

**SUNSHINE COAST REGIONAL DISTRICT**

**AREA E - ELPHINSTONE  
ADVISORY PLANNING COMMISSION**

**Tuesday, November 25, 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 OFFICE AT 1975 FIELD ROAD, SECHELT, B.C.

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<b>PRESENT:</b>	Chair Members	Clinton McDougall Mary Degan Nara Benchley Michael Sanderson Catherine Gray (virtual) Lynda Chamberlin (virtual) Devin Arndt (virtual) Arne Hermann (virtual)
<b>ALSO PRESENT:</b>	Electoral Area E Director  SCRD GM, Planning and Development SCRD Recorder	Donna McMahon (Non-voting Board Liaison) Ian Hall Vicki Dobbyn
<b>REGRETS:</b>	Members	Ashley St. Clair Laura MacDonald

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**ELECTION OF CHAIR**

Members have decided to rotate the Chair position. Clinton McDougall volunteered to chair this meeting.

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

**AGENDA**

The agenda was adopted with the addition of Notes and Feedback on the APC Meeting Format under Business Arising from the Minutes and New Business.

**MINUTES**

The following minutes were accepted as circulated:

- Elphinstone (Area E) APC Minutes of September 23, 2025

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of September 22, 2025
- Halfmoon Bay (Area B) APC Minutes of September 22, 2025
- Roberts Creek (Area D) APC Minutes of September 23, 2025
- West Howe Sound (Area F) APC Minutes of September 23, 2025

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

### **Notes and Feedback on APC Meeting Format**

Director McMahon reported on the recommendations from the November 20 meeting of the Electoral Areas Services Committee, as follows:

#### “Recommendation No. 4

The Electoral Area Services Committee recommended the following changes to the current APC operating model be considered:

- Continued training for recording secretaries, Chair and members;
- Review the timelines for APC feedback and reporting back to the Electoral Area Services Committee;
- Preference for in-person meetings at centrally located facilities;
- Provide hybrid meeting attendance options for members who can't attend in-person;
- Meeting start times that are closer to 7:00 pm to accommodate working members;
- Consider Planning staff member attendance for some meetings that are technical in nature
- Potential option for APC Chairs to coordinate questions for staff prior to or after the meeting.

AND THAT staff report back with an implementation plan that is reflective of the proposed changes to the APC model. “

#### **Recommendation No. 1**    *APC Meeting Format*

The Area E APC members recommend support of these recommendations with the request that “centrally located facilities” be clarified to mean centrally located facilities in each of the electoral areas, and that the possibility of staff members to attend virtually be considered.

## **REPORTS**

### **Town of Gibsons Official Community Plan Referral to SCRD**

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

- Referring to page 22 of the agenda package where staff expressed concerns that ditches that feed into fish-bearing streams don't need an DPA, it was acknowledged that the province regulates this but delegates responsibility to local government.
- The waterway classification depends on if a stream is fish-bearing.
- Many ditches that originate in the Town of Gibsons connect with other streams which will eventually end up in riparian areas and fish-bearing streams in the SCRD. Members appreciated that this issue was identified by SCRD staff.

- It was noted that on page 19 of the agenda package there was reference to “times of peak water use – such as during heavy lawn sprinkling.” There should be public messaging that encourages alternatives to grass lawns that use less water.
- It was noted that water restrictions are the same in the SCRD as in the Town of Gibsons.
- Referring to page 22 of the agenda package that refers to boundary expansion, it was noted that the process of boundary expansion is driven by the property owner
- It is important to preserve ALR designations.
- It is important to acknowledge the economic impacts as part of the process of boundary expansion. These impacts include the gains and losses, both current and future, of any privately proposed boundary adjustment which may create expanded opportunities for Gibsons but also potential losses for SCRD, not just physical and environmental, but also financial.

**Recommendation No. 2** *Town of Gibsons Official Community Plan Referral to SCRD*

The Area E APC recommends that the item referring to impacts on fish-bearing streams in Section 3.1 of Attachment A, Land Use Planning, be flagged for a request to the Town of Gibsons for clearer language.

**Recommendation No. 3** *Town of Gibsons Official Community Plan Referral to SCRD*

The Area E APC recommends, referring to Section 3.1 of Attachment A, Land Use Planning, that dialogue and cross boundary collaboration with the Town of Gibsons be pursued related to environmental factors, such as: areas of high ecological value, climate action plans, wildlife corridors, tree canopy cover, water infiltration, parks and trails, and also considers transportation corridors and economic implications.

**Recommendation No. 4** *Town of Gibsons Official Community Plan Referral to SCRD*

The Area E APC recommends that regional housing needs assessments be included in opportunities for collaboration.

**DIRECTOR'S REPORT**

The Director's Report was received.

**NEXT MEETING**      January 27, 2026

**ADJOURNMENT**      6:47 p.m.