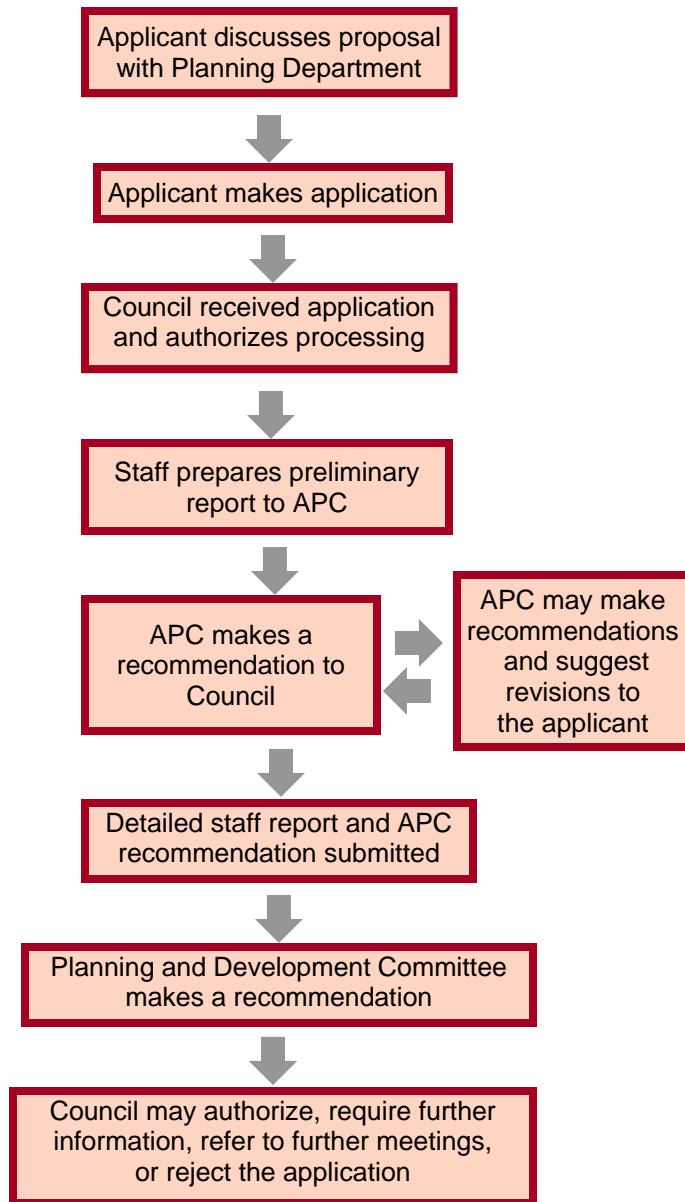


What is the process?



July 2006



Central Saanich

Advisory Planning Commission (APC)

What is the APC?

The Advisory Planning Commission (APC) is an advisory body comprised of volunteers and appointed by Council. The provisions for the APC are set out in the *Local Government Act* sec. 26 part 898 and local bylaw 808.

There are nine members, usually residents or business owners of Central Saanich.

How often does the APC meet?

The Advisory Planning Commission generally meets once per month on the third Wednesday. The number and length of the meetings depend on the volume of applications or policy items that have been forwarded for review.

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Can I become a member of the APC?

Each year (usually in the fall) an ad is placed in the local newspaper to request applications from interested residents. Council then interviews the applicants and appoints the new members. The APC members are appointed for a two-year term or for any unexpired term if a member has resigned.

This pamphlet is intended for general guidance only. Applicants should consult the Local Government Act, the Land Title Act, the District of Central Saanich Land Use Bylaw and other municipal bylaws for requirements and procedures.

What is the role of the APC

The APC advises Council on all matters respecting land use, community planning or proposed bylaws and permits. The APC can comment on everything in the *Local Government Act* Sec. 26, Divisions 2, 7, 9, and 11. This includes:

1. Official Community Plans (OCP)

The APC may comment on:

- ◆ Purposes of official community plans
- ◆ Required content
- ◆ Policy statements in community plans
- ◆ Consultation during OCP development
- ◆ Planning of school facilities
- ◆ Effect of official community plans
- ◆ Designation of development permit areas
- ◆ Design Guidelines
- ◆ Content of Regional Context Statements

2. Zoning and Other Development Regulations

The APC may comment on:

- ◆ Land use zoning bylaws
- ◆ Parking space requirements
- ◆ Run off control requirements
- ◆ Regulation of signs
- ◆ Landscaping details
- ◆ Screening and landscaping to mask or separate users
- ◆ Construction requirements in relation to flood plain areas
- ◆ Non-conforming uses and siting

3. Fees and Permits

The APC may comment on:

- ◆ Development permits
- ◆ Designation of development approval information areas or circumstances
- ◆ Development approval information
- ◆ Designation of temporary commercial and industrial use permit areas
- ◆ Temporary commercial and industrial permits
- ◆ Development variance permits
- ◆ Tree cutting permits
- ◆ Approval required for development near controlled access highway
- ◆ Requirement for security
- ◆ Lapse in permit
- ◆ Withholding of permits and licences that conflict with bylaws in preparation
- ◆ Amendment and discharge of land use contracts
- ◆ Fees related to applications and inspections

4. Subdivision and Development Requirements

The ACP may comment on:

- ◆ Subdivision servicing requirements
- ◆ Completion of engineering works and services
- ◆ Provision of park land
- ◆ Parcel frontage on highway
- ◆ Highway provision and widening
- ◆ Subdivision to provide residence for a relative