



Date: 16/02/2022

To: Chair and Directors, Policy Committee

And To: John MacLean, Chief Administrative Officer

From: Nigel Whitehead, Manager of Planning Services

Date of Meeting: Policy Committee_Feb24_2022

File: 340-50

Short Summary:

Planning Services Policy Review

Voting:

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Memorandum:

One of the goals identified in the Planning Services 2022 Business Plan is to review and update Board policies related to the Planning Services Department. Many policies are outdated and either no longer necessary or require substantial revision to align with current legislation, best practices, and current department procedures. Some policies were last revised in 1991. There are currently 36 policies related to the function of the Planning Services Department. Twelve policies have been identified for immediate rescindment, 13 for revision, and 19 require research to determine if they are meeting department needs. A summary table of policies recommended for rescindment is attached. As the year progresses and time permits, staff will bring forward review findings and recommendations for the remaining planning policies. This initial agenda item recommends rescindment of 12 policies as they are no longer relevant due to provincial legislative and procedural changes, or changes to the CRD operational context.

Attachments:

1. Planning Policies Rescind Summary
2. PL 1.1 Routing of Advisory Planning Comments Policy
3. PL 2.1 Information and Fact Sheets Policy
4. PL 3.1 Major/Complex Proposals Policy
5. PL 4.3 Applications Held in Abeyance Policy
6. PL 4.4 Minimum Lot Sizes Policy
7. PL 5.2 Applications for Inclusion by Non-Owners Policy
8. PL 5.4 Applications for Inclusion in the Agricultural Land Reserve Policy
9. PL 6.1 Security Policy
10. PL 6.2 Building Permits Policy
11. PL 8.1 Attendance of Applicants as Delegations Policy

12. PL 11.1 Cariboo Regional District Management of Development Procedures and Fees Bylaw No. 3148, 1996 Policy
13. PL 11.2 Cariboo Regional District Management of Development Procedures and Fees Amendment Bylaw No. 3286, 1997 Policy

Financial Implications:

N/A

Policy Implications:

A clear and relevant suite of Planning Services policies will allow for the efficient and transparent processing of planning applications.

Alignment with Strategic Plan:

- ☐ **Communication:** Facilitate communication strategies throughout the entire Cariboo Regional District that meet the needs of residents, community stakeholders, and other levels of government.
- ☒ **Planning:** Intentionally plan services and activities of the CRD to prepare for future needs of residents and community stakeholders.
- ☐ **Economic Sustainability:** Foster an environment to ensure the economic sustainability of CRD communities and the region.
- ☒ **Governance:** Ensure that CRD governance policy and practices are intentional, transparent, and respectful.

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CAO Comments:

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Options:

1. Endorse recommendations;
2. Receipt and other action.

Recommendation:

#1: That the agenda item summary from Nigel Whitehead, Manager of Planning Services, dated February 16, 2022, regarding rescindment of outdated planning policies be received.

#2: That CRD Board Policy 99-5-22(10) – PL 1.1 Routing of Advisory Planning Comments Policy be rescinded.

#3: That CRD Board Policy 99-5-22(11) – PL 2.1 Information and Fact Sheets Policy be rescinded.

#4: That CRD Board Policy 99-5-22(12) – PL 3.1 Major/Complex Proposals Policy be rescinded.

#5: That CRD Board Policy 99-5-22(13) – PL 4.3 Applications Held in Abeyance Policy be rescinded.

#6: That CRD Board Policy 91-4-4(oo) – PL 4.4 Minimum Lot Sizes Policy be rescinded.

#7: That CRD Board Policy 91-4-4(qq) – PL 5.2 Applications for Inclusion by Non-Owners Policy be rescinded.

#8: That CRD Board Policy 99-5-22(14) – PL 5.4 Applications for Inclusion in the Agricultural Land Reserve Policy be rescinded.

#9: That CRD Board Policy 91-4-4(ss) – PL 6.1 Security Policy be rescinded.

#10: That CRD Board Policy 91-4-4(tt) – PL 6.2 Building Permits Policy be rescinded.

#11: That CRD Board Policy 99-5-22(17) – PL 8.1 Attendance of Applicants as Delegations Policy be rescinded.

#12: That CRD Board Policy 96-6-88 – PL 11.1 Cariboo Regional District Management of Development Procedures and Fees Bylaw No. 3148, 1996 Policy be rescinded.

#13: That CRD Board Policy 97-3-81 – PL 11.2 Cariboo Regional District Management of Development Procedures and Fees Amendment Bylaw No. 3286, 1997 Policy be rescinded.