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**NORTH PENDER ISLAND ADVISORY PLANNING COMMISSION  
MINUTES OF MEETING  
THURSDAY, JUNE 25, 2009 (7:00 PM)  
LIBRARY MEETING ROOM, NORTH PENDER ISLAND**

ISLANDS TRUST  
VICTORIA BC

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**APC MEMBERS  
PRESENT:**

Dean Mills  
Victor Jones  
Rob Willingham  
Don Harrison  
Jan Kirkby

Chair  
Deputy Chair  
Member  
Member  
Member

**STAFF:**

Zorah Staar

APC Recording Secretary

**REGRETS:** None

**PUBLIC:** There were seven (7) members of the public present.

**1. CALL TO ORDER & INTRODUCTIONS**

Dean Mills, Chair of the Advisory Planning Commission (APC), called the meeting to order at 7:06 pm, and those present introduced themselves (including members of the public, Mike Burdett, Andy Nowak, Greg Nicholls, Julia Reilingh, Krys Kinowski, Shelley Nicholson, and David Williams).

**2. AGENDA**

**Moved by Rob Willingham, seconded by Don Harrison, to adopt the proposed agenda as presented. CARRIED**

**3. MINUTES**

**Moved by Victor Jones, seconded by Jan Kirkby, to adopt the May 29, 2009 APC minutes as circulated. CARRIED**

**4. INITIAL APC COMMENTS RE: SOLID WASTE ISSUES**

Chair Mills noted that on April 30/09, the North Pender Island Local Trust Committee (LTC) had referred for APC discussion the matter of solid waste issues on North Pender, including the following questions (based on an email from Island Planner Andrea Pickard):

- Should the LTC initiate a review of the land use bylaw to create a zone where waste collection is permitted and identify potential lands to designate as such;

- Should the LTC pursue with the CRD to develop a Solid Waste bylaw to regulate operators (or leave the existing practice as is, i.e. Temporary Use Permits).

The Chair invited APC Members to express any initial thoughts on the referral.

Rob Willingham and others said that they would be interested in hearing Andy Nowak of the Recycling Depot comment about the past Pender controversy re: solid waste issues (i.e. 20 years ago – see “Public Comments” below).

Victor Jones made initial comments including the following: that a graph of Pender contributions to the CRD’s Hartland Landfill showed ever-growing solid waste amounts, but with recycling not growing at the same rate (see Andy’s Nowak’s “Public Comments” for further information); that the North Pender Official Community Plan (OCP) included provisions to encourage waste reduction and recycling, which could be further developed; that a system requiring repeated Temporary Use Permit applicants from solid waste collection operators was lacking in certainty; that it would be better for North Pender to develop a more permanent overall plan re: dealing with solid waste; that to also have a CRD Solid Waste Bylaw developed (for further regulation of waste collectors) could take years, and wasn’t necessarily required; that the Hartland dump was apparently going to run out of space in 25-35 years, so we needed to be encouraging more recycling and doing long-range planning; and that the one complaint he’d heard from community members was that they felt like they paid taxes but didn’t get any garbage disposal.

Jan Kirkby wanted to know more about the Temporary Use Permit (TUP) process that had led to the current waste situation (see Mike Burdett’s “Public Comments” below).

Don Harrison made initial comments including the following: that we needed to see our recycling trend going up and other solid waste going down or flattening; that our OCP included the precautionary principle, which should guide any recommendations re: potential rezoning for solid waste collection/transfer; that Harrison had looked at 4 potential sites for this activity (“The Yard” on Port Washington Road, the Driftwood Centre, the Max Allen property next to the Recycling Depot, and the Medicine Beach/Magic Lake store property); that he suggested ranking these areas based on a number of parameters (e.g. relative groundwater/aquifer contamination risks, proximity to residential areas, potential for development, transportation efficiencies, etc.); that (for example) the Port Wash site is on the divide between the Port Wash and Hope Bay groundwater regions, and there is potential for watershed contamination migrating both east and west; that further re: waste, Hartland did an audit every two years; and that it would be useful to see a Pender audit of solid waste activity (see Mike Burdett’s “Public Comments” below).

Dean Mills made comments including the following: that it was important to differentiate between business and residential solid waste; that it was paramount for health and safety to be taken care of; that he did not perceive any safety issues with solid waste collection here at the moment; that it could be a good thing for private businesses to collect solid waste, but this needed to be consistent with the OCP environmental

standards; and that he noted there was not yet any longterm plan re: handling solid waste on North Pender.

In response to a question about how South Pender fit in with any such planning, APC Recording Secretary Zorah Staar said it was her understanding from discussions at a previous LTC Meeting that a CRD Solid Waste Bylaw could be developed to regulate operators on both North and South Pender, and that a prerequisite for development of such a bylaw would be the resolution of local land use planning issues (e.g. re: zoning) and also a demonstrated need for the additional step of creating a CRD Bylaw to further regulate operators.

In response, Don Harrison and others said we should be planning proactively and based on the precautionary principle as directed by North Pender's OCP, and not waiting until there were problems with solid waste collection here before we sought and received assistance from the CRD.

## **5. PUBLIC COMMENTS**

There was a degree of informal exchange back and forth throughout the meeting, but at this point APC Chair Dean Mills formally invited members of the public to comment, and this is a summary of the information shared.

Mike Burdett made comments including the following: that he was the owner of Pender Islands Waste Management, including "The Yard" TUP on Port Washington (recently renewed), and the larger waste collection business purchased from Ron Henshaw; that Burdett had also agreed with Davie Rae to handle the waste transfer under the new Driftwood Centre TUP; that he was about to start handling Poet's Cove waste; that Burdett had started taking waste from "The Yard" and other sources over to the industrially zoned Max Allen property beside the Recycling Depot, prior to it going off island; that in terms of potentially rezoning a permanent site for solid waste transfer, both the Port Wash site and the Allen property had complications at this time (the former re: size and lack of current industrial zoning, and the latter because Max Allen did not currently want the public coming to his property to drop off waste); that since January, 2009, Burdett had managed to consolidate the majority of the Pender waste collection business; that he was optimistic about further developments and further land use applications, to resolve the remaining complications; that he was keeping the two island Trustees informed of his progress; and that he believed things were moving in the right direction.

In response to Don Harrison's comment about an audit of Pender solid waste, Mike Burdett made additional comments as follows: that a lot of the waste coming off the island right now was from house reconstruction, i.e. torn-off roofs and other housing materials; that Burdett's business was extremely busy and growing very quickly, with materials being sorted and billed by reference to their type; that at the end of the year, Burdett would probably be able to summarize the types of waste handled (by weight);

that a lot of the waste now coming into the bin at the Medicine Beach Liquor Store was what used to be picked up from houses, and it was much greater in volume than the waste being dropped off at the Driftwood Centre; that the people living nearby (i.e. Magic Lake) seemed to prefer the convenience of dropping off waste when it was bagged, instead of trying to remember which day to put it out for collection; and that Burdett acknowledged the importance of encouraging recycling throughout the whole waste collection process.

Andy Nowak, Manager of the Pender Recycling Depot, made comments including the following (speaking only for himself and not on behalf of the Recycling Society): that in 1988, the CRD proposed a Pender waste transfer station, to be funded by property taxes, run by off-island contractors, and with no initial provision for recycling; that this proposal generated a great deal of controversy (due to the lack of recycling and also taking business from Pender waste collector Jon Spalding); that the related CRD referendum was defeated and the Pender Recycling Society and Depot were subsequently created (25<sup>th</sup> anniversary this year); that the CRD graph re: Pender waste (previously mentioned) was probably an underestimate of both solid waste and recycling, because of Pender people who took these materials to other sites besides the Pender Recycling Depot and/or the Hartland dump, or who just burned or buried it; that the graph's recycling was also underestimated because it did not include some Pender materials further separated and sorted at a commercial facility on Vancouver Island; that another big issue was how much of the waste on Pender was not generated by residents, but rather by Poef's Cove (formerly Bedwell Harbour Resort, accounting for up to 40% of waste); that in Nowak's opinion, Mike Burdett was providing a high quality service which complemented the work of the Recycling Depot, and potentially lessened the burying or burning of waste (e.g. by providing bins at construction sites); that the Depot was required by the CRD to be for residential waste only, but a minimal amount of waste from small businesses was allowed; and that the Recycling Depot was funded by Pender tipping fees from Hartland, and not from property taxes.

In response to questions from APC Members, Andy Nowak made additional comments including the following: that re: organic waste, Pender did not have the population and the Recycling Depot did not have the space to offer proper large-scale composting; that it would be better to put energy and education into promoting backyard composting; that re: increasing Pender recycling, a big question was whether there was a market for particular recycled materials, failing which there was no point in collecting them; that to a large degree, materials eligible for recycling also depended on provincial regulations, which were supposed to be added to next year; that Pender recycling in 2008 was 230 tons; that the Recycling Depot had twice as much business in July and August, largely from visitors who stayed at length; that Nowak did see a need for a Pender waste transfer station at this time; that he felt it would be fairer and appropriate for such a station to be private rather than funded by property taxes, because the resulting user fees would provide a greater incentive to reduce and recycle; that re: developing a CRD Solid Waste Bylaw, he would not favour this because of the great time and expense involved when Salt Spring went through this process (i.e. their recycling centre was required to come under the Bylaw, e.g. to pave everything); that the SSI Bylaw did not

seem to have changed the problems with non-conforming operators, and it was not needed for the conscientious operators.

Greg Nicholls handed in 4 written submissions (see attached) from himself and other residents of Port Washington Road, and he made comments including the following: that perhaps Pender did need a waste transfer station, but he and the other submitters did not believe such a station should be located at "The Yard" on Port Washington Road; that a site near the Recycling Depot would be better, to encourage recycling and involve no extra driving; that Port Wash was primarily a residential and recreational area (i.e. with people coming from other parts of the island to cycle and walk); that it was not an appropriate location for garbage from around the island to be dropped off; that Nicholls believed "The Yard" was very well run by Mike Burdett, but it could easily grow significantly and then be sold to another person who might not run it in the same manner; and that it was essential to start off with any transfer station in the right location, to accommodate future growth in an appropriate manner.

Julia Reilingh (another of the Port Wash submitters) made comments including the following: that she was concerned about the potential impact of a Port Wash transfer station on water quality and the local wells; that "transfer station" was a euphemism; that garbage was a major problem in our world and on our island, in terms of the resulting pollution, rats, and other consequences; that we needed to prevent such problems before they happened; that she supported the gathering of more information, e.g. about current and potential impacts of our waste on ecologically sensitive areas; that there should also be a real educational element, with the focus on reducing garbage instead of making money from it; and that where money was involved, this could be an incentive for creating more garbage.

APC Member Victor Jones mentioned comments he had heard from the Local Trustees, to the effect that "The Yard" appeared to be very well run at the present time. Don Harrison said that prior to the first TUP for this waste transfer site, there had been a petition with 120 names in opposition to it. This has led the Local Trust Committee to apply stringent TUP conditions for Mike Burdett to meet. Since then, there were still some informal complaints (e.g. re: the odd bag of garbage left overnight), but seemingly less controversy.

In response to the above, Mike Burdett made comments including the following: that there were other past and potential sources of leachate from properties located near the "The Yard"; that he'd been told his own facility was meeting or exceeding CRD standards for waste storage, leachate, etc.; that now up to 95% of his waste material was going through the Max Allen property before going off island; that he might well be applying for a TUP for that property in future, if he could work out certain matters; that he felt the Max Allen property was a better site for a waste transfer station, because it was larger and already had industrial zoning; and that it was up to the Pender population to come to a consensus about where it wanted its waste collection and transfer to occur.

## 6. APC DISCUSSION RE: SOLID WASTE ISSUES

APC Members focused on the two questions arising from the LTC referral, namely:

- Should the LTC initiate a review of the land use bylaw to create a zone where waste collection is permitted and identify potential lands to designate as such;
- Should the LTC pursue with the CRD to develop a Solid Waste bylaw to regulate operators (or leave the existing practice as is, i.e. Temporary Use Permits).

Victor Jones made comments including the following: that these questions were perhaps premature; that before answering them, we needed an overall plan on the system we wanted for solid waste management, based on more data and information about how things were developing, and a public process; that he also suggested amending the current solid waste provisions of the OCP (to develop them in line with the plan); that then the land use issue of rezoning a solid waste site could be considered by the LTC; that adding a CRD Solid Waste Bylaw would be complex, and he wasn't sure this additional regulation of operators would be necessary; that another issue was distinguishing between waste or recycling pick-up, drop-off, storage and/or transfer, which didn't all have to be at the same location, but which should all be dealt with in a solid waste management plan; that composting was also important (e.g. with the new high-tech composting machines now coming available); and that public education was key to all of this.

Don Harrison made comments including the following: that both Metro Vancouver and Victoria were trying to greatly decrease solid waste through a program called the "Zero Waste Challenge" (e.g. in Metro Vancouver's case they currently have about 55% diversion from landfill and are looking to increase that to 70% by recycling, whereas Pender's recycling is about 25-30% based on available data); that it was timely for Pender to be thinking in these terms as well; that waste transfer was a service we needed, otherwise more garbage might be burned or buried; that Harrison would answer yes to the first question (i.e. re: rezoning a site for waste collection); that this would provide greater certainty and discourage unauthorized and uncontrolled waste collection operators; and that (re: question two), Pender should not be deterred by the controversy on Salt Spring, but rather could learn from it and avoid Salt Spring's mistakes if/when considering a CRD Solid Waste Bylaw.

Rob Willingham commented as follows: that having waste transfer services didn't mean some people wouldn't continue to burn or bury waste or make their own landfills (like the 2000 cubic yard site he once discovered); that in addition to residents, some island businesses and even government agencies had also been sources of significant contamination here (e.g. past open storage of toxic coated hydro poles); that there were variable degrees of honesty and openness on the issue of waste/contamination; and that Willingham felt he needed more time to speak with others in the community, before he could form an opinion on the first question (re: rezoning for a waste transfer station).

Dean Mills made comments including the following: that he liked the clarity of having a recognized zoning for a waste transfer station; that he wondered why this issue was not further addressed in the OCP, and suggested considering OCP amendments; that gathering more information and data about Pender waste could be extremely useful; that he also wondered if there were only two potential sites for a permanent waste transfer station; and that developing a long-term solid waste management plan was necessary.

Jan Kirkby made comments including the following: that having a bin to collect waste at the Magic Lake store area was not necessarily required because most people went on to the Driftwood Centre at some point anyway; that the current OCP did not say much about solid waste; and that it was important to start with a vision in the OCP (i.e. thinking big picture and long-term) before developing Land Use Bylaw provisions.

Andy Nowak then commented as follows: that in reality there were very limited available sites on this island for light industrial activities (such as a waste transfer station); that he was concerned about the community creating greater complexity re: the handling of solid waste issues than was necessary; that in his opinion, rezoning under our Land Use Bylaw could adequately deal with the "nitty-gritty" of waste transfer station issues, without the need for OCP amendments or a CRD Solid Waste Bylaw.

Don Harrison made a comment that solid waste collection, transfer, and off-island transport is a "for profit" operation run by an independent contractor. For such a business model to survive and thrive, it would be dependent on *increasing* rates of solid waste on the Penders. This is contrary to the efforts of the Pender Recycling Society, Vancouver and Victoria as mentioned earlier, and the trend of society as a whole, who are trying to *decrease* the amount of solid waste generated and going to landfill.

APC Chair Mills noted that all of the above comments and questions would be going back to the Local Trust Committee. In terms of any APC consensus, there was a general feeling that the solid waste issue had been usefully discussed by the APC and community members present, and that it was now up to the LTC to consider what the next part of the process should look like.

More specifically, Dean Mills, Jan Kirkby and Don Harrison would give a "yes" to the first question about the LTC initiating "a review of the land use bylaw to create a zone where waste collection is permitted and identify potential lands to designate as such". Rob Willingham and Victor Jones were not there yet (for the reasons explained above), and Willingham also felt it would be useful to hear more about the intentions of the Trustees.

With regard to the second question (re: the LTC pursuing the development of a CRD Solid Waste bylaw to regulate operators), Victor Jones felt this was premature, Don Harrison was more in favour of considering it, Rob Willingham felt education was what was needed, and the other APC Members did not specifically express an opinion.

The final comments included the following concerns: that the islands could be cut off from Hartland waste services in the future; that the Allen property beside the Recycling Depot might not indefinitely be available for waste transfer, and then what?; that a private waste service could go out of business at any time; that perhaps the community

should own its own waste transfer site, e.g. set up a non-profit Society for this; that how would land then be acquired for this purpose?; and that (above all), it was very important for all solid waste transfer to be connected with maximum recycling.


## 7. NEXT MEETING

There was no next APC meeting planned. The APC would wait for the LTC to consider these minutes and to advise on a further meeting.

## 8. ADJOURNMENT

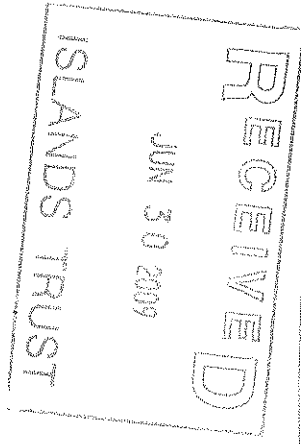
Moved by Victor Jones, that the meeting be adjourned at 9:33 pm. CARRIED

  
Chair

  
Date adopted /



**NORTH PENDER ISLAND ADVISORY PLANNING COMMISSION  
MINUTES OF MEETING  
FRIDAY, MAY 29, 2009 (12:30 PM)  
LTC OFFICE, DRIFTWOOD CENTRE (NORTH PENDER ISLAND)**



**APC MEMBERS  
PRESENT:**

Dean Mills  
Victor Jones  
Rob Willingham  
Don Harrison  
Jan Kirkby

Chair  
Deputy Chair  
Member  
Member  
Member

**TRUSTEES/STAFF:**

Gary Steeves  
Zorah Staar  
Andrea Pickard  
David Marlor

Trustee  
APC Recording Secretary  
Island Planner  
Regional Planning Manager

**REGRETS:** None

**PUBLIC:** None

**1. CALL TO ORDER**

This being a newly-appointed Advisory Planning Commission (APC) with no Chair yet elected, the meeting was called to order at 12:30 pm by Recording Secretary Zorah Staar.

**2. APPROVAL OF AGENDA**

The proposed agenda was approved by consensus.

**3. INTRODUCTIONS**

Zorah Staar said that she had been the Recording Secretary for the North Pender Island Local Trust Committee and also the Advisory Planning Commission, for the past 8 years.

Dean Mills said that he was interested in maintaining the Pender way of life, and that he had a past career in both government and private industry.

Don Harrison said that he was the Treasurer of the Moving Around Pender Transportation Society (MAP), and that he worked in geology and hydro-geology.

Jan Kirkby said that she had worked as an ecologist for both the provincial and federal governments, and was most interested in sensitive ecosystem mapping as it related to land use and conservation.

Victor Jones said that he was interested in life on Pender, the Community Plan, and broader input (e.g. by the APC reaching out to the community). His past work was in mineral exploration and technology.

Rob Willingham said that he was a part-time farmer, with a big interest in food security and how agriculture fits in with the community.

Gary Steeves introduced himself as one of the Trustees of the North Pender Island Local Trust Committee (LTC).

Andrea Pickard said that she was the new Islands Trust Planner for both North and South Pender, and that she lived in Victoria. David Marlor said that he was the Islands Trust Regional Planning Manager for the Southern Group of islands.

#### **4. APC ORIENTATION**

By the consensus of the group, the agenda was amended to have the APC orientation discussion occur prior to the election of the Chair and Deputy Chair.

APC Members had previously received orientation materials, and now David Marlor made a related presentation including review of the following:

- Islands Trust Act, mandate to preserve and protect, and Policy Statement (re: ecosystem protection, stewardship and sustainability), all of which could provide guidance to an Advisory Planning Commission;
- Islands Trust structure (i.e. 26 Local Trustees, an Executive Committee, and associated Trust Fund Board for conservation activities);
- Local Trust Committee's sole responsibility for land use planning (including long-range and day-to-day, each based on "preserve and protect" mandate);
- APC's role as an advisory body of the LTC, sitting only when matters were referred for discussion and advice, which the LTC had no obligation to follow;
- APC Bylaw provisions covering role of APC Chair, Secretary, and other process issues, e.g. Chair to conduct meetings in a fair and public manner (loosely following Robert's Rules of Order), but as a full participant;
- Chair also to make at least a brief time for public participation at each meeting, as well as presentations by applicants on referred applications.

During the discussions that followed, it was requested that any APC referral materials be sent or given directly to APC Members. It was also confirmed that APC Members could ask the Local Trustees to refer a matter to them, if this seemed potentially useful.

Trustee Gary Steeves said both he and Trustee Masselink felt that the APC had been under-utilized in the past, and that they were now interested in referring broader issues for APC analysis. The APC could be requested to explore certain topics and consult with people and organizations to bring recommendations back to the Trustees. The Trustees had also decided to discontinue specialized APC's for the moment, focusing discussion instead within a general APC.

APC Member Don Harrison circulated a written submission (attached) with his suggestions about APC meeting and minute protocols, which was largely consistent with the above except that it also supported public speakers making written submissions to the APC, which would then (it was suggested) be attached to the APC minutes.

## **5. ELECTION OF CHAIR & DEPUTY CHAIR**

Jan Kirkby nominated Victor Jones for the role of APC Chair. Don Harrison nominated Dean Mills for the same role. Victor Jones said he would be happy instead to serve as Deputy Chair, and to support Dean Mills as Chair.

There were no other nominations, so Dean Mills was acclaimed as APC Chair for this term, and Victor Jones was acclaimed as APC Deputy Chair.

## **6. APPROVAL OF PAST MINUTES**

Rob Willingham (past and current APC Member) affirmed the accuracy of the minutes of the most recent APC meeting (on September 15, 2008).

**Moved by Rob Willingham, seconded by Victor Jones, that the APC Minutes of September 15, 2008 be approved as presented. CARRIED (1 in favour, 4 abstaining, which counts as voting in favour)**

## **7. NEXT MEETING (RE: SOLID WASTE MANAGEMENT)**

It was noted that past APC's usually had a monthly meeting slot, but with meetings only going ahead if a matter had been referred by the LTC.

At their April, 2009 meeting, the Trustees had officially referred to the APC the matter of solid waste management on North Pender Island, specifically whether the CRD Electoral Area Director should be asked to explore creating a Solid Waste Bylaw for regulation of such operations on Pender.

Island Planner Andrea Pickard distributed copies of the Preliminary Staff Report that she had prepared, summarizing context and background information and listing some options for the Trustees.

Trustee Gary Steeves made comments including the following: that right now, we had two North Pender sites with Temporary Use Permits for solid waste transfer (on Port Washington Road and at the Driftwood Centre), a Recycling Centre supported by zoning, and another solid waste transfer site happening without a permit or zoning; that the CRD could consider creating a Solid Waste Bylaw to regulate these operators, but only if there was a demonstrated need, and if the Local Trust Committee had dealt with the related land use issues (e.g. by appropriate zoning); that Steeves was interested in the APC having at least a couple of meetings to discuss (broadly) how the North Pender community should deal with solid waste in a responsible manner; that this discussion could include the APC inviting solid waste operators, major waste producers, and other stakeholders and community members to attend APC meetings to comment; that the resulting APC recommendations to the LTC could take the most workable form for APC Members (e.g. minutes, or a more focused report).

At this point, Islands Trust staff Andrea Pickard and David Marlor had to leave the meeting to catch a ferry.


APC Members then made suggestions including the following: inviting Andy Nowak of the Recycling Centre to come speak to the APC; asking CRD Electoral Area Director Ken Hancock for any available CRD data on North Pender solid waste (note also the data in the CRD's annual Solid Waste Report); capturing some peak season input on solid waste by gathering information during the summer; and sending a notice directly to solid waste operators, businesses (e.g. Chamber of Commerce), other waste producers, and relevant community groups and members, to invite them to a future APC meeting to discuss solid waste issues.


Trustee Steeves was supportive of these suggestions. Recording Secretary Zorah Staar agreed to ask Trustee Derek Masselink for the list of community organizations that the Trustees had recently used to mail out the Affordable Housing Report (for the APC to pick out and invite organizations potentially interested in solid waste issues).

There was general agreement to have the first APC Meeting re: solid waste on Thursday, June 25, 2009 (7:00 pm, Library Meeting Room), and to invite specific organizations and individuals to speak. The Chair will draft an agenda. As for follow-up meetings on solid waste, there were no weekday slots where all of those present were available, other than Monday afternoons (1 – 4 pm) as a possibility. Having a weekend meeting was not yet discussed, before those present had to leave.

## 8. ADJOURNMENT

**Moved by Rob Willingham, seconded by Don Harrison, that the meeting be adjourned at approximately 2:13 pm. CARRIED**

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Date adopted

## ATTACHMENT TO MAY 29, 2009 APC MINUTES

North Pender APC Meeting

May 29, 2009

Recommendations by Don Harrison, re: APC meeting and minutes protocols:

- I. APC meeting and minutes are to broadly follow guidelines in Robert's Rules of Order and the APC minutes shall include the substance of AP Commissioner's verbal submissions, complementing a basic record of the proceedings;
- II. APC meetings shall begin with a draft agenda. The chair shall invite members of the public to address the APC by oral or written submission (or both), regarding one or more items on the agenda. The public input portion of the APC meeting will last at most 20 minutes. The chair will allot an equal share of available time to each member of the public. Speakers are encouraged to submit a typed submission of their oral submission to the recording secretary. Ideally this should be followed up with an electronic version sent to the recording secretary;
- III. A written submission presented at the public input portion of APC meeting, or by a current AP Commissioner that is relevant to the agenda of that APC meeting shall be appended to the minutes of that APC meeting and shall be part of the formal public record of the meeting.