

NOTICE OF MEETING - ELECTORAL AREA C ADVISORY PLANNING COMMISSION



Thursday, November 6, 2025

Virtual Meeting via Microsoft Teams, commencing at 5:30 p.m.

The purpose of this meeting is to permit consideration of matters listed on the agenda below and, where appropriate, to provide recommendations to the Regional Board. Unless otherwise noted, all resolutions will be made pursuant to section 208(1) of the Local Government Act, which requires that all Commission members in attendance vote and each member receives one vote.

[Hide Notes](#)

A. CONFIRMATION OF QUORUM

The Chair will determine that a quorum is present and have the names of the commissioners present recorded in the minutes. [\[Add Note\]](#)

B. CALL TO ORDER

The Chair will call the meeting to order following confirmation of a quorum. [\[Add Note\]](#)

C. FIRST NATIONS TERRITORIAL ACKNOWLEDGEMENT

The Chair will acknowledge that we are located on the traditional territory of the Laichwiltach people. [\[Add Note\]](#)

D. ADOPTION OF PUBLIC AGENDA

THAT the agenda for the November 6, 2025 meeting of the Electoral Area C Advisory Planning Commission be adopted as presented. [\[Add Note\]](#)

E. ADOPTION OF MINUTES

THAT the minutes of the meeting of the Electoral Area C Advisory Planning Commission held on February 6, 2025 be adopted. [\[Item\]](#) [\[Add Note\]](#)

F. BUSINESS ARISING FROM MINUTES

Following adoption of the previous meeting minutes the Chair will provide an opportunity for commissioners to introduce further resolutions in respect of matters contained in the minutes that are not otherwise scheduled for consideration on the current agenda. [\[Add Note\]](#)

G. APPLICATIONS/OTHER

Development Variance Permit Application (DV 1C 25), April Point [\[Add Note\]](#)

THAT the report regarding a Development Variance Permit application for District Lot 209, Sayward District, Except that part shown in red on Plan 778R and Except part in Plans 24396, VIP66750, VIP68131 and VIP85893 be received. [\[Item\]](#) [\[Add Note\]](#)

H. NEW BUSINESS

I. TERMINATION

THAT the November 6, 2025 meeting of the Electoral Area C Advisory Planning Commission be terminated. [[Add Note](#)]

ELECTORAL AREA C ADVISORY PLANNING COMMISSION

 [Printer Version](#)

Minutes of the inaugural meeting of the Electoral Area C Advisory Planning Commission held on Thursday, February 6, 2025 at the Heriot Bay Inn, located at 673 Hotel Road, Heriot Bay, B.C.

A quorum having been confirmed, the Deputy Corporate Officer called the meeting to order at 6:32 p.m. with the following commissioners physically in attendance or participating electronically:

S. Hollanders	(Read Island)
H. Jansen	(Read Island)
S. McLaren	(Quadra Island)
P. Nimmon	(Quadra Island)
T. Oswald	(Quadra Island)
N. Robinson	(Quadra Island)

ELECTION OF CHAIR

The Deputy Corporate Officer conducted an election for the position of Electoral Area C Advisory Planning Commission Chair for 2025. [[Item](#)]

Commissioner Nimmon nominated Commissioner Robinson. Commissioner Robinson accepted the nomination with thanks.

The Deputy Corporate Officer called a second and third time for nominations and there were none.

Commissioner Robinson was declared elected by acclamation to the position of Chair.

ELECTION OF VICE CHAIR

The Deputy Corporate Officer conducted an election for the position of Electoral Area C Advisory Planning Commission Vice Chair for 2025.

Commissioner Nimmon nominated Commissioner Hollanders. Commissioner Hollanders declined the nomination with thanks.

Commissioner Hollanders nominated Commissioner Nimmon. Commissioner Nimmon accepted the nomination with thanks.

The Deputy Corporate Officer called a second and third time for nominations and there were none.

Commissioner Nimmon was declared elected by acclamation to the position of Vice Chair.

Commissioner Robinson in the Chair.

ADOPTION OF PUBLIC AGENDA

Nimmon/McLaren: CAPC 1/25

THAT the agenda for the February 6, 2025 meeting of the Electoral Area C Advisory Planning Commission be adopted.

CARRIED

ADOPTION OF PREVIOUS MEETING MINUTES

Nimmon/McLaren: CAPC 2/25

THAT the minutes of the September 5, 2024 meeting of the Electoral Area C Advisory Planning Commission be adopted. [[Item](#)]

CARRIED

Commissioner Robinson vacated the Chair and Commissioner Nimmon assumed the position of Chair.

BUSINESS ARISING FROM THE MINUTES

Electoral Area C Advisory Planning Commission Recommendations

Robinson/Oswald: CAPC 3/25

THAT the APC's recommendations be communicated to the Board, including in staff reports, as the exact wording of the motions passed by the APC.

CARRIED

Vice Chair Nimmon stepped down as Chair and Commissioner Robinson resumed the position of Chair.

APPLICATIONS

Rezoning Application RZ 1C 25 (Fisherman's Landing and Lodge)

Burt Hick and Kim Norbury, consultants representing the applicant spoke to the application and answered questions from the Commissioners.

Nimmon/McLaren: CAPC 4/25

THAT the APC recommend approval of the application by Fisherman's Landing and Lodge for District Lot 2526 Range 1 Coast District.

CARRIED

REPORTS

2025 Meeting Schedule

The Commission discussed its meeting schedule.

NEW BUSINESS

Electoral Area C Advisory Planning Commission Membership

Commissioner Nimmon inquired about Commissioner attendance and membership.

The Senior Manager of Community Services advised that staff would contact affected Commissioners to discuss their continued participation on the Commission.

TERMINATION

Hollanders/Oswald: CAPC 5/25

THAT the February 6, 2025 inaugural meeting of the Electoral Area C Advisory Planning Commission be terminated.

CARRIED

Time: 7:34 p.m.

Certified Correct:

Chair

Corporate Officer



Memo

FILE: 3090-20/DV 1C 25

Date: October 31, 2025
To: **Advisory Planning Commission (APC)**
Electoral Area 'C' (Quadra Island)
From: Keltie Chamberlain, Development Planner II
Re: **Development Variance Permit Application (DV 1C 25), April Point**

PLANNING FILE NO.	3090-20/ DV 1C 25		
FOLIO No.:	772 18263.000	PID No.:	009-660-828
AGENT:	OTG Development Ltd.		
APPLICANT:	April Point Developments		
LEGAL DESCRIPTION:	District Lot 209, Sayward District, Except that part shown in red on Plan 778R and Except part in Plans 24396, VIP66750, VIP68131 and VIP85893		
CIVIC ADDRESS:	950, 952, 953, 954, 955, 956, 957, 958, 966, 968, 970, 984, 986 April Point Road, Quadra Island		
ZONING BYLAW:	Quadra Island Zoning Bylaw, 1990, Bylaw No. 1213		
ZONE:	Residential Two (R-2)		

A development variance application has been received for multiple lots related to a proposed 15-lot bare land strata subdivision application at April Point (Attachment #1) in order to bring the existing structures into compliance with zoning pending registration of the proposed new parcels. The subject property is developed with existing dwelling units and accessory buildings, as shown in Attachment #2. During review of the in-stream subdivision application for the property, which is under the authority of the Ministry of Transportation and Transit (MoTT), it was found a variance to setbacks would be required to achieve the desired lot layout.

To be in compliance with zoning, applicant is requesting to vary the setback requirements of the R-2 zone for 5 of the proposed lots as follows:

- Lot SL 4: Reduction of the south side lot line setback from 1.75 m to 0.27 m
- Lot SL 5: Reduction of the north side lot line setback from 1.75 m to 0.88 m
- Lot SL 10: Reduction of the rear lot line setback from 4.5 m to 2.2 m
- Lot SL 14: Reduction of the south side lot line setback from 1.75 m to 0 m
- Lot SL 15: Reduction of the north side lot line setback from 1.75 m to 0 m

There are two previous sub-division applications that require final approval from MoTT prior to approval of the most recent 15-lot bare land strata subdivision application. The applicant is working towards meeting the conditions set out by MoTT and concurrently addressing the required variances with this application in addition to all conditions set out in the Preliminary Layout Review.

The proposed variance locations are attached for consideration. As the buildings are existing, compliance with the bylaw is not possible without removal of all or part of the structures. As the proposal does not vary use or density of the property, the variances are supportable.

The APC's advice pertaining to this application is restricted to consideration of the development variance permit only. Comments regarding other aspects of the property cannot be considered.

The Regional Board is seeking the APCs advice regarding this application and the following options are offered for the Commission's consideration:

- a) **The APC recommends support for the proposed development variance permit application (DV 1C 25) to reduce the setbacks as listed within the APC Memo dated October 30, 2025.**
- b) **The APC does not recommend support for the proposed development variance permit application (DV 1C 25) to reduce the setbacks as listed within the APC Memo dated October 30, 2025.**
- c) **The APC has no comment to provide on the development variance permit application (DV 1C 25).**

Regards,

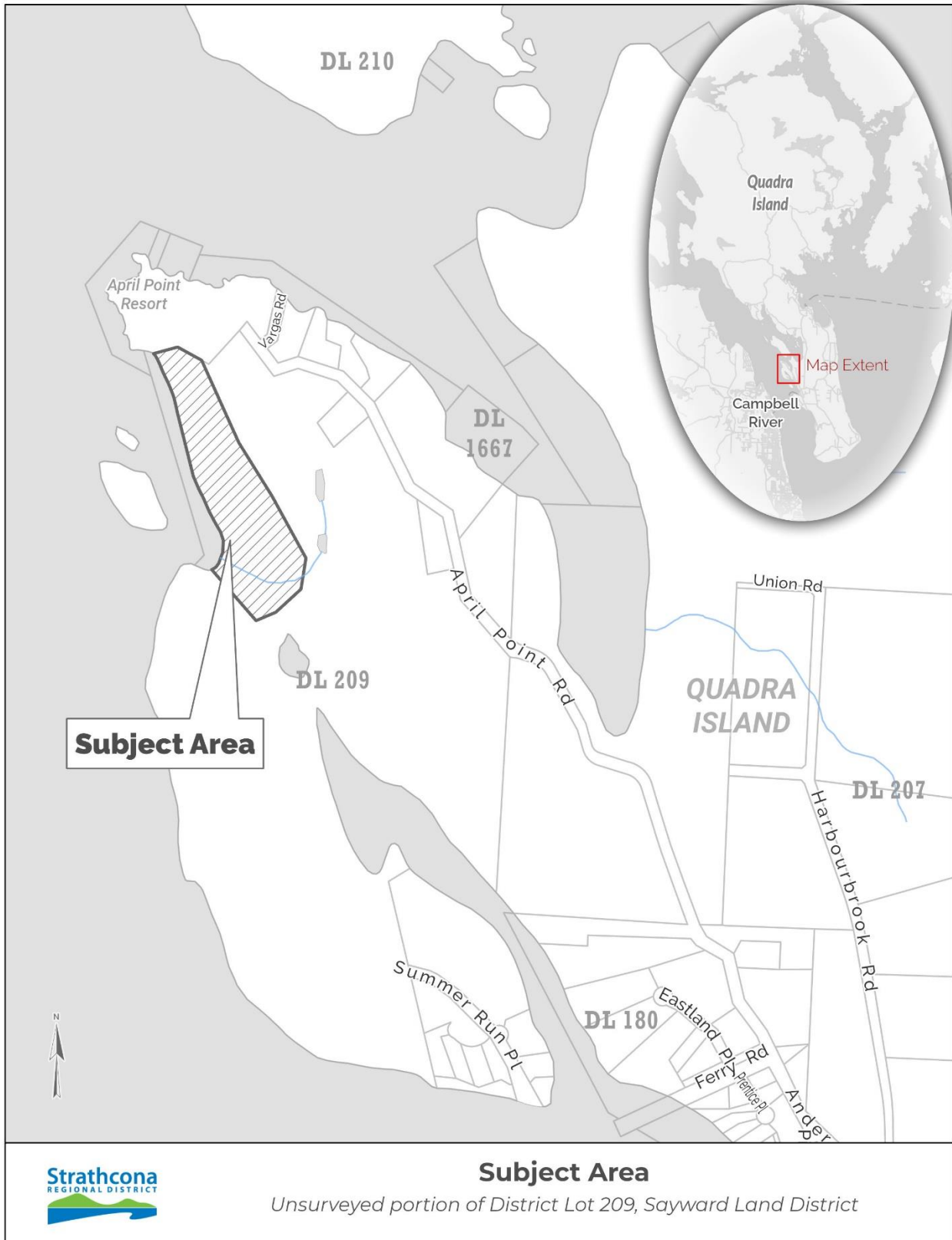


Keltie Chamberlain, MCP, RPP, MCIP
Development Planner II

Attachments:

- #1 Subject Area of Proposed Subdivision
- #2 Proposed 15-lot subdivision layout and variances

Subject Area of Proposed Subdivision, April Point



Proposed 15-lot Subdivision & Variances

SETBACK SUMMARY TABLE							
LOT #	REQUIRED FRONT SETBACK	PROPOSED FRONT SETBACK	REQUIRED REAR SETBACK	PROPOSED REAR SETBACK	REQUIRED SIDE SETBACK	PROPOSED NORTH SIDE SETBACK	PROPOSED SOUTH SIDE SETBACK
LOT 1	4.5m	4.5m	4.5m	4.5m	1.75m	1.75m	1.75m
LOT 2	4.5m	4.5m	4.5m	4.5m	1.75m	1.75m	1.75m
LOT 3	4.5m	4.5m	4.5m	4.5m	1.75m	1.75m	1.75m
LOT 4	4.5m	4.5m	4.5m	4.5m	1.75m	1.75m	0.27m
LOT 5	4.5m	4.5m	4.5m	4.5m	1.75m	0.88m	1.75m
LOT 6	4.5m	4.5m	4.5m	4.5m	1.75m	1.75m	1.75m
LOT 7	4.5m	4.5m	4.5m	4.5m	1.75m	1.75m	1.75m
LOT 8	4.5m	4.5m	4.5m	4.5m	1.75m	1.75m	1.75m
LOT 9	4.5m	4.5m	4.5m	4.5m	1.75m	1.75m	1.75m
LOT 10	4.5m	4.5m	4.5m	2.2m	1.75m	1.75m	1.75m
LOT 11	4.5m	4.5m	4.5m	4.5m	1.75m	1.75m	1.75m
LOT 12	4.5m	4.5m	4.5m	4.5m	1.75m	1.75m	1.75m
LOT 13	4.5m	4.5m	4.5m	4.5m	1.75m	1.75m	1.75m
LOT 14	4.5m	4.5m	4.5m	4.5m	1.75m	1.75m	0m
LOT 15	4.5m	4.5m	4.5m	4.5m	1.75m	0m	1.75m

