

SUNSHINE COAST REGIONAL DISTRICT

EGMONT/PENDER HARBOUR (AREA A) ADVISORY PLANNING COMMISSION MEETING AGENDA

Monday, January 26, 2026 at 5:45 p.m.

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

1. CALL TO ORDER

2. ELECTION OF CHAIR

3. AGENDA

3.1 Adoption of the Agenda

4. MINUTES

4.1 Egmont/Pender Harbour (Area A) APC Minutes of September 22, 2025 Pages 1 - 3

4.2 Halfmoon Bay (Area B) APC Minutes of September 22, 2025 pp 4 - 6

4.3 Roberts Creek (Area D) APC Minutes of September 23, 2025 pp 7 - 9

4.4 Elphinstone (Area E) APC Minutes of September 23 & November 25, 2025 pp 10 - 15

4.5 West Howe Sound (Area F) APC Minutes of September 23 & November 25, 2025 pp 16 - 21

5. BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

5.1 BCTS: Staff continue to engage with BCTS in advance of upcoming (expected this quarter) new operating plan referral. It is anticipated that the new operating plan will be referred to APCs.

6. PRESENTATIONS AND DELEGATIONS

7. REPORTS

7.1 Official Community Plan Renewal Project Update pp 22 - 25

7.2 Advisory Planning Commissions (APC) Operations Model – Implementation Plan pp 26 - 34

8. DIRECTORS REPORT

9. NEXT MEETING

10. ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT

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

Monday, September 22, 2025, 5:45 pm

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.

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

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 SCRD 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 keys 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

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.

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

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

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.

PRESENT:	Chair	Mike Allegretti
	Members	William Ferguson Meaghan Hennessy
ALSO PRESENT:	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
REGRETS:		Chris Glew
ABSENT:		Jim Budd Caroline Tarneaud Robert Hogg Gerald Rainville Lesley-Anne Staats

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, 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 E - ELPHINSTONE
ADVISORY PLANNING COMMISSION**

Tuesday, September 23, 2025, 5:45 pm

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.

PRESENT:	Acting Chair	Catherine Grey
	Members	Mary Degan Nara Benchley (virtual) Lynda Chamberlin (virtual) Ashley St. Clair (virtual)
ALSO PRESENT:	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
REGRETS:		Arne Hermann Devin Arndt Clinton McDougall Laura MacDonald
ABSENT:		Michael Sanderson

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, 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 SCR D 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 E - ELPHINSTONE
ADVISORY PLANNING COMMISSION**

Tuesday, November 25, 2025, 5:45 pm

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.

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

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.

SUNSHINE COAST REGIONAL DISTRICT

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

Tuesday, September 23, 2025, 7:00 pm

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.

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

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, 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

SUNSHINE COAST REGIONAL DISTRICT

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

Tuesday, November 25, 2025, 7:00 pm

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

PRESENT:	Chair	Miyuki Shinkai (virtual)
	Members	Byron Roehrl (virtual) Marlin Hanson (virtual)
ALSO PRESENT:	Electoral Area F Alternate Director GM, Planning and Development SCRD Recorder	Ian Winn Ian Hall Vicki Dobbyn
REGRETS:	Member	Sue Fitchell
ABSENT:	Members	Tim Rockford Roan Blake Jon McMorran

CALL TO ORDER

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

AGENDA

The agenda was adopted as presented.

MINUTES

The following minutes were accepted as circulated:

- West Howe Sound (Area F) 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
- Elphinstone (Area E) APC Minutes of September 23, 2025

REPORTS

Town of Gibsons Official Community Plan Referral to SCRD

Key Points of Discussion:

- General Manager Hall reported that the Town of Gibsons has been working to complete the current version, and have given first reading. They are seeking feedback from the SCRD particularly around areas of collaboration. The feedback in the report has gone to the Town of Gibsons but they are still accepting additional feedback. A public hearing has not been scheduled yet.
- The SCRD OCP is due for completion in early 2027.
- There was a question about the connectivity of the new Langdale well.
- There is ongoing concern about fire services so there is support for fire protection expansion.
- Area F is the gateway to Gibsons and the whole Sunshine Coast, so the Town of Gibsons should support fire protection expansion.
- There is support for a recycling pick up program.
- There is a lack of transportation to Area F. It is a challenge for young people working in the evening in the summer to return home. There is frequent hitchhiking.
- Services for active transportation and bus services are needed in Area F
- Marine Drive needs bike lanes, pedestrian lanes, and speed limit signs
- Parking lots at Langdale are full and people are parking on the road so there is a need for expanded parking lot capacity at the terminal.
- There should be a more mutual way of assisting with water protection and water services.
- Community spaces are great to share with the Town of Gibsons so there should be opportunities to collaborate.
- In Section 3.3 it referred to bike tourism in Section 9 (Economic Development), and it was noted that Area F has a green belt that is a really good resource. It is important to maintain non-auto routes from Area F to Gibsons as they are of benefit as active transportation.
- It was noted that there should be an affordable housing development coordination plan between Area F and the Town of Gibsons because Area F has a lot of potential land, whereas the Town of Gibsons has limited land capacity.
- There is an underlying theme of connectivity between the Town of Gibsons and Area F.
- There are municipal boundaries between the Town of Gibsons and Areas E & F and the Squamish Nation but there are many services that are shared between them. As highlighted in the feedback provided by SCRD staff to the Town of Gibsons, these shared services require a high level of inter-governmental collaboration.
- An understanding of the needs of each of the local governments that must align with the needs of neighbouring jurisdictions must be reflected in all OCPs.
- Nature knows no boundaries so it is important that policies in all the OCPs go through the same rigorous inter-governmental collaboration and alignment

processes that will ensure biodiversity conservation and environmental protection.

- There is a boundary between the Town of Gibsons and Area F but the home address for Area F is Gibsons. We would like to see integration in service by both Area F and the Town of Gibsons and communication about highways and roads. Inter-governmental coordination and planning is appreciated.

DIRECTOR'S REPORT

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

NEXT MEETING January 27, 2026

ADJOURNMENT 7:30 p.m.



APC Staff Report Information Referral

TO: Electoral Area A Advisory Planning Commission – January 26, 2026
Electoral Area B Advisory Planning Commission – January 26, 2026
Electoral Area D Advisory Planning Commission – January 27, 2026
Electoral Area E Advisory Planning Commission – January 27, 2026
Electoral Area F Advisory Planning Commission – January 27, 2026

AUTHOR: Matt Thomson, Senior Planner

SUBJECT: **Official Community Plan Renewal Project Update**

OVERVIEW

Purpose of Report

The purpose of this report is to share information to SCRD Electoral Area Advisory Planning Commissions (APC) on the following topics of the Official Community Plan Renewal Project:

1. SCRD OCP Organizing Framework
2. Technical Memos: Official Community Plan
3. Housing Primer – Part 2 Technical Memo
4. Official Community Plan Renewal Project Phase 2 Engagement Approach

Staff reports prepared for the Electoral Area Services Committee are enclosed as Attachments A, B, C and D.

These are provided to APC members as information, for awareness and reference in your role of local context advisors. This item will be included on January APC agendas as an opportunity for discussion and to ask clarifying questions.

Because of the large volume of material, it is being provided with additional notice, in advance of agenda distribution.

BACKGROUND

Please review the attached staff reports.

The OCP renewal project will create a new plan to respond to needs and changes in our communities, both now and in the future. A new plan will be easier to use, align with today's legislative requirements, and enable SCRD to achieve community goals in a cost effective way. As SCRD staff prepare for Phase 2 of engagement (January to March 2026), a number of inputs were prepared for the Board in November and December 2025.

Inputs include:

- **SCRD OCP Organizing Framework** – an integrated structure for grouping land uses that reflects needs, community priorities, and alignment with technical studies (November 20 Electoral Area Services Committee);
- **Technical Memos** – Nine supporting technical memo supporting on the two OCP pillars (Housing and Climate/Environment); the purpose of these memos is to support decision-making and future policy development (November 20 Electoral Area Services Committee);
- **Housing Primer Part 2** – An additional supporting technical memo providing additional affordability and housing stock analysis (December 18 Electoral Area Services Committee);
- **Official Community Plan Renewal Project Phase 2 Engagement Plan** – The plan for undertaking engagement in Phase 2, between January and March 2026 (December 18 Electoral Area Services Committee).

On November 27, 2025, the SCR D Board adopted the following resolutions:

Recommendation No. 2 *SCR D OCP Organizing Framework*

THAT the renewed Official Community Plan for the rural areas of the Sunshine Coast Regional District be developed using an integrated structure for grouping land uses, referred to as the Organizing Framework, that reflects servicing needs, community priorities, policy goals and alignment with technical studies and zoning;

AND THAT the Board identify any specific aspects of this approach it wishes to refine or emphasize during Phase 2 engagement.

Recommendation No. 3 *Technical Memos: Official Community Plan*

THAT the following Official Community Plan technical memos and corresponding studies be approved for inclusion in Official Community Plan development:

1. Housing Primer
2. Utility Services Analysis
3. Greenhouse Gas Targets
4. Natural Asset Inventory
5. Sunshine Coast Pilot Mapping for Conservation and Climate Resilience Planning
6. Sunshine Coast Green Bylaws Toolkit

On December 18, 2025, the Electoral Area Services Committee made the following recommendations (will be considered by the Board on January 8, 2026):

Recommendation No. 2

The Electoral Area Services Committee recommended that the report titled Official Community Plan Renewal Project Phase 2 Engagement Approach be received for information.

Recommendation No. 3

The Electoral Area Services Committee recommended that the Housing Primer – Part 2 Technical Memo be received;

AND THAT the Housing Primer – Part 2 Technical Memo be approved for inclusion in the Official Community Plan project next steps and OCP development.

DISCUSSION

The linked staff reports are provided for information.

APCs have the role of local context advisors in the OCP renewal project and will be called upon to provide input during Phase 2 engagement. Being familiar with the technical background and project methodology will be helpful to fulfilling this role.

At the January APC meeting, members should give consideration to:

1. Are you clear on the how the organizing framework and the technical information in the memos fits into the project? What questions come up for you?
2. What aspects of the technical memos are most relevant to planning in your electoral area? What details do you expect to be of most interest to the community?
3. Within the framework of the engagement plan, are there specific opportunities for community check-ins (i.e. community event to piggyback on, key location, etc.), or organizations that we should be sure to invite to area workshops? Local context details provided by APCs will be invited at the January meeting.

FINANCIAL IMPLICATIONS

See attached staff reports.

LEGISLATIVE IMPLICATIONS

See attached staff reports.

STRATEGIC PLAN IMPLICATIONS

See attached staff reports.

TIMELINE

See attached staff reports for timing considerations specific to each topic.

As there may be new appointments to Advisory Planning Commissions in late January, additional project orientation support will be available to new members in February and beyond.

An interactive workshop for all APCs is planned for later in Phase 2 of engagement; the information being referred for information will be helpful background for this workshop.

COMMUNICATIONS

See attached staff reports.

SUMMARY AND CONCLUSION

A range of materials supporting the OCP development and Phase 2 of engagement were brought forward to the board in November and December of this year. This information is being provided to APCs to ensure they are informed about these inputs. Comments on the local/electoral area-specific details of the engagement plan are invited.

ATTACHMENT(S):

- A - [SCRD OCP Organizing Framework \(November 20, 2025 EAS\)](#)
- B - [Technical Memos: Official Community Plan; November 20, 2025 EAS\)](#)
- C - [Housing Primer – Part 2 Technical Memo \(December 18, 2025 EAS\)](#)
- D - [Official Community Plan Renewal Project Phase 2 Engagement Approach \(December 18, 2025 EAS\)](#)

Reviewed by:			
Manager			
GM	X – I. Hall		



APC Staff Report Information Referral

TO: Electoral Area A Advisory Planning Commission – January 26, 2026
Electoral Area B Advisory Planning Commission – January 26, 2026
Electoral Area D Advisory Planning Commission – January 27, 2026
Electoral Area E Advisory Planning Commission – January 27, 2026
Electoral Area F Advisory Planning Commission – January 27, 2026

AUTHOR: Ian Hall, GM Planning & Development

SUBJECT: **Advisory Planning Commissions (APC) Operations Model - Implementation Plan**

OVERVIEW

Purpose of Report

The purpose of this report is to share information to SCRD Electoral Area Advisory Planning Commissions (APC) on the Advisory Planning Commissions (APC) Operations Model - Implementation Plan.

BACKGROUND

The attached report was provided to the Electoral Areas Services Committee on January 15, 2026. The Committee concurred with the recommendations on page 1, which will be considered at the Regular Board meeting on January 22, 2026.

Pending Board direction, information about implementation of changes to the APC operating model will be provided to Commission members with as much notice as possible. As noted in the report, it is likely to take 1-2 meeting cycles for changes to be made.

Reviewed by:			
Manager			
GM	X - I. Hall		



Staff Report Request for Decision

TO: Electoral Area Services Committee – January 15, 2026
AUTHOR: Ian Hall, General Manager, Planning and Development
SUBJECT: **Advisory Planning Commissions (APC) Operations Model Update - Implementation Plan**

OVERVIEW

Purpose of Report:

The purpose of this report is to provide the Board with an implementation plan to effect changes to Advisory Planning Commission meetings.

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 an implementation plan to update Advisory Planning Commission operations be approved, as follows:**
 - a. That additional portable audio-visual equipment be procured to enable two statutory meetings to be conducted in the community on one day/evening;
 - b. That, as soon as practically possible:
 - i. the schedule for meetings be changed to be in the first week of the month;
 - ii. That the time and location of meetings be updated to be similar to (order may be revised):
 1. Day 1: Area A 6:30 p.m. at Pender Harbour Water Office
 2. Day 2: Area D 6:30 p.m. at Roberts Creek Hall; Area B 7:45 p.m. at Sechelt Aquatic Centre
 3. Day 3: Area E 6:30 p.m. at GACC; Area F 7:45 p.m. at GACC;
 - iii. That Commission Chairs be asked to review agendas and provide questions and expectations to staff prior to meetings;
 - (2) AND THAT staff monitor the impact of operational changes and report any concerns to a future Committee.**
-

BACKGROUND

At the November 27, 2025, Regular Board meeting, the following resolution was adopted:

286/25 Recommendation No. 4 *Advisory Planning Commissions (APC) Operations Model Update*

THAT 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.

These changes were informed by feedback from APC members and build on current operations which were directed by the Board in late 2024 and are guided by APC Bylaw No. 453.

DISCUSSION AND ANALYSIS OF OPTIONS

Summary of Board-Directed Changes:

Aspect	Current (2025)	Directed Change
Training for Recording Secretaries, Chairs and members	<ul style="list-style-type: none"> • Annual member orientation • Two training workshops for Chairs and Recorders 	<ul style="list-style-type: none"> • No change
Timeline for meetings	<ul style="list-style-type: none"> • Fourth week of the month, typically 	<ul style="list-style-type: none"> • Consider if timing can synchronize better with Electoral Areas Services Committee timing for faster flow
Meeting location	<ul style="list-style-type: none"> • In-person meetings held at 1975 Field Rd, Sechelt 	<ul style="list-style-type: none"> • In-person meetings at centrally-located facilities in each Electoral Area
Meeting format	<ul style="list-style-type: none"> • All APC meetings conducted in hybrid format 	<ul style="list-style-type: none"> • No change
Meeting start time	<ul style="list-style-type: none"> • Start times: <ul style="list-style-type: none"> • Area A: 5:30 p.m. • Area B: 7:00 p.m. • Area D: 4:30 p.m. • Area E: 5:45 p.m. 	<ul style="list-style-type: none"> • Meeting start times that are closer to 7:00 p.m. to accommodate working members

	<ul style="list-style-type: none"> • Area F: 7:00 p.m. • 5 meetings held on 2 nights, using <2 staff members 	
Planning staff attendance	<ul style="list-style-type: none"> • Staff attend all meetings as recorders and to introduce agenda items 	<ul style="list-style-type: none"> • Planning staff member attendance for some meetings that are technical in nature • Staff attend as recorders
Staff attendance format	<ul style="list-style-type: none"> • Hybrid possible 	<ul style="list-style-type: none"> • No change
Staff engagement with APC Chairs	<ul style="list-style-type: none"> • Available, but rarely occurs 	<ul style="list-style-type: none"> • APC Chairs to coordinate questions with staff prior to or after meeting

Implementation Considerations – Board-directed Areas of Change:

Change	Considerations/Analysis	Resourcing Comments
<p>Timeline - Consider if timing can synchronize better with Electoral Areas Services Committee timing for faster flow</p>	<ul style="list-style-type: none"> • If meetings were held in first week of the month, minutes could flow to Electoral Areas Services Committee based on current Board schedule • Items recommended by EASC for referral to APCs, then directed by Board, could be sent to APC meeting approximately 10 days later • Not all APC recommendations relate to EASC/rural matters (e.g. BC Timber Sales, regional growth) • Will require timely Chair and Corporate Officer confirmation of minutes • “First week” meeting schedule may provide better flow but is not perfect for every file or for every month • Conducting meetings over three days (practice before the 2025 move to two days) offers scheduling efficiencies/cost savings for staff and supports timely flow of recommendations to standing committees/Board; holding meetings over five days would eliminate requirement for new audio-visual equipment 	<ul style="list-style-type: none"> • No material change to resourcing • Timelines for minutes and agenda turnarounds are tight

<p>Meeting location - In-person meetings at centrally located facilities in each Electoral Area</p>	<ul style="list-style-type: none"> • Should provide accessibility • Should be a public/community facility • Must have high-speed internet access to facilitate hybrid meeting • Ideally has audio-visual equipment installed (see resourcing note) • Must provide space for public attendance • Minimizes cost to taxpayers • If staff not attending in person, Chair may need to have role in opening and closing facility • Location options that meet requirements: <ul style="list-style-type: none"> ○ Area A: Pender Harbour Water Office (recommended; requires space set up with screen, projector and owl camera) or Pender Harbour Secondary School could be explored – ○ Area B: Sechelt Aquatic Centre Community Room (space rental, recommended, requires space set up with screen, projector and owl camera) or (future) Halfmoon Bay Hall, or Welcome Woods School could be explored ○ Area D: Roberts Creek Hall (space rental, would require screen, projector and owl camera set up) or SCRD Field Rd office, or Roberts Creek School Community Room could be explored ○ Area E: Gibsons & Area Community Centre (GACC) (space rental, would require projector and owl camera set up) or Cedar Grove School could be explored ○ Area F: Gibsons & Area Community Centre (space rental, would require projector and owl camera set up) or Langdale Elementary School could be explored 	<ul style="list-style-type: none"> • Different spaces may introduce costs (rental costs, or could be incremental janitorial costs per SD46 joint use agreement) • If locations are selected that do not have audio visual equipment, either equipment will need to be installed or portable equipment brought in, with staff scheduled to deliver, set up and manage. • For portable audio-visual equipment SCRD currently has 1 owl camera, 1 portable screen, 2 projectors and 2 laptops; an additional owl camera and laptop would be required to facilitate 2 meetings in one evening. • Staff would need to be trained in the set up of audio-visual equipment. • Staff or volunteers may need to set up/tear down space.
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	<ul style="list-style-type: none"> Alternative locations could be considered if facilities are upgraded, new facilities come online, spaces are unavailable for a specific month, etc. 	
<p>Meeting start times - Closer to 7:00 p.m. to accommodate working members</p>	<ul style="list-style-type: none"> If 6:30 and 7:45 starts are acceptable (assumes 75-minute meeting duration), it would be possible to conduct five meetings on three nights Based on proposed locations and audio-visual equipment requirements, a schedule could (with details to be confirmed with facility managers) look like: <ul style="list-style-type: none"> Day 1: Area A 6:30 p.m. at Pender Harbour Water Office Day 2: Area D 6:30 p.m. at Roberts Creek Hall; Area B 7:45 p.m. at Sechelt Aquatic Centre Day 3: Area E 6:30 p.m. at GACC; Area F 7:45 p.m. at GACC 	<ul style="list-style-type: none"> Expanding meeting schedule to be on three nights (currently two) introduces potential demand for more staff time required to record or provide planning staff support to APCs. However, total demand depends on how many meetings are convened/whether items are referred and expectations for staff attendance.
<p>Staff attendance – some meetings</p>	<ul style="list-style-type: none"> Propose that Chair would confirm expectations about attendance of staff prior to meeting Scheduling of staff to attend APCs will either reduce service during business hours or require overtime Recorder would always attend (minimum 4-hour shift) 	<ul style="list-style-type: none"> May help manage demand for staff time from planners
<p>Staff engagement with APC Chairs – before and after meetings</p>	<ul style="list-style-type: none"> Could be an efficient way to support Commissions, similar to agenda review with Standing Committee chairs An agreed-upon timeline for questions before meetings would be helpful to providing quality service and to scheduling work 	<ul style="list-style-type: none"> Potentially more time-efficient avenue for support than attending meetings

OPTION 1 – *That starting in Q2 2026 changes to Advisory Planning Commission operations be made as outlined in the recommendations provided in the Overview section on page one of this report.*

Recommendation

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.

Financial Considerations

Costs associated with APC operation are managed within the base budget for [504] Rural Planning. Very limited cost sharing with [500] Regional Planning may occur for (rare) regional planning matters referred to Commissions. APC recruitment/appointment support is provided by [110] General Government.

Information technology equipment needed to conduct statutory meetings is procured and managed by [117] Information Technology. The estimated cost to acquire one additional owl camera and portable screen is \$3,100. Projectors (which are beyond end of life) should also be refreshed at a cost of \$1,000. Funding is available from base budget. Providing and maintaining these assets increases the service level for the IT division. Future consideration of providing dedicated laptops and cell phones for signal tethering could also be made (incremental cost of \$3,000, of which \$1,000 will be ongoing cell phone charges); having this equipment would increase the capabilities of the kit and add value for community meetings/presentations.

Organizational Considerations

There are many variables that will need to be considered to assess the implications of the operating changes on the organization. These variables include:

- Number of meetings convened
- Number of matters referred
- Level of member participation in meetings/quality of recommendations
- Expectations about staff attendance
- Format for staff attendance (in-person vs. virtual)

Generally, staff attendance at APC meetings either introduces overtime costs and/or re-allocates some daytime capacity if shift schedules are adjusted.

Staff propose to monitor resources required for APC operation and to report on issues/concerns.

OPTION 2 – *That alternative direction on one or more aspects of Advisory Planning Commission operations be provided.*

The Board may choose to provide direction that amends, omits or adds to the parameters recommended in Option 1.

Financial and organizational considerations would be similar to those noted for Option 1.

FINANCIAL IMPLICATIONS

This implementation plan is proposed to be accomplished using existing base budget resources. The demand on resources will be variable as it is driven by the number of meetings called, the number of items referred, and expectations about Planner attendance.

The proposed changes to APC operation drive an increase to portable audio visual equipment service level and require purchase of new assets.

Staff propose to monitor resources required for APC operation and to report on issues/concerns.

LEGISLATIVE IMPLICATIONS

Per [Local Government Act s. 461](#), regional district advisory planning commissions may consider all matters that have been referred to them by the regional district board or an electoral area director, respecting land use, preparation and adoption of official community plans, or proposed bylaws or permits. An establishing bylaw (SCRD Bylaw No. 453) is required and guides how APCs operate. No changes to this bylaw are required to facilitate the recommended changes to operations.

STRATEGIC PLAN IMPLICATIONS

N/A

TIMELINE

Staff are prepared to act on Board direction. It is likely to take 30-60 days (i.e. one-to-two meeting cycles) to procure equipment, arrange space and provide training to Chairs and Planning Office Assistants on facility set up and audio-visual systems before changes are fully implemented.

COMMUNICATIONS

This report will be shared with APC members.

SUMMARY AND CONCLUSION

The Board directed that changes to the APC operating model be planned. Implementation recommendations consistent with Board direction are provided. Staff are prepared to act on Board direction. It is expected to take 30-60 days to implement the changes.

Reviewed by:			
Manager		Finance	
GM		Legislative	X – S. Reid
CAO	X – T. Perreault	Information Technology	X – D. Nelson