

# Sunshine Coast Regional District

## BOARD POLICY MANUAL

Section:	Planning and Development	BRD-0340-50
Title:	Advisory Planning Commission Communication	014

### POLICY

The Sunshine Coast Regional District will facilitate clear and consistent communications and ensure timely provision of information to Advisory Planning Commissions.

### REASON FOR POLICY

Advisory Planning Commissions (APC's) advise the Sunshine Coast Regional District Board through the Planning and Development Division on matters referred to them respecting land use, the preparation and adoption of a community plan, a rural land use bylaw, or a proposed bylaw or permit.

This policy outlines procedures for staff to follow regarding communication with APC's and attendance at APC meetings. The policy outlines how Planning and Development Division staff will respond to requests by an APC for: information; resources; training; interpretation; or, the expertise of a Planner. The procedures describe:

- how/when routine referrals and additional information and resources will be provided to APC members;
- conditions under which staff attendance at APC meetings will be approved;
- how/when the annual APC Orientation will be conducted; and
- implementation of an informal mentoring system.

### AUTHORITY TO ACT

Retained by the Board.

## **PROCEDURE**

### ***APC Agenda Packages***

An agenda package will consist of:

- APC minutes of the receiving APC
- APC Minutes of the other Electoral Area APC meetings
- Planning and Development Committee minutes
- NRAC minutes (when available)
- Development Referrals, Planning Projects and Relevant Documents

Area A agenda packages will be dropped off at the Area A Satellite Office whenever possible and electronic copies will be emailed to the APC Secretary one week prior to the APC meeting. If drop-off is not possible, the hard copy packages will be mailed. For all other Electoral Areas, completed agenda packages will be provided to the APC Secretary in both electronic and hard copy format one week prior to the APC meeting, or as close as reasonably possible to that date. Completed agenda packages will be provided to the APC Secretary in both electronic and hard copy format one week prior to the APC meeting, or as close as reasonably possible to that date. Extensions to the deadline will be approved by the Manager of Planning and Development when it is determined that staff require additional time to gather required information, or hold consultations in order to prepare a comprehensive analysis of an application.

To ensure agenda packages are provided on schedule, the late item may be removed from the main agenda and distributed separately by email to the APC Secretary to place on an amended agenda.

### ***Referrals to APC's***

Planners will ensure referrals contain, as much as reasonably possible, sufficient information with adequate mapping to illustrate the development. A referral may include: a technical analysis or reports on other planning issues; draft bylaw(s) and appendices, or, permit and appendices; location map; site plan; photos (if available); summary of engineering or other technical report (if applicable).

One paper copy of the previous month's Planning and Development Committee Agenda, including Amended Agendas will be referred to the Electoral Area APC's.

### ***Communication with APC Members and Chair***

Planners are a resource to the APC and may be contacted by members or the Chair when, for example; clarification or further information is required concerning an agenda referral. The APC Chair may request, through the Manager of Planning and Development, that a Planner be present at the APC meeting. For communication purposes, each referral will include the Planner's contact information including name, telephone number and email address.

## ***Access to OPIS Mapping System***

Property Information and Mapping staff will provide agenda related custom mapping to APC members and assist with information requests, including training on the OPIS mapping system, upon request.

## ***Staff Attendance at APC Meetings***

The Manager of Planning and Development will determine when a referral is of significant impact or is sufficiently complex to warrant a Planner's attendance at the APC meeting. Under such circumstances, the Planner responsible for the file will likely be designated to attend the APC meeting to address the particular referral.

## ***APC Orientation***

A member of the Planning Division will present the annual orientation for APC members in February at a regularly scheduled APC meeting.

New members will receive copies of Bylaw No. 453 (the establishing bylaw for APC's); Part 26 of the *Local Government Act*; the Zoning Bylaw and the Official Community Plan for their respective electoral area.

The goal of the orientation will be to both provide refresher training for existing members and acquaint new members with the following topics:

- Overview, purpose and role of APC's; how they are established; SCRDP APC Bylaw
- APC Meeting Procedures
  - conduct of meetings
  - recording secretary function
  - agendas and minutes - format
- Outline of Part 26 of the *Local Government Act* Planning and Land Use Management
  - Consultation Groups
  - Local Government Act
  - Official Community Plans
  - Development Permits
  - Development Permits with a Variance
  - Development Variance Permits
  - Zoning
  - Board of Variance
  - Tree Cutting Permits
  - Temporary Industrial/Commercial Use Permits
  - Subdivisions
- Other Activities
  - Agricultural Land Reserve Applications
  - Crown Tenure Application Referrals
  - Current Projects

### ***Mentoring New APC Members***

At the orientation session, Planning staff will encourage experienced APC members to implement an informal mentoring system with incoming members for the first year of the new member's term.

Throughout the year, the Planner's role will be as a resource to the mentor through email or telephone contact and to assist them in facilitating a new member's understanding of planning issues typically considered by the APC. These may include providing instruction concerning the different types of referrals, the scope of the Regional District's jurisdiction, approval processes, and the distinction between Zoning Bylaw regulations and policies and designations contained in the Official Community Plan.

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