

**SUNSHINE COAST REGIONAL DISTRICT**  
**WEST HOWE SOUND (AREA F)**  
**ADVISORY PLANNING COMMISSION MEETING AGENDA**  
Tuesday, June 25, 2024 at 7:00 p.m.

Meeting will be Held Online via ZOOM

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**CALL TO ORDER**

**AGENDA**

1. Adoption of the Agenda

**DELEGATIONS**

**MINUTES**

2. West Howe Sound (Area F) APC Minutes of May 28, 2024 Pages 1 - 3
3. Egmont/Pender Harbour (Area A) APC *May 29, 2024 Meeting Cancelled*
4. Halfmoon Bay (Area B) APC *May 28, 2024 Meeting Cancelled*
5. Roberts Creek (Area D) APC *May 20, 2024 Meeting Cancelled*
6. Elphinstone (Area E) APC *May 28, 2024 Meeting Cancelled*

**BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

**REPORTS**

7. Advisory Planning Commission Questionnaire Results Summary pp 4 - 5

**NEW BUSINESS**

**DIRECTORS REPORT**

**NEXT MEETING**

**ADJOURNMENT**

## SUNSHINE COAST REGIONAL DISTRICT

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

May 28, 2024

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RECOMMENDATIONS FROM THE WEST HOWE SOUND (AREA F) ADVISORY PLANNING  
COMMISSION MEETING HELD ELECTRONICALLY VIA ZOOM

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<b>PRESENT:</b>	Chair	Susan Fitchell
	Members	Katie Thomas Miyuki Shinkai Jonathan McMorran Marlin Hanson
<b>ALSO PRESENT:</b>	Director, Electoral Area F	Kate-Louise Stamford (Non-Voting Board Liaison)
	Alternate, Director Electoral Area F	Ian Winn (Non-Voting Board Liaison)
	Recording Secretary	Diane Corbett
	Public	3
<b>ABSENT:</b>	Members	Tom Fitzgerald Ryan Matthews Vivian McRoberts-Sosnowski

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**CALL TO ORDER** 7:04 p.m.

#### ELECTION OF CHAIR AND VICE CHAIR

Susan Fitchell was elected Chair of West Howe Sound Advisory Planning Commission.

Miyuki Shinkai was elected Vice Chair of West Howe Sound Advisory Planning Commission.

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

#### MINUTES

##### West Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC minutes of September 26, 2023 were approved as circulated.

##### Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of September 27, 2023 & March 27, 2024
- Halfmoon Bay (Area B) APC Minutes of September 26, 2023 & March 26, 2024
- Roberts Creek (Area D) APC Minutes of September 18, 2023, February 19, 2024, & March 18, 2024
- Elphinstone (Area E) APC Minutes of September 26, 2023 & March 26, 2024

## REPORTS

### Official Community Plan Amendment No. 640.6 & Zoning Bylaw Amendment No. 722.10 – 1691 Jensen Road

The APC discussed the staff report regarding Official Community Plan (OCP) Amendment and Zoning Bylaw Amendment applications to change the OCP land use designation, zoning designation, and subdivision district of the 0.3 ha non-Agricultural Land Reserve (ALR) portion of 1691 Jensen Road to enable subdivision and future residential development of the portion of the parcel outside of the ALR.

Owner/agent David Morgan provided background on the amendment applications and responded to APC member inquiries. He outlined issues raised at a Public Information Meeting on the applications that he sponsored on May 8, 2024, and discussed how he planned to address these.

The applicant's daughter, Holly Morgan, spoke of her intention to move back to the Sunshine Coast to work, and to live on the property.

Points from ensuing discussion included:

- Don't see anything wrong with it.
- Not clear on what the plan is.
- Uses permitted are quite different between the agricultural land and R1. That is a reason to change the zoning along with the subdivision. A buffer of non-agricultural uses between the agricultural and the non-agricultural uses is a positive part of the plan.
- This is quite simple. Right now you can only have one house on that whole lot. Subdivision allows you to have an additional house. It is not in the ALR anymore. The OCP says it should be Agricultural but you are changing that to make it Residential. I support both of those changes. Allowing for a house in a place that does not allow for agricultural use makes sense. Don't see how one household would cause too much traffic on the road; it should not necessitate a traffic survey.
- Squamish Nation had expressed concern for the movement of elk through the area.
- During the build, make sure neighbours are informed regarding any potential traffic issues. Ensure that trucks are moving as safely as possible and under the speed limit.
- At the Public Information Meeting, had the impression that lots of people were not happy and were upset with development happening. Concerns included: the residence being rented out, and tenants going in and out; traffic issues; moving any ALR land and making it residential; uncertainty about what was happening with the property as a whole; and the change of OCP and land use designation. It would be worthwhile to hear more opinions from the neighbourhood through a public hearing. Be careful in how we examine this in going forward.
- Heard that there was a lot of confusion with the subdivision information at the meeting. Many thought it was going to be the entire 40 hectares that would be subdivided.
- At a public hearing, there should be more clarity regarding future development.

- Sounds like signage on the site isn't helpful, creating some confusion. Clear this up before a public hearing. If area residents live outside the 100-metre notification area, they would not receive a mailout with information. Need to increase communication regarding planning applications to prevent confusion. Would be helpful if signage has a public hearing date.
- This subdivision has implications further than the 100 metres.

**Recommendation No. 1**      *Official Community Plan Amendment No. 640.6 & Zoning Bylaw Amendment No. 722.10 – 1691 Jensen Road*

The Area F APC recommended support for the OCP and zoning amendment for 1691 Jensen Road.

**DIRECTOR'S REPORT**

The Director's report was received.

**NEXT MEETING**      Tuesday, June 25, 2024

**ADJOURNMENT**      8:49 p.m.

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:**           Area B Advisory Planning Commission (APC) – June 25, 2024  
                  Area E Advisory Planning Commission (APC) – June 25, 2024  
                  Area F Advisory Planning Commission (APC) – June 25, 2024  
                  Area A Advisory Planning Commission (APC) – June 26, 2024  
                  Area D Advisory Planning Commission (APC) – July 15, 2024

**AUTHOR:**    Ian Hall, General Manager, Planning & Development

**SUBJECT:**    ADVISORY PLANNING COMMISSION QUESTIONNAIRE RESULTS SUMMARY

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### RECOMMENDATIONS

**THAT** the report titled **Advisory Planning Commission Questionnaire Results Summary** be received for information;

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### Purpose

On April 24, 2024, a questionnaire was sent to Advisory Planning Commission (APC) members to seek feedback on the current APC model and meeting logistics. The purpose of this report is to summarize the results of the questionnaire and provide information on how this feedback will be used to inform potential changes.

### Questionnaire Summary

A questionnaire was sent to all forty-four (44) current APC members and twenty-two (22) questionnaire responses were received. Staff committed to report back on findings. Table 1 summarizes the feedback received.

*Table 1: APC Questionnaire Summary of Feedback Received*

Question Area	Summary of Feedback Submitted
Meeting Format	<ul style="list-style-type: none"><li>• Preference for meetings to be held in-person over a full virtual format.</li><li>• Considerable support for the option to join in-person meetings virtually (hybrid meeting format).</li></ul>
Meeting Time	<ul style="list-style-type: none"><li>• Differing availability for meeting start time ranging from 9AM to 8PM, noting a few comments that meeting before 6PM is more difficult for those who work.</li><li>• General agreement that meetings should end by 8:30PM or 9PM.</li><li>• Meetings should be held between Monday and Thursday.</li></ul>
Meeting Location	<ul style="list-style-type: none"><li>• Preference for meeting in-person in APC's local electoral area.</li></ul>

	<ul style="list-style-type: none"> <li>Majority of members are willing to travel to the SCRD Field Road office for multi-electoral area and/or region-wide meeting items, workshops, and presentations.</li> <li>Majority of members are not willing to travel to other electoral areas.</li> <li>Comments note that traveling for in-person meetings is prohibitive to members who work, have kids, and rely on public or active transportation. Further, winter road conditions and the cost of gasoline were noted.</li> </ul>
Meeting Structure & Content	<ul style="list-style-type: none"> <li>Unanimous support for meeting agendas to include report backs on Board decisions for items referred to APCs.</li> <li>Considerable interest in learning and capacity building presentations and workshops.</li> <li>Mix of support and opposition to APC meetings convening monthly regardless of having referral items to discuss.</li> </ul>
Identified Topics for Capacity Building	<ul style="list-style-type: none"> <li>Introduction to planning application processes and regional district decision-making.</li> <li>Challenges for the SCRD and how other comparable regional districts are dealing with these challenges.</li> <li>Overview of the OCP Renewal project and objectives.</li> <li>Presentation on the of weak areas of the current OCPs.</li> <li>How fees can be used to maintain and upgrade infrastructure.</li> <li>Affordable housing in the SCRD.</li> <li>Water servicing.</li> </ul>
Requests	<ul style="list-style-type: none"> <li>Staff attend meetings to introduce items and answer questions.</li> <li>Training to keep meetings in scope, on task, and time efficient including Roberts Rules of Order.</li> <li>Training on how APCs can provide more actionable and in-scope recommendations / comments to the Board.</li> <li>Provide a reference document outlining where to find relevant data, such as OCPs, bylaws, maps, jurisdictional responsibilities, MOTI setbacks, etc.</li> </ul>

## **Next Steps**

Staff will use feedback to provide recommendations to the SCRD Board. The aim of the proposed changes would be to improve how local knowledge and perspectives on planning and land use matters referred to APCs is captured in order that volunteer time and expertise can have maximum impact. Consideration of resourcing will need to form part of the analysis.

Staff are planning to share the results of the questionnaire and recommendations for change/enhancement at the Electoral Area Services (EAS) Committee Meeting on July 18, 2024.

The EAS Committee meeting agenda and instructions on how to watch the meeting in-person or electronically will be posted on the SCRD website by end of day Friday, July 12, 2024:  
<https://www.scrd.ca/agendas>.

Thank you to all respondents to the questionnaire.