



**BACKGROUND**

The Planning and Development Services Department of the Squamish-Lillooet Regional District (“**SLRD**”) provides various services, including long-term policy planning and development application review.

Development applications within the SLRD are governed by legislative requirements set out in the *Local Government Act*. In addition, the Board in assembled meetings thereof has initiated various procedures that guide the way in which Squamish-Lillooet Regional District staff (“**Staff**”) brings development applications to the Board. This Policy contains such Board-initiated procedures.

**1.0 TITLE**

- 1.1 This policy may be cited as “Squamish-Lillooet Regional District Planning Procedures Policy No. 14-2019”.

**2.0 APPLICATION**

- 2.1 The provisions of this policy govern the proceedings of the Board, COW, all standing and select committees of the Board and all commissions, as applicable.

**3.0 DEFINITIONS**

- 3.1 Within this policy, the following definitions apply:

**ACT** means the *Local Government Act* of British Columbia.

**BOARD** means the elected and appointed Directors of the Squamish-Lillooet Regional District acting as the Squamish-Lillooet Regional District Board of Directors in assembled meetings thereof.

**CHAIR** means the Board Director who has been delegated to chair the Public Hearing.

**PUBLIC HEARING** means a public hearing required under the Act including those hearings required for official community plan bylaws, zoning bylaws, phased development agreement bylaws, heritage revitalization agreement bylaws, heritage designation bylaws, land use contract amendment bylaws and land use contract termination bylaws.

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**4.0 DEVELOPMENT APPLICATIONS**

- 4.1 With respect of a significant development application or a development application with significant policy issues, Staff will prepare a staff report for the Board’s consideration at a Committee of the Whole meeting for initial review, and for subsequent review as necessary.
- 4.2 In respect of development applications, any presentations will be made by Staff to the Board.
- 4.3 An applicant(s) and/or a member(s) of the public will not be able to present to the Board and/or be scheduled as a delegation(s) regarding a development application, however, an applicant(s) may respond to questions if requested to do so by the Board.
- 4.4 Despite the notice requirement of 10 days (as set out in section 499 of the *Local Government Act*), the SLRD will provide notice of 28 days to the subject property’s neighbours for a Development Variance Permit application, prior to the Board’s consideration of such application.
- 4.5 For projects located within the SLRD for which the Provincial Environmental Assessment Office (“**EAO**”) has sent a referral to the SLRD, Staff will prepare a staff report for the Board’s consideration prior to submitting a response to the EAO.
- 4.6 Staff will prepare an Information Report on a quarterly basis (with time allowed for the Board to ask questions) with a list of all development applications that:
  - a. have been received during the previous three month period; and
  - b. are already in process.

**5.0 AGRICULTURAL LAND COMMISSION APPLICATIONS**

- 5.1 Upon receipt of an application (excluding a soil deposit and removal application) from the Agricultural Land Commission, Staff will forward the application to the applicable SLRD Agricultural Advisory Committee (“**AAC**”) (if any) if possible for input.

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5.2 Upon receipt of AAC input (if applicable), Staff will prepare a Direction Report for the Board’s consideration with a notification in such report that the application has (or has not) been reviewed (as the case may be) by the AAC and the date of any such AAC review, and the AAC meeting minutes will be attached to the Board meeting agenda as a separate item;

AAC meeting minutes will not be forwarded to the Agricultural Land Commission, and for further clarity, Staff will not upload AAC meeting minutes to the Agricultural Land Committee’s online portal.

**6.0 PUBLIC INFORMATION MEETINGS**

6.1 With respect to all development applications:

6.2 An applicant will normally be required to conduct a public information meeting in conjunction with the following types of applications:

- a. rezonings which require an official community plan amendment;
- b. rezonings which involve “up zoning” from rural or residential zones to commercial, industrial or assembly zones;
- c. rezonings which involve more than 10 hectares of land and which require a public hearing;
- d. rezonings which involve more than 10 potential new lots and which require a public hearing; and
- e. where any other application or proposed amendment is determined by the SLRD Board to be of such significance in terms of potential concerns or impacts that the standard referral and/or hearing processes would offer insufficient opportunity for public review and comment.

6.3 With respect to the scheduling of public information meetings:

- a. Public information meetings will be scheduled in consultation with the applicant and the Electoral Area Director, based on direction from the SLRD Board based on its initial review of the application.
- b. Meetings should be held in a public facility (i.e. community hall) or by means of electronic or other communication facilities.

6.4 With respect to notification methods for public information meetings:

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- a. A newspaper advertisement advising of the public meeting must be placed in a local newspaper at least one week and not more than two weeks prior to the meeting.
- b. The ad must be a display ad at least two columns wide. The ad should include information about the following:
  - i. the time, date and place of the meeting;
  - ii. the purpose of the meeting;
  - iii. a description of the land under application (legal description and street address), including a location map or sketch;
  - iv. who to contact for further information.
- c. Property owners and occupants within at least 100 metres of the land under application should be notified directly by mail or hand billing as appropriate. BC Assessment Authority assessment rolls should be used to generate mailing lists (SLRD staff assistance may be necessary).
- d. The SLRD website should be updated to include notification of all public meetings.
- e. Social media outlets (Facebook, Twitter, etc.) should be used to notify community groups of public meetings, where possible.

6.5 With respect to the organization and conduct of public information meetings:

- a. The applicant has the option of assuming responsibility, delegating responsibility to a third party or paying for the SLRD to arrange and conduct meeting process.
- b. The public information meeting shall involve a presentation of the proposal by the applicants or their agent followed by a public question and answer session. Meetings should be planned to be up to two hours duration.
- c. An SLRD staff person will attend to record comments and concerns raised at the meeting. Applicants will be encouraged to provide a brief questionnaire asking attendees for comments about what they do or do not like about the proposal and what changes they would suggest. A summary of comments will be provided to the SLRD Board.

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- d. The applicant shall be responsible for paying all costs associated with the public meeting where enabled by “Development Approval Information, Fees and Notification Procedures Bylaw No. 1301-2014”, which allows the Director of Planning and Development Services or the SLRD Board to request additional information as necessary to evaluate an application. Payment must be received prior to scheduling of the public meeting.

**7.0 PUBLIC HEARINGS**

- 7.1 Public hearings may be conducted in person, or by means of electronic or other communication facilities.
- 7.2 Notice of a Public Hearing will be in compliance with section 466 of the Act.
- 7.3 In addition to the notice requirements under section 466 of the Act, notice of a Public Hearing will include:
  - i. how the Public Hearing is to be conducted in person, or by means of electronic or other communication facilities;
  - ii. instructions on how the public can participate by means of electronic or other communications facilities in order for the public to be able to:
    - listen; or
    - provide oral submissions; or
    - listen and provide oral submissions.
  - iii. notice that members of the public may make written submissions as allowed pursuant to section 465(2) of the Act;
  - iv. information on how the relevant materials may be inspected by the public regarding the Public Hearing, including the bylaw which is the subject of the Public Hearing;
  - v. the name and email address of the SLRD staff member who can provide information with respect to the bylaw and the Public Hearing.
- 7.4 If a Public Hearing includes a physical location where members of the public may attend in-person and more people wish to attend in-person than can be accommodated in accordance with provincial guidelines or Provincial Public Health Officer orders, they will be accommodated by means of electronic or other communications facilities at that time. If such persons cannot be so accommodated by means of electronic or other

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communication facilities, the Public Hearing will be adjourned to a later date in order to accommodate those who were not able to participate. In accordance with section 465(7) of the *Local Government Act*, no further notice of the Public Hearing is necessary if the time and place for the resumption of the Public Hearing are stated to those present at the time the Public Hearing is adjourned.

- 7.5 The public will be provided with an opportunity to respond in person, or by means of electronic or other communications facilities, to submissions made at the Public Hearing before the Public Hearing is terminated. Written submissions regarding the bylaw that is subject of the Public Hearing can be provided by email or mail to the SLRD in advance of the Public Hearing.
- 7.6 Public Hearings shall be conducted by the Chair.
- 7.7 Pursuant to section 465(3) of Act, the Chair is permitted to establish procedural rules for the conduct of the Public Hearing. The Chair will read a statement at the commencement of the Public Hearing to describe how the public may participate with oral submissions, or means of electronic or other communications facilities.
- 7.8 The Chair will give sufficient time to allow for response by the public.
- 7.9 The Chair will read aloud any emails or written submissions that were timely received prior to the Public Hearing that were unable to be made available due to the timing of their receipt.
- 7.10 If it is not reasonably or operationally possible for the SLRD to undertake a Public Hearing, the Public Hearing will be delayed and held at such a time as it can be safely held.

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