may, by bylaw, establish an advisory planning commission for one or more electoral areas or portions of an electoral area to advise the board, or a regional district director representing the electoral area, on all matters referred to the commission by the board or by that director respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit that may be enacted or issued under this Part.

(3) The bylaw establishing an advisory planning commission must provide for

- (a) the composition of and the manner of appointing members to the commission,
- (b) the procedures governing the conduct of the commission, and
- (c) the referral of matters to the commission.

(4) At least 2/3 of the members of an advisory planning commission must be residents of the municipality or the electoral area.

(5) The following are not eligible to be a member of an advisory planning commission, but may attend a meeting of the commission in a resource capacity:

- (a) a council member;
- (b) a regional district director;
- (c) an employee or officer of the local government;
- (d) an approving officer.

(6) The members of an advisory planning commission must serve without remuneration, but may be paid reasonable and necessary expenses that arise directly out of the performance of their duties.

(7) If an advisory planning commission is established, minutes of all of its meetings must be kept and, on request, made available to the public.

(8) If an advisory planning commission is considering

- (a) an amendment to an official community plan or a bylaw, or
- (b) the issue of a permit,

the applicant for the amendment or permit is entitled to attend meetings of the commission and be heard.