

Advisory Planning Commission

The Advisory Planning Commission (APC) is an advisory body made up of nine members of the public appointed by Council. The role of the APC is to advise Council on matters related to community planning, zoning, subdivision and building regulations.

When is APC Review Required?

The APC advises Council on the following:

- New or updated City policies and procedures which relate to land use planning and development;
- New or updated community and neighbourhood plans;
- Rezoning Applications;
- Heritage Revitalization Agreement Applications;
- Temporary Use Permit Applications; and,
- Any other land use planning and development matters referred to it by Council.

Applications will be formally reviewed by the APC following completion of the review process by staff, the public, and required City committees.

Information Items

If required, items will be submitted to the APC for information prior to their formal consideration. The APC may provide feedback on information reports but will not make a recommendation to Council. In almost all cases, the information item will be presented a second time for formal consideration.

Typical information items are new or updated City policies and procedures presented by staff. In some cases, large development projects may be presented early in the overall review process

Before you Submit

Staff will advise applicants when they are ready to make a submission to the APC. Before preparing and submitting an application, it is important to meet with the development planner managing the project.

Submission Requirements

Submission requirements will vary by project. Submissions to the APC will include finalized versions of materials previously submitted for City staff and committee review.

Required materials may include but are not limited to:

- Land Use Rationale
- Site Context Information
- Architectural Drawings
- Signage Drawings
- Landscape Plans and Drawings
- The Sustainability Report Card
- A georeferenced 3D model in .kmz or .kml format.

Submissions that are not provided by the deadline, are not complete, or require further revision may not be added to the APC agenda.

All required materials must be provided in a digital format (8.5 x 11 or 11 x 17 size) unless otherwise requested by staff.

Public Consultation

Most projects being formally reviewed by the APC require public notification. The applicant is typically required to post signage on the project site in advance of the meeting at which the submission will be formally reviewed. Signage should be prepared and posted in consultation with Planning Division staff. Rezoning signage requirements are detailed in the guide available on the Making a Development Application webpage.

The City will typically mail notifications to all owners and occupants of properties within 100 metres of the project site to advise them that the APC will formally review the project.

Stakeholders and community members are invited to attend and present their point of view on the submission. Comments may also be submitted in writing in advance of the APC meeting. All submitted comments will be distributed to the APC and posted on the City's website.

Meeting Procedure

APC meetings are open to the public. Meeting agendas, agenda packages and minutes are posted on the City website.

Typically, items being presented for formal review will be introduced by a City staff member. The applicant will also have an opportunity to present their submission. After the staff and applicant presentations, members of the public are invited to speak. Members of the APC may ask follow-up questions of the applicant, staff, or public presenters.

After all of the information has been presented, and the APC's questions have been answered, the members of the APC will discuss the project and make their recommendation.

APC Recommendation

Final approval of a project is made by Council, or in the case of some applications, by the Director of Development Services. The APC will make a recommendation to Council or the Director of Development Services as to whether or not the application should be considered. This recommendation, along with City staff's report and feedback received from the public and other City committees is taken into account by Council in their consideration of an application.

2022 Advisory Planning Commission Meetings and Deadlines

Meeting	Applicant Deadline
January 18	December 20
February 15	January 17
March 15	February 14
April 19	March 21
May 17	April 18
June 14	May 16

Meeting	Applicant Deadline
July 19	June 20
August 16	July 18
September 20	August 22
October 18	September 19
November 15	October 17
December 6	November 7

APC meetings are held on the third Tuesday of each month (excluding December) at 5:30 p.m. or 6:30 p.m. in City Hall Council Chambers. Depending on the circumstances of the project, submissions may be required in advance to allow for adequate review. by Planning Division Staff.