

March 24, 2025

Advisory Planning Commission Orientation



Agenda

Part 1



Introductions & Land Acknowledgement



About the SCRD



Advisory Planning Commissions



APCs and Planning & Development



Questions

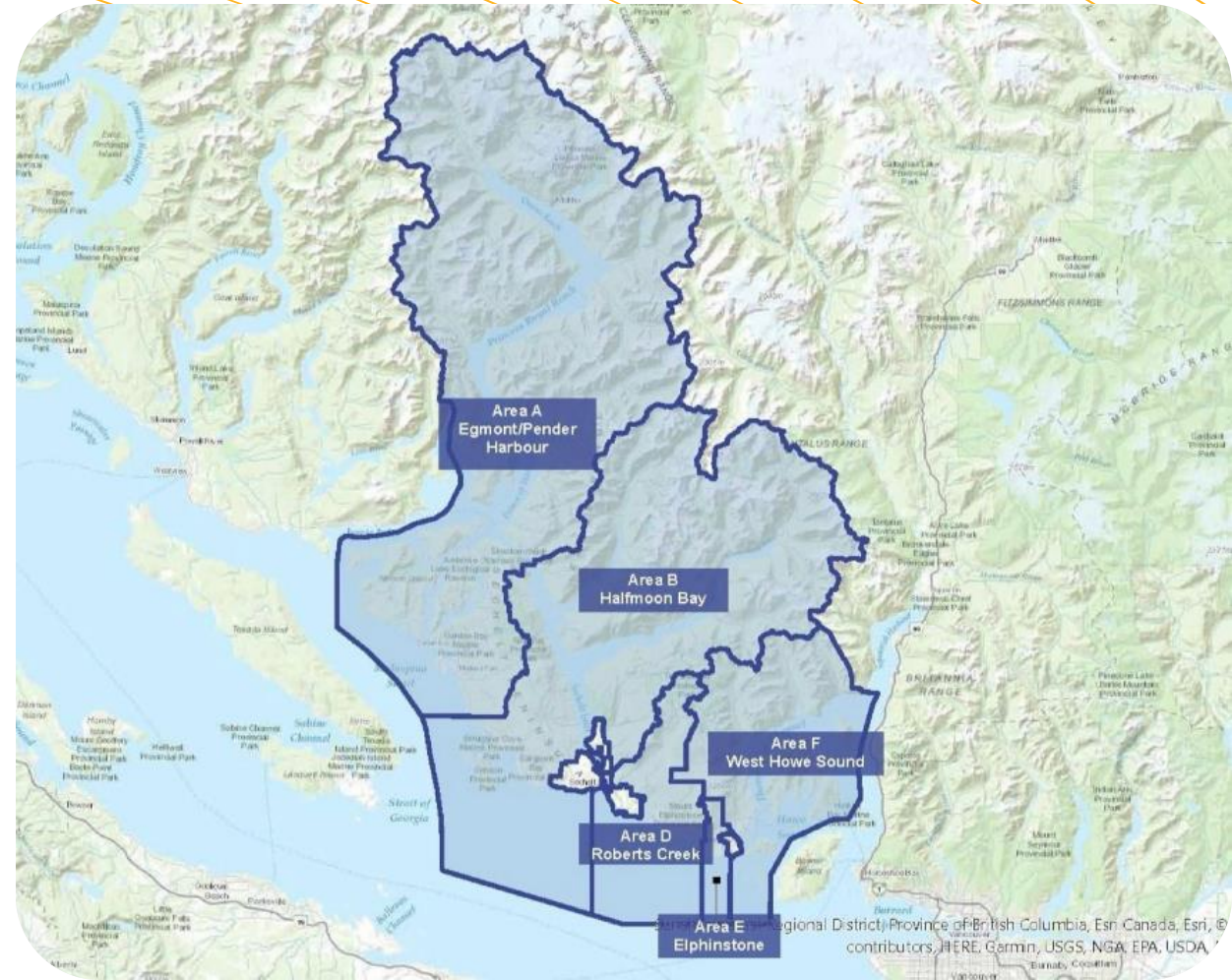
Introductions & Land Acknowledgement

An aerial photograph of a coastal region. In the foreground, there's a large body of water with several small, forested islands. To the left, a small town or village is visible on a peninsula. In the background, a range of mountains stretches across the horizon, with some peaks covered in snow. The sky is clear and blue.

Sunshine Coast Regional District is
located on the territories of the shíshálh
and Skwxwú7mesh Nations.

Municipalities & Electoral Areas

District of Sechelt
Town of Gibsons
shíshálh Nation Government District
Egmont/Pender Harbour
Electoral Area A
Halfmoon Bay
Electoral Area B
Roberts Creek
Electoral Area D
Elphinstone
Electoral Area E
West Howe Sound
Electoral Area F



About the SCRD



Governance

- Electoral Area Directors are elected directly to SCRD Board
- Directors from municipalities are appointed from elected councils



Services

What are some of the services the SCRD provides?

- Fire protection, water supply, landfills, recycling, parks, emergency planning, wastewater, Dakota Ridge, Recreation, Bylaw Enforcement, Civic Addressing, Public Transit, Cemeteries and more.
- Regional and Rural Planning

What is SCRD not responsible for?

- Roads, drainage, subdivision decision making, decision making over Provincial or First Nation lands or federal waters

Advisory Planning Commissions (APC)

FORM of Advisory Planning Commissions



- ❖ An APC is a group of Board appointed community volunteers who provide review and comment on specific land use planning matters such as proposed amendments to Official Community Plans or Zoning Bylaws.
- ❖ Enabled by:
 - Local Government Act s. 461
 - SCRD APC Bylaw No. 453
 - Board Policy 13-6410-9 APC Communication

APC: Members

COMPOSITION of Advisory Planning Commissions

Composition is established by APC Bylaw No. 453



Minimum 6 and Maximum 12 members



Members appointed for 2-year terms



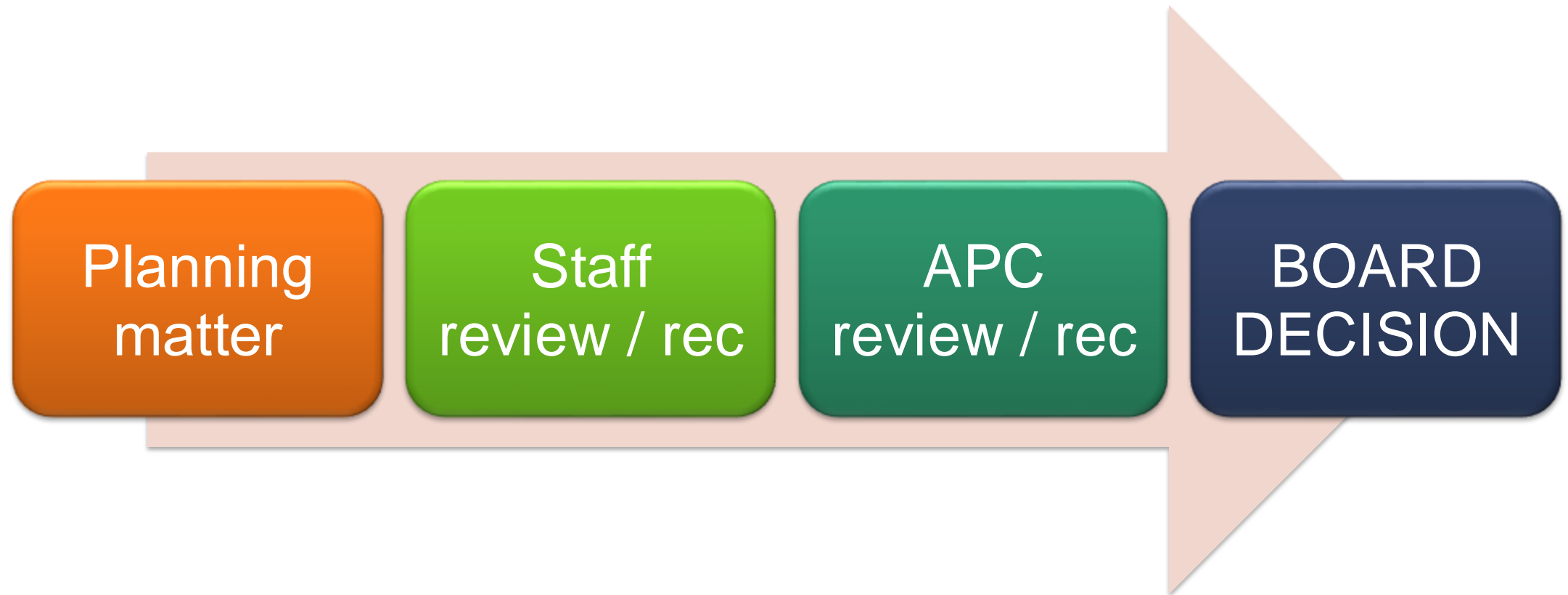
Any qualified elector is eligible for appointment



At least 2/3 of members must reside in the electoral area

APC: Role

ROLE of Advisory Planning Commissions



APC: Meeting Procedures

RESPONSIBILITIES of Advisory Planning Commissions



- ❖ **Meetings scheduled monthly when Board referrals**
- ❖ **Governed by legislation**
- ❖ **Guided by:**
 - APC bylaw
 - Board Procedures bylaw
 - Best Practices Guide (administrative best practices and minute standards)
 - Respectful workplace policy (III-20)
 - Shared responsibility for conduct
 - Chair of meeting responsible for respectful meeting conduct, with support from most senior staff present
- ❖ **SCRD planning staff develop the agenda based on items referred from SCR D Board**
- ❖ **Referred items may include:**
 - Policy initiatives
 - Development applications
 - Delegation from applicants

APC: Conducting a Meeting

RESPONSIBILITIES of Advisory Planning Commissions

APC members elect a Chair who is responsible for:

Conducting the meeting

Maintaining order

Intervening to protect group safety



APC members consider proposals / Board referrals

Potential impacts on
community

Bring forward local
knowledge

Listen to and report on
community opinion

Draw on their
experience

Remain fair and
flexible



APC recommendations are reached by majority vote to:

Support the proposal

Object with reason

Seek additional information

APC: Meeting Minutes

Within one week of a meeting, members only remember 8% of what was decided.



APC: Minute Process



APC recommendations are integrated into the Board's decision-making process





NEW **APC Meeting Format**



APC: Meeting Logistics

UPDATED!

Goals:

- Increased support
- Participation options
- Maximize impact of advice



APC: Meeting Logistics

New Meeting Approach:

- Start April 28 and 29
- Hybrid format, in-person hosted at Field Rd (Cedar Room)
- Staff will attend to present and answer questions
- Agenda will include report back on impact of prior advice
- Consecutive meetings with fixed end times
- Reference library provided

APC: Meeting Logistics



Example Meeting Schedule:

Monday, April 28	Tuesday, April 29
APC X – 5:00	APC Q – 5:00
APC Y – 6:30	APC R – 6:30
APC Z – 8:00	

People of Planning



Planning & Development Section

Community Planning Branch

Core Services: Policy development (OCPs, zoning, etc.) and regional planning work

Manager, Jonathan Jackson**

Senior Planner, Julie Clark

Planner 2, Chris Humphries

Planner 2, Alana Wittman

Planning Office Assistant, Genevieve Dixon**

GM, Ian Hall

New!

Casual POA - Vicki Dobbyn

Casual POA – Jennifer Mackenzie

Development Planning Branch

Core Services: Development applications, front counter service, bylaw compliance matters, DAPR

Assistant Manager, Kevin Jones

Senior Planner, Sven Koberwitz

Planner 2, Nick Copes

Planning Technician 3, Devin Rajala

Planning Technician 2, Kirin Lamb

**** = Shared Resource with Development Planning**

APC's Making a Difference

Local Government Act Sec 461 in context



Hey neighbour! Guess what!? I've joined our local APC! Our community is growing and changing, and I really want to help make a difference.

That's great, friend. But how can this help SCRD Board with balancing all the big decisions growth is bringing to our community?

Well, we get to provide local knowledge to inform decisions on permits that authorize variances, temporary uses, and certain aspects of development, like form and character and agriculture buffers...



APC's Making a Difference

Local Government Act Sec 461 in context



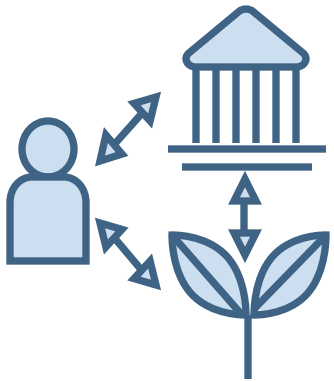
Cool...

But we've got actual crises now: housing...and our climate is changing right before our eyes...

I thought about joining too, but it seems like we can't really do much about controversial subdivisions, and talking about height relaxations isn't my cup of tea.

Well, you didn't let me finish...

APCs also get to regularly provide input on rezonings and the occasional OCP Amendment. But between now and 2027, SCRD Board is asking us to help with pretty much the coolest community building project ever...



APC's Making a Difference

Local Government Act Sec 461 in context



Tell me more...

So SCRD has this project called OCP Renewal, and you know how you're worried about the housing crisis and how we're going to protect our environment and build community resiliency to climate change?

Well, when our Board recently adopted a scope...housing and climate/environment were the two pillars they chose to focus on in the new OCP!

Like, actually!?

Yep! And the scope also involves turning 7 OCPs into one integrated document that is easier to use, keep updated and articulate where there are regional similarities and local area differences.



APCs Making a Difference

Local Government Act Sec 461 in context



Oh, and the two zoning bylaws will also become integrated into one user-friendly document.

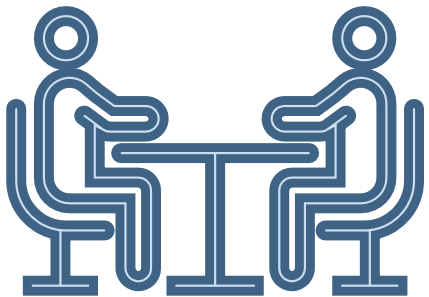
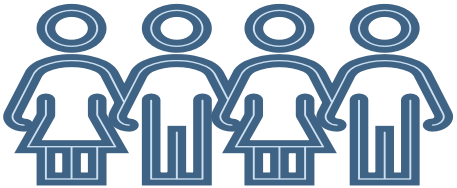
You've got my interest sparked. DETAILS!?

Apparently, I'm learning more tonight, and engagement is starting in June!

Anyways, we get to be local context advisors and act as a bridge between other groups and the OCP Renewal engagement process...AND give early input into each engagement phase!

I'm jealous!

Sorry gtg...our community needs me!

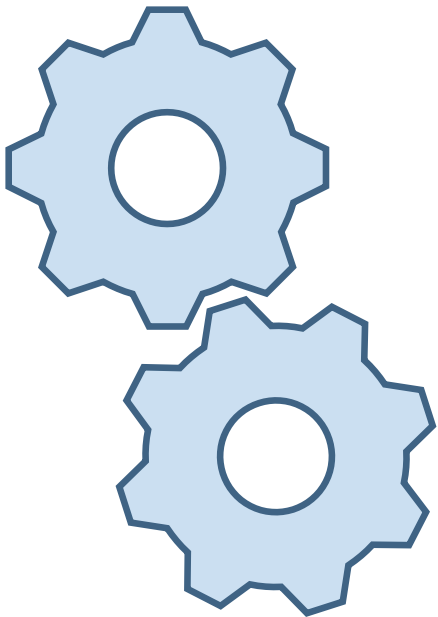


APC's Making a Difference

Local Government Act Sec 461 in context

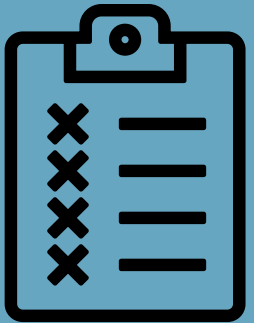


Key takeaways:



- ✓ SCRD APCs are established under legislation to provide land use advice to the Board.
- ✓ This land use advice includes OCP preparation/ adoption and proposed bylaws or permits considered by the Board.
- ✓ Provincial agencies and legislation guide other aspects of development (i.e. Subdivision).
- ✓ Updating OCPs and bylaws so that they remain relevant, is key to ensuring our community's voice shapes how we grow.

APC Referrals



Applications always referred to the APC:

- OCP & Zoning Amendments
- Subdivisions greater than 10 proposed lots or 10 hectares.

Input on subdivisions is generally limited to:

- *Recommendations for the location of parkland and trails, if applicable.*
- *Providing local knowledge for planning staff and the Approving Officer (MOTT).*

Applications referred to the APC subject to Board direction:

- Development Variance Permits
- Board-approved Development Permits
- Temporary Use Permits
- Referrals from other agencies
- Other items as necessary (i.e., new planning policy)

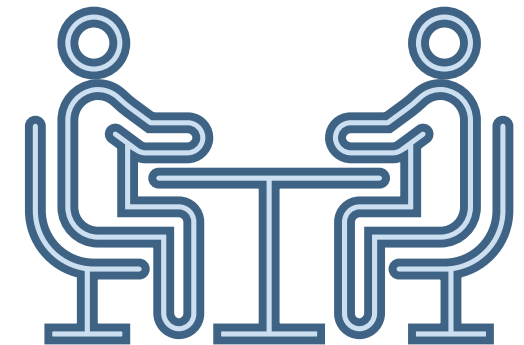


APC Review and Comments

Staff provide a technical report including background information and preliminary professional planning analysis for APC consideration.

APCs should provide comments and recommendations that:

- Consider the proposal against relevant policies in the OCP and the regulations in the zoning bylaw.
- Contribute local knowledge or historical information.
- Are within the SCRD's legal jurisdiction.





Pizza Break!

Agenda

Part 2



Development Approvals Process Review Overview



Planning and Development 101



OCP Renewal Project Overview



Questions



Development Approvals Process Review (DAPR) Overview

Development Approvals Process Review (DAPR)

What is DAPR?

SCRD was 1 of 43 local governments that received grant funding to partake in the provincially-initiated DAPR program.

The goal of DAPR is to address challenges and identify opportunities for improvement in the development approvals process to support local governments in reducing barriers to affordable housing by building more homes faster in communities across BC.

Learn more:
letstalk.scrd.ca/DAPR

Development Approvals Process Review (DAPR)

Improvements Completed

2023 DAPR Final Report included:

- 10 recommendations
- 30 implementation steps.

Process Improvements Completed:

- ✓ New Formalized Pre-Applications and Remediation Application processes.
- ✓ New Requirements Letters.
- ✓ Hired a new Planning Technician to enhance customer service
- ✓ New Building Permits Zoning and Land Use Compliance Declaration to be used at time of Building Permit Submission
- ✓ New APC Meeting format

Read the
Final Report:

[letstalk.scrd.
ca/DAPR](http://letstalk.scrd.ca/DAPR)

Development Approvals Process Review (DAPR)

What's Next?

Upcoming Improvements:

Local Government Development Approvals Program (LGDAP):

- Bylaw 522 (Fees & Procedures) Review
- Development of a NEW Procedures Manual
- Updating of public facing materials (brochures, website, etc.)
 - ❖ Grant work to be completed by spring 2026.

Other Projects:

- OCP Renewal
- Technology Improvements

Read the
Final Report:
[letstalk.scrd.
ca/DAPR](http://letstalk.scrd.ca/DAPR)





Planning & Development 101



Planning and Development 101

Enabling Legislation

- The *Local Government Act*, the *Land Title Act*, and the *Community Charter*.

Growth Management Bylaws

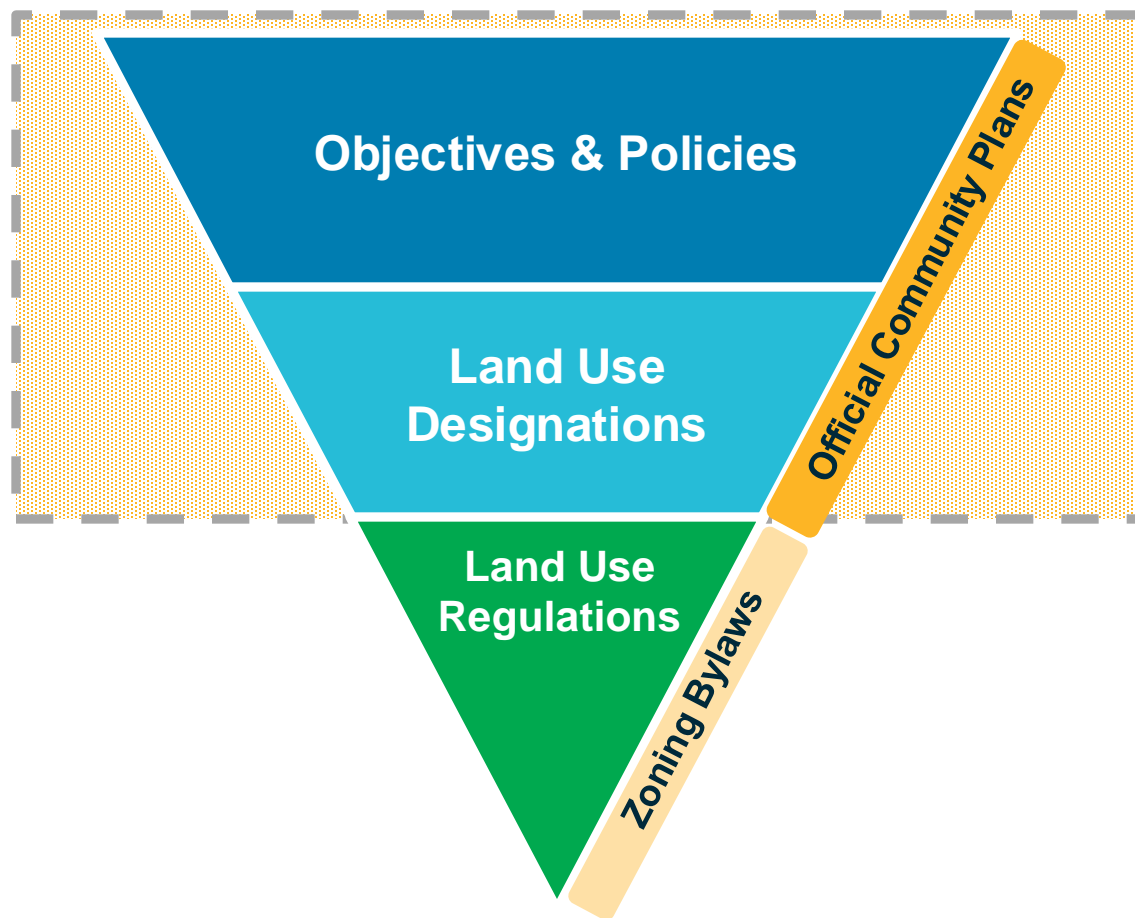
- ✓ **Official Community Plans**
- ✓ **Zoning Bylaws**
- ✓ SCRD Subdivision Servicing Bylaw No. 320
- ✓ Development Cost Charge Bylaw No. 693
- ✓ Amenity Cost Charge Bylaws (**NEW Option**)
- ✓ SCRD Tree Cutting Permit Bylaw No. 350
- ✓ Planning and Development Procedures and Fees Bylaw No. 522



Planning and Development 101

Importance of an Official Community Plan

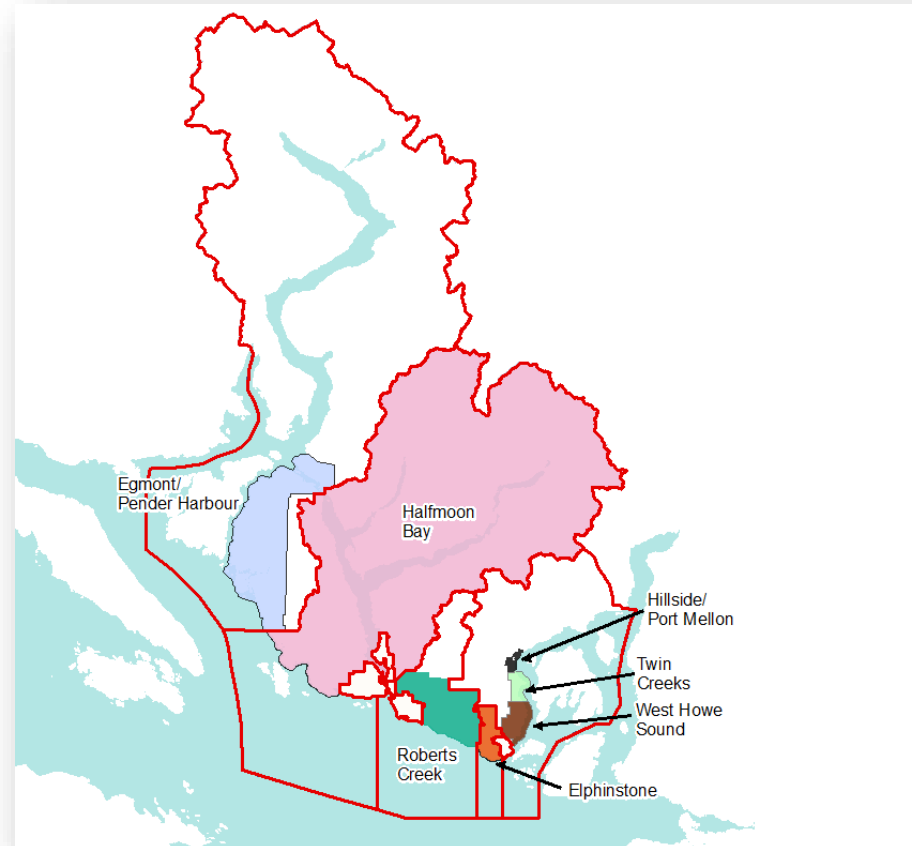
Which tool does what
in the context of an
Official Community
Plan?



Planning and Development 101

Official Community Plans: SCD currently has 7!

1. Area A - Egmont/Pender Harbour (2018)
2. Area B - Halfmoon Bay (2014)
3. Area D - Roberts Creek (2012)
4. Area E - Elphinstone (2008)
5. Area F - West Howe Sound (2011)
6. Area F - Twin Creeks (2005)
7. Area F - Hillside (1995)



Planning and Development 101

Primary purpose of an Official Community Plan

The ***Local Government Act (LGA)*** describes the purpose of an OCP as:

471 (1) An official community plan is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government.

All bylaws adopted by the local government must be consistent with the OCP.

OCPs are not a regulatory bylaw and should be interpreted broadly.



Planning and Development 101

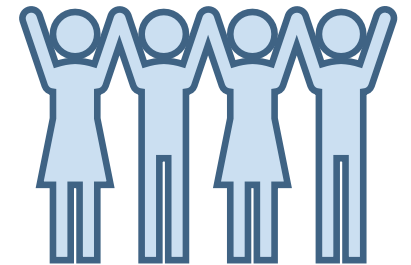
Importance of an Official Community Plan

An OCP establishes the long-term community vision, goals, and policies used to guide Board decisions on how land is used and developed in the short and long term.

The OCP is a community document that requires input from the community members when it is time to renew the plan.

Updates can sharpen policy focus, clarify direction, maintain legislative compliance and align organizational priorities.

Provides structure and guidance for decision making.



Planning and Development 101

Legislative Requirements

Local Government Act required content to be addressed by an OCP:



- Location, amount, type and density of residential development to meet housing need for at least 20 years.
- Location amount type of commercial, industrial, agricultural, recreational and public use lands.
- Location and area of sand and gravel deposits suitable for future sand and gravel operations.
- Restrictions of use of land subject to hazardous conditions or that is environmentally sensitive.
- Location and phasing of any major road, sewer and water systems.
- Location and type of public facilities.
- Housing policies.
- GHG reduction targets.

Planning and Development 101

Legislative Options

Local Government Act optional content to be addressed by an OCP:

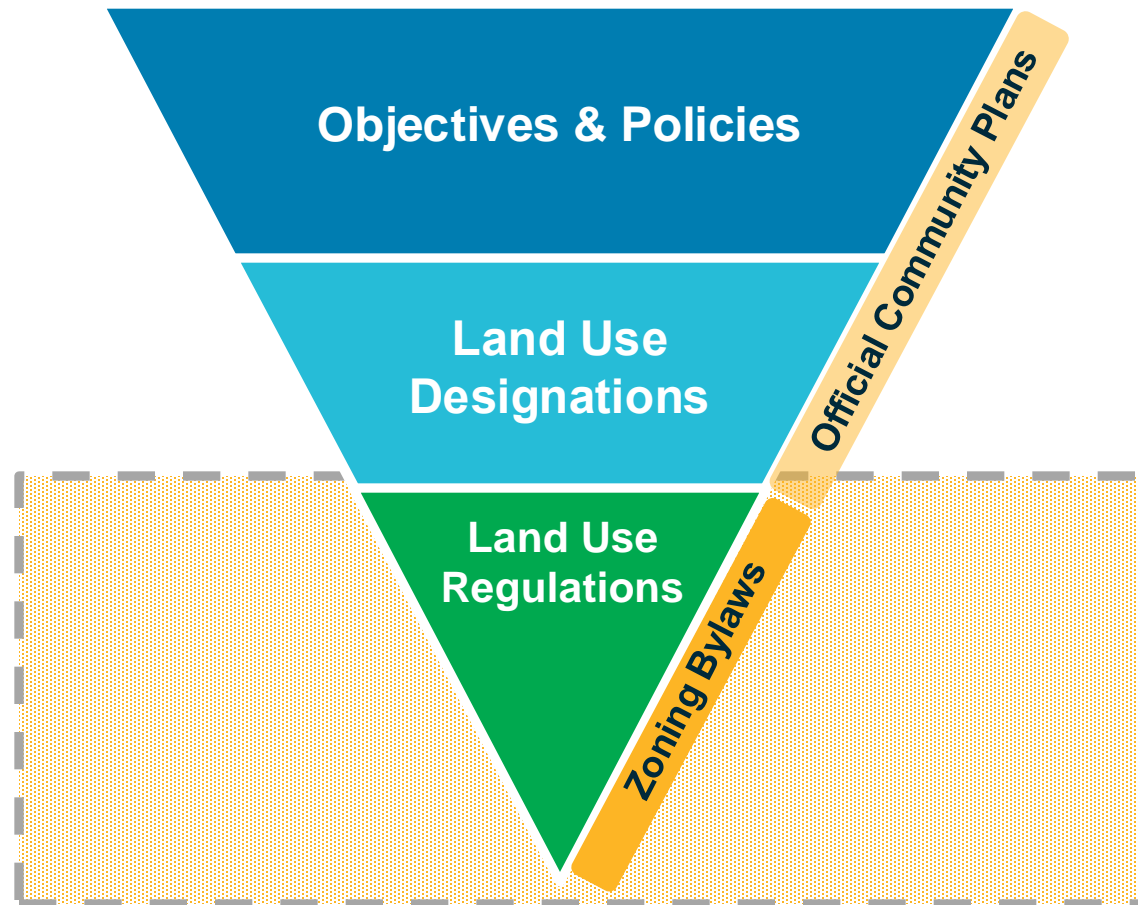
- Social needs.
- Farming and farmland.
- Preservation and protection of natural environment.
- Development permit areas.
- Temporary use permit areas.
- Development Approval information areas.
- Heritage conservation areas.



Planning and Development 101

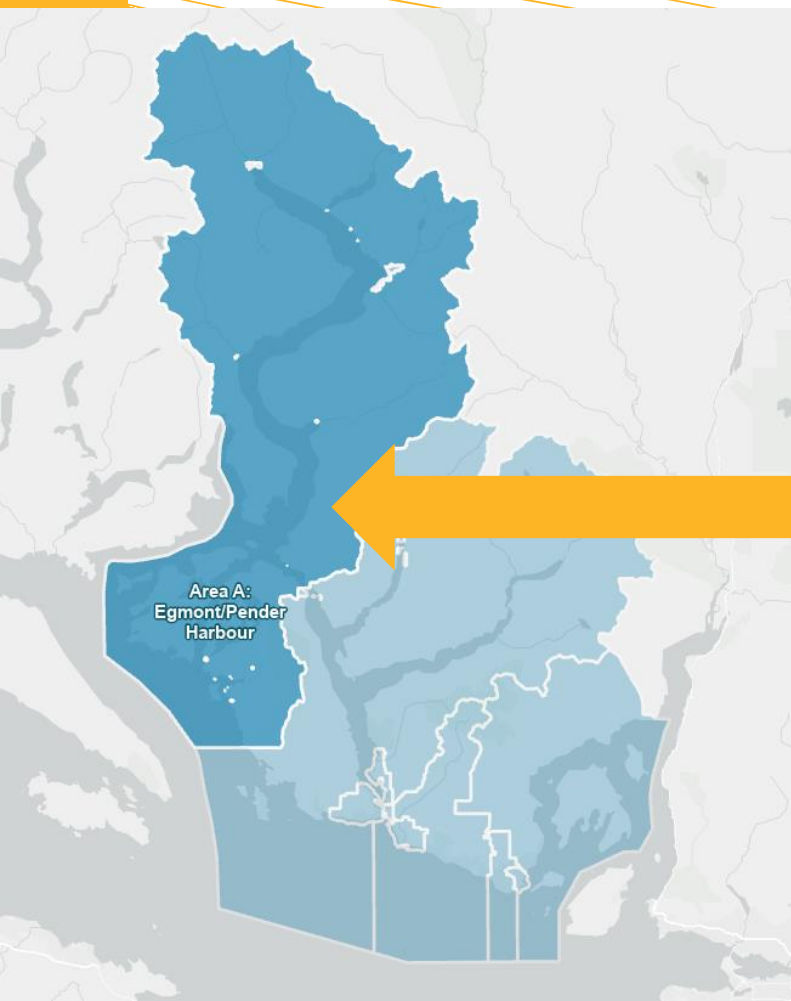
Importance of a Zoning Bylaw

Which tool does what
in the context of a
Zoning Bylaw?



Planning and Development 101

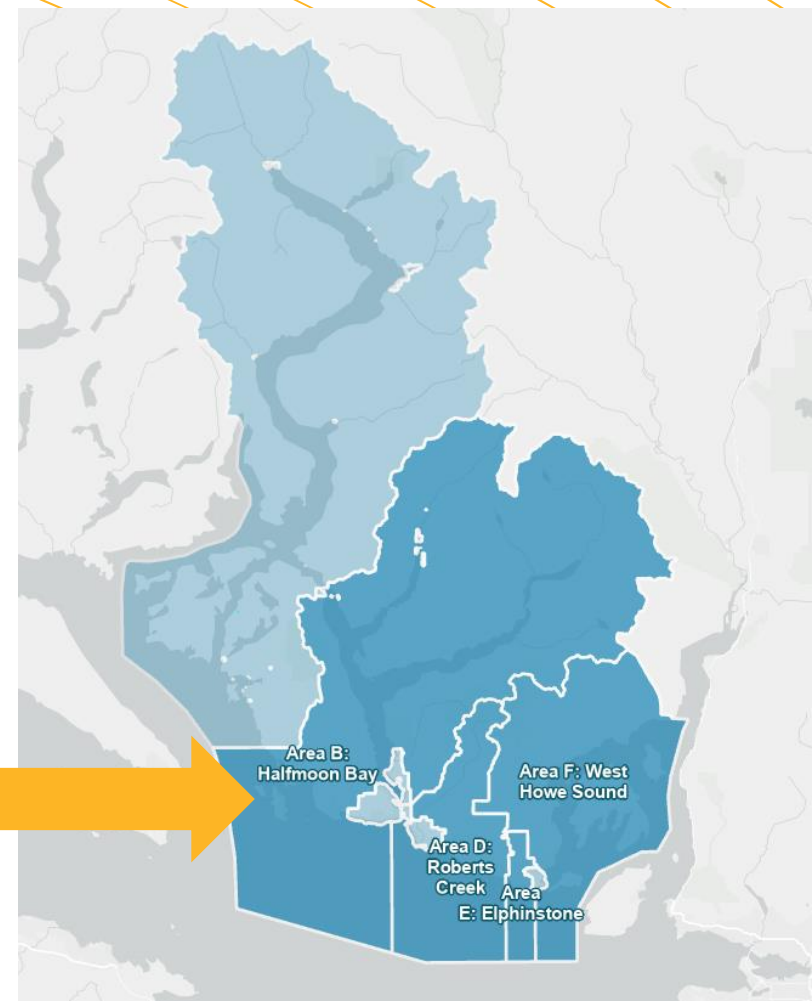
Bylaw Nos 337 & 722



Currently, SCRD has two Zoning Bylaws that regulate land use.

Zoning Bylaw No. 337,1992
regulates land use in Area A

Zoning Bylaw No. 722, 2022
regulates land use in
Electoral Areas B, D, E and F.



Planning and Development 101

Importance of a Zoning Bylaw

The instruction manual on how & where to put buildings and other forms of ‘development’, including:

- Lot size, dimension, floor area, site coverage
- Permitted uses by zone
- Dwelling units per parcel (density)
- Special use regulations i.e. home-based businesses
- Placement of buildings on a lot
- Height of buildings
- Parking spots on-site/off street
- Landscape requirements

And so much more!



Official Community Plan Renewal Project Overview

Official Community Plan Renewal

Overview: Scope

OCP Renewal project scope:

- 1) A policy framework of one OCP and one Zoning Bylaw that integrates DAPR objectives;
- 2) Two pillars of: Housing and Environment & Climate;
- 3) Meeting legislative requirements; and,
- 4) Integration of the Regional Growth Baseline Study with supporting Growth Management Principles.

Learn more:
letstalk.scrd.ca/ocp-update



Love
Where
You Live

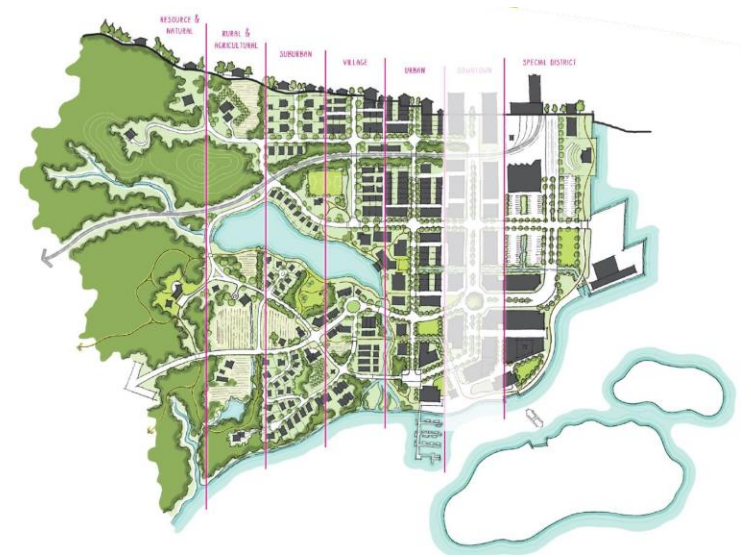
Official Community Plan Renewal

Overview: Scope

Learn more:
letstalk.scrd.ca/ocp-update

Integrated, User-Friendly OCP and Zoning Bylaw:

- 1) Clear, effective and comprehensive land-use planning framework
- 2) Coordinated efficient infrastructure and services
- 3) Ability to prioritize organizational business decisions
- 4) Directing housing needs to areas most suitable for growth
- 5) Enhanced clarity of electoral area local needs and uniqueness,
- 6) Consideration of larger regional context
- 7) A united voice when advocating to senior levels of government



Source: Cowichan Valley Regional District Draft OCP

Official Community Plan Renewal

Overview: Scope

Learn more:
letstalk.scrd.ca/ocp-update

OCP Pillars: Housing and Climate & Environment:

Housing Pillar:

- ✓ Consider a variety of housing options
- ✓ Align growth with areas that are or easily can be serviced.

Climate & Environment Pillar:

- ✓ Ensure legislative requirements are met
- ✓ Align with Board directed policies in CCAP
- ✓ Consider climate adaptation and environmental stewardship opportunities



Housing



Climate &
Environment

Official Community Plan Renewal

Overview: Scope

Learn more:
letstalk.scrd.ca/ocp-update

Legislative Requirements:

Issues identified through DAPR:

- ✓ Inefficiencies in approvals
- ✓ Reduced clarity
- ✓ Multi-jurisdictional challenges
- ✓ Increased risk potential

NEW Housing Statues (Bill 44):

- ✓ Small Scale Multi Unit Housing (SSMUH)
- ✓ Housing Need Report 5-year cycles



Official Community Plan Renewal

Overview: Scope

Learn more:
letstalk.scrd.ca/ocp-update

Regional Growth Baseline Integration:

- ✓ OCP informed by regional data to determine where growth should and should not occur
- ✓ Use and building upon existing maps and data
- ✓ Seek to close known gaps (e.g. understanding natural assets)



Official Community Plan Renewal

Overview: Supporting Scope Analysis

Learn more:
letstalk.scrd.ca/ocp-update

Supporting Scope Analysis:

- ✓ Natural Assets Inventory
- ✓ Supporting Infrastructure Analysis
- ✓ Development Permit Area Modernization
- ✓ Implementation Plan



Official Community Plan Renewal

Overview: Timeline

Learn more:
letstalk.scrd.ca/ocp-update

The general project timeline will:

- 1) Provide high-level bylaw frameworks including maps and policies by Q3 2026;
- 2) Include three rounds of public engagement; and,
- 3) Enable adoption of a NEW OCP and Zoning Bylaw in 2027.

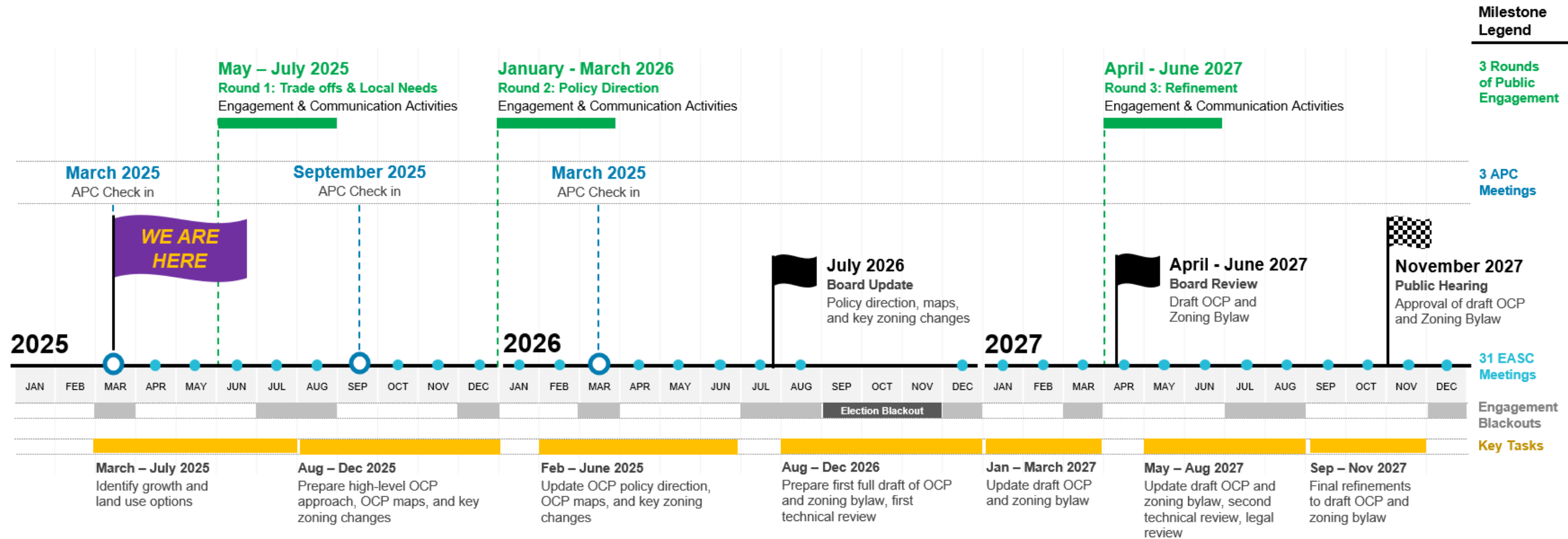


Love
Where
You Live

Official Community Plan Renewal

2025 – 2027 Project Timeline

Learn more:
letstalk.scrd.ca/ocp-update



Official Community Plan Renewal

APC Role in OCP Renewal

Learn more:
letstalk.scrd.ca/ocp-update

APC Role

Local context advisors!

- ✓ Help to consider and articulate local area needs and uniqueness
- ✓ Act as the bridge between other groups and the engagement process
- ✓ Early input into each engagement round

APC workshops

- 3 are planned
- First workshop for Spring 2025

