

## Advisory Planning Commission-Big White



**Monday, January 6, 2025 - 5:00 pm**

### **AGENDA**

**Big White Fire Hall, 7555 Porcupine Road  
and via Teams**

[Join the meeting now](#)

Meeting ID: 273 998 052 670

Passcode: dR9Ea7bt

Or call in [+1 647-794-5571](tel:+1647-794-5571),485358432#

### **A G E N D A**

**1. Call to Order**

**2. Land Acknowledgement**

- a) In the spirit of respect, truth and reconciliation, we honour and thank the Indigenous Peoples on whose traditional and unceded lands we operate.

**3. Consideration of the Agenda (additions/deletions)**

**a) January 6, 2025**

**Recommendation:** That the January 6, 2025 Big White APC Agenda be approved.

**4. Election of Chair, Vice-Chair and Secretary**

**5. Draft Minutes**

- a) **November 4, 2024**  
[Big White November 4 2024 Minutes](#)

**Recommendation:** That the November 4, 2024 Big White APC Minutes be adopted.

**6. Delegations**

**7. Updates to Applications and Referrals**

**8. New Business**

**a) Happy Valley Day Lodge - AltiTunes (Agent: Mitch Carefoot)**

Re: Special Event Permit Request for Local Significance

RDKB File: BW-4220-10293.275 / 2024-107

[2025-01-06 Report-APC-SEP-AltiTunes](#)

**9. For Information**

**a) 2025 Planning and Development Department Application Process and Meeting Schedule**

[2025 Planning and Development Process Meeting Schedule](#)

**b) APC Guide and APC Bylaw**

[Big White APC Report Updated Bylaw and Guide](#)

**10. For Discussion**

**11. Adjournment**



**Electoral Area E/ West Boundary – Big White  
Advisory Planning Commission  
MINUTES**

Monday, November 4, 2024

**Present:**

Carla Berrie, Chair  
Mike Figurski, Vice-Chairman (arrived 1709)  
John LeBrun, Secretary  
Paul Sulyma  
Gordon Roberson  
Director Sharen Gibbs

**Absent:**

Anna Byrne

**RDKB Staff Present:**

**Guest(s) Present:** Jennifer Berhiem

**1. Call to Order**

The meeting was called to order at 1709.

**2. Land Acknowledgement**

In the spirit of respect, truth and reconciliation, we honour and thank the Indigenous Peoples on whose traditional and unceded lands we operate.

**3. Adoption of Agenda**

**Recommendation:** That the November 4th, 2024 Electoral Area E/ West Boundary – Big White Advisory Planning Commission agenda be adopted as presented. **CARRIED**

**4. Adoption of Minutes**

**Recommendation:** That the September 3, 2024 Electoral E/ West Boundary – Big White Advisory Planning Commission discussion be adopted as presented. **CARRIED**

5. **Delegations**
6. **Updates to Applications and Referrals**
7. **New Business**

**A. Veitch, Asheigh (Agent: Jenifer Berhiem)**

RE: Development Permit

RDKB File: **BW-4222-07500.940/2024-082**

**Discussion/Observations:** None

**Recommendation:**

It was moved, seconded and resolved that the APC recommends to the Regional District that RDKB File, **BW-4222-07500.940/2024-082**

Be supported without comment.

8. **For Information:** The RDKB Planning Department and the Regional Director will again host a appreciation dinner on Monday 2 December 2004 at 1900 hours at the Back Diamond. Each member can bring along one guest.

9. **Discussion**

- A) The 2025 meetings will be both in person and via Teams on the first Monday of each month at 1700 hours. If the Monday is a holiday the meeting will then take place on the first Tuesday of the month at 1700 hours by virtual means.
- B) The APC would like a briefing from the Planning Department on the current status of the OCP. The current OCP is years out of date and concerns have been expressed that requests for the expansion of the resort will go ahead prior to completion of the update or if any expansion will have to wait until the OCP is completed?

10. **Adjournment**

**MOVED** that the meeting be adjourned at 1734.





## Big White Advisory Planning Commission (APC) Staff Report

<b>RE:</b>	Special Event Permit Request for Local Significance – AltiTunes		
<b>Report Date:</b>	December 17, 2024	<b>File #:</b>	2024-107 BW-4220-10293.275
<b>To:</b>	Members of the Big White APC		
<b>From:</b>	Geoffrey Genge, Planner		
<b>Meeting Date:</b>	January 6, 2025		

### Issue Introduction

The organizers of 'AltiTunes', a returning special event scheduled for April 4<sup>th</sup> and 5<sup>th</sup>, 2025 at Big White Ski Resort, have requested a designation of "municipal [local] significance" from the Regional District of Kootenay Boundary (RDKB). The designation is for their Special Event Permit application to the Liquor and Cannabis Regulation Branch (LCRB).

Property Information	
<b>Owner(s):</b>	Untitled Provincial Crown land (Lease No. 338494 and 337977)
<b>Agent:</b>	Mitch Carefoot (Thick as Thieves Entertainment)
<b>Location:</b>	Happy Valley Day Lodge Parking Lot
<b>Electoral Area:</b>	Electoral Area E/ West Boundary - Big White
<b>Legal Description(s):</b>	Portions of District Lot 4220 and 4216, SDYD
<b>Area:</b>	1.35 ha (3.34 ac)
<b>Current Use(s):</b>	Happy Valley Day Lodge and adjacent Parking Lot
Land Use Bylaws	
<b>OCP No. 1125:</b>	Day Lodge Commercial / Black Forest Future Growth Area
<b>DP Area:</b>	N/A
<b>Zoning No. 1166:</b>	Recreational Resource 1 (REC1)
Other	
<b>ALR:</b>	Outside ALR
<b>Waterfront/Floodplain:</b>	Not mapped
<b>Water Service Area:</b>	Big White Utilities

<b>Sewer Service Area:</b>	Big White Utilities
<b>Planning Agreement Areas:</b>	N/A

## History / Background Information

Thick As Thieves Entertainment Inc. (TATE) are the organizers of the 'AltiTunes' event. This will be the fourth consecutive year that this event is being proposed at Big White.

The applicants most recently applied in December of 2023 for a designation of municipal significance and the Board approved the request in January of 2024. The event was held on April 5<sup>th</sup> and 6<sup>th</sup>, 2024.

Special Event Permits are issued by the LCRB and do not require a referral to local government for comment. All aspects of an event related to safety and security are managed through the Special Event Permit.

An applicant for a Special Event Permit can request an endorsement from a local government to designate an event as "municipally significant". The LCRB has a *Special Event Liquor Policy Manual* that outlines the characteristics for a municipally significant event. It states that:

*"Municipally significant events are of unique importance to a specific municipality. For example, a municipally significant event may have historical value to the particular region or provide benefit to the community at large. While support and approval from the municipality is required, the applicant must also apply for a SEP through the LCRB."*

Designating an event as "municipally significant" exempts the organizers from the mandatory condition of having to donate any profits made from alcoholic beverage sales that exceeds the cost recovery price of an alcoholic beverage.

The purpose of this report is to provide information about AltiTunes to help the APC provide feedback on this referral to designate "municipal significance".

## Proposal

The event organizers are seeking the RDKB Board of Directors approval for designating the Altitunes event as locally significant for the purposes of submitting their Special Event Permit application to the LCRB.

The LCRB has set cost recovery for alcoholic beverages at \$5.00 for this event. The organizers are seeking the locally significant designation to increase the maximum drink price from \$5.00 to \$9.00 for beer and \$13.00 for mixed beverages.

## Implications

Although Big White is not an incorporated municipality, the LCRB still requires a designation of municipal significance from the local government in order to raise alcoholic drink prices above the cost recovery rate. The organizers have noted in previous applications that raising drink prices has a number of benefits, including:

- *increased feasibility for running the event and hosting it annually;*
- *more opportunities for local producers who have higher overhead production costs to sell their products; and,*
- *increased drink prices can be a preventative measure to deter patrons from overconsumption.*

Big White Noise Bylaw No. 1431 Sections 1 and 3(a) mention that the following noise is objectionable:

*1. No person shall make or cause, or permit to be made or caused, in or on a highway or elsewhere on property within the Big White Ski Area, any noise or sound which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of the neighbourhood or of a person in the vicinity.*

*3 (a) Operate or play any musical instrument, radio, stereophonic equipment or other device for the production or amplification of sound, or permit such devices to be operated or played, in the Area in such a manner as to disturb the quiet, peace rest, enjoyment, comfort, or convenience of the neighbourhood or of a person in the vicinity.*

However Section 4(a) specifies that objectionable noise and sounds include "*any amplified music or speech between the hours of 11:00pm and 7:00 am*". Due to the AltiTunes event being proposed for the hours of 3:00pm-11:00pm on April 4<sup>th</sup> and 3:00pm-11:00pm on April 5<sup>th</sup>, this event can be considered in compliance with Big White Noise Bylaw No. 1431.

## Economic Impacts

The organizers have provided details, based on their experience hosting AltiTunes 2022, to rationalise why the event may be considered significant for Big White:

*"Based on AltiTunes 2022 numbers, >95% of the guests attending will be coming from outside the Kootenay Boundary area. These 4,000+ guests will be required to stay up at the hill in a hotel, eat, drink and buy from local businesses at Big White during a statistically slower time of year".*

## Safety and Security

The organizers have noted the following safety and security measures:

- *Front Gate Security: 8-10 security staff will be at the main entrance with 15 festival staff who have ticket scanners and manual counters. All security staff will have walkie-talkies;*
- *Bag checks will be mandatory as well as a ticket printout or proof of purchase on phone which will be scanned to ensure validity;*
- *There will be 55 staff working on both the Friday and Saturday;*
- *All alcohol service providers will possess valid Serving It Right certification;*
- *Patrons can have a maximum of two drinks in hand at a time;*
- *All patrons require 2 pieces of ID as required by BC provincial law which will be checked at the front gates. If a ticket holder comes to the festival without proper identification, they will not be permitted access to the grounds;*
- *Staff will not serve patrons who are overly / visibly intoxicated. Staff will refuse the patron, and if needed will involve bar management and the Alcohol Area Security team to ensure the intoxicated patron is removed from the event;*
- *The headliner is done at 10pm followed by a DJ playing until 10:45pm for a soft close and to eliminate all patrons leaving at the same time.*
- *RCMP, security, and staff will monitor the exits and gondola to ensure no alcohol is leaving the site.*

The APC provided comments of support for the 2022, 2023 and 2024 Special Event Permits. Staff would encourage the APC to provide comments on these past events. These comments could include what went well, what could be improved and any issues that arose during the event.

## **Attachments**

- 1-Site Location Map
- 2-Subject Property Map
- 3-Applicant's Site Plan and Event Safety Plan





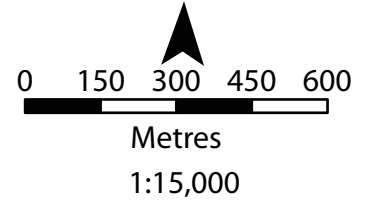
Regional District of  
Kootenay Boundary

Map Date: 2024-12-17

# Site Location Map

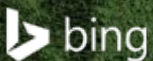
Portion of  
DL 4216 and DL 4220,  
SDYD

Attachment # 8.a)



Subject Property:  
Portions of DL 4216 and DL 4220

Big White



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202-843 Rossland Ave, Trail BC V1R 4S8 | T: 250.368.9148 | T/F: 1.800.355.7352 | [rdkb.com](http://rdkb.com)

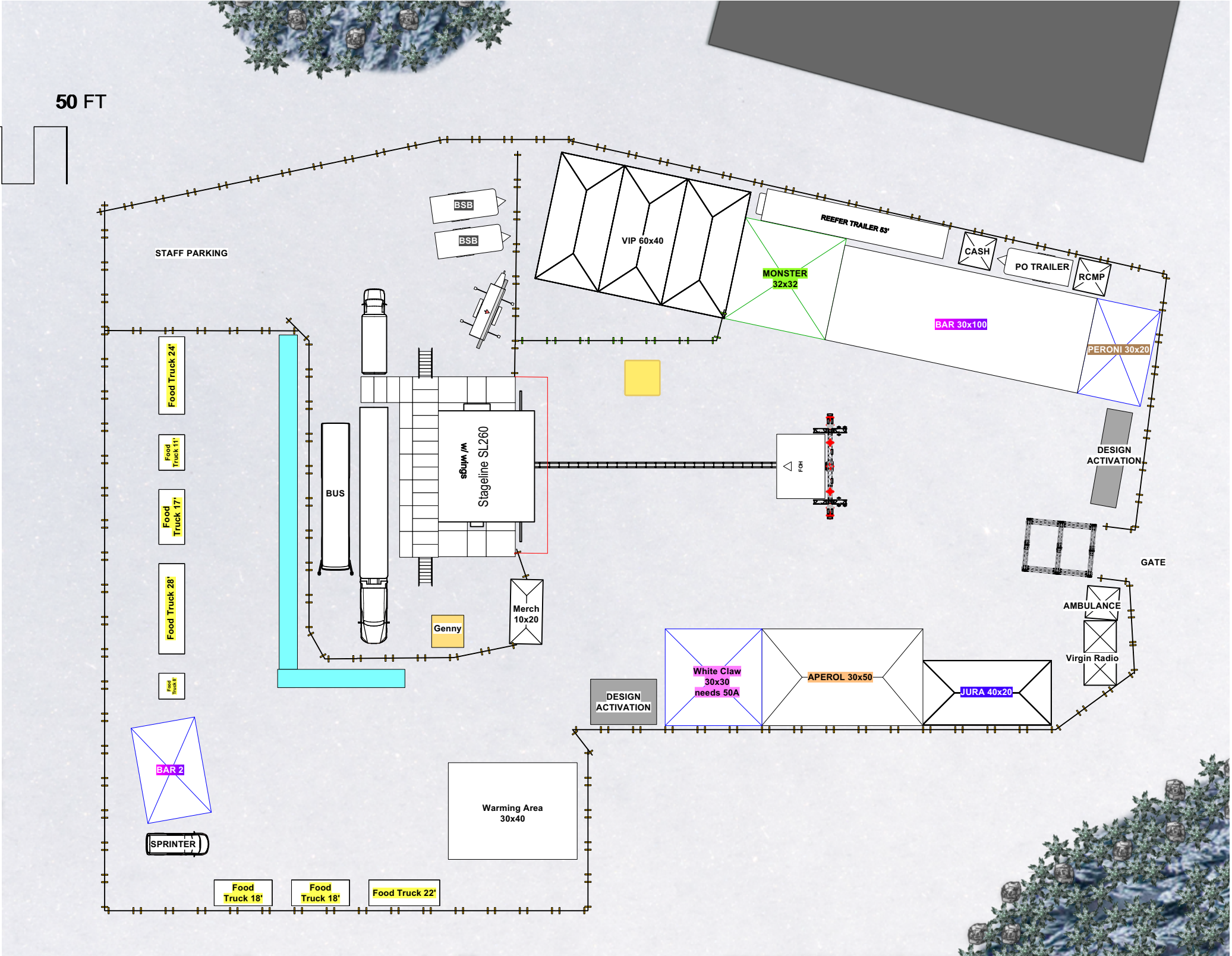
Document Path: P:\PD\3200 Properties Titled\07 Area E (Big White)\BW-4220-10293.275 Happy Valley Lodge\2024-12 LCRB Application (Altitudes)

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## **ALTITUNES 2025 Event Safety Plan**

**Date of Event:** April 4-5, 2025

**Location:** Happy Valley at Big White Ski Resort

**Hours:**

Friday 3pm - 11pm,

Saturday 3pm - 11pm

**Age:** 19+

**Event Production Team:** Thick as Thieves Entertainment (TATE)

**Capacity:** 5,500

**Company hired for security:**

Securiguard

**Number of Staff:**

Friday: 55f

Saturday: 55

**RCMP:**

10. Estimated numbers by RCMP.

### **Entry Protocol**

At Main entrance and VIP entrance patrons will undergo bag check, pat down, ID check and entry check before being granted entry

### **Process will be as follows:**

- There will be a box office at the main entrance and VIP entrance well visible with signage; re entry and General Admission lines denoted with signs
- Ticket scanners will be at the entrance
- Front Gate Security: 8-10 security staff will be at the main entrance with 15 festival staff who have ticket scanners and manual counters. All security staff will have walkie-talkies;
- Entry point will include 'Rules & Regulations' (x 2) Re entry rules (no re entry after 7:30pm), Drug Free Zone signage, attendees will have time to read while they are in the line;
- At the front of the crowd control, ALL guests (including VIP, Vendors & Media) will



be required to present 2 pieces of valid ID as this is a 19+ event, no exceptions;

- Guests who have had a successful ID check will proceed towards bag checks/pat downs and then ticket scan.
- Bag checks will be mandatory as well as a ticket printout or proof of purchase on phone which will be scanned to ensure validity;
- Once ID has been cleared and ticket has been successfully scanned, they will be granted entry to the festival ;
- There are no children or dogs allowed on site for any reason (with the exception of registered service animals), including infants, toddlers and puppies. This information is provided online before purchasing tickets as well printed on the physical tickets;
- Security will monitor exits to stop anyone from leaving site with alcohol;
- Signage regarding the right to remove intoxicated persons as well as anyone displaying signs of known gang affiliation (tattoos, clothing, etc) will be present at all entrances;
- Signage denotes TATE 's right to refuse service/ deny entry: eject unruly patrons
- All patrons leaving the site will be stamped and informed of the no re entry after 7:30pm rule.

## **Security Personnel**

Responsible for monitoring condition and safety of all guests, protecting the perimeter, monitoring vendors for any over-service, overall guest experience as well as tactful removal of any patrons showing signs of over-intoxication to the nearest exit and assuring no re-entry by removal of wristband.

See attached map for security layout.

## **EVENT SITE:**

- 1 Supervisor – Main Access
- 1 Supervisor – admin/dispatch
- 1 Supervisor – stage/backstage
- 1 Site Manager
- 2 VIP Area
- 2 VIP Entrance
- 2 Stage Sides
- 4 stage Front of stage
- 2 front of house (sound)
- 4 Alcohol Service Area
- 10 Rovers
- 10 Main Access Search/Break Relief

- 4 entrance washroom/emerg exit areas
- 2 emergency exit areas
- 2 backstage
- 1 front of house
- 4 food court area
- 5 Happy Valley
- 10 x Roaming RCMP and 1 Commander will be on site for the duration of the event

\*Subject to change based on feedback from Securiguard.

#### OVERNIGHT:

- Security staff watching event site
- Security staff watching accommodations operated by Big White Central Reservations Ltd. between the hours of 11:00 p.m. and 3:00 a.m. following each Event Day;
- Security and RCMP to monitor Gondola at the end of the event each night.

#### **Responsible Service - Event Liquor Control**

- Alcohol service locations, and staff members will be managed by Kerry James and Mikaela Guemos.
- All alcohol service providers will possess valid Serving It Right certification;
- Patrons can have a maximum of two drinks in hand at a time;
- All patrons require 2 pieces of ID as required by BC provincial law which will be checked at the front gates. If a ticket holder comes to the festival without proper identification, they will not be permitted access to the grounds;
- Staff will not serve patrons who are overly / visibly intoxicated. Staff will refuse the patron, and if needed will involve bar management and the Alcohol Area Security team to ensure the intoxicated patron is removed from the event; ·
  - Any security matters will be escalated to Melissa Sbrega & Kerry James (alcohol related).
  - Arrangements have been made with a shuttle service. Large busses will transport patrons to and from the venue to Kelowna.

#### **Load Out**

#### **Patrons**

- After the final act, the emcee will announce the festival is ending and all patrons will be encouraged to find their way to the exits which will be the main entrance. Emergency exits will not be used;
- Patrons will be reminded by emcee that taxis will be on site to transport people home;
- Patrons will not be allowed to leave site with alcohol
- The headliner is done at 10pm followed by a DJ playing until 10:45pm for a soft close and to eliminate all patrons leaving at the same time.
- RCMP, security, and staff will monitor the exits and gondola to ensure no alcohol is leaving the site.

### **Vendors & Service Providers**

- Once patrons have left, vendors will safely remove themselves from any power supply and will load out as per the loading schedule provided. Most service providers will be leaving **APRIL 7** (tent rentals, fencing, portable washrooms, etc).

### **Emergency Plan**

This plan will be used as a 'living document' to set out the following:

- The potential emergencies that may arise
  - The written procedures developed in response to the potential emergencies
  - The staff members responsible for particular actions in an emergency situation
  - The ongoing education and training is proposed as part of the overall strategy.
- Police cars and mobile ambulances have reserved parking with easy exit.
- Contacted AIM to ensure roads get cleared.
- High Visibility Clothing for Key People
- Big White fire department is notified

### **Emergency Exits**

The main entrance on the East side, towards the tubing park will be used as an emergency exit, plus another 2 on the North side (One is the VIP entrance adjacent to the Happy Valley Main entrance & the other is the Artist entrance towards the Happy Valley permanent washrooms.) The fourth is located on the South West corner of the food truck area. For a total of 4.

Signs will be posted for Emergency Exits.

**MUSTER STATION:**

In the event of an evacuation, muster station is located at the west part of the Happy Valley parking lot Team leads will use their sign in/sign out sheets to account for their team members.

**Event Description****A detailed description of the building**

- Takes place at Happy Valley at Big White Ski Resort
- The site will have 8 foot fencing all around the venue.
- There are no permanent venues
- Dressing rooms and offices will be Big Steel Boxes, or inside Happy Valley Lodge.

**Description of activities taking place at the event/venue:**

Guests will be playing games, listening to music, eating from food trucks and consuming alcoholic beverages.

**Demographic of attendees:** Predominantly 30-60+ year olds. Event is 19+.

**Liquor Service:**

Friday: 3:00pm until Last call @ 9:30pm and last pour @ 9:45pm. Service of beer, wine, cider and alcoholic beverages.

Saturday: 2:00pm until last call @ 9:30pm and last pour @ 9:45pm. Service of beer, wine, cider and alcoholic beverages.

**Scope:** This plan applies to ALTITUNES relating to the following Emergency Event Scenarios including:

- Medical emergency
- Fire or Explosion
- Hazardous Material Spill/Gas Leak
- Bomb Threat

- Intruder/s
- Suspicious Items
- Electrical Failure
- Person Entrapment

### **Response Actions**

The above-mentioned emergencies may require one or more of the following responses:

- Evacuation of the area/building
- Containment of the threat (i.e. chemical spill, gas leak)
- First Aid Treatment and/or Medical Emergency Response
- Emergency Services Response

### **Training Requirements**

- All personnel working in any of the areas identified in this plan shall be trained in the following emergency management information:
- The general information contained within this document
- The Key personnel, their contact information as well as their roles and responsibilities
- Emergency Exit locations and paths
- Muster point locations
- Fire fighting equipment locations
- Any written procedures applicable to the building/venue regarding emergency management

**Exercise Drills** – will consist of a walk through by the event organizer who will ensure that all staff attending the event are aware of the evacuation procedure requirements.

There will be 10+ THICK AS THIEVES ENTERTAINMENT INC. management staff with headsets to communicate clearly throughout the event. The security team will have their own headsets to communicate as well. Communication between security, RCMP, First Aid, and TATE staff will be done through Safety Manager Melissa Sbrega.

### **Emergency Planning Committee**

The Emergency Planning Committee consists of the following personnel

- Melissa Sbrega - Chief Health, Safety & Security Warden

- Amanda Clark - Site Director
- David Auer - Liquor Liaison
- Rylee McKinlay - Site Manager
- Kurt Jory - owner
- Mitch Carefoot - owner
- Rob Wynn Securiguard Security Site Manager
- Medical Team Lead (St. Johns ambulance)
- BCHES Team (operating/working ambulance)

This Committee will review the Emergency Plan, evaluate the response to emergency situations and revise the plan as required.

### **Chief Health & Safety Warden**

Name: Melissa Sbrega

- Evaluate the need for evacuation as required
- Initiate evacuation if required
- Announce situation over speaker system if required
- Contact Emergency Services – i.e. 9-1-1 if required
- Account for all staff and patrons/customers in liaison with area wardens and Emergency Services
- Evaluate, in conjunction with Emergency Services, if building /area is safe prior to re-entry
- Document the emergency situation inclusive of actions taken and outcomes

### **Area Wardens**

Name: Amanda Noelle- Full Site

Name: Alex Flansburg - Front gate

Name: David Auers - Bars + Hospitality

- Receive directions from the Chief Warden
- Ensure that all personnel have been alerted
- Clear all areas as required

### **First Aiders**

- Collect First Aid kit and proceed to assembly area
- Administer first aid as required

## **Evacuation**

The Chief Warden and Site Manager will take the following into consideration when determining if and when to evacuate:

- The severity of the incident
- The likelihood of escalation
- The incident becoming uncontrollable beyond the resources available

## **Generic process of evaluation is shown below:**

- Reason for evacuation realized
- Appropriate staff assess situation
- Notification given to staff and patrons to evacuate to assembly points
- Staff to render assistance as required under direction of Event Organizer/Chief Warden
- Emergency Services notified of the emergency – call 9-1-1
- Staff to ensure the venue is vacated including public areas, toilets etc.
- Await Emergency Services assessment.

## **Evacuation Incidents**

The following emergency procedures shall be carried out in response to the specific emergency situations:

- Fire and Explosion
- Medical Emergency
- Hazardous Materials Spill/Leak
- Bomb Threat
- Threatening Intruder/s

## **Evacuation Incidents**

Should someone discover smoke or fire, Medical Emergency, Hazardous Materials, Bomb Threat, Threatening Intruder:

- Assess the situation and potential for evacuation
- Remove anyone in the immediate vicinity if it is safe to do so
- If trained – attempt to extinguish the fire with appropriate fire extinguisher
- Turn off gas and electricity supply if able
- Notify the Chief Warden
- Chief Warden to assess the situation and commence evacuation if deemed necessary

- Chief Warden Notify RCMP on site
- Call 9-1-1 (Emergency Services)
- Notify all patrons to leave the venue calmly and proceed to assembly points - Identify injured persons (if present)
- Staff to ensure that all patrons are moved to assembly points
- Await arrival of Emergency Services and await further instruction
- Only re-enter the area/building when advised by Emergency Services or the Chief Warden that it is safe to do so.

### **Location of Fire Extinguishers**

- Stage, front entrance, bars, all food vendors

### **Medical Emergency**

Medical staff onsite will include St. Johns Ambulance and BC Ambulance. Last year, all of our medical team consisted of registered nurses.

**Location of Medical Tent:** The tent will be located near the main entrance. A warming/holding area is located inside Happy Valley at the bottom floor.



### **Should a medical emergency occur:**

- The first staff member on the scene should assess the situation and if they do not have first aid training immediately notify the Event Organizer and or First Aid trained personnel.
- Call Emergency Services – 9-1-1 and request an ambulance if required - Administer First Aid as trained
- Organize for a staff member to meet the ambulance outside the venue and take them to the medical emergency
- Remain with the injured person until the Emergency Services personnel arrive - Assist Emergency Services personnel as required
- Complete an Incident Report form as soon as possible after the event.



# Security map

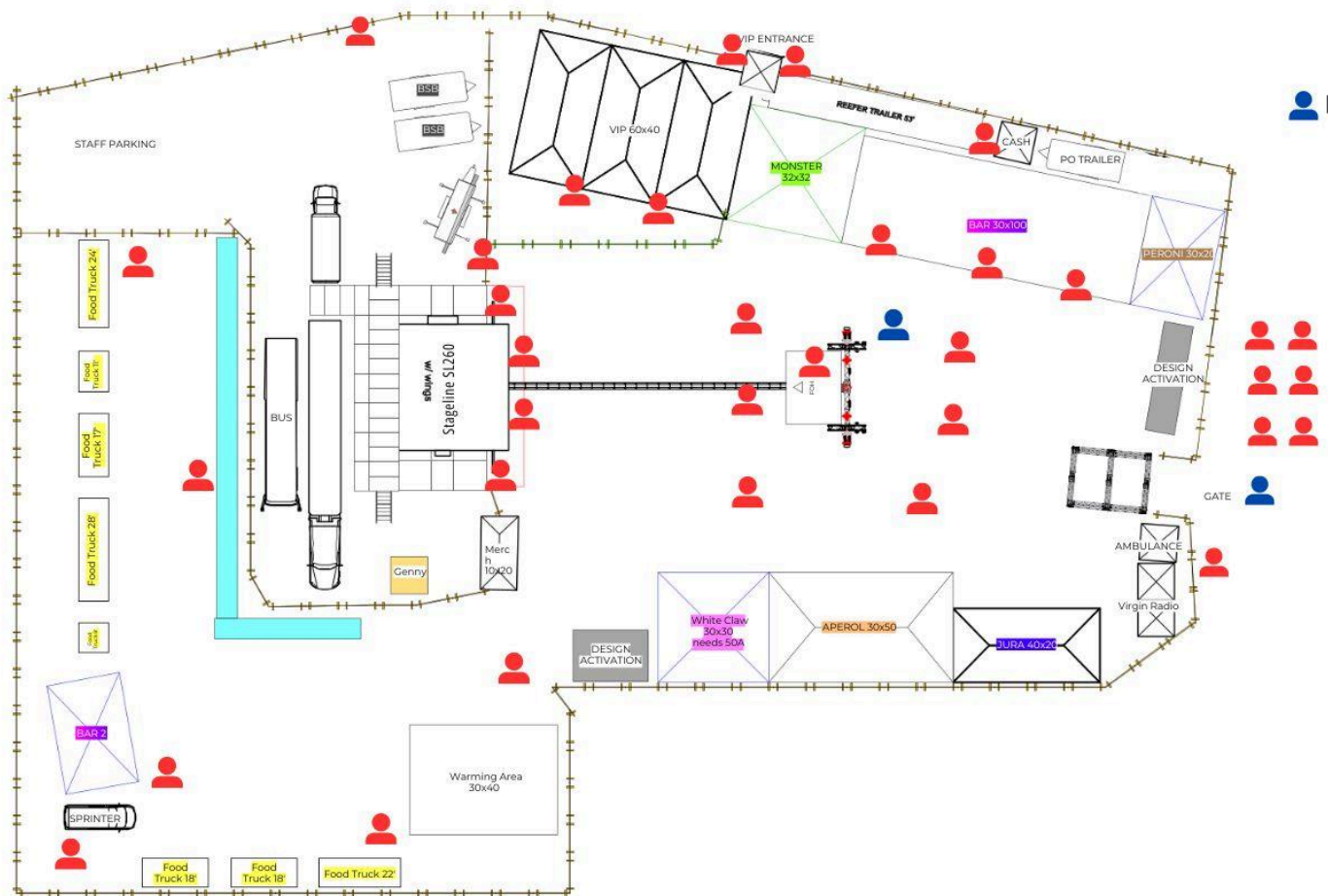
## Legend

-  Regular Guard
-  Supervisor

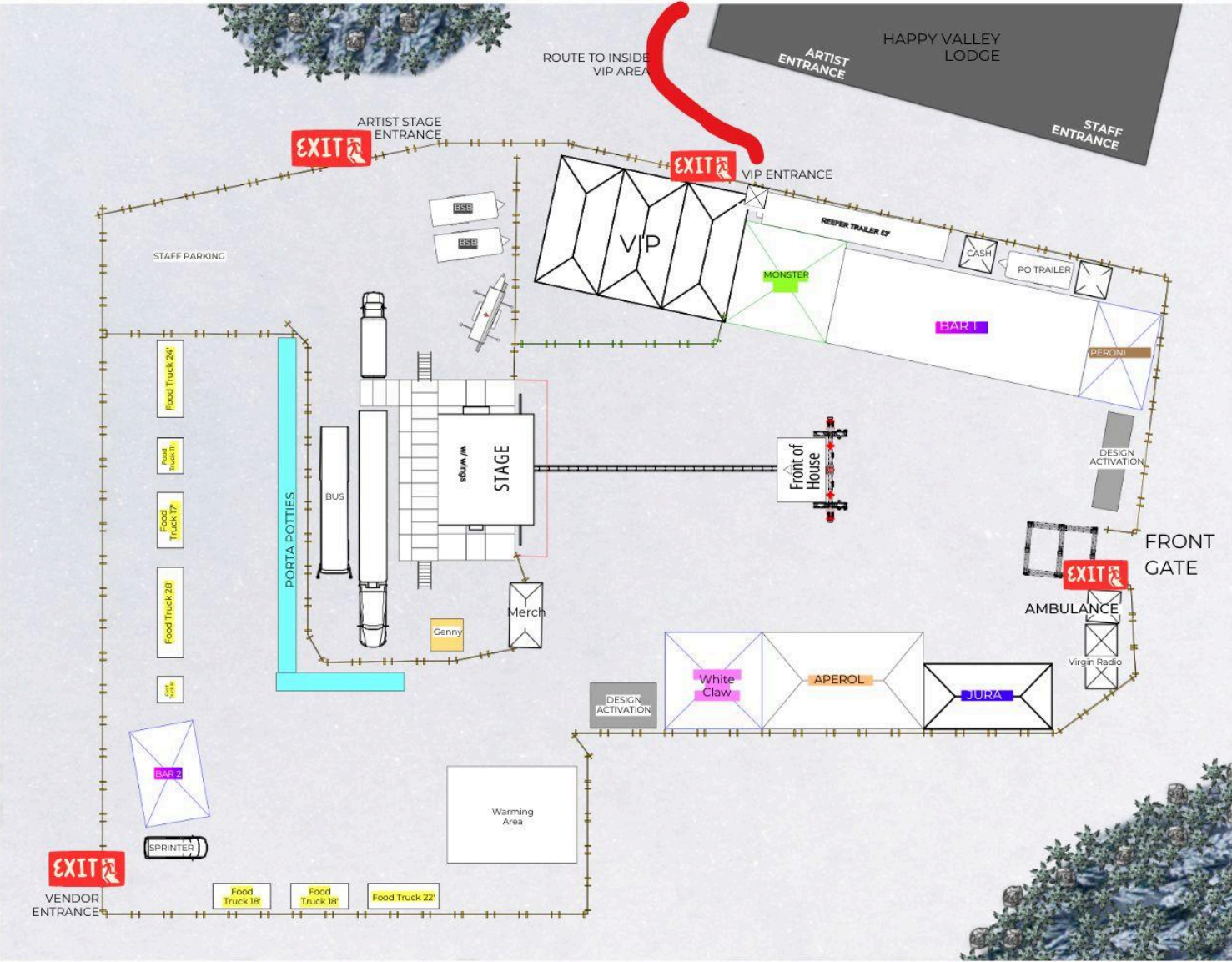
## Extra Guards

-  Tues, Wed, Thurs, Fri, Sat Overnight
-  Artist/Main Entrance
-  Happy Valley Staff Entrance
-  Happy Valley VIP
-  Upstairs Artist Greenroom
-  Main Line
-  Overnight Central Accomodations
-  Happy Valley Outdoor Washrooms

 Lisa



Emergency Exit Map





2025 PLANNING AND DEVELOPMENT DEPARTMENT  
APPLICATION PROCESS AND MEETING SCHEDULE

Revised November 29, 2024

MEETING DATES					
2025 APC Mail-Out Date Area B, E, D	2025 APC Mail-Out Date Area A, C, BW	2025 APC Meeting Dates Area B & E (Mon) Area D (Tues)	2025 APC Meeting Dates Area A, & C (Tues) BW (Mon)	2025 EAS Meetings 10:00 am Via Teams (unless otherwise indicated)	2025 Board Meetings 1 p.m. (unless otherwise indicated)
Thurs., Dec. 19/2024	Thurs., Dec. 19/2024	Mon/Tues Jan. 6/7	Mon/Tues Jan. 6/7	Thurs., Jan. 16	Wed., Jan. 15 (Teams) <b>Wed., Jan. 29 (GF)</b>
Thurs., Jan. 16	Thurs., Jan. 23	Mon/Tues Jan. 27/28	Mon/Tues Feb. 3/4	Thurs., Feb. 13	Wed., Feb. 5 (budget) Wed., Feb. 12 (Teams) <b>Wed., Feb. 26 (T)</b> Thurs., Feb. 27 (budget)
Thurs., Feb. 13	Thurs., Feb. 20	Mon/Tues Feb. 24/25	Mon/Tues Mar. 3/4	Thurs., Mar. 13	Wed., March 12 (Teams) <b>Thurs., March 26 (GF)</b>
Thurs., Mar. 13	Thurs., Mar. 20	Mon/Tues Mar. 24/25	Mon/Tues Mar. 31/Apr 1	Thurs., Apr. 10	Wed., April 9 (Teams) <b>Wed., April 30 (T)</b>
Thurs., Apr. 17	Thurs., Apr. 24	Mon/Tues Apr. 28/29	Mon/Tues May 5/6	Thurs., May 15 In Person-Grand Forks	Wed., May 14 (Teams) <b>Mon., May 26 (GF)</b>
Thurs. May 15	Thurs., May 22	Mon/Tues May 26/27	Mon/Tues June 2/3	Fri., June 13	Wed., June 11 (Teams) <b>Wed., June 25 (T)</b>
Thurs., June 12	Thurs., June 19	Mon/Tues June 23/24	Mon June 30	Thurs., July 17 <i>July and August EAS meetings may be cancelled at discretion of Chair</i>	Wed., July 9 (Teams) <b>Wed., July 30 (GF)</b>
Thurs., July 17	Thurs., July 24	Mon/Tues July 28/29	Tues Aug 5	Thurs., Aug. 14	Wed., Aug. 13 (Teams) <b>Wed., Aug. 27 (T)</b>
Thurs., Aug. 14	Thurs., Aug. 21	Mon/Tues Aug 25/26	Tues Sept 2	Thurs., Sept. 11	<b>Wed., Sept.17 (GF)</b>
Thurs., Sept. 18	Thurs., Sept. 25	Mon Sept 29	Mon/Tues Oct 6/7	Thurs., Oct. 16 In Person-Trail	Wed., Oct. 8 (Teams) <b>Wed., Oct. 29 (T)</b>
Thurs., Oct. 16	Thurs., Oct. 23	Mon/Tues Oct. 27/28	Mon/Tues Nov 3/4	Thurs., Nov. 13	Wed., Nov. 12(Teams) <b>Wed., Nov. 26 (GF)</b>
NO SCHEDULED MAILOUT	NO SCHEDULED MAILOUT	DEC. APC MEETING OPTIONAL	DEC. APC MEETING OPTIONAL	NO EAS MTG. DECEMBER	Wed., Dec.10 (TR)(4pm)
Jan/26 Mail-out: <b>Thurs. Dec. 18</b>	Jan/26 Mail-out: <b>Thurs., Dec. 18</b>	<b>Start of January 2026 Schedule</b>			

P:\PD\0360 Committees, Commissions\Advisory Planning Commission\01 General\Schedule\2025 Consolidated Draft Process Schedule.docx



# Big White Advisory Planning Commission (APC) Staff Report

<b>RE:</b>	APC Bylaw and APC Guide Updates		
<b>Report Date:</b>	December 5, 2024	<b>File #:</b>	0360-01
<b>To:</b>	Members of the Big White APC		
<b>From:</b>	JoAnn Peachey, Current Planning Supervisor		
<b>Meeting Date:</b>	January 6, 2025		

## Issue Introduction

The Board of Directors recently adopted a new Advisory Planning Commission Bylaw (Attachment #1 – APC Bylaw No. 1896), which replaced the previous APC Bylaw No. 1535 in its entirety. The APC Guide has been updated to reflect the bylaw update (Attachment #2 – APC Guide).

While most of the updates in the APC Bylaw are consistent with current practices and the previous APC Guide, there were a few changes that APC members should be aware of:

- To streamline our procedures, some applications will not be automatically referred to the APC, including:
  - Development permits
  - Referrals from other agencies that do not require a Board resolution
- For matters that do not automatically get referred, the Board of Directors or Regional District staff may still refer the matter. However, minor referrals, referrals for lands outside the RDKB, and routine development permits for landscaping, septic systems and/or minor amendments will typically not be seen by the APC.
- There is now an obligation of APC members to declare a conflict of interest and recuse themselves while the matter is discussed and voted upon.
- There is now an obligation of APC members to follow the Regional District's "[Responsible Conduct Guiding Principles Policy](#)".

## Attachments

- 1- APC Bylaw No. 1896
- 2- APC Guide





## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### BYLAW NO. 1896

#### **A Bylaw to establish Advisory Planning Commissions within the Regional District of Kootenay Boundary, pursuant to Part 14 of the *Local Government Act***

**WHEREAS**, pursuant to Section 461(2) of the *Local Government Act* the Regional District of Kootenay Boundary may establish one or more Advisory Planning Commissions representing the electoral areas;

**AND WHEREAS**, the Regional District of Kootenay Boundary Board of Directors deems it advisable to appoint Advisory Planning Commissions for each of Electoral Areas A, B, C, D & E (excluding Big White) and 'E' Big White of the Regional District of Kootenay Boundary in order to receive advice on those matters respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit that may be enacted or issued under Part 14 of the *Local Government Act*;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

#### **ADMINISTRATIVE PROVISION**

1. If any section, subsection, sentence, clause or phrase in this bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the decision shall not affect the validity of the remaining portion of the bylaw.

#### **ESTABLISHMENT OF COMMISSIONS**

2. The Regional District of Kootenay Boundary ("Regional District") Board of Directors establishes six (6) Advisory Planning Commissions ("Commissions") for its Electoral Areas as follows:

<b>Area of Regional District</b>	<b>Commission</b>
Electoral Area A	Electoral Area A Advisory Planning Commission
Electoral Area B/Lower Columbia-Old Glory	Electoral Area B Advisory Planning Commission
Electoral Area C/Christina Lake	Electoral Area C Advisory Planning Commission
Electoral Area D/Rural Grand Forks	Area D Advisory Planning Commission
Electoral Area E/West Boundary,	Area E/West Boundary Advisory

except all areas within the Big White Plan Area, as identified in Big White Official Community Plan Bylaw No. 1125, 2001	Planning Commission
Big White Plan Area, as identified in Big White Official Community Plan Bylaw No. 1125, 2001; and future resort expansion areas within Electoral Area E/ West Boundary	Big White Advisory Planning Commission

### **ROLE OF THE COMMISSION**

3. The role of the Commission is to provide comments, and non-binding recommendations to the Regional District's Board of Directors, or their designates, on matters referred to it by the Regional District.
4. The Board of Directors or their designates will be presented, for their consideration, any comments and/or recommendations in the Commission's meeting minutes when considering matters referred to the Commission.

### **REFERRALS TO THE COMMISSION**

5. In the event a matter is forwarded to the Commission in a meeting agenda and there are no meeting minutes, due to lack of quorum, meeting cancellation, or undue delay in providing minutes, the Commission will be considered to have been referred the matter.
6. The following matters shall be forwarded to the applicable Commission within their designated area with an accompanying report prepared by Regional District Staff:
  - a. Preparation of, an amendment to, an official community plan
  - b. Preparation of, an amendment to, a zoning bylaw
  - c. Temporary Use Permit application
  - d. Development Variance Permit application
  - e. Heritage designation application
  - f. Floodplain Exemption request under Section 524 of the *Local Government Act*
  - g. Ministry of Transportation and Infrastructure applications for subdivision referrals involving provision of parkland or payment for park purposes in accordance with Section 510 of the *Local Government Act*
  - h. Referrals from other agencies requiring a resolution by the Board of Directors
7. At the discretion of the Manager of Planning and Development, the following matters may be forwarded to the applicable Commission within their designated area with an accompanying report prepared by Regional District Staff:
  - a. Referrals from other agencies not requiring a resolution by the Board of Directors
8. The above noted matters, at the discretion of the Manager of Planning and Development, may be forwarded to more than one Commission, where the matter is adjacent to, or may have an impact on, more than one area of the

Regional District.

9. Regardless of the above, the Board of Directors may, by resolution, refer any matter respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit enacted or issued under Part 14 of the *Local Government Act* to the applicable Commission.

## **APPOINTMENTS**

10. All nominations for appointments to an Advisory Planning Commission shall be brought forward by the applicable Electoral Area Director to the Board of Directors for consideration.
11. In accordance with Section 461(4) of the *Local Government Act*, no less than 2/3 of the members of the Commission shall be residents of the applicable Electoral Area.
12. In accordance with Section 461(5) of the *Local Government Act*, no person shall be appointed as a member of a Commission who is a council member, regional district director, an employee or officer of the Regional District of Kootenay Boundary, an approving officer, or a member of the Board of Variance. Such persons may attend Commission meetings in a resource capacity.

## **ROLES OF MEMBERS**

13. At the first Commission meeting of the year, Members shall elect Members to act as Chair, Vice-Chair, and Secretary, to serve for the duration of the one-year term. The previous year's Chair, Vice-Chair and Secretary shall serve in the interim.
14. In the event the elected Chair or Secretary resigns or is incapable of performing their duties, the Vice-Chair shall be the Chair or Secretary until the Commission elects a successor.
15. In the absence of the Chair, the Vice-Chair shall act as Chair for the purpose of that meeting only.
16. In the absence of the Chair and Vice-Chair, the Commission shall elect from the members present a temporary Chair or Secretary for the purpose of that meeting only.
17. Each member present at the meeting shall have one (1) vote.

## **MEMBERSHIP**

18. Members shall be appointed to, or removed from, a Commission by the Board of Directors by resolution.
19. The number of members of each Commission shall be no less than three (3) persons and no more than fourteen (14) persons.
20. The term of office for all members for each Commission shall be for a period of one (1) calendar year, which shall expire on January 15<sup>th</sup>.
21. A member who is absent from three (3) consecutive meetings, without a leave of absence from the Commission or without reasons satisfactory to the Commission, shall cease to be a member of the Commission.
22. A vacancy created by death, resignation, leave of absence, or lack of participation shall be reported to the Regional District's Planning Department

Staff by the Electoral Area Director.

23. A quorum of the Commission is a minimum of one-half (50%) of the total Commission membership. A quorum is required for the purpose of conducting business of the Commission and holding a Commission meeting.

### **MEETING SCHEDULE**

24. At the first Commission meeting of the year, Members shall adopt an annual schedule of regular Commission meetings for the year, which shall include the day, time, location and available methods of participation for each meeting.
25. Regular Commission meetings may be cancelled at the discretion of the Chair, in the event there is no new business or lack of quorum upon giving two (2) days' notice to Regional District Planning Department Staff, the applicable Regional District Directors and all other Members.
26. Regular Commission meeting schedule may be amended by vote of Members at a Commission meeting.
27. The Chair may call a special meeting of the Commission or make amendments to the schedule of a regular Commission meeting, upon giving seven (7) days notice to Regional District Planning Department Staff, the applicable Regional District Director and all other Commission members.

### **AGENDAS**

28. Regional District Staff will prepare meeting agendas for each Commission meeting, which may include previous meeting minutes, routine correspondence, staff reports, and any additional agenda items requested by the Chair.
29. Any requests for additions after publication of the agenda will be considered as a late item, and voted upon to be included as an agenda amendment at the Commission meeting.
30. The agenda and all supporting information shall be published on the Regional District's website calendar a minimum of six (6) calendar days prior to the meeting. In the event of a meeting cancellation, notice of cancellation shall be published in the same manner.
31. Regional District Staff will email the agenda to each applicable Commission member, and applicable Electoral Area Director, a minimum of six (6) calendar days prior to the meeting. A physical copy of the agenda will be mailed to Commission members upon written request.
32. Regional District Staff will invite applicants to attend the Commission meeting and provide a copy of the meeting agenda a minimum of six (6) calendar days prior to the meeting.

### **MINUTES**

33. The Secretary shall keep minutes of all Commission meetings.
34. Minutes shall:
  - a. Record all members present and absent;
  - b. Record the date, location, and start and end time of the meeting;
  - c. Record of the motion and voting on all questions;
  - d. Record dissenting votes, upon request by the member who so voted



- e. Summarize comments made during the Commission meeting; and
  - f. Include any declaration of conflict of interest and the time of a member's departure from and, if applicable, return to the meeting.
35. The Secretary shall provide a copy of all meeting minutes to Regional District Planning Department Staff within five (5) days of the meeting.
  36. All meeting minutes must be made available to the public upon request.
  37. All meeting minutes will be published on Regional District Board agendas.

## **CONDUCT**

38. All Commission members shall follow the Regional District's "Responsible Conduct Guiding Principles Policy" as an appointed official.
39. In accordance with the above noted Policy, Commission members shall recuse themselves voluntarily on any matter they consider themselves to have a conflict of interest. The member must declare this and state the general nature of why they consider this to be the case.
40. After making a declaration of conflict, the Commission member must not take part in the discussion of the matter, is not entitled to vote on any question in respect of the matter, must not be present during the part of the meeting during which the matter is under consideration, and must not in any way attempt to influence the voting on any question in respect of the matter.
41. If the Chair presiding at the meeting considers that another person is acting improperly, the Chair may order that person to be expelled from the meeting.

## **MEETING PROCEDURES**

42. The Chair, or in his/her absence the Vice-Chair, shall preside at all meetings. It is the duty of the Chair to maintain order throughout the meeting.
43. The order of business shall be established by the agenda, except that additional items may be added to the agenda by a majority vote of those members present.
44. Meetings of the Commission shall be held in a public facility, by means of electronic or other communication facilities, or by a combination of both.
45. With rare exception, and unless otherwise authorized pursuant to Section 90 of the *Community Charter*, meetings of the Commission must be open to the public for the full duration of the meeting.
46. In accordance with Section 461(8) of the *Local Government Act*, the Chair of the Commission shall provide a reasonable opportunity for the applicant of an application for an amendment of a bylaw or permit to be heard by inviting the applicant to speak to their application before the Commission votes on the matter. The length of time allocated to applicant to speak is at the discretion of the Chair.
47. Members of the public generally are not provided an opportunity to speak at Commission meetings. The Chair, at their sole discretion, may grant permission for a member of the public to speak, upon request.
48. A recommendation of the Commission shall be made by a majority vote of the members present at the meeting. All Commission members present, including the Chair, shall vote on every question unless they have declared a conflict of

interest and have left the meeting. In the event of a tie vote, the question shall be defeated.

### REMUNERATION

49. Members of the Commission shall serve without remuneration. However, Members may be paid reasonable and necessary expenses directly incurred while carrying out duties as a member of the Commission.

### REPEAL

50. Regional District of Kootenay Boundary Advisory Planning Commission Bylaw No. 1535, 2013, and all amendments thereto, is hereby repealed.

### TITLE

51. This bylaw may be cited as "Regional District of Kootenay Boundary Advisory Planning Commission Bylaw No. 1896, 2024."

**Read a FIRST TIME this** 27<sup>th</sup> day of November 2024.

**Read a SECOND TIME this** 27<sup>th</sup> day of November 2024.

**Read a THIRD TIME this** 27<sup>th</sup> day of November 2024.

**Adopted this** 27<sup>th</sup> day of November 2024.

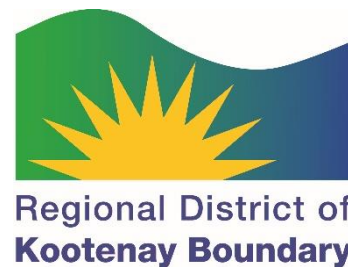
Chair

Corporate Officer

I, Anitra Winje, Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1896 cited as "Regional District of Kootenay Boundary Advisory Planning Commission Bylaw No. 1896, 2024" as adopted by the Regional District of Kootenay Boundary Board of Directors this 27<sup>th</sup> day of November, 2024.

Corporate Officer

# Guide For Advisory Planning Commission (APC) Members



843 Rossland Avenue, Trail BC V1R 4S8 • 250.368.9148 • 1.800.355.7352 • [plandept@rdkb.com](mailto:plandept@rdkb.com)

This guide has been prepared to provide information to Regional District of Kootenay Boundary (RDKB) Advisory Planning Commission (APC) members on their role in planning matters considered by the RDKB.

## What is an APC?

An APC is a group of individuals that are appointed by the RDKB Board of Directors. Members are chosen to represent a variety of community interests. Appointments are made in January of each year and last for one year. Appointments expire on January 15<sup>th</sup> each year. Many APC members are appointed several years in a row.

APC members may not be employees of the RDKB, a member of the Board of Directors, a member of the Board of Variance or an approving officer. APC members are volunteers and serve without remuneration.

The RDKB has six APCs:

- Electoral Area A,
- Electoral Area B,
- Electoral Area C,
- Electoral Area D,
- Electoral Area E West Boundary, and
- Big White.

The number of members on each APC can range from 3 to 14.

Each APC must elect a Chair, Vice-Chair, and a Secretary at their first meeting of the year. The creation of APC's and appointment of members is done according to Section 461 of the *Local Government Act* and the Regional District's Bylaw No. 1896.

## Role of the APC

APCs are a valuable component of the application and referral process of the Planning and Development Department. The APC's role is to provide comments and non-binding recommendations to the RDKB on land use matters referred to them. The comments and recommendations of the APC will be presented to the Board of Directors, or their delegates, prior to making a decision on a matter.

The Director for the Electoral Area attends meetings in a resource capacity and to hear comments and discussion related to referrals and applications first hand.

APCs provide practical local information that is useful to planning staff and the Board of Directors for Regional District applications and to other agencies such as the Province or others who refer items to us.

## Matters Referred to the APC

The following matters are types of applications and referrals that are always forwarded to the APC with an accompanying report from Regional District staff:

- Official Community Plan Amendments

- Zoning Bylaw Amendments
- Temporary Use Permits
- Development Variance Permits
- Heritage Designations
- Site-specific Floodplain Exemptions
- Subdivision referrals with provisions for park land
- Agency referrals that require a resolution from the Board of Directors

Other matters may be referred to the APC by Regional District Staff or the Board of Directors, at their discretion. It is noted that development permit applications are not automatically referred to the APC.

## Meeting Agendas

Regional District staff prepare meeting agendas and distribute the agendas to each APC member. Agendas are distributed electronically via email to all members at least 6 days in advance of the meeting. Physical copies are mailed to members upon request only.

APC meeting agendas are also published on the RDKB's website and can be found on the meeting calendar.

## Meeting Procedures

The majority of APC members must be present for quorum (at least 50% of members); that is in order for a meeting to be considered valid. Recommendations that go to a vote must be supported by the majority of members present at a meeting. Members that vote against a motion may have their name recorded into the minutes, if requested. Each member present at the meeting has one vote. In the event of a tie vote, the recommendation is defeated.

Meetings of the APC are open to the public and therefore must be held in locations that are accessible to all. Any member of the public can observe the meeting. Applicants are invited and encouraged to attend meetings.

The Chair must provide a reasonable opportunity for the applicant to be heard by inviting them to speak to their application before APC members vote on the matter. Voting on matters considered by APC members must be open; therefore, 'secret' ballots or in-camera meetings are not permitted.

## Conduct

As a Commission established by the Board of Directors all members of the APC are expected to act appropriately during meetings and be respectful to all participants. If any person acts improperly during a meeting (such as bullying, harassment, or being disruptive), the Chair presiding over the meeting may order that person to leave the meeting.

It is a requirement of APC members to follow the Regional District's "Responsible Conduct Guiding Principles Policy". This includes recusing themselves (and not voting) on matters where they consider themselves to have a conflict of interest.

## Meeting Minutes

The Secretary keeps minutes of the meetings and provides a copy of the minutes to the Regional District Planning Department within 5 days of the meeting being held. Only minutes from meetings with quorum will be forwarded to the Board of Directors for consideration. Meeting notes from non-quorum meetings may be included in staff reports. Minutes are public and are published on the Board of Directors agendas and on the Regional District's website.



## Meeting Schedule

At the first meeting of the year, the APC adopts an annual schedule for their regular meetings, including the day, time, location and methods of participation (in person, electronic via Teams, and/or phone in via tele-conference line). APCs meet monthly, with the exception of December.

Generally meetings are scheduled during the first week or last week of the month in the evening. Staff reports are forwarded to APC members at least six days prior to the meeting date to give members an opportunity to review the reports. Please let staff know if you think your agenda package is missing any items or if you have questions about an agenda item. Each mail-out package includes an agenda, which lists the items that should be attached.

The Chair may cancel a meeting with 2 days notice. This would generally be from a lack of quorum. The Chair can call a special meeting, or make changes to the date, time, location or method of participation for a regularly scheduled meeting, with 7 days notice.

## Participation by Members of the Public

While members of the public are entitled to attend APC meetings, the meetings are not intended to be public hearing forums. Opportunities for public input to the RDKB Board of Directors may be provided elsewhere in the application review process. From time to time, issues at APC meetings may attract public interest and members of the public may attend and want to speak at APC meetings. The decision to allow or not allow a member of the public to speak rests with the APC Chair. Regardless of the Chair's decision, the public should always be advised that the APC is an advisory body and does not make decisions.

## Role of the Chair

The APC Chair presides over the meetings and it is their duty to maintain order throughout the meeting. This includes keeping the meeting on topic to the order of business established in the adopted agenda.

The Chair's task of conducting meeting in a fair and effective manner is in addition to being a member of the APC. The Chair should also continue to be an active participant during meetings and vote on matters. The following are some guidelines that may assist in carrying out the duties of a Chair:

1. Ensure that applicants attending the meeting have an opportunity to speak about their application.
2. Use discretion to grant permission for a member of the public to speak. There is no obligation for a general member of the public to participate in an APC meeting, except to observe. It is up to the Chair to decide if this should be allowed on a case by case basis.
3. Ensure there are enough members for a quorum. If there is no quorum, email staff at least two days before the meeting date instructing them to cancel. (This involves sending a meeting cancellation to members and invited applicants as well as publishing on the RDKB website).
4. If unable to attend a meeting, notify the Vice-Chair.
5. Ensure meetings are held in the same manner they have been advertised to the public (same methods of participation, same day, same place, same time).
6. Commits to the position and recognizes the time it takes.
7. Knows and has interest in the RDKB and understands the process we follow in planning and land use management decision making.
8. Exhibits leadership and develops collaborations in an open and fair manner.
9. Ensures that discussions at meetings focus on the issue at hand and the facts.
10. Seeks out and identifies members who do not actively participate in meetings to balance the views of more assertive members.
11. Adheres to strict ethical standards. As the Chair of a public group, ethical standards must be followed so that discrimination and harassment do not occur.

## Role of the Vice-Chair

The APC Vice-Chair presides over a meeting as the Chair, when the Chair is absent.

## Role of the Secretary

The secretary is responsible for recording the minutes at each APC meeting and submitting minutes to the Planning and Development Department within 5 days of the meeting. A 'minutes' template is available to assist in recording minutes. The recording secretary should also continue to be an active participant during meetings. The content requirements of APC minutes are generally as follows:

1. Record all members present and absent;
2. Record other persons present (such as the Electoral Area Director or RDKB staff);
3. Record delegations who have made a representation to the APC (such as the applicant);
4. Record the date, location, and start and end time of the meeting;
5. Record of the motion and voting on all questions (should be clearly stated on whether there is support, conditional support or non-support for a matter);
6. Record dissenting votes, upon request by the member who so voted;
7. Summarize comments made during the Commission meeting and reasons leading to a recommendation; and
8. Include any declaration of conflict of interest and the time of a member's departure from and, if applicable, return to the meeting.

## Conflict of Interest and Bias

A conflict of interest may exist where an APC member is an interested party to an application to which the APC will make a recommendation; or the APC member has a direct or indirect pecuniary interest in the outcome of the APC's deliberations.

The APC Bylaw states that members shall recuse themselves voluntarily on any matter they consider themselves to have a conflict of interest. After declaring a conflict of interest, the member is to:

- Leave the meeting while the matter is being discussed;
- Not vote on the matter; and
- Not attempt to influence the voting in any way.

There is, however, no rule that the members of an APC must have an "open mind" in matters that come before them, as for example there is with respect to members of the Board of Directors at a public hearing. This is because APC members are merely advisory and do not make final decisions. In fact, APC members are sometimes chosen based on their particular interests in the community. This is why it is beneficial to have a wide variety of interests represented on an APC.

## Site Visits & Trespassing

APCs members do not have permission to enter onto private property, regardless of whether a matter has been referred to the APC or not. APC members can view a property from a public road or other public access; however, APC members are not to enter onto private land without explicit permission to do so.

## Expenses

APC members are not provided remuneration and act in as a volunteer. Members will be reimbursed for reasonable and necessary expenses directly incurred while carrying out their duties.

## APC Member Contact Information

The Planning and Development Department's Senior Secretary maintains a current list of APC members and their contact information. It is important that the contact information is up to date to help ensure members receive their agenda packages and can be notified of any changes to meetings. Please forward

any changes to [plandept@rdkb.com](mailto:plandept@rdkb.com).

## Resignation

Notify the Area Director and Chair if you wish to resign from the APC. Since a quorum is based on the total number of members, it is important for the Chair to know of any resignations in advance of an APC meeting. It is equally important for the Area Director to be aware of the resignation and to notify staff so membership lists can be updated.

## Interactive Mapping

The RDKB has an interactive mapping site that can be launched from the RDKB website: <https://rdkb.com/Plan-Build/Planning/Maps>

By logging in as a guest, members of the public can zoom to areas or individual parcels to obtain details regarding zoning, floodplain areas, street addresses, Agricultural Land Reserve (ALR) boundaries and air photo layers, among other things.



## Planning and Development Department Staff Members

James Chandler – <a href="mailto:jchandler@rdkb.com">jchandler@rdkb.com</a>	GM of Operations/Deputy CAO
Donna Dean - <a href="mailto:ddean@rdkb.com">ddean@rdkb.com</a>	Manager of Planning and Development
JoAnn Peachey- <a href="mailto:currentplanningsupervisor@rdkb.com">currentplanningsupervisor@rdkb.com</a>	Current Planning Supervisor
Elizabeth Moore - <a href="mailto:srplanner@rdkb.com">srplanner@rdkb.com</a>	Senior Planner
Geoffrey Genge – <a href="mailto:planner@rdkb.com">planner@rdkb.com</a>	Planner
Jordan Hallam – <a href="mailto:planner@rdkb.com">planner@rdkb.com</a>	Planner
Heather Potter – <a href="mailto:gis@rdkb.com">gis@rdkb.com</a>	Senior Planning Technician
Alison Thorpe – <a href="mailto:gis@rdkb.com">gis@rdkb.com</a>	GIS Technician
Kristina Anderson – <a href="mailto:watershedplanner@rdkb.com">watershedplanner@rdkb.com</a>	Watershed Planner
Maria Ciardullo – <a href="mailto:plandept@rdkb.com">plandept@rdkb.com</a>	Senior Secretary
Jennifer Kuhn – <a href="mailto:plandept@rdkb.com">plandept@rdkb.com</a>	Secretary/Bylaw Clerk
Mauro Chiocchetti – <a href="mailto:mchiocchetti@rdkb.com">mchiocchetti@rdkb.com</a>	Bylaw Enforcement Officer
Tina Lockhart – <a href="mailto:tlockhart@rdkb.com">tlockhart@rdkb.com</a>	Bylaw Enforcement Officer

## Types of Applications and Referrals

Some but not all applications and referrals are reviewed by the APC. Applications and referrals follow the process outlined below:

	Type of Application or Referral	Process	
<b>Applications to the Regional District</b>	Official Community Plan (OCP) and Zoning Bylaw amendments	To Electoral Area Services (EAS) Committee for recommendation.	To Board for consideration. Bylaw readings and may require a public hearing.
	Major Development Variance Permits, Heritage Designations, and Floodplain Exemptions	To EAS Committee for recommendation.	To Board for consideration.
	Development Permits, minor Development Variance Permits, Temporary Use Permits	Approved by staff member with delegated authority (by bylaw).	
<b>Referrals from External Agencies</b>	<ul style="list-style-type: none"> <li>• Subdivisions where Board decides parkland</li> <li>• Agricultural Land Reserve where resolution is required (zoned for farm use and requesting subdivision in the ALR, non-adhering residential use, and non-farm use)</li> <li>• Mining proposals</li> <li>• Crown land disposition or tenure</li> <li>• Forest cutting permits</li> <li>• Recreation use</li> <li>• LCRB Liquor Primary or Cannabis Retail</li> </ul>	To Board for consideration.	
	<ul style="list-style-type: none"> <li>• Subdivisions with no parkland or applicant decides parkland</li> <li>• Agricultural Land Reserve where no resolution is required (obligated to be forwarded due to no zoning, inclusions, notice of intent for soil removal)</li> <li>• Referrals for matters outside the RDKB</li> <li>• Minor crown tenure referrals for trails, access, utilities</li> </ul>	To Staff for direct response.	