



Skeena-Queen Charlotte Regional District

BOARD POLICY

Title:	Advisory Planning Commission Policy	
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1. PURPOSE

This policy should be considered in conjunction with the bylaws, policy and legislation as noted in section 7. The purpose of this policy is to:

- Provide context for APCs within the broader scope of planning and land use management,
- Identify roles and responsibilities of APCs,
- Provide guidance of APC members to carry out their duties,
- Help APC members and the public decipher meeting procedures, and
- Provide links to relevant bylaws and policy.

2. POLICY

The role of an Advisory Planning Commission (APC) is to provide input on matters relating to land use planning and management at the local government level. That input is given as advice, and does not form policy or set direction for the local government.

3. TERMS / DEFINITIONS

For the purposes of this policy, the following terms and definitions apply:

“APC” refers to the Advisory Planning Commissions as described under s. 898 of the *Local Government Act*

“Board” refers to the Board of the Skeena-Queen Charlotte Regional District.

“Regional District” refers to the Skeena-Queen Charlotte Regional District.

4. SCOPE

Applies to all APCs as established through bylaw by the Regional District Board.

5. RESPONSIBILITY

Staff Responsibility:

The Chief Administrative Office, or his or her delegate, is responsible for administering this policy to all APC members.

APC Responsibility:

The APC receives its authorities, responsibilities and instructions from the Board. However, staff may forward Land Referrals received from the Provincial Government on the Board's behalf in order to meet the deadlines. Staff may also forward other planning related matter in instances where it is believed to be in the Board's interest. The advice and or recommendations from the APC shall be included in the staff report brought forward to the next Board meeting.

6. PROCEDURE

6.1. Conduct of Meeting

6.1.1. The Chair and members of the APC shall be guided by the following rules:

- a. Each appointed member shall have one (1) vote.
- b. In all cases where the votes of appointed members present are equal for and against the question, the question shall be negated.
- c. The Director, Alternate Director, an employee or officer of the Regional District are not eligible to vote on questions before the APC but may attend in a resource capacity and participate in discussions prior to the vote.
- d. The Chair shall conduct the meeting in accordance with the *Robert's Rules of Order Newly Revised, 11th ed.*

6.2. Minutes

6.2.1. Minutes shall be taken of all meetings held by the APC, and shall:

- a. Record the mover and seconder and the voting on all resolutions, and
- b. Minutes, upon being forwarded to the Board, shall be open for inspection by any person during regular business hours.

6.3. Public Consultation

6.3.1. In referring a matter to the APC for its advice, the Board primarily seeks the collective advice of APC members on the matter being referred. In cases where the Board wishes the APC to consult broadly with members of the community before formulating its advice, the Board will make such wishes known to the APC in its referral of the matter.

6.3.2. In accordance with s.898(9) of the *Local Government Act*, the APC must provide an opportunity for an applicant of an amendment to a plan or bylaw, or the issuance of a permit to attend at its meeting and be heard, and the APC may take the views of the applicant into consideration in formulating its advice to the Board.

6.4. Preparing Responses

- 6.4.1. In preparing its advice to the Board, the APC should take into account the interests of the community at large when making recommendations.
- 6.4.2. In preparing its advice to the Board with respect to applications, the APC must have regard to the applicable guidelines specified in the official community plan, related bylaws and relevant legislation.
- 6.4.3. The APC must provide its advice to the Board on each matter that has been referred:
 - a. In writing, except that in circumstances of urgency the Board may request the APC to make its views on a particular matter known verbally in advance of submitting its written advice, and
 - b. Within any time period that is specified by staff and or the Board in its referral of the matter.

7. REFERENCES

Moresby Island Advisory Planning Commission Bylaw No. 547

Graham Island Advisory Planning Commission Bylaw No. 548

Development Approval Procedures and Fees Bylaw No. 549

Accountability Standards for Regional District Committees and Commissions Policy

Local Government Act s. 898

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