

**SUNSHINE COAST REGIONAL DISTRICT**

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

Tuesday, January 27, 2026 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. ELECTION OF CHAIR**

**3. AGENDA**

3.1 Adoption of the Agenda

**4. MINUTES**

4.1 Elphinstone (Area E) APC Minutes of November 25, 2025 Pages 1 - 3

4.2 *Egmont/Pender Harbour (Area A) APC November 24, 2025 Meeting Cancelled*

4.3 *Halfmoon Bay (Area B) APC November 24, 2025 Meeting Cancelled*

4.4 *Roberts Creek (Area D) APC November 25, 2025 Meeting Cancelled*

4.5 West Howe Sound (Area F) APC Minutes of November 25, 2025 pp 4 – 6

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

**6. PRESENTATIONS AND DELEGATIONS**

**7. REPORTS**

7.1 Addressing Community Concerns Related to Unsightly Refuse on Private Property pp 7

7.2 Official Community Plan Renewal Project Update pp 8 - 11

7.3 Advisory Planning Commissions (APC) Operations Model – Implementation Plan pp 12 - 20

**8. NEW BUSINESS**

**9. DIRECTORS REPORT**

**10. NEXT MEETING**

**11. ADJOURNMENT**

**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.

**SUNSHINE COAST REGIONAL DISTRICT**

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

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

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

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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.

**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 B, D, E, F Advisory Planning Commissions – January 26 & 27, 2026  
**AUTHOR:** Matt Thomson, Senior Planner  
**SUBJECT:** Community Concerns Relating to Unsightly Refuse on Private Property

## OVERVIEW

### Purpose of Report

The purpose of this report is to inform the Electoral Area B, D, E, F Advisory Planning Commissions (APC) of the recent staff report titled *Community Concerns Relating to Unsightly Refuse on Private Property* that was presented to the Electoral Area Services Committee on December 18, 2025

On January 8, 2026, the Board directed the following:

- THAT a report proposing amendments to *Zoning Bylaw No. 722* to regulate outdoor storage of materials considered unsightly be provided to a Committee in Q2 2026;
- AND THAT the staff report be referred to the Electoral Area B, D, E, and F Advisory Planning Commissions for information.

The staff report prepared for the Electoral Area Services Committee is Attachment A.

### Background

A comprehensive background and discussion is provided in the attached staff report.

### Discussion

This staff report is being provided to APCs for information.

### Next Steps:

Staff will prepare a report that proposes amendments to *Zoning Bylaw No. 722* to regulate outdoor storage of materials considered unsightly in Q2 2026. It is anticipated this proposal will be referred to APCs.

**ATTACHMENT(S):** A - Community Concerns Relating to Unsightly Refuse on Private Property

Reviewed by:			
Manager			
GM	X – I. Hall		



# APC Staff Report Information Referral

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**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**

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## 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.**

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## 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

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**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**

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## 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.

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## 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

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**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**

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

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

**Implementation Considerations – Board-directed Areas of Change:**

Change	Considerations/Analysis	Resourcing Comments
<p><b>Timeline</b> - Consider if timing can synchronize better with Electoral Areas Services Committee timing for faster flow</p>	<ul style="list-style-type: none"> <li>• If meetings were held in first week of the month, minutes could flow to Electoral Areas Services Committee based on current Board schedule</li> <li>• Items recommended by EASC for referral to APCs, then directed by Board, could be sent to APC meeting approximately 10 days later</li> <li>• Not all APC recommendations relate to EASC/rural matters (e.g. BC Timber Sales, regional growth)</li> <li>• Will require timely Chair and Corporate Officer confirmation of minutes</li> <li>• “First week” meeting schedule may provide better flow but is not perfect for every file or for every month</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• No material change to resourcing</li> <li>• Timelines for minutes and agenda turnarounds are tight</li> </ul>

<p><b>Meeting location -</b>                  In-person meetings at centrally located facilities in each Electoral Area</p>	<ul style="list-style-type: none"> <li>• Should provide accessibility</li> <li>• Should be a public/community facility</li> <li>• Must have high-speed internet access to facilitate hybrid meeting</li> <li>• Ideally has audio-visual equipment installed (see resourcing note)</li> <li>• Must provide space for public attendance</li> <li>• Minimizes cost to taxpayers</li> <li>• If staff not attending in person, Chair may need to have role in opening and closing facility</li> <li>• Location options that meet requirements:                         <ul style="list-style-type: none"> <li>○ 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 –</li> <li>○ 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</li> <li>○ 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</li> <li>○ Area E: Gibsons &amp; Area Community Centre (GACC) (space rental, would require projector and owl camera set up) or Cedar Grove School could be explored</li> <li>○ Area F: Gibsons &amp; Area Community Centre (space rental, would require projector and owl camera set up) or Langdale Elementary School could be explored</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Different spaces may introduce costs (rental costs, or could be incremental janitorial costs per SD46 joint use agreement)</li> <li>• 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.</li> <li>• 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.</li> <li>• Staff would need to be trained in the set up of audio-visual equipment.</li> <li>• Staff or volunteers may need to set up/tear down space.</li> </ul>
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	<ul style="list-style-type: none"> <li>Alternative locations could be considered if facilities are upgraded, new facilities come online, spaces are unavailable for a specific month, etc.</li> </ul>	
<p><b>Meeting start times</b>                  - Closer to 7:00 p.m. to accommodate working members</p>	<ul style="list-style-type: none"> <li>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</li> <li>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"> <li>Day 1: Area A 6:30 p.m. at Pender Harbour Water Office</li> <li>Day 2: Area D 6:30 p.m. at Roberts Creek Hall; Area B 7:45 p.m. at Sechelt Aquatic Centre</li> <li>Day 3: Area E 6:30 p.m. at GACC; Area F 7:45 p.m. at GACC</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<p><b>Staff attendance –</b>                  some meetings</p>	<ul style="list-style-type: none"> <li>Propose that Chair would confirm expectations about attendance of staff prior to meeting</li> <li>Scheduling of staff to attend APCs will either reduce service during business hours or require overtime</li> <li>Recorder would always attend (minimum 4-hour shift)</li> </ul>	<ul style="list-style-type: none"> <li>May help manage demand for staff time from planners</li> </ul>
<p><b>Staff engagement with APC Chairs –</b>                  before and after meetings</p>	<ul style="list-style-type: none"> <li>Could be an efficient way to support Commissions, similar to agenda review with Standing Committee chairs</li> <li>An agreed-upon timeline for questions before meetings would be helpful to providing quality service and to scheduling work</li> </ul>	<ul style="list-style-type: none"> <li>Potentially more time-efficient avenue for support than attending meetings</li> </ul>

**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