

SUNSHINE COAST REGIONAL DISTRICT
ELPHINSTONE (AREA E)
ADVISORY PLANNING COMMISSION MEETING AGENDA
Tuesday, June 25, 2024 at 7:00 p.m.

Frank West Hall, 1224 Chaster Road, Elphinstone, BC

CALL TO ORDER

AGENDA

1. Adoption of the Agenda

DELEGATIONS

MINUTES

- | | |
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| 2. Elphinstone (Area E) APC Minutes of March 26, 2024 | Pages 1 - 3 |
| 3. Egmont/Pender Harbour (Area A) APC Minutes of March 27, 2024 | pp 4 - 5 |
| 4. Halfmoon Bay (Area B) APC Minutes of March 26, 2024 | pp 6 - 7 |
| 5. Roberts Creek (Area D) APC Minutes of March 18, 2024 | pp 8 - 9 |
| 6. West Howe Sound (Area F) APC Minutes of March 26 & May 28, 2024 | pp 10 - 12 |

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

REPORTS

- | | |
|---|------------|
| 7. Advisory Planning Commission Questionnaire Results Summary | pp 13 - 14 |
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NEW BUSINESS

DIRECTORS REPORT

NEXT MEETING

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT

**AREA E – ELPHINSTONE
ADVISORY PLANNING COMMISSION**

March 26, 2024

RECOMMENDATIONS FROM THE AREA E ADVISORY PLANNING COMMISSION MEETING
HELD AT FRANK WEST HALL, 1224 CHASTER ROAD, ELPHINSTONE, BC

PRESENT:	Chair	Mary Degan
	Members	Laura Macdonald Arne Hermann Michael Sanderson Devin Arndt Clinton McDougall Nara Benchley
ALSO PRESENT:	Electoral Area E Director	Donna McMahon (Non-Voting Board Liaison)
	Recording Secretary	Vicki Dobbyn
REGRETS:		Anthony Paré

CALL TO ORDER 7:02 p.m.

ELECTION OF CHAIR AND VICE CHAIR

Mary Degan was elected Chair
Michael Sanderson was elected Vice Chair

AGENDA

The agenda was adopted as circulated.

MINUTES

Elphinstone (Area E) APC Minutes of September 26, 2023 were approved as circulated.

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of September 27, 2023
- Halfmoon Bay (Area B) APC Minutes of September 26, 2023
- Roberts Creek (Area D) APC Minutes of September 18 and February 19, 2024
- West Howe Sound (Area F) APC Minutes of September 26, 2023

REPORTS

Amendment Zoning Bylaw No. 772.9 and 337.123 – Watercourse and Shoreline Protection

Keys points of discussion:

- Some concern that an overly prescriptive bylaw will deter people from appropriately and legally managing water on their property. Design guidelines may help resolve this.
- Saanich has some interesting design guidelines, and the following wording from the its website under Streamside Development Permit Area was provided for consideration:
 - “4. The following measures should be taken to ensure that development outside the SPEA but within the Development Permit Area does not negatively impact the SPEA and the water quality and hydrology of the stream:
 - a) maintain hydrological characteristics that emulate the pre-development state of the land:
 - minimize impervious surfaces;
 - return the storm water runoff from impervious surfaces of the development to natural hydrologic pathways in the ground to the extent reasonably permitted by site conditions, and treat, store and slowly release the remainder per the specifications of Schedule H to the Subdivision Bylaw;
 - minimize alteration of the contours of the land outside the areas approved for buildings, structures and site accesses by minimizing the deposit of fill and the removal of soil; and
 - minimize the removal of native trees outside the areas approved for buildings, structures and site accesses.”
- Stream Keepers group on the coast would be a good resource.
- How are these bylaws going to be enforced?
- It could devalue some properties by reducing buildable footprint, so there may be public reactions to this.
- It needs positive PR messaging about the health of our water systems.
- Concern about the clarity of “Proposed Amendment 2: Buffer from Streamside Protection and Enhancement Areas (SPEA)” as it is not clear about what is permitted and what is not permitted in this buffer, and what the differences are in the purpose and allowed uses between SPEA and buffer.
- The SCRDP states that the 5m additional setback is there for construction to ensure total protection of the SPEA. This 5m zone will likely be negatively impacted from construction activities, therefore, hardscaping with permeable pavers, gravel or other non permanent site elements seems reasonable.
- While there was agreement that there should be no permanent structures in the 5 m buffer and hardscaping and other non-permanent site elements be permitted, it was raised that the no construction provision could be overly restrictive, particularly in areas where there are clearly no significant environmental features within the actual SPEA adjacent to the buffer to protect. It was suggested that some discretion be permitted during review of building permits for new construction to allow temporary construction works within the 5 m buffer but it would have to be supported by a Qualified Environmental Consultant's assessment.

Recommendation No.1 *Amendment Zoning Bylaw No. 772.9 and 337.123 – Watercourse and Shoreline Protection*

The Area E APC recommended that the SCRD provide education to the public about what it means to have riparian areas on their property and how to manage them.

Recommendation No. 2 *Amendment Zoning Bylaw No. 772.9 and 337.123 – Watercourse and Shoreline Protection*

The Area E APC recommended that “hardscaping” be replaced with “permanent structures or site elements”

Recommendation No. 3 *Amendment Zoning Bylaw No. 772.9 and 337.123 – Watercourse and Shoreline Protection*

The Area E APC recommended that Option #4 be supported - To proceed to first reading after considering these points of discussion and recommendations.

DIRECTOR’S REPORT

The Director’s report was received.

NEXT MEETING April 23, 2024

ADJOURNMENT 9:15 p.m.

SUNSHINE COAST REGIONAL DISTRICT

AREA A - EGMONT/PENDER HARBOUR ADVISORY PLANNING COMMISSION

March 27, 2024

RECOMMENDATIONS FROM THE AREA "A" ADVISORY PLANNING COMMISSION MEETING HELD
AT PENDER HARBOUR SATELLITE OFFICE, 12828 LAGOON ROAD, MADEIRA PARK, B.C

PRESENT:	Chair	Alan Skelley (recorder)
	Members	Sean McAllister Yovhan Burega Dennis Burnham Gordon Littlejohn Bob Fielding
ALSO PRESENT:	Area A Alternate Director	Christine Alexander (Non-Voting Board Liaison)
REGRETS:	Members	Jane McOuat Tom Silvey Catherine McEachern
	Electoral Area A Director	Leonard Lee (Non-Voting Board Liaison)

CALL TO ORDER 7:07 p.m.

AGENDA The agenda was adopted as presented.

ELECTION OF CHAIR AND VICE CHAIR

Election of Chair and Vice Chair was deferred to the next meeting.

MINUTES

Area A Minutes

The Egmont/Pender Harbour (Area A) APC Minutes of September 27, 2023 were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of September 26, 2023
- Roberts Creek (Area D) APC Minutes of September 18, 2023 & February 19, 2024
- Elphinstone (Area E) APC Minutes of September 26, 2023
- West Howe Sound (Area F) APC Minutes of September 26, 2023

REPORTS

Amendment Zoning Bylaw No. 722.9 AND 337.123 Watercourse and Shoreline Protection.

Recommendation No.1 *Amendment Zoning Bylaw No. 722.9 AND 337.123 Watercourse and Shoreline Protection.*

The Area A APC recommends that Zoning Bylaw be left unchanged as it is, and furthermore, respectfully requests that the Planning Department respond to the questions raised in the communication from one of the APC members on 26 July, 2023.

DIRECTOR'S REPORT

No Director's Report

NEXT MEETING April 24, 2024

ADJOURNMENT 7:45 p.m.

SUNSHINE COAST REGIONAL DISTRICT

HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION

March 26, 2024

RECOMMENDATIONS FROM THE HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION MEETING HELD ELECTRONICALLY VIA ZOOM

PRESENT:	Chair	Nicole Huska
	Members	Len Coombes Bob Baziuk Ellie Lenz Kelsey Oxley Kim Dougherty Suzette Stevenson
ALSO PRESENT:	Director, Electoral Area B	Justine Gabias (Non-Voting Board Liaison)
	Recorder	Diane Corbett
ABSENT:	Members	Alda Grames Barbara Bolding

CALL TO ORDER 7:06 p.m.

ELECTION OF CHAIR AND VICE CHAIR

Nicole Huska was elected Chair of Halfmoon Bay Advisory Planning Commission.

Kim Dougherty was elected Vice Chair of Halfmoon Bay Advisory Planning Commission.

AGENDA The agenda was adopted as presented.

MINUTES

Halfmoon Bay (Area B) Minutes

The Halfmoon Bay (Area B) APC minutes of September 26, 2023 were approved as presented.

Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of September 27, 2023
- Roberts Creek (Area D) APC Minutes of September 18, 2023 & February 19, 2024
- Elphinstone (Area E) APC Minutes of September 26, 2023
- West Howe Sound (Area F) APC Minutes of September 26, 2023

REPORTS

Amendment Zoning Bylaw No. 722.9 And 337.123 - Watercourse and Shoreline Protection

Points from discussion of Amendment Zoning Bylaw Nos. 722.9 and 337.123 for watercourse and shoreline protection included:

- This exercise is supposed to bring SCRD into alignment with provincial legislation. If that legislation is already in effect and the approval for the subdivision comes from MoTI, why are we doing this? Don't understand what the system is.
- What happens if a landowner puts forward a subdivision proposal and they have drawn lots from existing SCRD regulations rather than provincial?
- Agree with the housekeeping aspect and being consistent with provincial legislation.
- The riparian areas need to be respected at all stages of private property ownership and development, not just once the application is moving through to final stages. We have seen in local properties there is no enforcement. Often the damage is done before proposals get to MoTI. There needs to be adequate enforcement of the regulations to protect SPEAs, and adequate resourcing for enforcement.
- Would like to see staff doing site visits prior to approval, and, if any infractions have occurred, that subdivision approval is not given until remediation occurs.
- Would like to see a presentation of what the provincial regulation wording says, beside what the SCRD is proposing to add.
- We need someone here to help us with the definitions of what we are looking at.
- Not sure of the rationale for going 5m above the provincial regulations.
- Look at the varied size of machinery. Has advancement of machine technology been taken into consideration? Wonder how onerous that will be on a small lot for an owner. Recommend that provision be made for small parcel size.
- Recommend that the SCRD explore: more consequences for violations against SPEAs such as withholding subdivision until remediation efforts are complete; as well as increased public awareness about the reporting mechanisms regarding violations.
- The APC is generally in agreement with the majority of the amendments for the purposes of bringing the bylaws into alignment with existing provincial regulations.

Recommendation No.1 *Amendment Zoning Bylaw Nos. 722.9 And 337.123 - Watercourse and Shoreline Protection*

The Halfmoon Bay APC recommended that Option 2, proceed with Second Reading for one or more of the proposed amendments, be supported;

AND THAT the 17-metre boundary for swamp or pond (section 515(1)(d)), and the 5 metres in addition to the provincial 30 metres for the SPEA buffer be considered for OCP renewal rather than Second Reading.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING April 23, 2024

ADJOURNMENT 8:36 p.m.

SUNSHINE COAST REGIONAL DISTRICT

ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION

March 18, 2024

RECOMMENDATIONS FROM THE ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION MEETING HELD AT ROBERTS CREEK LIBRARY READING ROOM LOCATED AT 1044 ROBERTS CREEK ROAD, ROBERTS CREEK, BC

PRESENT:	Chair	Mike Allegretti
	Members	Francesca Hollander Chris Richmond Caroline Tarneaud James Budd Chris Glew Lesley-Anne Staats Gerald Rainville
ALSO PRESENT:	Vicki Dobbyn	Recording Secretary
REGRETS		Meaghan Hennessey Erik Mjanes Robert Hogg
	Kelly Backs	Electoral Area D Director (Non-Voting Board Liaison)

CALL TO ORDER 7:00 p.m.

AGENDA The agenda was adopted as presented.

MINUTES

The Roberts Creek (Area D) APC Minutes of February 19, 2024 were approved as circulated.

REPORTS

Amendment Zoning Bylaw No. 772.9 and 337.123 – Watercourse and Shoreline Protection

Key Points of Discussion:

- Revisions are long overdue, so the process should be sped up by having second and third readings as soon as possible.
- This can also be discussed at the OCPC if more needs to be done.

- A member received information from a logging company engineer that protection may not apply to riparian areas that don't have fish, so the concern is that feeder creeks without fish that flow into streams that do have fish may not have the same protections as streams with fish.
- It would be effective to liaise with Squamish Nation on logging issues.

Recommendation No. 1 *Amendment Zoning Bylaw No. 772.9 and 337.123 – Watercourse and Shoreline Protection*

The Area D APC recommended that the bylaw revisions be supported.

Recommendation No. 2 *Amendment Zoning Bylaw No. 772.9 and 337.123 – Watercourse and Shoreline Protection*

The Area D APC recommended that the Province be urged to acknowledge the connection between SCRD's environmental concerns/ bylaws and the negative impact activities like logging and mining on crown land has on our regional district and local economy.

Recommendation No. 3 *Amendment Zoning Bylaw No. 772.9 and 337.123 – Watercourse and Shoreline Protection*

The Area D APC recommended that the same respect for riparian protection apply to all logging and mining activity in Area D.

DIRECTORS REPORT

No Director's Report was received.

NEXT MEETING

April 15, 2024, 7:00 pm, Roberts Creek Library

ADJOURNMENT 8:20 p.m.

SUNSHINE COAST REGIONAL DISTRICT

AREA F – WEST HOWE SOUND ADVISORY PLANNING COMMISSION

May 28, 2024

RECOMMENDATIONS FROM THE WEST HOWE SOUND (AREA F) ADVISORY PLANNING
COMMISSION MEETING HELD ELECTRONICALLY VIA ZOOM

PRESENT:	Chair	Susan Fitchell
	Members	Katie Thomas Miyuki Shinkai Jonathan McMorran Marlin Hanson
ALSO PRESENT:	Director, Electoral Area F	Kate-Louise Stamford (Non-Voting Board Liaison)
	Alternate, Director Electoral Area F	Ian Winn (Non-Voting Board Liaison)
	Recording Secretary	Diane Corbett
	Public	3
ABSENT:	Members	Tom Fitzgerald Ryan Matthews Vivian McRoberts-Sosnowski

CALL TO ORDER 7:04 p.m.

ELECTION OF CHAIR AND VICE CHAIR

Susan Fitchell was elected Chair of West Howe Sound Advisory Planning Commission.

Miyuki Shinkai was elected Vice Chair of West Howe Sound Advisory Planning Commission.

AGENDA The agenda was adopted as presented.

MINUTES

West Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC minutes of September 26, 2023 were approved as circulated.

Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of September 27, 2023 & March 27, 2024
- Halfmoon Bay (Area B) APC Minutes of September 26, 2023 & March 26, 2024
- Roberts Creek (Area D) APC Minutes of September 18, 2023, February 19, 2024, & March 18, 2024
- Elphinstone (Area E) APC Minutes of September 26, 2023 & March 26, 2024

REPORTS

Official Community Plan Amendment No. 640.6 & Zoning Bylaw Amendment No. 722.10 – 1691 Jensen Road

The APC discussed the staff report regarding Official Community Plan (OCP) Amendment and Zoning Bylaw Amendment applications to change the OCP land use designation, zoning designation, and subdivision district of the 0.3 ha non-Agricultural Land Reserve (ALR) portion of 1691 Jensen Road to enable subdivision and future residential development of the portion of the parcel outside of the ALR.

Owner/agent David Morgan provided background on the amendment applications and responded to APC member inquiries. He outlined issues raised at a Public Information Meeting on the applications that he sponsored on May 8, 2024, and discussed how he planned to address these.

The applicant's daughter, Holly Morgan, spoke of her intention to move back to the Sunshine Coast to work, and to live on the property.

Points from ensuing discussion included:

- Don't see anything wrong with it.
- Not clear on what the plan is.
- Uses permitted are quite different between the agricultural land and R1. That is a reason to change the zoning along with the subdivision. A buffer of non-agricultural uses between the agricultural and the non-agricultural uses is a positive part of the plan.
- This is quite simple. Right now you can only have one house on that whole lot. Subdivision allows you to have an additional house. It is not in the ALR anymore. The OCP says it should be Agricultural but you are changing that to make it Residential. I support both of those changes. Allowing for a house in a place that does not allow for agricultural use makes sense. Don't see how one household would cause too much traffic on the road; it should not necessitate a traffic survey.
- Squamish Nation had expressed concern for the movement of elk through the area.
- During the build, make sure neighbours are informed regarding any potential traffic issues. Ensure that trucks are moving as safely as possible and under the speed limit.
- At the Public Information Meeting, had the impression that lots of people were not happy and were upset with development happening. Concerns included: the residence being rented out, and tenants going in and out; traffic issues; moving any ALR land and making it residential; uncertainty about what was happening with the property as a whole; and the change of OCP and land use designation. It would be worthwhile to hear more opinions from the neighbourhood through a public hearing. Be careful in how we examine this in going forward.
- Heard that there was a lot of confusion with the subdivision information at the meeting. Many thought it was going to be the entire 40 hectares that would be subdivided.
- At a public hearing, there should be more clarity regarding future development.

- Sounds like signage on the site isn't helpful, creating some confusion. Clear this up before a public hearing. If area residents live outside the 100-metre notification area, they would not receive a mailout with information. Need to increase communication regarding planning applications to prevent confusion. Would be helpful if signage has a public hearing date.
- This subdivision has implications further than the 100 metres.

Recommendation No. 1 *Official Community Plan Amendment No. 640.6 & Zoning Bylaw Amendment No. 722.10 – 1691 Jensen Road*

The Area F APC recommended support for the OCP and zoning amendment for 1691 Jensen Road.

DIRECTOR'S REPORT

The Director's report was received.

NEXT MEETING Tuesday, June 25, 2024

ADJOURNMENT 8:49 p.m.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Area B Advisory Planning Commission (APC) – June 25, 2024
 Area E Advisory Planning Commission (APC) – June 25, 2024
 Area F Advisory Planning Commission (APC) – June 25, 2024
 Area A Advisory Planning Commission (APC) – June 26, 2024
 Area D Advisory Planning Commission (APC) – July 15, 2024

AUTHOR: Ian Hall, General Manager, Planning & Development

SUBJECT: ADVISORY PLANNING COMMISSION QUESTIONNAIRE RESULTS SUMMARY

RECOMMENDATIONS

THAT the report titled **Advisory Planning Commission Questionnaire Results Summary** be received for information;

Purpose

On April 24, 2024, a questionnaire was sent to Advisory Planning Commission (APC) members to seek feedback on the current APC model and meeting logistics. The purpose of this report is to summarize the results of the questionnaire and provide information on how this feedback will be used to inform potential changes.

Questionnaire Summary

A questionnaire was sent to all forty-four (44) current APC members and twenty-two (22) questionnaire responses were received. Staff committed to report back on findings. Table 1 summarizes the feedback received.

Table 1: APC Questionnaire Summary of Feedback Received

Question Area	Summary of Feedback Submitted
Meeting Format	<ul style="list-style-type: none">• Preference for meetings to be held in-person over a full virtual format.• Considerable support for the option to join in-person meetings virtually (hybrid meeting format).
Meeting Time	<ul style="list-style-type: none">• Differing availability for meeting start time ranging from 9AM to 8PM, noting a few comments that meeting before 6PM is more difficult for those who work.• General agreement that meetings should end by 8:30PM or 9PM.• Meetings should be held between Monday and Thursday.
Meeting Location	<ul style="list-style-type: none">• Preference for meeting in-person in APC's local electoral area.

	<ul style="list-style-type: none"> Majority of members are willing to travel to the SCRD Field Road office for multi-electoral area and/or region-wide meeting items, workshops, and presentations. Majority of members are not willing to travel to other electoral areas. Comments note that traveling for in-person meetings is prohibitive to members who work, have kids, and rely on public or active transportation. Further, winter road conditions and the cost of gasoline were noted.
Meeting Structure & Content	<ul style="list-style-type: none"> Unanimous support for meeting agendas to include report backs on Board decisions for items referred to APCs. Considerable interest in learning and capacity building presentations and workshops. Mix of support and opposition to APC meetings convening monthly regardless of having referral items to discuss.
Identified Topics for Capacity Building	<ul style="list-style-type: none"> Introduction to planning application processes and regional district decision-making. Challenges for the SCRD and how other comparable regional districts are dealing with these challenges. Overview of the OCP Renewal project and objectives. Presentation on the of weak areas of the current OCPs. How fees can be used to maintain and upgrade infrastructure. Affordable housing in the SCRD. Water servicing.
Requests	<ul style="list-style-type: none"> Staff attend meetings to introduce items and answer questions. Training to keep meetings in scope, on task, and time efficient including Roberts Rules of Order. Training on how APCs can provide more actionable and in-scope recommendations / comments to the Board. Provide a reference document outlining where to find relevant data, such as OCPs, bylaws, maps, jurisdictional responsibilities, MOTI setbacks, etc.

Next Steps

Staff will use feedback to provide recommendations to the SCRD Board. The aim of the proposed changes would be to improve how local knowledge and perspectives on planning and land use matters referred to APCs is captured in order that volunteer time and expertise can have maximum impact. Consideration of resourcing will need to form part of the analysis.

Staff are planning to share the results of the questionnaire and recommendations for change/enhancement at the Electoral Area Services (EAS) Committee Meeting on July 18, 2024.

The EAS Committee meeting agenda and instructions on how to watch the meeting in-person or electronically will be posted on the SCRD website by end of day Friday, July 12, 2024:
<https://www.scrd.ca/agendas>.

Thank you to all respondents to the questionnaire.