

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: January 5, 2023

RE: Electoral Area Advisory Planning Commissions (APCs) – Bylaw & Policy Amendments (X2022.001-APC)

Administrative Recommendation:

THAT Bylaw No. 2339.04, 2023, a bylaw to amend the Advisory Planning Commission Bylaw to reflect revised meeting structure., be read a first, second and third time and adopted; and

THAT the Advisory Planning Commission Policy (2014) be amended to address different meeting times, as attached.

Purpose:

To implement a number of amendments to the Regional District's Advisory Planning Commission (APC) Bylaw No. 2339, 2006, and APC Policy (2014)

Background:

At its meeting of December 15, 2022, the Planning and Development (P&D) Committee considered a discussion paper regarding the proposed structure and 2023 meeting schedule for the electoral area advisory planning commissions (APCs).

The Committee subsequently recommended that we proceed with initiating amendments to the APC Bylaw and Policy and the APC schedule included in the report be approved.

Analysis:

The APC Policy updates for meetings scheduled during regular office hours include:

- in-person attendance and on-line video conferencing with staff to present and answer any questions that Commission members may have;

For APCs that meet outside of regular office hours, written questions could be submitted prior to the meeting.

The proposed APC Bylaw amendments also address:

- changing quorum requirements from a majority of members (e.g. 50% + 1) to a minimum of three;
 - updating how the meeting schedule is determined each year; and
 - listing the Board as a body that is able to call a "Special Meeting" of an APC.
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2023 Meeting Schedule:

It is currently anticipated that a 2023 Meeting Schedule for the APCs will be brought forward for consideration at a forthcoming Board meeting (e.g. in January or February of 2023).

Alternative:

1. THAT the APC Amendment Bylaw No. 2339.04 and amendments to the APC Policy not be initiated.

Respectfully submitted:

A handwritten signature in blue ink, appearing to read 'C. Garrish', is written over a horizontal line.

C. Garrish, Planning Manager