

**SUNSHINE COAST REGIONAL DISTRICT**

**ELPHINSTONE (AREA E)  
ADVISORY PLANNING COMMISSION MEETING AGENDA**

Tuesday, November 25, 2025 at 5:45 p.m.

IN THE CEDARROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT  
1975 FIELD ROAD, SECHELT, BC

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**1. CALL TO ORDER**

**2. AGENDA**

2.1 Adoption of the Agenda

**3. MINUTES**

- |  |             |
|--|-------------|
| 3.1 Elphinstone (Area E) APC Minutes of September 23, 2025           | Pages 1 - 3 |
| 3.2 Egmont/Pender Harbour (Area A) APC Minutes of September 22, 2025 | pp 4 - 6    |
| 3.3 Halfmoon Bay (Area B) APC Minutes of September 22, 2025          | pp 7 - 9    |
| 3.4 Roberts Creek (Area D) APC Minutes of September 23, 2025         | pp 10 - 12  |
| 3.5 West Howe Sound (Area F) APC Minutes of September 23, 2025       | pp 13 – 15  |

**4. BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

**5. PRESENTATIONS AND DELEGATIONS**

**6. REPORTS**

- |  |            |
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| 6.1 Town of Gibsons Official Community Plan Referral to SCRD | pp 16 – 30 |
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**7. DIRECTORS REPORT**

**8. NEXT MEETING**

**9. ADJOURNMENT**

**SUNSHINE COAST REGIONAL DISTRICT**

**AREA E - ELPHINSTONE  
ADVISORY PLANNING COMMISSION**

**Tuesday, September 23, 2025, 5:45 pm**

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RECOMMENDATIONS FROM THE AREA E ADVISORY PLANNING COMMISSION MEETING HELD IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

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<b>PRESENT:</b>	Acting Chair	Catherine Grey
	Members	Mary Degan Nara Benchley (virtual) Lynda Chamberlin (virtual)  Ashley St. Clair (virtual)
<b>ALSO PRESENT:</b>	Alternate Director	Fiona Beatty (virtual) (Non-voting Board Liaison)
	SCRD GM, Manager, Planning and Development	Ian Hall
	SCRD Planning Office Assistant	Genevieve Dixon
	SCRD Recorder	Vicki Dobbyn
<b>REGRETS:</b>		Arne Hermann Devin Arndt Clinton McDougall Laura MacDonald
<b>ABSENT:</b>		Michael Sanderson

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**ELECTION OF CHAIR**

Members have decided to rotate the Chair position. Catherine Gray volunteered to chair this meeting.

**CALL TO ORDER**

The Chair called the meeting to order at 5:45 pm.

**AGENDA**

The agenda was adopted as amended with addition of DPA report under Business Arising and Alternate Director's Report under Director's report

## **MINUTES**

The following minutes were accepted as circulated:

- Elphinstone (Area E) APC Minutes of July 29, 2025

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of July 28, 2025
- Halfmoon Bay (Area B) APC Minutes of July 28, 2025
- Roberts Creek (Area D) APC Minutes of July 29, 2025
- West Howe Sound (Area F) APC Minutes of July 29, 2025

## **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

As part of the recent APC review, staff committed to reporting back on outcomes or updates from prior agenda items.

### **Update on BCTS operating plan referral**

A letter containing APC comments was sent to BCTS. These comments were also received by Electoral Area Services Committee on September 18 and will proceed to Board for consideration of approval on October 9. They haven't heard back from BCTS yet but staff are having a follow-up meeting later this week with BCTS on this year's referral response. Area D APC had a recommendation related to advocacy to the Province which will be considered by Board on October 9 and could lead to a letter to Provincial minister(s).

### **Development Applications Report**

As a general response to comments/asks from APCs, a report that lists all development approvals is now being produced monthly and is posted on [www.scrd.ca/planning](http://www.scrd.ca/planning), under bulletins. Direct link: <https://www.scrd.ca/wp-content/uploads/2025/09/2025-AUG-31-Current-Development-Applications-Report.pdf>. Produced at month end, target is to upload in first 10 days of the month. A real-time map-based version is under development.

## **REPORTS**

### **Status Update: Integrating Seven OCPs into One**

GM Hall provided an introduction to the report.

An APC Workshop is planned for October 1 from 5:00 to 9:00 at the SCRCD offices. The workshop purpose is to invite all local context advisors (APC members) to contribute insight about their community's unique character considerations, including questions such as: What should be preserved? What should be strengthened? How can we balance growth?

**Key points of discussion:**

- It is will be interesting to see what how nebulous or specific the comments regarding each Area's uniqueness will be at the October 1 workshop.
- Staff reported that regarding the Natural Assets Inventory, 40% of data has been received. A technical memo will be presented in October or November.

**DIRECTOR'S REPORT**

The Director's Report given by the Alternate Director was received.

**NEXT MEETING**      October 28, 2025

**ADJOURNMENT**      6:09 pm

**SUNSHINE COAST REGIONAL DISTRICT**

**AREA A – EGMONT/PENDER HARBOUR  
ADVISORY PLANNING COMMISSION**

**Monday, September 22, 2025, 5:45 pm**

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RECOMMENDATIONS FROM THE AREA A ADVISORY PLANNING COMMISSION MEETING HELD IN THE CEDARROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

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<b>PRESENT:</b>	Chair	Gordon Littlejohn
	Members	Sean McAllistair (virtual) Catherine McEachern (virtual) Michelle Cunnigham (virtual) Bob Fielding (virtual) Tom Silvey (virtual)
<b>ALSO PRESENT:</b>	Electoral Area A Alternate	Christine Alexander (Non-voting Board Liaison)
	Manager, Planning & Development Planning Office Assistant SCRD Recorder	Jonathan Jackson Genieveve Dixon Vicki Dobbyn
<b>REGRETS:</b>	Electoral Area A Director	Leonard Lee (Non-voting Board Liaison)
	Members	Yohan Burega Jane McOuat Farrer Jay O’Keeffe Dennis Burnham

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**CALL TO ORDER** The Chair called the meeting to order at 5:45 pm.

**AGENDA** The agenda was adopted as presented.

**MINUTES**

The following minutes were accepted as circulated

- Egmont/Pender Harbour (Area A) APC Minutes of July 28, 2025, with the correction that Alan Skelley is no longer a member.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of July 28, 2025

- Roberts Creek (Area D) APC Minutes of July 29, 2025
- Elphinstone (Area E) APC Minutes of July 29, 2025
- West Howe Sound (Area F) APC Minutes of July 29, 2025

## **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

### **Update on BCTS operating plan referral**

A letter containing APC comments was sent to BCTS. These comments were also received by Electoral Area Services Committee on September 18 and will proceed to Board for consideration of approval on October 9. Staff are having a follow-up meeting later this week with BCTS on this year's referral response. Area D APC had a recommendation related to advocacy to the province which will be considered by Board on October 9 and could lead to a letter to Provincial minister(s).

### **New Development Application report FRW00017, 13685 Lee Rd**

At the July 28, 2025 Area A APC Meeting, it was recommended that the application as presented be supported. This APC recommendation was received by the Electoral Area Services Committee at their September 18 meeting where it was recommended that the proposed frontage waiver be approved. If SCRD Board approves the Committee's recommendations, then the applicant would continue to work with SCRD staff and the approving officer at MOTT to finalize the proposed subdivision.

## **REPORTS**

### **Status Update: Integrating Seven OCPs into One**

Staff acknowledged receipt of correspondence from Area A APC member Michelle Cunningham that used AI for a comparative analysis of the seven OCPs. A copy was sent to Area APC members. Staff will take this into consideration.

Manager Jackson introduced the report.

An APC Workshop is planned for October 1, 5:00 to 9:00 pm, in person at the SCRD office. The workshop purpose is to invite all APC members as local context experts to contribute input about their community's unique character, including questions such as: What should be preserved? What should be strengthened? What character considerations can be shared across multiple areas?

### **Key points of discussion:**

- Concerns that Area A is different than the rest of the coast in that the area is not as concerned about increasing density, and has a lot of seasonal residents. There is a great deal of concern over the possibility of losing our voice, so members are looking forward to workshop to address these concerns.
- There are three phases of public engagement. Phase 1 will conclude with the workshop and a report will be issued in November. Phase 2 engagement will run from January through to March and will address where growth will go, specific land use designations, and local area concerns. There will be further public engagement, then a draft OCP is

planned for Fall 2026, then there will further opportunity for feedback. The October 1 workshop will help clarify thoughts at high level, and there will be ongoing communication with APCs.

- Area A hasn't yet determined how it wants to identify its desired characteristics. We are still at an early stage. The last OCP process took a year and a half and went through 8 different drafts. We need to engage our community to find out the community's concerns and issues. How do we draw out the public's views, how does staff help us to do this?
- Why do we want a single OCP? A lot of work went into developing the Area A OCP. One OCP is more efficient in terms of keeping up with legislative requirements. It is better for regional advocacy around issues such as transportation. It will be clearer where there are commonalities and where there are differences. One advantage of one OCP is that the SCRDC doesn't have to respond to housing requirements (Bill 44) by individual areas so can make decisions more strategically as a region
- Critical infrastructure isn't evident as a major area of focus, for example, solid waste. Gaps should be identified, and should be included in implementation framework heading.
- Technical studies will be looking at sensitive environmental areas, fire flow, sewerages, ocean outfall, housing needs and density that would require sewers.
- There is concern about how development permit areas (DPAs) are designated. Do individual property owners have to make application every time? Things are being held up too much.
- The process is not doing a deep dive into DPAs now. Some key things in the implementation plan will consider servicing.
- After the development of one OCP, there will be one zoning bylaw and APCs will be involved in this process as well.

**DIRECTOR'S REPORT** There was no Director's Report

**NEXT MEETING**      October 27, 2025

**ADJOURNMENT**      6:45 pm

**SUNSHINE COAST REGIONAL DISTRICT**

**AREA B - HALFMOON BAY  
ADVISORY PLANNING COMMISSION**

**Monday, September 22, 2025, 5:45 pm**

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RECOMMENDATIONS FROM THE AREA B ADVISORY PLANNING COMMISSION MEETING HELD IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

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<b>PRESENT:</b>	Chair	Kim Dougherty
	Members	Joshua Van Klinken Suzette Stevenson Andy Jones-Cox Nicole Huska (virtual)
<b>ALSO PRESENT:</b>	Manager, Planning & Development Planning Office Assistant SCRD Recorder	Jonathan Jackson Genevieve Dixon Vicki Dobbyn
<b>REGRETS:</b>	Electoral Area B Director	Justine Gabias (Non-voting Board Liaison) Duncan Smith Barbara Bolding Eleanor Lenz
<b>ABSENT:</b>	Members	Robert Baziuk Alda Grames

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**CALL TO ORDER**

The Chair called the meeting to order at 7:04 pm.

**AGENDA**

The agenda was adopted as presented.

**MINUTES**

The following minutes were accepted as circulated:

- Halfmoon Bay (Area B) APC Minutes of July 28, 2025

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of July 28, 2025
- Roberts Creek (Area D) APC Minutes of July 29, 2025
- Elphinstone (Area E) APC Minutes of July 29, 2025
- West Howe Sound (Area F) APC Minutes of July 29, 2025
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## **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

### **Update on BCTS operating plan referral**

A letter containing APC comments was sent to BCTS. These comments were also received by Electoral Area Services Committee on September 18 and will proceed to Board for consideration of approval on October 9. Staff are having a follow-up meeting later this week with BCTS on this year's referral response. Area D APC had a recommendation related to advocacy to the province which will be considered by Board on October 9 and could lead to a letter to Provincial minister(s).

It was noted that regarding Recommendation No. 2 of the Area B APC minutes of July 28 that the wetland is identified as a sensitive ecosystem on the SCRD web mapping site.

## **REPORTS**

### **Status Update: Integrating Seven OCPs into One**

Manager Jackson provided an introduction to the report. This report shows an initial concept of how an integrated OCP can be achieved and is being shared with APCs for information and discussion.

An APC Workshop is planned for October 1 from 5:00 to 9:00 at the SCRD offices. The workshop purpose is to invite all local context advisors (APC members) to contribute insight about their community's unique character considerations, including questions such as: What should be preserved? What should be strengthened? How can we balance growth?

### **Key points of discussion:**

- The strength of the report is that it showed both the commonalities and the differences.
- Area B has the second-newest OCP and some unique traits such as the only area with economic considerations, and the culture and community theme. It is also unique in that it has three community hubs, and the hospital land is part of Area B. It is also very geographically diverse. The technical studies will have information on sea level rise.
- There is a need to highlight what is important to Area B, for example, agriculture, community hubs (under culture and community in report), mobile home designations, reconciliation

- A member suggested changing section headings on page 43 as follows:
  1. Introduction
  2. Community Well Being:
    - Economy, Service and Infrastructure, Access, Reconciliation
  3. Housing
  4. Environmental Stewardship (or Resiliency)
  5. Development Permit Areas
  6. Maps
  7. Implementation
- Discussion about headings and priorities included a debate as to whether numbering implies priority. This could be clarified in the introduction. Points expressed included that staff are the experts in structuring, and that the OCP needs to be specific about priorities because it is ultimately a policy document. The Board has adopted two pillars, environment and housing, so the assumption is that they are equal in importance, and there is also overlap in these areas. All themes will be considered as a whole and will be aligned with legislation.
- Area B wants a section on agriculture but not all aligned with the ALR. If agriculture shows up in the final framework, it would include Area B, and the question is how it is applied. The SCRD will be looking for input on how this is used, such as agricultural uses outside of ALR.
- Engagement of stakeholders includes organizations such as Vancouver Coastal Health, other local governments, community agencies and groups, Ministry of Transportation and Transit, and developers. It was suggested that the SCRD also engage with subject matter experts and if possible, share the list so members can recommend experts who may have been missed.
- Principles or values will come later. When the zoning bylaw is drafted it will be more specific as to intent and conditions.
- Definitions will be very important, such as what is rural character, what is densification, what is recreation. Recreation is bigger than facilities, it includes places to gather. Is there a difference between village core and community hub?
- Regarding crown land issues such as parks and the Douglas fir area, we can have a guiding ask around crown land but we can't impose regulations on crown land.
- One member opposed storm water management being included in the OCP as it would be redundant because storm water management is already a BC Building Code requirement.
- In round 1 of engagement, we've been engaged in process but not content, so how does the SCRD plan to engage us in the future in a more fulsome way? There will be a more formalized engagement plan going to the Board in December.

**DIRECTOR'S REPORT** There was no Director's Report.

**NEXT MEETING** October 27, 2025

**ADJOURNMENT** 8:15 pm

**SUNSHINE COAST REGIONAL DISTRICT**

**AREA D – ROBERTS CREEK  
ADVISORY PLANNING COMMISSION**

**Tuesday, September 23, 2025, 4:30 pm**

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RECOMMENDATIONS FROM THE AREA D ADVISORY PLANNING COMMISSION MEETING HELD IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

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<b>PRESENT:</b>	Chair	Mike Allegretti
	Members	William Ferguson Meaghan Hennessy
<b>ALSO PRESENT:</b>	Alternate Director	Mary Louise Hardy (Non-voting Board Liaison)
	SCRD GM, Manager, Planning and Development	Ian Hall
	SCRD Planning Office Assistant	Genevieve Dixon
	SCRD Recorder	Vicki Dobbyn
<b>REGRETS:</b>		Chris Glew
<b>ABSENT:</b>		Jim Budd Caroline Tarneaud Robert Hogg Gerald Rainville Lesley-Anne Staats

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**CALL TO ORDER**

The Chair called the meeting to order at 4:31 pm.

**AGENDA**

The agenda was adopted as presented.

**MINUTES**

The following minutes were accepted as circulated:

- Roberts Creek (Area D) APC Minutes of July 29, 2025

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of July 28, 2025
- Halfmoon Bay (Area B) APC Minutes of July 28, 2025
- Elphinstone (Area E) APC Minutes of July 29, 2025
- West Howe Sound (Area F) APC Minutes of July 29, 2025

## **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

### **Update on BCTS operating plan referral**

A letter containing APC comments was sent to BCTS. These comments were also received by Electoral Area Services Committee on September 18 and will proceed to Board for consideration of approval on October 9. Staff are having a follow-up meeting later this week with BCTS on this year's referral response. Area D APC had a recommendation related to advocacy to the province which will be considered by Board on October 9 and could lead to a letter to Provincial minister(s).

### **Development Applications Report**

As a general response to comments/asks from APCs, a report that lists all development approvals is now being produced monthly and is posted on [www.scrd.ca/planning](http://www.scrd.ca/planning), under bulletins. Direct link: <https://www.scrd.ca/wp-content/uploads/2025/09/2025-AUG-31-Current-Development-Applications-Report.pdf>. Produced at month end, target is to upload in first 10 days of the month. A real-time map-based version is under development.

### **APC Meeting Schedule, Format, and Location**

A member asked about the background on current meeting schedule, format and location as the timing does not work for all members, and there may be times when SCRD staff is not needed at meetings. It was explained that last year staff was directed to conduct a review of APC meetings and surveyed members (who are not all the same as the membership roster now) about what supports would be helpful to their roles. The new arrangement was based on this feedback of requesting staff presence to answer questions, and to a location that gave the option of hybrid meetings. Scheduling was designed as best as possible to accommodate the various feedback. The survey questions may have different answers now with new members. Another review will be underway to update feedback and preferences.

## **REPORTS**

### **Status Update: Integrating Seven OCPs into One**

GM Hall provided an introduction to the report. APC's will be receiving a short questionnaire in advance of the workshop, which will help guide workshop design. Please take the time to fill this out and return by September 25.

**Key points of discussion:**

- It was clarified that the report shows an initial concept of how an integrated OCP can be achieved and is being shared with APCs for information and discussion.
- It is an exercise in the technical feasibility of integrating. Board direction is to have one OCP that is compliant with legislation.
- The workshop on October 1 from 5:00 to 9:00 will be a deep dive into what are the similarities and differences among the current OCPs.
- How should we be prepared for next week? Being comfortable speaking about what has worked well, what is unique, what in another OCPs are you curious about, and what is the capacity for growth in your area. At the workshop there will be plenary sessions as well as single area sessions and mixed area sessions.
- One of the major items in the current Area D OCP is controlling development on the highway. The community doesn't want to have mini-malls. Where does this fit in the new integrated OCP? It might be found on page 45, approach for local considerations, and is a great question to dig into on October 1.
- The framework has headings and subheadings but doesn't include the content related to the concerns of the individual areas. How are we going to get these concerns into this document?
- This report and analysis just looks at current OCPs and where they are aligned and different. It doesn't imply a structure. Project timeline is that it is still a few months away from how the OCP will be structured.
- What is relation to this project with the housing requirements of the province (Bill 44)?
- Two concerns from the public are: are we going to lose everything that makes us special, and concerns that if there are policy changes in other areas they will apply to our area and we don't want to forced to accept these changes. If there is a change in zoning for one area, would it apply to other areas even if there is objection to it. Concern that the individual characteristics will get lost in the shuffle.
- One end of spectrum is how specific and prescriptive do we want to be in terms of land use designation? At the other end is a general residential zone, and communities don't like that either. The question for the APCs is do you have thoughts about how "tight" or "loose" land use regulations should be?
- Future bylaw amendments could be specific to an individual area.
- Is there going to be a push to do something involving the province and BCTS to deal with water, especially where there is no regional water. There is not much in the OCPs now around water concerns and protection of aquifers. West Howe Sound is the only area with aquifer protection.
- In the current Area D OCP, there is a recommendation for a 1500-hectare park in Mt. Elphinstone. This is an interesting legal and technical question, complicated by jurisdiction and the history of parks. APC members could speak to the reasons for the creation of the park, e.g., habitat protection, aquifer protection, and buffer zone.

**DIRECTOR'S REPORT** There was no Director's Report

**NEXT MEETING** October 28, 2025

**ADJOURNMENT** 5:24 pm

**SUNSHINE COAST REGIONAL DISTRICT**

**AREA F – WEST HOWE SOUND  
ADVISORY PLANNING COMMISSION**

**Tuesday, September 23, 2025, 7:00 pm**

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RECOMMENDATIONS FROM THE AREA F ADVISORY PLANNING COMMISSION MEETING HELD IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

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<b>PRESENT:</b>	Chair	Miyuki Shinkai (virtual)
	Members	Byron Roehrl Jon McMorrان (virtual)
<b>ALSO PRESENT:</b>	SCRD GM, Manager, Planning and Development SCRD Planning Office Assistant SCRD Recorder	Ian Hall Genevieve Dixon Vicki Dobbyn
<b>REGRETS:</b>		Sue Fitchell Roan Blake Marlin Hanson
<b>ABSENT:</b>		Tim Rockford

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**CALL TO ORDER**

The Chair called the meeting to order at 7:02 pm.

**AGENDA**

The agenda was adopted as presented with addition of Development Applications Report under Business Arising.

**MINUTES**

The following minutes were accepted as circulated:

- West Howe Sound (Area F) APC Minutes of July 29, 2025

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of July 28, 2025
- Halfmoon Bay (Area B) APC Minutes of July 28, 2025
- Roberts Creek (Area D) APC Minutes of July 29, 2025
- Elphinstone (Area E) APC Minutes of July 29, 2025

## **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

### **Update on BCTS operating plan referral**

A letter containing APC comments was sent to BCTS. These comments were also received by Electoral Area Services Committee on September 18 and will proceed to Board for consideration of approval on October 9. They haven't heard back from BCTS yet but staff are having a follow-up meeting later this week with BCTS on this year's referral response. This may appear again with further updates.

The Chair reported that West Howe Sound Community Association joined with Elphinstone Community Association and sent a letter to BCTS.

### **Development Applications Report**

As a general response to comments/asks from APCs, a report that lists all development approvals is now being produced monthly and is posted on [www.scrd.ca/planning](http://www.scrd.ca/planning), under bulletins. Produced at month end, the target is to upload in first 10 days of the month. A real-time map-based version is under development.

## **REPORTS**

### **Status Update: Integrating Seven OCPs into One**

GM Hall provided an introduction to the report.

There will be a workshop on October 1, 5:00 to 9:00, at the SCRD offices. At the workshop topics for discussion will include what is unique in each area, how to accommodate housing needs, and natural assets.

### **Key Points of Discussion:**

- It seems like a good format for a final OCP.
- The current OCP doesn't address climate change impacts such as flooding. Can this be addressed in the new OCP?
- OCPs must contain statements about greenhouse gas emissions. Some risks such as aquifers can be managed through development permit areas. Other risks can be brought up at workshop.
- Current OCPs don't address droughts and this can be brought up as a risk.
- One of the biggest concerns for Area F is that there is no community space in Langdale. The area needs green space and parks.
- SCRD has initiated a parks review.
- Langdale Elementary is doing a lot of nature programs using the adjacent forest, using active transportation. We had recommended higher density in the neighbourhood of the school but are concerned we would lose this green space.

- Higher density can make more open spaces (forests) available (e.g., development will contribute green space)
- Land near the school is wetland and would be prohibitive to develop.
- This land is now used by mountain bikers to access Sprockids Trails.
- The province has a program using provincial land for community use at nominal cost.
- There is not a lot of focus on indigenous peoples or reconciliation in the current OCP.

**DIRECTOR'S REPORT** There was no Director's Report.

**NEXT MEETING** October 28, 2025

**ADJOURNMENT** 7:37 pm



# Staff Report Request for Comment

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**TO:** Elphinstone Advisory Planning Commission – November 25, 2025  
**AUTHOR:** Matt Thomson, Senior Planner  
**SUBJECT:** **Town of Gibsons Official Community Plan Referral to SCRD**

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## OVERVIEW

### Purpose of Report

The purpose of this report is to request advice from the Elphinstone Advisory Planning Commission (APC) on a referral response to the Town of Gibsons draft Official Community Plan. Staff have prepared comments across a range of service areas, with a focus on the following key areas:

- Policies or objectives which could impact SCRD service delivery
- Implications for regional growth
- Opportunities for collaboration
- Considerations going forward

APC members are being requested to provide comments using the same framework, considering the implications of the Town's OCP update from the perspective of SCRD service delivery and the APC's role as local context advisor.

Comments prepared by staff are Attachment A.

The staff report prepared for the Committee of the Whole is Attachment B.

The draft Town of Gibsons OCP is online here: [Official Community Plan Update - Town of Gibsons](#). This version is dated November 7, 2025. The version staff reviewed was dated October 7, 2025.

Comments and recommendations from the APC will be provided to the SCRD Board and may be forwarded to the Town of Gibsons for consideration following Board direction.

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## BACKGROUND

A full background can be found in the attached staff report. The Town is currently finalizing its OCP update and is seeking comment from jurisdictions and agencies that may be impacted by proposed changes.

## DISCUSSION

Staff responsible for services delivered within the Town of Gibsons and in areas interfacing with the Town were referred the draft document as of October 7, 2025. Through the staff referral process, staff were asked to identify:

- Policies or objectives which could impact service delivery
- Implications for regional growth
- Opportunities for collaboration
- Considerations going forward

This report seeks feedback and input from the Elphinstone APC on the Town of Gibsons draft Official Community Plan with these same considerations in mind, from the perspective of the APC.

**FINANCIAL IMPLICATIONS**

See attached staff report.

**LEGISLATIVE IMPLICATIONS**

See attached staff report.

**STRATEGIC PLAN IMPLICATIONS**

See attached staff report.

**TIMELINE**

See attached staff report.

**COMMUNICATIONS**

See attached staff report.

**SUMMARY AND CONCLUSION**

The draft Gibsons OCP has been referred to SCRD. Advice on response is requested from the Elphinstone APC, using the four key bullets noted in the discussion section above as a guiding framework for those comments.

**ATTACHMENT(S):**

A - 2025-Oct-23 Summary of Referral Comments from SCRD V1

B - 2025-Nov-13 COW Report – Town of Gibsons OCP Referral

Reviewed by:			
Manager			
GM	X – I. Hall		

## ATTACHMENT A

# Additional Comments from November 13 Committee of the Whole

- **Water infrastructure:** Note that in Section 1.1 under “Service impact” it should read “The Town of Gibsons continues to use SCRD water during emergencies, periods of high fire flow...” and under “Implications for regional growth” it should read “Continued growth may increase the Town of Gibsons use of SCRD water for meeting fire flow demand...”
- **Curbside Recycling Pick Up:** Note that the Town is considering introduction of curbside recycling through the OCP. Section 1.2, Under “Service impacts” the bullet should read: “If the Town were to introduce curbside recycling within the Town it may affect service demand...”
- **Parks and Recreation:** Note that under “Opportunities for collaboration” partnerships between SCRD and ToG should be considered beyond the Town-SCRD border, to include all parks in neighbouring jurisdictions (i.e. Electoral Area E and F) as opportunities for partnership.
- One board member noted (in reference to section 3.1 “Opportunities for collaboration”) the importance of ongoing communications and partnership development with the Squamish Nation around long-term planning for *Ch’kw’élhp*

# ATTACHMENT A

## Summary of Referral Comments from SCRD Staff

This document outlines staff comments by division and topic area for the Gibsons OCP update. The draft OCP as of October 7, 2025 was referred to SCRD divisions responsible for services delivered within the Town of Gibsons and in areas interfacing with the Town. These comments are organized by service area below.

### 1. Infrastructure

#### 1.1. Water

- **Service impact:**
  - The Town of Gibsons (TOG) continues to rely on SCRD water during emergencies, periods of high fire flow demand, and times of peak community water use—such as during heavy lawn sprinkling. New high-density residential developments in Upper Gibsons (Town Zone 3) could further increase this reliance during peak demand periods.
- **Implications for regional growth:**
  - Continued growth will increase the Town of Gibsons' (TOG) reliance on SCRD water for meeting fire flow demand throughout the community.
- **Opportunities for collaboration:**
  - The TOG has confirmed that peak hour demand and fire flow requirements will be further assessed through future modelling efforts, in collaboration with the SCRD.
  - Ongoing joint aquifer monitoring, data sharing, and model calibration between TOG, SCRD, and the Province is encouraged.
  - Collaborate on regional water demand forecasting to ensure alignment between the Gibsons One Water Plan and the SCRD's Water Strategy.
- **To consider going forward:**
  - Establish clear timelines and scope for the assessment of peak hour and fire flow demands, ideally integrated into the Official Community Plan (OCP) implementation planning process.
- **General comments:**

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- Support for the following policies, noting they align with and support the goals of the 2025–2035 Water Strategy:
  - Section 3, Policy 12
  - Section 7.1, Policy 5
  - Section 7.3, Policies 10

## 1.2. Solid Waste

- **Service impacts:**
  - The introduction of curbside recycling within the Town may affect service demand at the SCRD-funded Gibsons Recycling Depot.
  - The proposed objectives and policies in the OCP support those in the Solid Waste Management Plan Update, which is in its final development phase. This plan accounts for projected growth within the Town as reflected in the current OCP.
- **Implications for regional growth:**
  - Due to the close geographic relationship between the Town and surrounding electoral areas, joint approaches to curbside recycling and depot services may offer greater efficiency and consistency.
- **Opportunities for collaboration:**
  - Coordinate initiatives related to curbside recycling, depot operations, and green waste disposal.
- **To consider going forward:**
  - For the Town to implement and enforce waste diversion bylaws for commercial operations and multi-family buildings, as well as enforce waste diversion in the Town of Gibsons' curbside program.

## 2. Parks, Recreation, and Transportation

### 2.1. Parks and Recreation

- **Service impact:**
  - As the Town continues to grow, there will likely be increasing expectations for enhanced levels of parks and recreation services as part of creating a complete and livable community.
- **Implications for regional growth:**

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- Population growth will drive greater demand for parks, recreational facilities, and programming across the region.
- **Opportunities for collaboration:**
  - Partner with SCRD Parks on the planning and development of parks and amenities along the Town–SCRD boundary.
  - Identify opportunities where coordinated municipal and regional park planning can enhance broader park networks, ecosystem functions, and recreational connectivity.
- **To consider going forward:**
  - Avoid duplication of services wherever possible by clarifying roles and responsibilities between the Town and regional service providers.

### 2.2. Transit and Transportation

Note: BC Transit provided detailed feedback on the draft OCP, which staff support.

Below is a summary of key comments received from BC Transit in July and August 2025:

- **Service Impact and Implications for Growth:**
  - Consider and treat Gibsons Way as a potential candidate for *Frequent Transit Network*. With increased frequency for Route 90 planned for as early as January 2026 and an upper/lower Gibsons connector proposed for 2027, the average service interval for this will be every 20 minutes for each direction. While BC Transit defines Frequent Transit as 15-minute service frequency, this may be a possibility over the longer-term if growth is accommodated in a transit-supportive form.
  - Leave flexibility in the Upper Gibsons Commercial Area (UGCA) and Multi-Unit Residential Areas (MURA) to enact future Transit-Oriented Area (TOA) standards in the future, which could allow the future implementation of Transit Priority measures (e.g. traffic signal coordination, bus stop placement, peak hour management such as bus-only lanes, etc.)
  - Consider the intersection density of Upper Gibsons. Because most transit trips are part of a walking trip, intersection density is ‘critical to realiz[ing] the transit ridership potential of any density. Without a short and comfortable pathway to reach transit, transit is less

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competitive and residents will opt for more convenient options (like driving).”

- Consider ongoing development of ‘backage’ roads, which parallel arterial networks, to support transition along arterial corridors from lower to higher density.

## 3. Planning and Development

### 3.1. Land Use and Planning

- **Service impact:**
  - The OCP calls for referral of development applications along boundaries and the potential for provision of infrastructure services to boundary communities.
- **Implications for regional growth:**
  - The OCP calls for collaboration between Town and SCRD on growth management and edge planning in the interface with Areas E and F. A growth management lens that focuses on balancing social, economic, and environmental objectives is aligned with the SCRD Regional Growth Framework Phase 2 Report (Policy Review) Growth Management Principles.
  - Staff support OCP policies and objectives that call for land-use patterns that:
    - Reduce sprawl, creating more energy efficient building forms and compact communities, aligning with SCRD climate goals
    - Improve local connectivity, as this may reduce car dependence and emissions, also supporting regional climate goals.
  - Staff support policies that minimize impact of development outside Town’s western boundary (i.e. agricultural lands) through development buffers; parcels designated mixed use and residential in the Town may also benefit from this requirement. Buffers can avoid land use conflicts.
  - Section 6 (Commercial) calls for redevelopment of automotive and industrial uses, which may have implications for neighbouring SCRD areas, if these uses are pushed to the edge of the Town.
  - There are several parcels being considered for a boundary expansion by the Town, which would be rezoned from SCRD Rural Residential to Commercial Service. This may make them appropriate for transit site expansions.
  - Not requiring a Development Permit Area for ditches (per Riparian Areas Protection Regulations (RAPR)) may have impacts on fish-bearing streams (in both Town and SCRD) that are connected to the ditch.

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- **Opportunities for collaboration:**
  - The OCP calls for ongoing collaboration between Town and SCRD on growth management and edge planning in the interfaces with Areas E and F.
  - The evolution of industrial lands in the Town of Gibsons points to the need for a regional employment / industrial lands approach. Such an approach can consider impacts to water sources and systems.
  - Policies and objectives in Section 6 (Commercial) highlight importance of working with MOTT and SCRD around active transportation and traffic flow.
  - Environmentally Sensitive Areas DPA - Marine and Eelgrass: Opportunities to promote Greenshores or strategies for managing coastal erosion that reduces impacts on neighboring properties.
  - Aquifer Protection DPA: Opportunities to explore policy alignment.
  - Did not see any Development Approval Information Area provisions in the OCP. Opportunities may exist to explore professional assessments beyond mapped DPAs. It may be beneficial to explore this such that Development Permit assessments can transcend boundaries or in a coordinated way with SCRD.
  - It may be beneficial to explore how Development Permits and assessments can transcend boundaries or be considered in a coordinated way with SCRD.
- **To consider going forward:**
  - Continued collaboration on edge planning, transit and active transportation connectivity will support goals of both the Town and SCRD.
  - SCRD's OCP Renewal process may include protection and enhancement of ecosystem services for aquifer protection and integrated stormwater management. Could explore collaboration with Town on development of policy/guidelines that cut across boundaries.
  - It is worth exploring where industrial uses occur and how they will be managed from an ecosystem/aquifer protection standpoint. Edge planning for land designated as light industrial through the Commercial Service zone would be beneficial.
  - Continue to undertake efforts at a regional level to address affordable housing needs.

## 3.2. Sustainable Development

- **Service impact:**

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- SCRD Community Climate Action Plan implementation is interconnected to the Town's OCP.
- **Implications for regional growth:**
  - Percent lot coverage with impermeable surfaces to mitigate downhill flood risk would support Section 10.2 (Emergency Management).
  - Staff note that rapid adoption of the Zero Carbon Step Code appears critical to enacting section 10.3 (Climate Mitigation).
- **Opportunities for collaboration:**
  - There are extensive collaboration opportunities in Section 10 including around Section 10 (Climate Resilience) and Section 11 (Natural Environment), for example, expanding understanding of how climate change will impact the region and updating risk and vulnerability assessments to inform asset management are areas where collaboration could yield efficiencies and increase effectiveness.
- **To consider going forward:**
  - Section 10.2.3 –focusing solely on fire with regards to development may be limiting, and the section could say all climate hazards, or mention flood and heat. This is noted in Sections 11.1 and 11.2.
  - Section 10.3 seems largely focused on building stock. Complete, compact communities (as committed to in the Climate Action Charter) are an approach to reducing transportation emissions.
  - Section 10.3 – there are guides to mitigation of embodied emissions of construction materials that can be shared by Sustainable Development division.

## 3.3. Economic Development

- **Opportunities for collaboration:**
  - Section 9 (Economic Development) calls for regional bike tourism initiatives with others in the tourism/arts/recreation sectors to support initiatives across the region, recognizing the Town's role 'as a gateway to visitor trips in other areas of the Sunshine Coast.' Possible linkages with SCRD services/facilities should be considered as these initiatives proceed.

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## 4. Emergency Response and Prevention

### 4.1. Fire Protection Services

- **Service impact:**
  - Height considerations (specifically 8 storeys) are beyond current service levels/training/capabilities for GDVFD, with 6 storeys as the current maximum limit for fire protection services (aligned with fire protection standards).
- **Implications for regional growth:**
  - Ongoing community growth must be considered in relation to the Town's fire protection capacity.
  - The current Fire Flow Study (underway) will be critical in assessing how infrastructure and service levels can adapt to support future development.
  - As the population increases, incremental expansion of the fire department's resources, staffing, and equipment will be necessary to maintain appropriate service levels.
- **Opportunities for collaboration:**
  - Expand mutual aid and inter-agency training opportunities to enhance regional emergency preparedness.
  - Coordinate with the SCRD and provincial partners on emergency planning initiatives, infrastructure alignment, and resource sharing.
- **To consider going forward:**
  - Assess the impact of local housing availability on emergency personnel recruitment and retention, particularly for volunteer-based services.

### 4.2. Sunshine Coast Emergency Program

- **Service impact:**
  - No notable impacts; the OCP supports work that is ongoing between the Town and SCRD.
- **Implications for regional growth:**
  - As the community grows, reviews of emergency programs should be undertaken regularly to ensure they meet community needs.
- **Opportunities for collaboration:**
  - Service agreements are being put in place to align with new provincial legislation. This is reflected in OCP language.
  - FireSmart:

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- Though the Community Wildfire Protection Plan did not identify Gibsons as high risk, there may still be benefits to coordinating policies and guidelines between jurisdictions.
- Implementation of a standardized Wildfire Development Permit Area with Fire Smart in mind should be considered.
- **To consider going forward:**
  - Continue to develop opportunities for intergovernmental collaboration, particularly inter-agency training opportunities.
  - FireSmart:
    - Continue to undertake efforts at a regional level to address affordable housing needs.



# ATTACHMENT B

## Staff Report

### Request for Decision

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**TO:** Committee of the Whole – November 13, 2025

**AUTHOR:** Ian Hall, General Manager, Planning and Development  
Matt Thomson, Senior Planner

**SUBJECT:** **Town of Gibsons Official Community Plan Referral**

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#### OVERVIEW

##### **Purpose of Report:**

The purpose of this report is to provide the Board with options to consider regarding staff comments on the Town of Gibsons Official Community Plan (OCP) referral, as per section 475 of the *Local Government Act*. Staff responsible for services delivered within the Town of Gibsons and in areas interfacing with the Town were referred the draft document as of October 7, 2025. Comments were organized by SCRD service area and are attached to this report (Attachment A).

This report requests Board decision to accept, reject or provide alternate direction with respect to staff's recommendations as presented below.

##### **Recommendation(s):**

- (1) THAT comments on the Town of Gibsons' draft Official Community Plan, as set out in Attachment A of this report, be forwarded to Town of Gibsons for consideration;**
  - (2) AND FURTHER THAT this report be referred to Electoral Area E and Electoral Area F Advisory Planning Commissions.**
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#### BACKGROUND

The Town of Gibsons is updating the Official Community Plan (OCP) and Zoning Bylaw to help manage growth and development in the community and address changes in local priorities and community needs. The project is divided into four phases:

- Phase 1: Background Review and Residents Assembly
- Phase 2: Round 1 of Public Engagement
- Phase 3: Draft OCP and Round 2 of Public Engagement, and Adoption of OCP
- Phase 4: Draft Zoning Bylaw, Round 3 Engagement, and Adoption of Zoning Bylaw

The Town is currently nearing the end of Phase 3 (OCP Adoption) and partway through the concurrent Phase 4, and is seeking comments from other governmental bodies, including SCRD on the nature and content of the draft OCP, particularly as it pertains to shared service delivery,

edge planning, and other areas for collaboration.

## **DISCUSSION AND ANALYSIS OF OPTIONS**

Staff responsible for services delivered within the Town of Gibsons and in areas interfacing with the Town were referred the draft document as of October 7, 2025. Through the staff referral process, staff were asked to identify:

- Policies or objectives which could impact service delivery
- Implications for regional growth
- Opportunities for collaboration
- Considerations going forward

While more detailed feedback is provided in Attachment A, some high-level observations of the OCP's focus follow:

- Generally, growth will increase service demand for infrastructure (e.g. water and solid waste), community services (e.g. parks, recreation, and transit), and emergency response and prevention services (e.g. fire protection services, and emergency program considerations).
- The Town's proposed growth model focuses on balancing social, economic, and environmental objectives, in-line with the Board-endorsed 2023 SCRD Regional Growth Framework principles.
- Staff have identified a number of areas for new and ongoing collaboration, including water, solid waste management, edge planning, delivery of parks and recreation services and emergency prevention and response services.

Please note that to ensure accordance with Section 477(3)(ii) of the *Local Government Act*, any OCP referral must receive comments regarding solid waste management plans after first reading of the bylaw. It is not anticipated that major changes to the draft OCP will occur such that they impact the comments provided in Attachment A as they pertain to waste management. A subsequent report re-stating these comments will therefore be forthcoming to ensure conformance with this requirement, once the first reading of the Town's OCP bylaw has occurred.

### ***OPTION 1 – THAT COMMENTS ON THE TOWN OF GIBSONS' DRAFT OFFICIAL COMMUNITY PLAN, AS SET OUT IN ATTACHMENT A OF THIS REPORT, BE FORWARDED TO TOWN OF GIBSONS FOR CONSIDERATION, AND THAT THE REPORT BE REFERRED TO ELECTORAL AREA E AND F ADVISORY PLANNING COMMISSIONS***

Staff recommend this option. Should the Committee choose to go with Option 1, a recommendation could be considered, as provided in the Overview section on page one of this report. Comments would be forwarded back to Town Staff and form part of their required consultation process, and the report referred to APCs for Electoral Areas E and F. Recommendations from APCs could be advanced to Town of Gibsons following review and decision by the Board.

### ***OPTION 2 – THAT COMMENTS ON THE TOWN OF GIBSONS' DRAFT OFFICIAL COMMUNITY PLAN, AS SET OUT IN ATTACHMENT A OF THIS REPORT, BE FORWARDED TO TOWN OF***

## **GIBSONS FOR CONSIDERATION WITH ADDITIONS AND AMENDMENTS**

*Should the Committee choose to go with Option 2, a recommendation could be considered, as follows:*

*THAT the following comments be added/removed from those provided in Attachment A, and an amended set of comments be provided to the Town of Gibsons:*

- *Edit #1*
- *Edit #2*
- *Etc. ....*

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with the recommended option. Long-term growth and change can drive changes to service levels, scope and demand, which may have financial implications over time.

## **LEGISLATIVE IMPLICATIONS**

Section 475 of the *Local Government Act* compels municipalities to provide one or more opportunities for consultation with persons, organizations and authorities who will be affected by an OCP, including the board of the regional district in which the area covered by the plan is located. This consultation must be provided in addition to the public hearing required as per section 477 of the *Local Government Act*.

## **STRATEGIC PLAN IMPLICATIONS**

This referral response supports the Strategic Focus Areas of Services of Water Stewardship and Solid Waste Solutions.

## **TIMELINE**

Town of Gibsons is striving to have their OCP adopted before December 31, 2025 in order to meet a Housing Accelerator Fund milestone. Town staff have asked SCRD to expedite comments so they are received prior to a proposed public hearing, tentatively scheduled for November 24.

## **COMMUNICATIONS**

**External:** SCRD's comments will be shared with Town of Gibsons.

## **SUMMARY AND CONCLUSION**

The current draft of the Town of Gibsons Official Community Plan provides an updated land use framework for growth in the Town over the next ten to twenty years. This growth has implications for shared service delivery between the Town and SCRD. SCRD staff who are responsible for services delivered within the Town and in areas interfacing with the Town were referred the draft document as were BC Transit. Staff and BC Transit identified shared observations and opportunities for ongoing and new collaboration, and staff are aware of the implications of growth within the Town, and have provided these comments in Attachment A.

**ATTACHMENT(S):** A – Summary of Referral Comments from SCRD on Town of Gibsons Draft Official Community (October 7, 2025 version)

Reviewed by:			
Manager		Finance	X – A. Taylor
GM	X – I. Hall X – R. Rosenboom X – Comm. Serv.	Legislative	
CAO	X – T. Perreault	GDVFD	X – R. Michael