



10. Agricultural Advisory Committee Minutes of February 23, 2021  
**Rural Planning Services (Voting – A, B, D, E, F)** ANNEX H  
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11. Electoral Area A (Egmont/Pender Harbour) APC Minutes of February 24, 2021  
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## COMMUNICATIONS

14. Ruth Simons, Project Lead and Ian Winn, Director, Howe Sound Biosphere Region Initiative Society dated February 28, 2021  
Regarding Demonstration Forest in the Hillside Industrial Park ANNEX L  
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15. Andrea Watson, President and Board of Directors, Sunshine Coast Skating Club, dated March 2, 2021  
Regarding Ice Installed at Sechelt Area until end of May ANNEX M  
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16. Board of Directors, Sunshine Coast Minor Hockey Association, dated March 3, 2021  
Regarding Ice Installed at Sechelt Arena until end of May ANNEX N  
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17. Matt McLean, Councillor, District of Sechelt, dated March 4, 2021  
Regarding Sunshine Coast Housing Emergency Meeting March 1 and Sunshine Coast Call to Action ANNEX O  
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18. Silas White, Chair, Sunshine Coast Homelessness Advisory Committee, dated March 9, 2021  
Regarding deferring bylaw enforcement requiring residential rental evictions until after December 31, 2021 ANNEX P  
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## NEW BUSINESS

## IN CAMERA

## ADJOURNMENT

**AND HAVSUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Planning and Community Development Committee – March 18, 2021

**AUTHOR:** Yuli Siao, Senior Planner

**SUBJECT:** **Sunshine Coast Housing Needs Report Implementation Framework**

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**RECOMMENDATIONS**

**THAT the report titled Sunshine Coast Housing Needs Report Implementation Framework be received;**

**AND THAT a Board workshop be planned to provide information on the scope and mandate of current SCRD services that could be used for implementation of recommendations and the types of models that might be considered for further action.**

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**BACKGROUND**

Following the SCRD's reception of the "Sunshine Coast Housing Needs Report" in October 2020, project partners of the Sunshine Coast Housing Needs Assessment have completed a further report on implementation titled "Sunshine Coast Housing Needs Report Implementation Framework" (Attachment A).

**Staff recommend that, as a next step and, in consideration of the current housing emergency on the Sunshine Coast, that a Board workshop be planned to provide information on the scope and mandate of current SCRD services that could be used for implementation of recommendations and the types of models that might be considered for further action.**

The Implementation Framework builds on housing data and analysis of the needs assessment and provides a range of policy options and implementation tools to address issues identified in the Housing Needs Assessment. The report identifies four key approaches for consideration:

1. Facilitate development and protect existing needed housing and supports through plans, regulation, and development approvals, considering long-range planning and infrastructure implications.
2. Incentivizing and investing in needed housing and supports.
3. Forming and convening partnerships to advance needed housing and supports.
4. Advocating to senior levels of government and educating residents about needed housing and supports.

The implementation framework can inform and guide SCRD's future action and development of strategies and policies on housing, such as a regional growth strategy, official community plans, zoning bylaws, and other initiatives or projects.

The report recognizes that some of the recommended policy tools for densification and affordable housing are already present in SCRD’s current OCPs, such as residential infill, density bonus, housing agreement, and prioritizing village cores for higher-density development. Further implementation of other tools can be considered in future OCP updates. The Zoning Bylaw No. 310 update project currently underway is also taking into account some of the recommended planning tools, such as secondary suite, larger auxiliary dwelling, and enhanced home occupation space.

The proposed improvements to the planning and development review process currently under review can potentially streamline and expedite the application process for affordable housing projects.

With respect to forming partnership to support housing needs, the report recommends the following that is specific for the SCRD:

- “Consider the creation of a regional service to address housing and homelessness challenges in rural areas.”
- “Consider creating a permanent, part-time cross-governmental position in partnership with the District of Sechelt, Town of Gibsons, and shíshálh Nation for convening housing interests across the Coast, which expands on the development to provide a forum that brings sectors together for identifying, addressing, and monitoring housing needs and liaising with community members.”

Both of these recommendations would require Board direction to pursue research on scope, legal authority and structure.

The Sunshine Coast Housing Needs Report Implementation Framework marks the conclusion of the Housing Needs Assessment project for the Sunshine Coast.

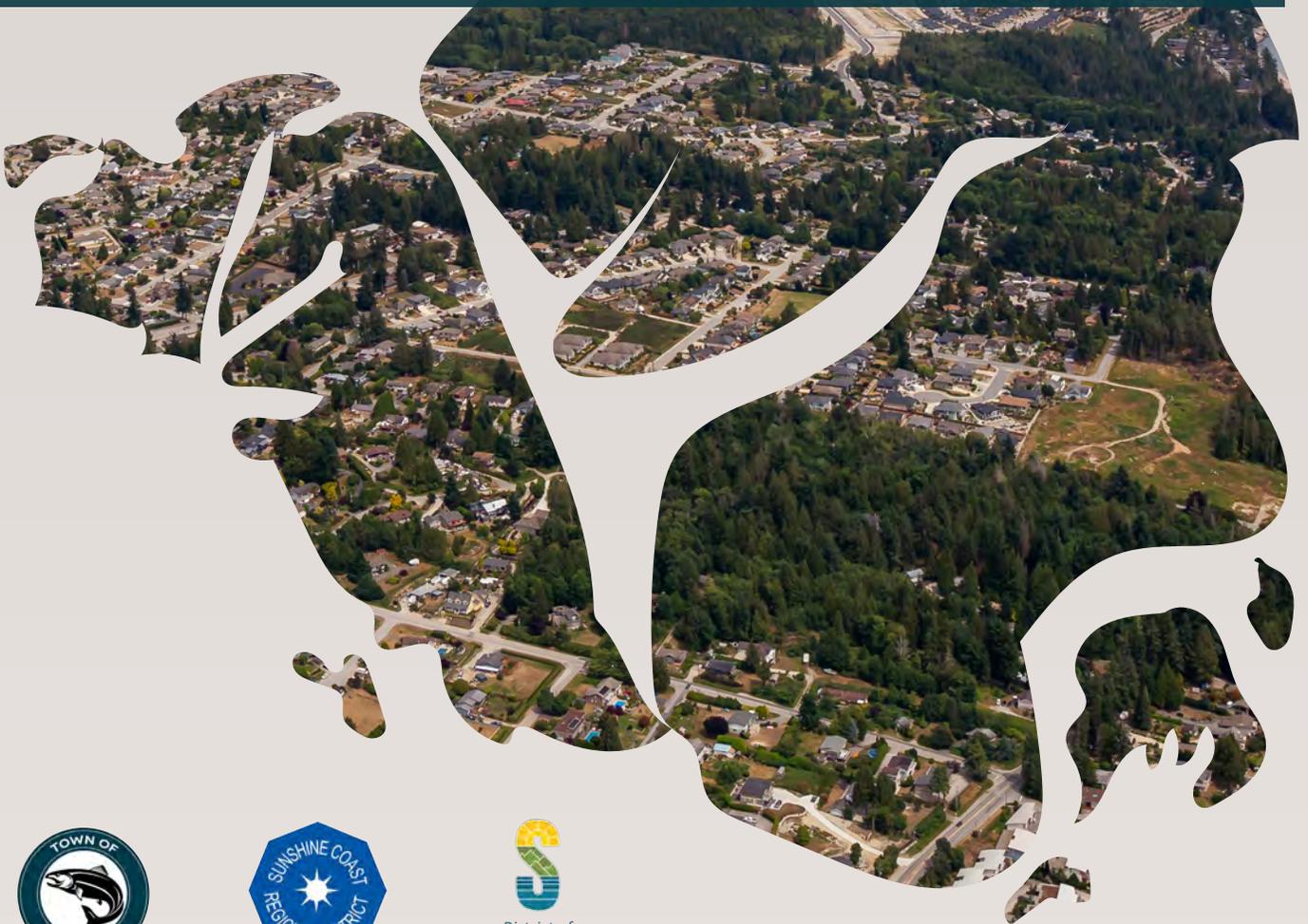
**ATTACHMENTS**

Attachment A – Sunshine Coast Housing Needs Report Implementation Framework

Reviewed by:			
Manager	X- D. Pady	Finance	X – T. Perreault
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

December 2020

# Sunshine Coast **Housing Needs Report** Implementation Framework



## ACKNOWLEDGEMENTS

The partners in this project are located within the traditional territory of the *shíshálh* and Skwxwú7mesh Úxwumixw First Nations.

The development of this report would not have been possible without the guidance and hard work of local government staff: Lesley-Anne Staats, Director of Planning for the Town of Gibsons, Andrew Allen, Director of Planning and Development for the District of Sechelt, and Julie Clark, Senior Planner for the Sunshine Coast Regional District, and Dave Pady, Manager of Planning and Development for the Sunshine Coast Regional District. We would also like to thank the members of our Steering Committee: Janice Iverson (Community Futures / Coastal Workforce Housing Society), Les Falk (Pender Harbour Seniors / Health Centre), Colin Stansfield (Sunshine Coast Regional Economic Development Organization / Coastal Workforce Housing Society), Nicholas Weswick (School District 46), Krista Dempster (Sunshine Coast Affordable Housing Society / Real Estate Agent), Catherine Leach (Sunshine Coast Community Services Society / District of Sechelt Housing Committee), Geoff McKee (Vancouver Coastal Health), and Lianne Carley (Vancouver Coastal Health).

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# 1.0

## Introduction

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While communities across the Coast differ in their housing needs and character ranging from smaller rural areas to denser urban nodes, there are significant connections between communities to access services, travel for work, and meet other everyday needs.

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In 2020, the Town of Gibsons, District of Sechelt, and Sunshine Coast Regional District (SCRD) partnered to undertake a regional housing needs assessment and prepare a Sunshine Coast Housing Needs Report (HNR). Located within the territories of the *shíshálh* and Skwxwú7mesh Nations, the Sunshine Coast (“the Coast”) is a unique ribbon community, running along the coast and connected by Highway 101, with surrounding regions accessible by ferry. While communities across the Coast differ in their housing needs and character ranging from smaller rural areas to denser urban nodes, there are significant connections between communities to access services, travel for work, and meet other everyday needs. Three local governments across the Coast – Town of Gibsons, District of Sechelt, and SCRCD – took a regional approach to the HNR to improve understanding of connections between communities related to housing, and to provide for efficiencies in data collection. A region-wide approach also positions the report to be used as foundational information for future iterations of a possible regional growth strategy and complementary official community plans (OCPs).

This document is a companion to the HNR. The purpose of this document is to offer policy options and implementation tools for the Town of Gibsons, District of Sechelt, and SCRCD to consider as ways of addressing identified needs identified in the HNR. It is structured as follows:

- **What is the Current Housing Situation?** This section provides an overview of the federal and provincial housing context, including recent initiatives and requirements giving rise to HNRs. It also summarizes findings from the HNR to outline housing context on the Coast.
- **What Can Local Governments Do?** This section describes the roles and responsibilities of local governments in the housing system across the housing wheelhouse. An introduction to the housing wheelhouse is provided in section 1.1.

- What Can the Coast Do?** Based on the roles and responsibilities of local governments and the housing context presented in the first two sections, this section presents policy options and implementation tools to consider as ways of addressing identified needs identified in the HNR, across the housing wheelhouse. Content in this section is divided into sub-sections for each local government. For each local government, there is a summary of current practices and needs identified in the HNR and an implementation framework outlining options for building on previous work to address identified needs.

## 1.1 The Housing Wheelhouse

The housing wheelhouse illustrates the different types of housing that can be developed to meet the housing needs of different people. It includes *market housing* for those whose housing needs are met through the free market, *housing with supports* for those who require supports like rental subsidies or assisted living services, and the *safety net*, which is short-term emergency housing for people experiencing or at risk of homelessness.

The wheelhouse model is built on the affordable housing continuum developed by the Canada Mortgage and Housing Corporation (CMHC).<sup>1</sup> While the affordable housing continuum illustrates a linear progression from emergency shelter through to ownership housing, the wheelhouse recognizes that market homeownership may not be the goal for everyone and that movement throughout housing types may not always be linear. Life circumstances (i.e., family, financial, health, age, etc.) may mean that people move between different parts of the wheelhouse. It shows that changes in housing can occur in different directions and that a variety housing types are needed to support different circumstances. For example, individuals may move from emergency shelters to subsidized rentals or market rentals, aging homeowners may choose to sell their home and move into long-term supportive housing to have needed supports. The housing wheelhouse can help local governments and other partners in the housing system to think about the types of housing they have an where there may be gaps.

Figure 1: The Housing Wheelhouse



Source: City of Kelowna, 2017

<sup>1</sup> <https://www.cmhc-schl.gc.ca/en/developing-and-renovating/develop-new-affordable-housing/programs-and-information/about-affordable-housing-in-canada>





# 2.0

## What is the Current Housing Situation?

### 2.1 Federal and Provincial Context

Across Canada, communities are struggling with affordability challenges and experiencing increasing homelessness and rates of core housing need. The past five to ten years have seen a housing crisis arise, as escalating shelter costs have increasingly outpaced the growth in incomes and available housing supports and services.<sup>2</sup>

While the federal government was actively involved in providing affordable housing in the 1950s to 1970s, this ended in the 1990s when they devolved program delivery to the provinces. In the 1960s, provincial housing corporations started to support affordable housing initiatives, before increased flexibility and decreased federal involvement resulted in less direct investments in communities in the 1990s and 2000s. In 2017, the federal government re-engaged in the housing system, releasing *A Place to Call Home*, Canada’s first National Housing Strategy. This was the largest federal housing program in Canada’s history. It was followed by a 2018 provincial housing strategy: *Homes for B.C.: A 30-Point Plan for Housing*, which outlined a commitment to 114,000 new affordable homes across the housing continuum by 2028.

The past five to ten years have seen a housing crisis arise, as escalating shelter costs have increasingly outpaced the growth in incomes and available housing supports and services

#### 2.1.1 Canada’s National Housing Strategy: A Place to Call Home

*A Place to Call Home* is Canada’s first National Housing Strategy and the first large scale federal investment in the housing system since the 1990s. It outlines \$55 billion of actions to help improve housing affordability between 2018 and 2028, including such targets as cutting chronic homelessness in half, removing 530,000 families from housing need, investing in the construction of 125,000 new affordable homes, and renovating 300,000 existing homes.

<sup>2</sup> Among other sources, see <https://www.gensqueeze.ca/>; <https://theyee.ca/Analysis/2019/08/01/Gov-Created-Housing-Crisis-Now-Fix/>; <https://www.policyalternatives.ca/publications/reports/housing-market-human-right-view-metro-vancouver>; <https://news.gov.bc.ca/factsheets/bc-government-addressing-housing-affordability-challenges>

The Strategy is designed to focus on the needs of the most vulnerable Canadians first:

- Women and children fleeing domestic violence
- Seniors
- Young adults
- Indigenous peoples
- People with disabilities
- People dealing with mental health and addiction issues
- Veterans
- LGBTQ2+
- Racialized groups
- Recent immigrants
- People experiencing homelessness

There are six priority areas of action identified, as described in the following table.

**Table 1:** Priority Areas of Action from Canada’s National Housing Strategy, A Place to Call Home

Action Area	Description
<b>Housing for those in greatest need</b>	Provide housing to address the needs of the most vulnerable Canadians first
<b>Social housing sustainability</b>	Improve the sustainability of housing owned and operated by non-profit societies or housing co-operatives and build the capacity of providers
<b>Indigenous housing</b>	Improve housing for First Nations, Métis and Inuit and support greater autonomy and responsibility for housing by Indigenous peoples, organizations, and communities
<b>Northern housing</b>	Improve housing conditions in Canada’s geographic north (Yukon, Northwest Territories, and Nunavut), recognizing amplified housing challenges faced due to low employment, sparse populations, resource-based economics, and limited capacities for sustainable growth
<b>Sustainable housing and communities</b>	Consider measures to ensure that housing is environmentally friendly, socially inclusive, and financially secure for builders and/or operators
<b>Balanced supply of housing</b>	Balance the overall stability of the housing market by creating new affordable rental supply, working towards better understanding of diverse housing needs, and supporting projects that deliver affordable homeownership options

Finally, the Strategy includes components that will be delivered by provincial and territorial housing authorities, which the *Homes for BC* plan builds on. Most federal programming is delivered through CMHC. CMHC delivers investments through seed funding, capital grants, and favourable financing rates for non-market and market rental projects.



## 2.1.2 Homes for BC: A 30-Point Plan for Housing Affordability in British Columbia

Following the national housing strategy, the Government of BC released *Homes for BC* in 2018, as part of response to the affordable housing crisis being felt across the province. The Plan contains 30 actions divided into five areas of focus:

- Stabilizing the market
- Cracking down on tax fraud and closing loopholes
- Building the homes people need
- Security for renters
- Supporting partners to build and preserve affordable housing

The Plan includes a commitment to build 114,000 new market and non-market homes by 2028 and \$7 billion in investments over 10 years.

Much of the investment is being delivered through BC Housing programs, which have been expanded or created to address various housing needs. Among other programs, there is the Community Housing Fund and Indigenous Housing Fund, both of which provide capital funding, financing, and operating support for new non-market housing projects. The province has also created the Rapid Response to Homelessness stream of funding, which is delivering supportive housing across the province, serving individuals experiencing or at risk of homelessness.

## 2.1.3 Housing Needs Reports

In addition to the Plan, the Government of BC amended the *Local Government Act* and Vancouver Charter to require all local governments to complete HNRs. HNRs are required to contain more than 50 specific data indicators. Local governments are required to complete their first report by April 2022 and update their reports every five years thereafter. The intent is for local governments to collect and review key data about their current and anticipated population and households and housing needs, for consideration in official community plans and regional growth strategies.

There was a three-year funding program released to help local governments meet the new requirements, which is administered by the Union of B.C. Municipalities.

The Sunshine Coast HNR fulfills these requirements. Key findings are described in the following sub-section.

## 2.2 Local Context

There are eight government jurisdictions on the Sunshine Coast:

- Town of Gibsons
- District of Sechelt
- *shíshálh* Nation, or the Sechelt Indian Government District
- SCRD Electoral Area A – Pender Harbour / Egmont
- SCRD Electoral Area B – Halfmoon Bay
- SCRD Electoral Area D – Roberts Creek
- SCRD Electoral Area E – Elphinstone
- SCRD Electoral Area F – West Howe Sound

The two municipalities (Gibsons and Sechelt) partnered with the Sunshine Coast Regional District (Electoral Areas A, B, D, E, and F) to create the Housing Needs Report. *shíshálh* Nation were invited to participate in the process but declined due to capacity constraints.

### 2.2.1 Key Findings from the 2020 Sunshine Coast Housing Needs Report

Over the last fifteen years and particularly since 2014, the Coast has experienced increases in the cost of housing, as the escalation of housing and land costs in Metro Vancouver increasingly impacts the region. Across the Coast, many median-earning households are priced out of homeownership and many renter households struggle to find affordable and available long-term rentals. Homelessness appears to be on the increase, with the Gibsons and Sechelt shelters at capacity and waitlists for supportive housing that stretch longer than the current spaces provided.

## Community Growth and Demographics

The Sunshine Coast is growing. The regional population grew by 8% between 2006 and 2016, with most growth concentrated in Gibsons and Sechelt, followed by nearby electoral areas (Roberts Creek, Elphinstone, and Halfmoon Bay). At the same time, the population is aging and smaller households are becoming more common, as children move out and seniors are living with their partner or on their own. In 2016, all communities had a median age higher than 50 years, indicating that at least half the population was over 50 years old, with the median ages projected to continue rising over the near-term. This is consistent with trends experienced across the country, although the median age in all electoral areas and municipalities was already much higher compared to the 2016 provincial median of 43.0.

At the same time, projections show a moderate increase in the number of adults aged 25 to 44 and children aged 0 to 14. Anecdotal evidence suggests the Coast is experiencing increasing migration of young families from Metro Vancouver and other areas of the province due to the relative affordability of the Coast compared to Metro Vancouver.

Across the Coast, there were higher proportions of people who reported working from home in 2016 (13% - 22%) compared to the provincial average (9%). With requirements for physical distancing and the transition to working from home for most office workers as a result of the COVID-19 pandemic, community engagement indicates working from home on the Coast has become even more common and could affect demand for housing as more adults are able to work remotely and look for more affordable places to raise their families.

## Housing Stock

The single-detached home is the most common type of housing across the Coast and is unaffordable for median earning households in almost all communities. There is a limited supply of smaller, affordable units such as apartments or townhouses. In 2016, one-bedrooms and studios comprised 9% to 14% of housing stock on the Coast, while 66% to 87% of households were one or two people. These households may be living in larger units than they need as per National Occupancy Standard (NOS) requirements.<sup>3</sup> Studio and one-bedroom units can be an important supply of affordable housing for seniors looking to downsize and work force housing. Looking ahead, projections indicate that more than half the future population could be suitably accommodated in studio or one-bedroom units.

Based on past trends, projections suggest approximately 523 new households may have formed between 2016 and 2020, while there were 1,135 building permits issued over this timeframe. Most building permits were for single-family dwellings. The large number of building permits compared to households could indicate the construction of dwellings that are not occupied on a permanent basis (i.e., secondary homes) and/or that more people are moving to the Coast than have in the past. Recent influxes of residents moving from elsewhere to the Coast may not be fully accounted for in historical trends on which the projections are based.

<sup>3</sup> NOS specifies for the number of bedrooms required by a household based on household composition. For example, a lone parent living with their child would require two bedrooms, one for themselves and one for their child. Note that some households may want to live in a larger unit that exceeds these minimum standards and others may not be able to afford the cost of a unit with the minimum number of bedrooms required to meet their household's needs. For more information, see <https://www23.statcan.gc.ca/imdb/p3Var.pl?Function=DEC&Id=100731>



## Affordability

Like most communities across the province, the growth in household incomes has been increasingly outstripped by the increase in housing prices. Data from the Greater Vancouver Real Estate Board indicates that the Coast has seen a rapid increase in prices since 2014, a trend seen in many BC communities. If household incomes continued to grow at the same pace as they grew between the 2006 and 2016 censuses, between 2016 and 2019 they increased by approximately 11%. Over this same period, the average sales price for a detached dwelling increased by approximately 53%. Estimates of 2019 household incomes compared to 2019 sales prices show that the single-detached home is unaffordable for median incomes in nearly all Sunshine Coast communities, despite this being the most common type of home. Single-income households like lone parent families and individuals living alone (non-census families) are likely priced out of all ownership options. Household types with the highest median incomes may be able to afford to purchase a home in Sechelt or Gibsons, but are likely priced out of single-detached homes in the electoral areas.

Affordability of rentals has also worsened in recent years. In most communities, rents are affected by housing prices, as owners look to support their mortgage payments through renting. Between 2016 and 2019, cost of rent nearly doubled in the electoral areas, while it increased by close to 40% in the municipalities. In 2016, 40% or more of all renter households were living in unaffordable housing across the Coast.

In 2016, there were approximately 1,175 renter and 860 owner households in Core Housing Need across the Coast. These households are currently living in unacceptable conditions (i.e., overcrowded housing, housing in need of repairs) and cannot afford an acceptable alternative housing unit in their community based on median rents. As affordability has likely worsened since 2016, it is likely the number of households living in Core Housing Need has increased, as the cost of rent increased approximately 40%

As the municipal hubs of the Coast, Sechelt and Gibsons have the highest proportion of houses occupied by their usual residents and more diverse housing options, with townhouses and apartments that are more affordable than single-detached dwellings. As the population across the Coast continues to grow and age, it will be important for more diverse and affordable housing options – that are suited to the more rural character of these communities – to be developed in adjacent electoral areas like Roberts Creek and Elphinstone, to meet the needs of seniors who wish to age in place, young families, and workers. Additionally, sustainability concerns, such as water and energy efficiency, will need to be a strong component of any new development going forward in municipal or rural areas of the Coast; however, this could have cost implications on the affordability of new housing.

## Housing Supports

Across the Coast, the population is aging. Community engagement indicated that there is need for more supports for seniors who wish to age in place or downsize from single-detached dwellings, which they are concerned about maintaining.

In 2018, there were 57 individuals counted as experiencing homelessness in Sechelt and Gibsons. Residents believe there is a need for more supports and transitional living options for individuals experiencing homelessness. Stakeholders recognized that while it is challenging to assess homelessness due to shifting seasonal patterns and hidden forms of homelessness like couchsurfing and living in unsafe conditions, it is clear that homelessness on the Coast has been increasing and becoming more visible in recent years. Anecdotal evidence and past studies indicate that homelessness tends to be more visible (i.e., street homelessness) in the municipalities, while hidden homelessness (i.e., people living in substandard housing or boats, couch surfing, camping, etc.) is more common in the electoral areas.

Stakeholders indicated the numbers of individuals experiencing mental health challenges such as addictions have been increasing across the Coast and that many require housing support.

## 2.3 Social Challenges

The effects of the ongoing housing crisis are amplified by overlapping social challenges, such as opioid overdoses, climate change, and the COVID-19 pandemic. An opioid crisis is ongoing as rates of harm and death related to opioid overdose continue to rise.<sup>4</sup> Various jurisdictions have declared a climate emergency as the effects of climate change continue to progress, without a significant reduction in global emissions.<sup>5</sup> The COVID-19 pandemic has created unexpected pressures due to widespread economic impacts and loss of income. Effects of the pandemic on employment, income, and savings are already significant and are expected to persist for months to years.

In response to the pandemic, various agencies put measures in place to provide financial relief and housing security, such as deferring payments for mortgages and utilities, banning evictions, freezing rental rates, and offering rental supplements for workers with reduced incomes.<sup>6</sup> While many of these measures provide immediate and necessary assistance to households and have filled gaps that existed prior to the pandemic, they may not address the long-term effects of high unemployment, lower incomes, reduced savings, and reduced immigration on housing demand and stability.

These overlapping social crisis underscore the importance of taking action to address housing needs across the Coast, recognizing that some community members and groups are more vulnerable to the negative impacts related to addictions, loss of income, and/or unemployment. Addressing housing needs and affordability is a matter of social equity. Additionally, to develop in a manner that supports environmental sustainability and mitigates impacts, there are implications related to development footprints and affordability of resource-efficient housing.

These overlapping challenges and crisis highlight existing service gaps and are disproportionately likely to affect equity-seeking groups. Equity-seeking groups are those residents who face significant collective challenges in participating in society. They may experience marginalization created by attitudinal, historical, social, and environmental barriers based on age, ethnicity, disability, economic status, gender, nationality, race, and sexual orientation, among other characteristics. These groups may face extra barriers and overlapping challenges to accessing appropriate housing. Considering equity can help ensure housing policies, programs, services, and initiatives benefit community members who may otherwise be excluded and has benefits for community health and well-being.

<sup>4</sup> <https://www.canada.ca/en/services/health/campaigns/drug-prevention.html>

<sup>5</sup> <https://www.un.org/en/un75/climate-crisis-race-we-can-win>

<sup>6</sup> For more information, see CMHC, Big Six Banks, BC Hydro, Province of BC, and BC Housing





# 3.0

## What Can Local Government Do?

In most cases, local governments are not directly involved in the building or operating of housing or associated support services and ventures.<sup>7</sup> Generally, these roles are played by non-profits, developers, and senior government. However, local governments play an important role in the housing system and have been taking more hands-on approaches over the last ten to fifteen years. For any given project, local governments may come as *active partners* by contributing land or capital dollars, or as *supporting partners* by expediting approvals, providing incentives, etc. Local governments may be convening partnerships, developing avenues for investment in housing, supporting research and innovation, and/or using traditional planning tools (e.g. Official Community Plans, zoning and land use regulation, etc.) to encourage needed housing types.

The most common opportunities for local governments to support the housing system can be divided into four approaches:

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Local governments may be convening partnerships, developing avenues for investment in housing, supporting research and innovation

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- **Facilitate development** and protect existing needed housing and supports through plans, regulation, and development approvals, considering long-range planning and infrastructure implications
- **Incentivizing and investing** in needed housing and supports
- Forming and convening **partnerships** to advance needed housing and supports
- **Advocating** to senior levels of government and **educating** residents about needed housing and supports

The housing system involves many other players who work with local governments to meet needs across the housing wheelhouse. These include federal and provincial governments, Indigenous governments and organizations, developers and builders, real estate representatives, and community-serving organizations like non-profit housing and service providers. For example, Indigenous governments and organizations are responsible for developing and implementing housing strategies in their communities and are increasingly thinking about how to support their members who are not living on reserve.

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<sup>7</sup> There are some arms-length organizations that are exceptions to this, such as the Whistler Housing Authority or Metro Vancouver Housing Corporation.

Developers and builders bring expertise and knowledge of what makes housing projects a reality and are vital partners in the provision of needed housing types. Non-profits and other community-serving organizations are equally vital, especially where there is a strong existing network like on the Coast. These organizations typically own and operate non-market housing and often are responsible for securing funding and managing the project from conception to occupancy. Housing is a complex challenge and requires many hands working together to address it.

**Figure 2: Opportunities and Roles in the Housing System**

**OPPORTUNITIES**

- 

Facilitate development through planning, regulations, and approvals
- 

Monitor, research & innovate
- 

Build affordable housing
- 

Regulate & incentivize
- 

Education & advocacy
- 

Operate affordable housing
- 

Invest
- 

Partnerships
- 

Operate support services

**AGENCIES / ORGANIZATIONS**

**ROLES IN THE HOUSING SYSTEM**

AGENCIES / ORGANIZATIONS	ROLES IN THE HOUSING SYSTEM
<b>Local governments</b>	        
<b>Indigenous governments</b>	        
<b>Non-profits &amp; other community-serving organizations</b>	        
<b>Developers &amp; builders</b>	        
<b>Senior government</b>	        
<b>Multi-sectoral cooperation</b>	        





# 4.0

## What are Other Local Governments Doing?

Best practices from other communities offer insights and ideas for local governments to consider in addressing their housing needs. This section outlines best practices from communities across the province, organized around the three types of approaches local governments can take to support the development of needed housing types (i.e., facilitate development; invest and incentivize; partnerships, advocacy, and education). The Sunshine Coast HNR presents the needs, while these best practices offer ideas for addressing needs.

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Local governments have a variety of regulatory, planning, and policy powers that they can use to facilitate the development of certain types of needed housing in their community.

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### 4.1 Best Practices to Facilitate Development and Protect Affordable Housing through Plans, Regulations, and Approvals

Local governments have a variety of regulatory, planning, and policy powers that they can use to facilitate the development of certain types of needed housing in their community. Regulations, planning, and policies can also be used to protect important existing sources of needed housing, such as existing rental buildings.

#### Density bonusing and housing agreements in Nanaimo

The City of Nanaimo has a package of incentives outlined in their Affordable Housing Strategy, which are intended to facilitate development of needed housing types. One incentive is density bonusing in exchange for needed housing and Housing Agreements. The City uses a points system to award additional density in developments for amenities, affordable housing, location, and Housing Agreements, as described in [Schedule D of the Zoning Bylaw](#).

Points are awarded across seven categories:

- Site Selection (e.g., located on a brownfield site, does not require new street infrastructure like sidewalks, located close to parks / trails / daycare, etc.)
- Retention and Restoration of Natural Features (e.g., includes natural area buffer, retains natural soils, includes street trees, etc.)
- Parking and Sustainable Transportation (e.g., provides protected bicycle storage, car share parking, underground parking, etc.)
- Building Materials (e.g., using wood or salvaged materials, using renewable resources, includes existing build structure or shell, etc.)
- Energy Management (e.g., meets Energy Step Code and Building Bylaw requirements, includes educational signage, etc.)
- Water Management (e.g., permeable surfaces, low flow features, educational signage, etc.)
- Social and Cultural Sustainability (e.g., developer agrees to enter Housing Agreement with the City, includes public art, includes children's play area, includes heritage structures, etc.)

Points are achieved by meeting minimum requirements across at least three categories, with additional points awarded once the proposed development reaches an overall cumulative threshold. Points are added up to determine how many additional units can be developed.

Under the Social and Cultural Sustainability category, developers can achieve points by entering into Housing Agreements with the City with any or all of the following provisions:

- "At least 50% of all residential units shall not be stratified or sold independently for at least ten years after the building receives final occupancy."
- "At least 10% of residential units sold will be sold for at least 20% less than the median sales price for condos, as provided by the Vancouver Island Real Estate Board for the current year and cannot be sold for greater than the original sale price for a period of ten years. The Gross Floor Area of the units provided for within the Housing Agreement must be greater than 29m<sup>2</sup> in area."

- "Where the residential units are subdivided under the *Strata Property Act* or otherwise sold separately, the strata corporation will not place restrictions which prevent the rental of individual residential units."

The City is working to add an option to achieve points by providing affordable rental units.

## Affordable homeownership in Langford

Langford created a [Home Ownership Program](#) in their 2004 Affordable Housing Strategy, which targets local residents and people working in the City. The program uses inclusionary zoning and density bonusing to facilitate the development of affordable homes for purchase. The inclusionary zoning requires developers to either: provide one small lot with an affordable housing unit for every 15 lots that are subdivided for development of single-detached homes; or, make a \$1,000 cash contribution to the City's Affordable Housing Reserve Fund for each single-detached-equivalent dwelling unit created by rezoning. Prospective purchasers are drawn from a list of qualified buyers who fall within a certain income threshold, meet residency / employment requirements, and do not own real estate. They must obtain pre-approval for the mortgage and are approved by the City's Affordable Housing Committee. Affordability is secured through housing agreements on title that restrict sale prices and require future buyers to be approved by the Committee.

## Inclusionary zoning and density bonusing in Kelowna

After completing their Housing Needs Assessment and Healthy Housing Strategy in 2018, the City of Kelowna created a [list of 20 proposed actions](#) to help achieve key directions and meet identified needs. To reduce barriers to affordable housing, the list proposes implementing "a combination of inclusionary rezoning (outside the urban core) and density bonusing (inside the urban core) to achieve meaningful contributions to affordable housing from the development community". The City uses the term affordable housing broadly, referring ownership and rental housing that is affordable in terms of home costs, as well as associated transportation and energy costs.



Note that the Healthy Housing Strategy was finalized in late 2018 and the implementation and effects of these actions are not yet clear.

## Flexible density in Coquitlam

In 2017, the City of Coquitlam pre-zoned one-family residential lots across the City to [RT-1 Infill Housing](#), which allows the development of up to four ground-oriented units. These zones are located in areas designated as Neighbourhood Attached Residential in the OCP, which are aimed at gently increasing density (i.e., providing small-scale, ground-oriented housing options). RT-1 zoning makes it easier for property owners to develop infill housing units on their lots, as this means they no longer have to go through rezoning.

## Pre-zoning for affordable housing in Burnaby

In 2019, Burnaby pre-zoned six sites owned by the City to support the development of mixed income / affordable housing. The City has already established partnerships with BC Housing for these projects. The City is also speaking to CMHC about a federally-owned site, in hopes of also pre-zoning this site for affordable housing. Staff have indicated that once the details of each project are more clearly defined, the sites will likely be rezoned to match. The Mayor has reported that pre-zoning is helpful because it allows staff to start preparatory work for the sites, which the City intends to keep as assets.

## Policy directions in Clearwater

The District of Clearwater's [Official Community Plan](#) includes a section with specific directions regarding the development of seniors' and affordable housing. Policies include:

- Request multi-family strata developments with eight units or more to incorporate a minimum of one rental dwelling unit
- Encourage all proposed multi-family and affordable housing units to contain diversified mix of sizes (varied floor space for family, bachelor, and disabled residents, etc.)
- Encourage residents to self-organize into groups to facilitate co-housing, co-operatives, and other forms of collective tenure

- Allow for serviced small-lot residential developments in order to encourage small houses with less environmental footprint
- Support mixed commercial, residential, and industrial residential developments
- Encourage assisted living housing and care for elders and persons requiring moderate supportive housing
- Promote development of an age-friendly housing complex through government and non-government organization partnerships
- Provide opportunities for senior residents to live a fulfilling life through promotion of access to safe and affordable housing, physical and social mobility, and social engagement in the community

## Universal design in Sicamous

The District of Sicamous incorporated Universal Design Principles into their [Official Community Plan](#) to encourage developers and the District to consider inclusivity of the built and social environment. The purpose is to improve the accessibility of current environments and new additions to the town centre.

The principles are a way of evaluating the inclusivity of the built and social environment. They include:

- **Principle 1: Equitable Use** – design is useful and marketable to people with diverse abilities
- **Principle 2: Flexibility in Use** – design accommodates a wide range of individual preferences and abilities
- **Principle 3: Simple and Intuitive Use** – use of design is easy to understand, regardless of the user's experience, knowledge, language skills
- **Principle 4: Perceptible Information** – Design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities
- **Principle 5: Tolerance for Error** – Design minimizes hazards and the adverse consequences or accidental or unintended actions
- **Principle 6: Low Physical Effect** – Design can be used efficiently and comfortably with a minimum fatigue

- **Principle 7: Size and Space for Approach and Use** – appropriate size and space is provided for approach, reach, manipulations and use regardless of user’s body size, posture or mobility

## Gentle density in West Vancouver

As a pilot project, West Vancouver designated a single block for infill housing development to demonstrate how infill housing can be developed in a way that maintains neighbourhood character and raise awareness about the importance of providing more diverse housing options. Following this, the District amended their OCP and Zoning Bylaw to permit detached secondary suites in all residential zones that already permit secondary suites.

To maintain neighbourhood feel and character, applicants are required to obtain form and character development permit for siting, building, and landscaping. The District provides comprehensive information guides to assist with the design and development process to encourage uptake by homeowners.

## Small lots in Victoria

Victoria allows single family houses on smaller lots and provides a [Small Lot House package](#), containing the rezoning policy, design guidelines, neighbourhood support petition materials, and an application package. “Small lot house” refers to lot sized 260m<sup>2</sup> or smaller, with a minimum width of 10m<sup>2</sup>, with a house sized 160m<sup>2</sup> to 190m<sup>2</sup>. This is intended to offer a more affordable housing option, as well as use developable land more efficiently.

## Combining secondary suites and garden suites to increase rental supply in North Vancouver

City of North Vancouver [allows both a secondary suite and garden suite to](#) be developed on lots zoned for single-detached development, recognizing that these forms provide much needed ground-oriented rental housing in the City and are often developed in neighbourhoods close to parks, schools, and other community amenities. They also improve affordability for homeowners by providing reliable income to go towards the mortgage.

## Maximizing secondary suites in Canmore

Recently, the Town of Canmore revised their [Land Use Bylaw](#) to require all new single-detached dwellings to consider creating an accessory dwelling unit (i.e., secondary suite or garden suite). All proposed detached dwellings that do not include an accessory dwelling unit are required to have a development permit. Detached dwellings with an accessory dwelling unit are not required to have a development permit where the work proposed complies with the rest of the bylaw. This means that all single-detached dwellings with accessory dwelling units are considered to be a permitted use, while those without accessory dwelling units are considered to be a discretionary use.

## Protecting mobile homes in Maple Ridge

Recognizing that mobile homes are an important source of affordable housing, Maple Ridge has a Modular Home Park Policy intended to supplement provincial regulations and provide assistance to tenants of modular home parks at risk of displacement due to redevelopment. Under the Policy, prior to receiving First Approval, a rezoning applicant must:

- Engage in early and ongoing engagement with tenants
- Provide a Relocation Assistance Plan that includes an assessment of tenant ability to secure accommodation
- Commit to hiring a qualified professional to support tenants by identifying three comparable alternative housing options for each current tenant that are preferably in Maple Ridge, helping tenants access and liaise with appropriate programs and agencies, and provide updates to the City on the progress of the Relocation Assistance Plan.



## 4.2 Best Practices to Incentivize and Invest Desired Unit Types

Investing can be a powerful tool to signal support for important projects. Local governments can invest by contributing land or cash, or by waiving or reducing typical development fees. Investing and waiving fees can help incentivize the development of desired housing types. Local governments can further incentivize by waiving parking requirements and fast-tracking applications for important projects, which can save the developer time and money.

### Affordable Housing Reserve Funds

Affordable Housing Reserve Funds are a powerful tool, which can position a local government to contribute towards important projects when the opportunity arises. There are many examples of Affordable Housing Reserve Funds throughout BC, including in the District of Sechelt and Town of Gibsons.

#### Colwood

The City of Colwood has used their Affordable Housing Reserve Fund to offer grants and offset costs for desired affordable housing projects, which are considered on a case-by-case basis. Developers are required to contribute to the fund when they build in the City. Grants are offered to projects that offer rental units at or below BC Housing's Housing Income Limits, with restrictive covenants registered on title to ensure they remain affordable in the future. Offset costs include municipal fees, development charges, and/or community amenity contributions.

#### Salmon Arm

In 2018, Salmon Arm created an [Affordable Housing Reserve Fund](#), intended to be used to help offset the development cost charges (DCCs) and offsite servicing costs for affordable housing projects, after hearing that these costs may be presenting challenges or deterring developers from providing affordable units in the City. The fund also helps the City to be ready for partnership opportunities that arise.

### Cowichan Housing Association Financial Contribution Service

In 2018, by [bylaw](#), the Cowichan Valley Regional District established [an annual financial contribution to the Cowichan Housing Association](#). This represents a regionally coordinated approach to a housing reserve fund. The intent is to "assist the Cowichan Housing Association with costs associated with providing programs and services related to affordable housing and homelessness prevention in the Cowichan valley". The annual financial contribution can be collected through property taxes or other means authorized by legislation, up to \$765,000 or \$0.04584 per \$1,000 of net taxable value.

Currently, the residential contribution is \$3.87 per \$100,000 of assessed value. Generally, 65% of the annual contribution goes to the Housing Trust Fund, which is seed funding for bricks and mortar projects for low to moderate income households. The rest of the fund is dedicated to initiatives including project assessments, data collection, and developing new partnerships (18%) and overhead / administration (17%).

This financial contribution helps the Cowichan Housing Association to match non-profit housing ideas with suitable land, find developers, and secure grants from senior levels of government. They are accountable to the regional district and residents through annual reporting and work plan requirements.

## Incentivizing secondary suites

### Canmore

To incentivize the development of more affordable market rental units, Canmore made allowances for secondary suites in most single-family neighborhoods and started a reimbursement program. The Town will reimburse up to five private homeowners each year, with up to 50% of their expenses in creating a secondary suite, to a maximum of \$10,000. To qualify, homeowners must commit to renting the suite to a Canmore resident at 10% below market rental rate for at least five years.

## Development incentives in Kelowna

Kelowna's [Healthy Housing Strategy](#) offers DCC grants and tax incentives aimed at increasing affordability of rental and market housing in the City.

The DCC grant applies to non-market, purpose-built affordable rental housing. Currently, the City has an annual budget of \$120,000 allocated to offset the cost of DCCs, although the Strategy recommends increasing that amount to \$180,000.

The tax incentive program allows all purpose-built rental housing projects located within certain areas (including the urban core and university neighbourhoods) to apply for a 100% municipal tax exemption. Projects must be constructed to meet Step Four of the Energy Step Code.

## Kamloops' incentive package

Kamloops offers a suite of incentives to developers to help them develop affordable and attainable housing. These include:

- Accessing funds from the Affordable Housing Reserve
- DCC exemptions
- Downtown revitalization tax exemptions
- Reduced parking requirements
- Expedited application processes and processing support
- City-owned properties available for below market real estate sales or long-term leases for development of housing for target groups
- Assistance with site-specific variances and zoning changes
- Assistance with public consultation
- Development checklist for additional DCC and tax exemptions for the North Shore Neighbourhood area

This best practice is also an example of effective education about existing tools and options, as described in the following section.



## 4.3 Best Practices for Convening Partnerships, Advocating for Housing Needs, and Educating Communities

Local governments have more comprehensive and strategic views of their communities and are thus uniquely positioned to act as convener and conversation starter for partnerships with non-profits and service providers, developers, real estate groups, faith-based organizations, provincial and federal agencies, and more. Local governments may be active partners of housing projects, such as through contribution of land or capital funds, or may play a more supportive role by encouraging the development of priority housing types in their community (e.g., expediting development approvals or providing incentives). This includes the potential to initiate conversations between potential partners, such as faith-based or non-profit landholders with developers and funders, to identify development opportunities.

To increase the success and uptake of existing initiatives, it is important for local governments to also advocate for desired projects and educate their communities on the importance of addressing identified housing needs. Advocacy can help increase awareness and gain support from senior levels of government and other partners, while education can help bring residents on board, generating community support for more contentious initiatives, reducing stigmatism around marginalized groups, and easing the development process.

### Foster partnerships to action affordable housing projects

Increasing the supply of supportive housing is a priority objective identified in Nelson's [Housing Strategy](#). To achieve this priority objective, two actions are proposed:

1. Establish a Housing Working Group to monitor and assist in implementation of the strategy with the City as the chair
2. Foster partnership for affordable housing – City plays an important role as a facilitator between community partners, service providers, developers, non-profit housing organizations, and BC Housing

The Strategy also identifies that “to make the best use of their land and building assets, many non-profits, especially faith-based or seniors clubs, have looked at the regeneration of their properties. This may involve the development of a mixed-use project that could increase the density of their property and include projects that could help offset the costs of the non-market housing units. The range of ideas and possibilities will depend largely on the site and project opportunities in the area.” It suggests that partners could help to develop an inventory of potential sites and assets available in the community and suited to affordable housing development (i.e., vacant land, buildings that require upgrades or retrofitting, and other properties that are well-suited to regeneration or redevelopment).

### Supporting development of needed housing types by convening stakeholders and partners

In 2015, the City of Langley and Township of Langley partnered to support a seniors' housing forum, the [Triple A Senior Housing Summit](#). The Summit brought non-profits, BC Housing, CMHC, and representatives involved with projects in neighbouring municipalities together with 150 seniors, senior agency representatives, and other interested parties to share ideas and develop recommendations for the City and Township.

### Partnering to deliver needed housing units in Salmon Arm

In 2019, the City of Salmon Arm announced a new development of affordable rental homes for families, seniors, and people with disabilities, plus supportive housing units for people experiencing or at-risk of homelessness. The City played an important role in this project by identifying the site and developer, then fostering a partnership between CanZea Developments Ltd., the Canadian Mental Health Association (CMHA), and BC Housing. The City fast-tracked the development process, lowered development charges, and used funds from the Affordable Housing Reserve to support development costs.

The City was uniquely positioned to foster this partnership because of their knowledge of the regional CMHA division's needs, the suitability of the site, and the availability of the developer to complete the project. Stakeholders in the community have expressed support for the process.

## Terrace Seniors Programs

The City of Terrace partners with Volunteer Terrace by providing financial support to help senior citizens and homeowners with physical disabilities hire help to shovel snow, clean up yards, wash windows, winterize homes, install smoke alarms, and more. The City provides a volunteer grant and [reimburses 50% snow removal costs](#), up to \$250 each winter to help the program, which is administered through Volunteer Terrace. Through the Helping Handyman Program, seniors and/or people with physical disabilities who are living in older homes, have assistance with maintaining their homes to adequate living conditions.

## Developers' Packages

### Municipal: Kamloops

Kamloops has an [Affordable Housing Developers' Package](#), which provides information for "anyone interested in becoming involved in the affordable housing sector in Kamloops." The Package describes various incentives and programs available to support the development of affordable housing in the City and provides information on federal and provincial programming and partnership opportunities. It helps to communicate the importance and ease the process of creating affordable housing for prospective developers.

### Regional: North Okanagan

An [Affordable Housing Developers' Package](#) was developed for North Okanagan region by the Land Trust, Community Futures North Okanagan, the Social Planning Council for the North Okanagan, and the City of Vernon and funded by the Community Foundation for the North Okanagan and the Vancouver Foundation. The package offers prospective affordable housing developers with a guide to the programs and incentives available to them in the North Okanagan region.

## Everyone Needs a Home Canmore

While developing their Livable Canmore Strategic Plan, the Town of Canmore recognized a need to communicate the importance of diverse housing options to community members, to help generate buy-in and support. To address this need, the Town initiated a deep community engagement process, [Everybody Needs a Home](#), to explore how the town could create affordable housing while maintaining neighbourhood character. The Town received more than 500 inputs through the following activities:

- Stakeholder meetings
- Promotion and communication via website, local newspapers, weekly emails to stakeholders, and Ideas Walls (including FAQs, case studies, housing profile, and more)
  - Three background briefs to inform conversations and six housing situation stories to help people to understand the need for housing
- Expert presentation on affordable housing in resort towns
- Online survey
- Seven Ideas Walls posted at various community buildings (posters that encourage passers-by to provide input and comments, with guiding questions)
- Ten "Kitchen Table Pizza Parties" (conversations about housing hosted by residents who were provided with workbooks of discussion questions and reimbursed for up to \$35 of pizza)
- Two "Neighbourhood Block Party" open houses with interactive stations and guides
  - Materials were set up at Civic Centre for two weeks afterwards to allow for additional input from passers-by
- "Housing Solutions Workshop" in open house format with stations, plus structured World Café conversations



## Advocacy in Victoria

The City of Victoria recognizes the importance of advocating to help build awareness and partnerships for affordable housing and weaves recommendations for advocating throughout its Housing Strategy. In the Victoria Housing Strategy [Phase 1](#) and [Phase 2](#), the following actions are identified:

- “Use the City’s annual Development Summit for ongoing dialogue with the development industry and housing providers to support the provision of affordable housing”
- “Advocate for more affordable student housing”
- Advocate to senior levels of government regarding ending housing inequality
- Where appropriate, advocate to improve provincial or federal legislation or enact change
- “Strengthen the City’s housing policy alignment and advocacy with senior levels of government, including exploring the creation of a cross-governmental working group. Identify opportunities for partnership and interrelationships between the City and the region”

## 4.4 Best Practices for Supporting Social Equity

**Equity-seeking groups** may face extra barriers and overlapping challenges to accessing appropriate housing. Considering equity can help ensure housing policies, programs, services, and initiatives benefit community members who may otherwise be excluded and has benefits for community health and well-being.

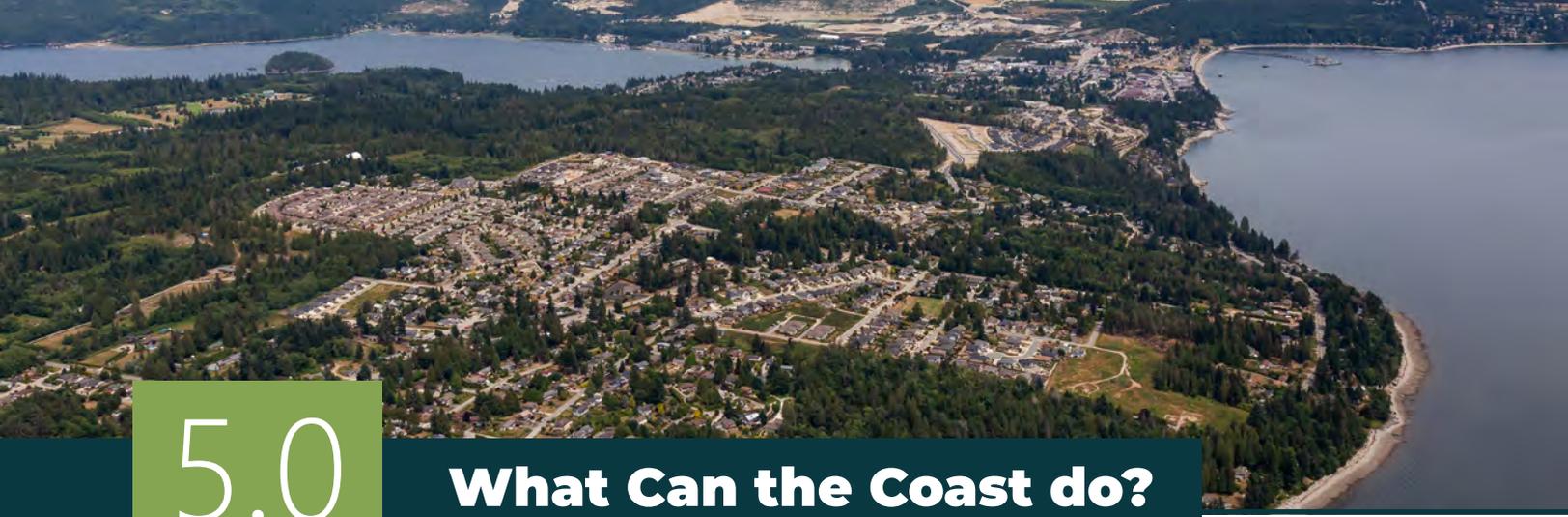
## City of Kelowna

The City of Kelowna’s 2012 Social Framework outlines the roles the City plays in supporting social sustainability through infrastructure, policies, and programs. The Social Framework led to the creation of their Healthy City Strategy in partnership with Interior Health Authority. The Healthy City Strategy identifies six key areas for social health, including healthy housing, and is intended to be a companion document to the OCP, so that social health and equity are integrated throughout City-wide plans, policies, and initiatives. Recognizing that housing is a “community-wide issue that directly impacts people’s physical and social health”, the City created a [Healthy Housing Strategy](#). The Healthy Housing Strategy is structured to address needs across the housing continuum and work on curbing homelessness (Journey Home).

This is an example of how taking a broader equity and inclusion approach to housing work can help support the inclusion of demographics or populations who may experience challenges with low incomes, poverty, housing, and more.

Generally, taking an equity approach means asking the following questions:

- Who will benefit from this project or policy?
- Who might be excluded from those benefits? Who might be harmed?
- How might some groups be unfairly burdened today or in the future? How might privilege be entrenched?
- Have important decisions been made with the direct input of those who will be most affected?
- From whose perspective are you evaluating the ‘success’ of the project or policy?



# 5.0

## What Can the Coast do?

This section offers recommendations for the Town of Gibsons, District of Sechelt, and SCRCD to consider implementing to address needs identified in the HNR. With moderate demand from growth and more diverse existing housing stock than the electoral areas, certain tools aimed at facilitating and incentivizing development of desired housing types and protecting existing needed housing types will be important options for the municipalities to consider. For the electoral areas, where the community character is more rural and most housing is in single-detached form, fostering long-term rental options and encouraging more non-market development will be important.

### 5.1 Gibsons

#### 5.1.1 Key Considerations

- Gibsons is growing faster compared to rural areas of the region, suggesting that it may see a larger share of regional growth than the electoral areas in the future. Most of new unit requirements are anticipated to be studio and one-bedroom units in Gibsons and Sechelt to accommodate an aging population.
- Gibsons is the closest service centre to the BC Ferries Langdale Terminal in the West Howe Sound community (Electoral Area F), offering easy access to the Metro Vancouver area.
- With more diverse housing options, one-person and renter households are more common in the Town than other rural communities across the Coast. Most units for non-census families and workforce housing are anticipated to be here.
- While the population is aging, there has been an influx of families and young adults in recent years, increasing the need for rental housing for families and affordable options for first time buyers.
- Gibsons has some land available but has already contributed or earmarked some of it towards housing projects, such as Shaw Road, Franklin Road, and School Road.
- Gibsons' OCP contains strong language around affordable housing and densification, acknowledging that diverse housing options are necessary to address the specific needs of different groups of residents. It also notes particular tools, such as density bonuses and inclusionary zoning.



- Gibsons has density bonuses formalized in their Zoning Bylaw for CDA-2 and Live-Work zones and allows secondary suites in most single-detached zones, as well as in duplexes, townhomes, and as lock-off suites in apartments. Gibsons uses density bonuses to secure rental units and contributions to the Affordable Housing Reserve Fund. Garden suites are allowed in smaller areas as they require proximity to laneways or sufficient access. The Town has also rezoned properties in the Davis Road – Poplar Lane neighbourhood for gentle infill, allowing up to four units on each property. Staff are currently working on a Short-term Rentals policy.
- Gibsons has a history of developing partnerships with key organizations, such as BC Housing and the Sunshine Coast Affordable Housing Society to deliver non-market housing projects.
- Gibsons has an Affordable Housing Reserve Fund, which has been used to support the Sunshine Coast Affordable Housing Society and various non-market housing projects in the past, by subsidizing DCC's and development fees.

## 5.1.2 Recommendations and Implementation Framework

Recommendation	Emergency Housing		Housing with Supports		Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing	
<p><b>Facilitate Development through Plans, Regulations, and Approvals</b></p> <p>Expand the use of density bonusing beyond the live-work and CDA-2 zones to other zones near the town centre to secure non-market and primary market rental units for target groups like seniors, singles, families, and workforce housing.</p>	✓	✓	✓	✓	✓		Nanaimo, Kelowna
<p>Consider using inclusionary zoning to require a minimum of units in new developments outside the town centre to be affordable rental or attainable homeownership units, secured through housing agreements and restricted to buyers approved by an affordable housing agency.</p>				✓	✓	✓	Clearwater, Langford
<p>Consider using housing agreements as a condition of rezoning or sale of land to a developer to secure rental and non-market housing units for priority groups long-term.</p>	✓		✓	✓	✓		Nanaimo, Langford, <a href="#">Metro Vancouver's Housing Agreements Resource Guide</a>
<p>Expand pre-zoning for infill density in the Davis Road-Poplar Lane to more areas close to the town centre, with restrictions on short term rentals.</p>					✓	✓	Gibsons, Kelowna, Coquitlam



Recommendation	Emergency Housing		Housing with Supports		Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing	
Identify and/or pre-zone sites for future shelter, supportive, and/or rental developments.	➤	➤	➤	➤	➤		Burnaby
Consider using policies or inclusionary zoning to integrate universal, accessible, or adaptable design into new developments.		➤	➤	➤	➤		Sicamous
For new secondary suites and/or garden suites, consider using section 219 covenants to require units to be used for long-term rental for a set period of time.					➤		Colwood
Consider allowing both secondary suites and garden suites in residential zones where they can be supported by servicing, defining affordability levels where additional units are allowed.					➤	➤	North Vancouver (City), Colwood
<b>Investing and Incentivizing Desired Unit Types</b>							
Incentivize the development of secondary suites, garden suites, and lock-off suites.					➤	➤	Canmore, Kitimat
Consider introducing an incentive program to encourage homeowners to rent secondary suites or unoccupied dwellings to local workers at affordable rates.					➤		Canmore, Kitimat

Recommendation	Emergency Housing		Housing with Supports			Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing		
	<p>Expand the use of density bonusing beyond the live-work and CDA-2 zones to other zones near the town centre to secure more contributions to the Affordable Housing Reserve Fund.</p>	✓	✓	✓	✓	✓		
<p>Consider regular, established contributions to the Affordable Housing Reserve Fund that are not directly linked to the development market.</p>	✓	✓	✓	✓	✓		Cowichan Valley Regional District, Capital Regional District	
<p>Consider establishing a regional housing service that dovetails with municipal reserve funds to fund regional initiatives (e.g., permanent, part-time position to convene an ongoing regional housing forum).</p>	✓	✓	✓	✓	✓		Cowichan Valley Regional District	
<p>Continue to offer development incentives, like DCC reimbursement and tax exemptions, to priority projects.</p>	✓	✓	✓	✓	✓		Kelowna, Kamloops, Salmon Arm	
<p>Inventory all existing or new development incentives and develop a Developers' Incentives Package, which clearly communicates expectations, timing, and priority project types, to promote uptake.</p>	✓	✓	✓	✓	✓	✓	Kamloops, Regional District of North Okanagan	



Recommendation	Emergency Housing		Housing with Supports		Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing	
<b>Convening Partnerships, Advocating for Housing Needs, and Educating Communities</b>							
Continue partnering with BC Housing and the Sunshine Coast Affordable Housing Society and consider new partnerships, such as with industry to build workforce housing.	✓	✓	✓	✓	✓	✓	Nelson
Explore partnership opportunities to expand shelter and short-term supportive housing for individuals experiencing homelessness; increase the number of beds in the existing seasonal shelter and expand it to year-round use.	✓	✓					Salmon Arm, Victoria
Engage with BC Housing, municipalities, shisháhl Nation, and developers to discuss opportunities for emergency, supportive, rental, and attainable homeownership housing projects, including BC Housing's Affordable Homeownership Program.	✓	✓	✓	✓	✓	✓	Nelson, Salmon Arm, <a href="#">BC Housing</a> , <a href="#">UBCM funding</a>
Advocate to senior levels of government, funders, and industry for needed housing and supports, such as workforce housing, homelessness supports, and options for youth transitioning out of care and women and children fleeing unsafe situations.	✓	✓	✓	✓	✓	✓	Victoria

Recommendation	Emergency Housing		Housing with Supports		Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing	
<p>Consider partnering with the SCRD, District of Sechelt, and <i>shíshálh</i> Nation to create a permanent, part-time cross-governing position for convening housing interests across the Coast, which expands on the development to provide a forum that brings sectors together for identifying, addressing, and monitoring housing needs and liaising with community members.</p>	➤	➤	➤	➤	➤	➤	Cowichan Valley Regional District
<b>Supporting Social Equity</b>							
<p>Use the foundation provided in We Envision to use a social equity lens when creating or amending plans, policies, initiatives, and processes related to housing development.</p>	➤	➤	➤	➤	➤	➤	Kelowna



## 5.2 Sechelt

### 5.2.1 Key Considerations

- Sechelt is growing much faster compared to the region, suggesting that it may see a larger share of regional growth than the electoral areas. There is existing demand for affordable options, especially non-market rentals. Most of new unit requirements are anticipated to be studio and one-bedroom units in Sechelt and Gibsons in order to accommodate an aging population.
- While the population is aging, there has been an influx of families and young adults in recent years, increasing the need for rental housing for families and affordable options for first time buyers.
- Sechelt has a limited land base in some neighbourhoods closer to downtown, with limited unutilized or underutilized land left available for development. Larger developments in the downtown area often requires land assembly. There is more land available in the outlying areas, much of which is not accessible by transit (and would thus not be appropriate for households who rely on transit).
- Sechelt's OCP contains strong language around affordable housing and densification, acknowledging that diverse housing options are necessary to address the specific needs of different groups of residents. It also notes particular tools, such as density bonuses and inclusionary zoning. Several objectives related to housing focus on development of more diverse housing types. The OCP directs Council to enter into housing agreements to ensure that any affordable housing units developed for groups in need are secured long-term.
- Through the development permitting process, the District also requires a portion of all multi-unit housing developments to be adaptable and offers a 2% density bonus for every 10% of the total number of accessible or adaptable. Affordable and rental units may also be considered for density bonuses and are expected to be an area of focus in the future.
- Sechelt established an Affordable Housing Reserve Fund in 2019 and with any funds acquired for affordable housing or as cash-in-lieu of non-market units in developments deposited to the fund. Recent acquisitions have already helped to start growing the fund.

## 5.2.2 Recommendations and Implementation Framework

Recommendation	Emergency Housing		Housing with Supports			Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing		
<p><b>Facilitate Development through Plans, Regulations, and Approvals</b></p> <p>Expand the use of density bonusing beyond the C-2 zone to other zones near the town centre to secure more non-market and primary market rental units for target groups like seniors, singles, families, and workforce housing.</p>	✓	✓	✓	✓	✓		Nanaimo, Kelowna	
<p>Consider using inclusionary zoning to require a minimum of units in new developments outside the town centre to be affordable rental or attainable homeownership units, secured through housing agreements and restricted to buyers approved by an affordable housing agency.</p>				✓	✓	✓	Clearwater, Langford	
<p>Consider using housing agreements as a condition of rezoning or sale of land to a developer to secure rental and non-market housing units for priority groups long-term.</p>	✓		✓	✓	✓		Nanaimo, Langford, Metro Vancouver's <a href="#">Housing Agreements Resource Guide</a>	
<p>Review land use, densities, and servicing to consider expanding the special infill areas through pre-zoning, with restrictions on short term rentals.</p>					✓	✓	Kelowna, Coquitlam	



Recommendation	Emergency Housing		Housing with Supports			Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing		
Identify and/or pre-zone sites for future shelter, supportive, and/or rental developments.	✓	✓	✓	✓	✓			Burnaby
Consider using policies or inclusionary zoning to integrate universal, accessible, or adaptable design into new developments.		✓	✓	✓	✓	✓		Sicamous
Allow garden suites on all properties where secondary suites are currently allowed (i.e., all residential and rural zones).					✓	✓		West Vancouver
Allow the development of secondary suites and lock-off units in attached or multi-family forms of housing, such as townhouses, duplexes, apartments, etc.					✓	✓		Gibsons
For new secondary suites and/or garden suites, consider using section 219 covenants to require units to be used for long-term rental for a set period of time.					✓			Colwood
Consider allowing both secondary suites and garden suites in residential zones where they can be supported by servicing, defining affordability levels where additional units are allowed.					✓	✓		North Vancouver (City), Colwood

Recommendation	Emergency Housing		Housing with Supports			Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing		
<b>Investing and Incentivizing Desired Unit Types</b>								
Incentivize the development of secondary suites, garden suites, and lock-off suites.					✓	✓		Canmore
Consider introducing an incentive program to encourage homeowners to rent secondary suites or unoccupied dwellings to local workers at affordable rates.					✓			Canmore
Offer cash-in-lieu criteria as a contribution option under density bonusing to secure more contributions to the Affordable Housing Reserve Fund.	✓	✓	✓	✓	✓	✓		Langford, Burnaby
Expand the use of density bonusing beyond the C-2 zone to other zones near the town centre to secure more contributions to the Affordable Housing Reserve Fund.	✓	✓	✓	✓	✓	✓		Nanaimo
Review suitable contribution targets for community amenity contributions to be paid to the Affordable Housing Reserve Fund and update the Amenity Contribution Policy to provide clarity for developers.	✓	✓	✓	✓	✓	✓		Langford



Recommendation	Emergency Housing		Housing with Supports		Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing	
Consider regular, established contributions to the Affordable Housing Reserve Fund that are not directly linked to the development market.	➤	➤	➤	➤	➤		Cowichan Valley Regional District, Capital Regional District
Consider establishing a regional housing service that dovetails with municipal reserve funds to fund regional initiatives (e.g., permanent, part-time position to convene an ongoing regional housing forum).	➤	➤	➤	➤	➤		Cowichan Valley Regional District, Capital Regional District
Continue to offer development incentives, like DCC reimbursements and tax exemptions, to priority projects and create a formal policy or statement to provide certainty on what priority projects will have fees waived.	➤	➤	➤	➤	➤		Kelowna, Kamloops, Salmon Arm
Inventory all existing or new development incentives and develop a Developers' Incentives Package, which clearly communicates expectations, timing, and priority project types, to promote uptake.	➤	➤	➤	➤	➤	➤	Kamloops, Regional District of North Okanagan

Recommendation	Emergency Housing		Housing with Supports		Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing	
	<p><b>Convening Partnerships, Advocating for Housing Needs, and Educating Communities</b></p> <p>Explore partnership opportunities to expand shelter and short-term supportive housing for individuals experiencing homelessness.</p> <p>Engage with BC Housing, municipalities, <i>shíshá’lh</i> Nation, and developers to discuss opportunities for emergency, supportive, rental, and attainable homeownership housing projects, including BC Housing’s Affordable Homeownership Program.</p> <p>Advocate to senior levels of government, funders, and industry for needed housing and supports, such as workforce housing, homelessness supports, and options for youth transitioning out of care and women and children fleeing unsafe situations.</p>						
	➤	➤	➤	➤	➤	➤	Nelson, Salmon Arm, <a href="#">BC Housing</a> , <a href="#">UBCM funding</a>
	➤	➤	➤	➤	➤	➤	Victoria



Recommendation	Emergency Housing		Housing with Supports			Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing		
<p>Consider partnering with the SCRD, Town of Gibsons, and <i>shíshálh</i> Nation to create a permanent, part-time cross-governmental position for governing housing interests across the Coast, which expands on the development to provide a forum that brings sectors together for identifying, addressing, and monitoring housing needs and liaising with community members.</p>	➤	➤	➤	➤	➤	➤		<p>Cowichan Valley Regional District</p>
<p><b>Supporting Social Equity</b></p>								
<p>Use the foundation provided in We Envision to use a social equity lens when creating or amending plans, policies, initiatives, and processes related to housing development.</p>	➤	➤	➤	➤	➤	➤		<p>Kelowna</p>

## 5.3 SCRD Electoral Areas

### 5.3.1 Key Considerations

- Compared to the municipalities, the electoral areas on the Coast have a more rural character. There are high proportions of dwellings not occupied by their usual residents in the north and southmost areas, West Howe Sound (49%), Pender Harbour / Egmont (41%), and Halfmoon Bay (29%). Elphinstone and Roberts Creek, which are located between Gibsons and Sechelt, proportions more in line with the municipalities, at 6% and 15%, respectively. While Elphinstone and Roberts Creek remain rural in character with single-detached homes the dominant type of housing and limited services located within the electoral area boundaries.
- At 60.5 years old, Pender Harbour / Egmont has the highest median age across the Coast, while West Howe Sound (54.5) and Halfmoon Bay (55.0) have similar median ages to Sechelt (56.6) and Gibsons (54.8). Elphinstone and Roberts Creek have the lowest median ages across the Coast and family households with children are more common.
- There is strong OCP language around affordable housing and densification strategies across the SCRD. It is widely acknowledged that diverse housing options are necessary to address the specific needs of different groups of residents. Roberts Creek, Elphinstone, and West Howe Sound also note tools, such as density bonuses and housing agreements, while Pender Harbour / Egmont and Halfmoon Bay focus on neighbourhood centres, with secondary dwellings on rural properties. Recent policy initiatives have focused on adjusting zoning to allow for more units on a single lot.
- There are utility servicing constraints in SCRD electoral areas, most specifically related to sewage servicing.



### 5.3.2 Recommendations and Implementation Framework

Recommendations	Emergency Housing		Housing with Supports		Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing	
<b>Facilitate Development through Plans, Regulations, and Approvals</b>							
Prioritize needed housing forms through development approvals, such as supportive housing, subsidized and market rental, attainable homeownership, smaller unit sizes, and gentle density.	✓	✓	✓	✓	✓	✓	Salmon Arm
Conduct a land inventory to identify any unutilized or underutilized land that could be suitable for shelter, supportive, or rental housing developments (e.g., land owned by the provincial or federal governments, SCRD, school districts, churches). Consider pre-zoning identified sites for non-market or rental housing projects.	✓	✓	✓	✓	✓		Nelson
Pre-zone for infill around village centres, allowing clusters of up to four small units for long-term affordable rental and attainable homeownership, as well as allowing stratification for garden suites.					✓	✓	Gibsons, Coquitlam, Kelowna
Consider using inclusionary zoning to require a minimum of units in new developments to be affordable rental or attainable homeownership units, secured through housing agreements and restricted to buyers approved by an affordable housing agency, or cash-in-lieu contributions to an affordable housing reserve fund or regional housing service.				✓	✓	✓	Clearwater, Langford

Recommendations	Emergency Housing		Housing with Supports		Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing	
Consider sites and explore opportunities to develop a new mobile home park or innovative small/modular development for individuals experiencing homelessness, supportive housing, or affordable market housing.	✓	✓	✓	✓	✓	✓	<a href="#">BC Housing</a>
Allow the development of secondary suites and lock-off units in attached or multi-family forms of housing, such as townhouses, duplexes, apartments, etc.					✓	✓	Gibsons
For secondary suites and/or garden suites, consider using section 219 covenants to require units to be used for long-term rental, rather than short-term vacation rental, for a set period of time.					✓		Colwood (rent levels),  <a href="#">Metro Vancouver's Housing Agreements Resource Guide</a>
Consider allowing both secondary suites and garden suites in residential zones where they can be supported by servicing, defining affordability levels where additional units are allowed.					✓	✓	North Vancouver (City),  Colwood
Explore opportunities to allow for existing individual residential lots to be subdivided into smaller lots (small lot subdivision) to provide for more diverse housing opportunities.					✓	✓	Victoria



Recommendations	Emergency Housing		Housing with Supports		Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing	
Where possible, protect existing mobile home parks and, if redevelopment is proposed, consider how to protect tenants from displacement.					➤	➤	Maple Ridge, Burnaby
<b>Investing and Incentivizing Desired Unit Types</b>							
Incentivize the development of secondary suites, garden suites, and lock-off suites.					➤	➤	Canmore
Consider introducing an incentive program to encourage homeowners to rent secondary suites or unoccupied dwellings to local workers at affordable rates.					➤		Canmore
Consider creating a regional housing reserve fund with regular contributions that are not dependent on the development market, in order to acquire land and develop new housing.	➤	➤	➤	➤	➤	➤	Cowichan Valley Regional District, Comox Valley Regional District
Consider establishing a regional housing service that dovetails with municipal reserve funds to fund regional initiatives (e.g., permanent, part-time position to convene an ongoing regional housing forum).	➤	➤	➤	➤	➤	➤	Cowichan Valley Regional District, Comox Valley Regional District
Offer development incentives, like DCC reimbursements and tax exemptions, to priority projects and create a formal policy or statement to provide certainty on what priority projects will have fees waived.					➤	➤	Kelowna, Kamloops, Salmon Arm

Recommendations	Emergency Housing		Housing with Supports		Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing	
<b>Convening Partnership, Advocating for Housing Needs, and Educating Communities</b>							
Promote information about secondary suites and garden suites.					✓	✓	West Vancouver
Consider the creation of a regional service to address housing and homelessness challenges in rural areas.	✓	✓	✓	✓	✓	✓	Cowichan Valley Regional District, Comox Valley Regional District
Seek opportunities to advocate and partner to expand transportation services, especially to further areas such as Pender Harbour / Egmont.			✓	✓	✓	✓	Kelowna
Host a forum with community serving and volunteer organizations to discuss opportunities to support seniors aging in place in remote areas such as Pender Harbour / Egmont, such as home maintenance and transportation services.		✓	✓	✓	✓	✓	Langley, Terrace
Engage with BC Housing, municipalities, <i>shíshálh</i> Nation, and developers to discuss opportunities for emergency, supportive, rental, and attainable homeownership housing projects, including BC Housing's Affordable Homeownership Program.	✓	✓	✓	✓	✓	✓	Nelson, Salmon Arm, <a href="#">BC Housing</a> , <a href="#">UBCM funding</a>



Recommendations	Emergency Housing		Housing with Supports		Market Housing		Examples and Resources
	Emergency Shelter	Short-term supportive housing	Long-term supportive housing	Subsidized Rental Housing	Rental Housing	Ownership Housing	
Advocate to senior levels of government, funders, and industry for needed housing and supports, such as workforce housing, homelessness supports, and options for youth transitioning out of care and women and children fleeing unsafe situations.	✓	✓	✓	✓	✓	✓	Victoria
Consider creating a permanent, part-time cross-governmental position in partnership with the District of Sechelt, Town of Gibsons, and <i>shíshálh</i> Nation for convening housing interests across the Coast, which expands on the development to provide a forum that brings sectors together for identifying, addressing, and monitoring housing needs and liaising with community members.	✓	✓	✓	✓	✓	✓	Cowichan Valley Regional District
<b>Supporting Social Equity</b>							
Use the foundation provided in <i>We Envision</i> to use a social equity lens when creating or amending plans, policies, initiatives, and processes related to housing development.	✓	✓	✓	✓	✓	✓	Kelowna



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Planning and Community Development Committee – March 18, 2021

**AUTHOR:** Yuli Siao, Senior Planner

**SUBJECT:** Frontage Waiver Application FRW00007 (1225 Roberts Creek Road)

---

### RECOMMENDATIONS

**THAT the report titled Frontage Waiver Application FRW00007 (1225 Roberts Creek Road) be received;**

**AND THAT the requirement for 10% perimeter road frontage for the following proposed lot be waived:**

**Lot A to be created by subdivision of Lot 9 Block 5 District Lot 1317 Plan  
LMP18266**

---

### BACKGROUND

The SCRCD has received a Frontage Waiver Application in relation to a 2-lot subdivision of a parcel located at 1225 Roberts Creek Road in Roberts Creek (Attachment A – Subdivision Plan).

Section 512 of the *Local Government Act* requires that all new parcels created by subdivision have at least 10% of their perimeter to front on a public road unless a local government waives the requirement. Lot A of the proposed subdivision does not meet the 10% perimeter road frontage requirement and therefore the applicant is requesting the SCRCD Board to consider waiving the road frontage requirement in order to permit the proposed subdivision.

The purpose of this report is to provide information on the application and obtain direction from the Planning and Community Development Committee.

*Table 1 - Application Summary*

Owner / Applicant:	Sam Maedel
Civic Address:	1225 Roberts Creek Road
Legal Description:	LOT 9 BLOCK 5 DISTRICT LOT 1317 PLAN LMP18266
Electoral Area:	D – Roberts Creek
Parcel Area:	1.54 Acre
OCP Land Use:	Residential A
Land Use Zone:	Residential 2 (R2)
Subdivision District:	C (minimum lot size 2000 m <sup>2</sup> )
Application Intent:	To waive the requirement for 10% frontage along Roberts Creek Road for the proposed Lot A

Figure 1 - Location of subject subdivision



**DISCUSSION**

The intent of the subdivision is to create two parcels, each will contain an existing dwelling on the parent parcel. Each new parcel will need to have access to Roberts Creek Road, and the location of the existing dwellings, auxiliary buildings, septic field and driveway results in a lot layout with a panhandle shaped driveway area for the new parcel in the rear (Lot A). The frontage of the panhandle area on Roberts Creek Road is less than 10% of the perimeter of the lot, therefore a frontage waiver is required.

The Ministry of Transportation and Infrastructure has no concerns with the lot layout and has issued preliminary layout approval for the proposed subdivision.

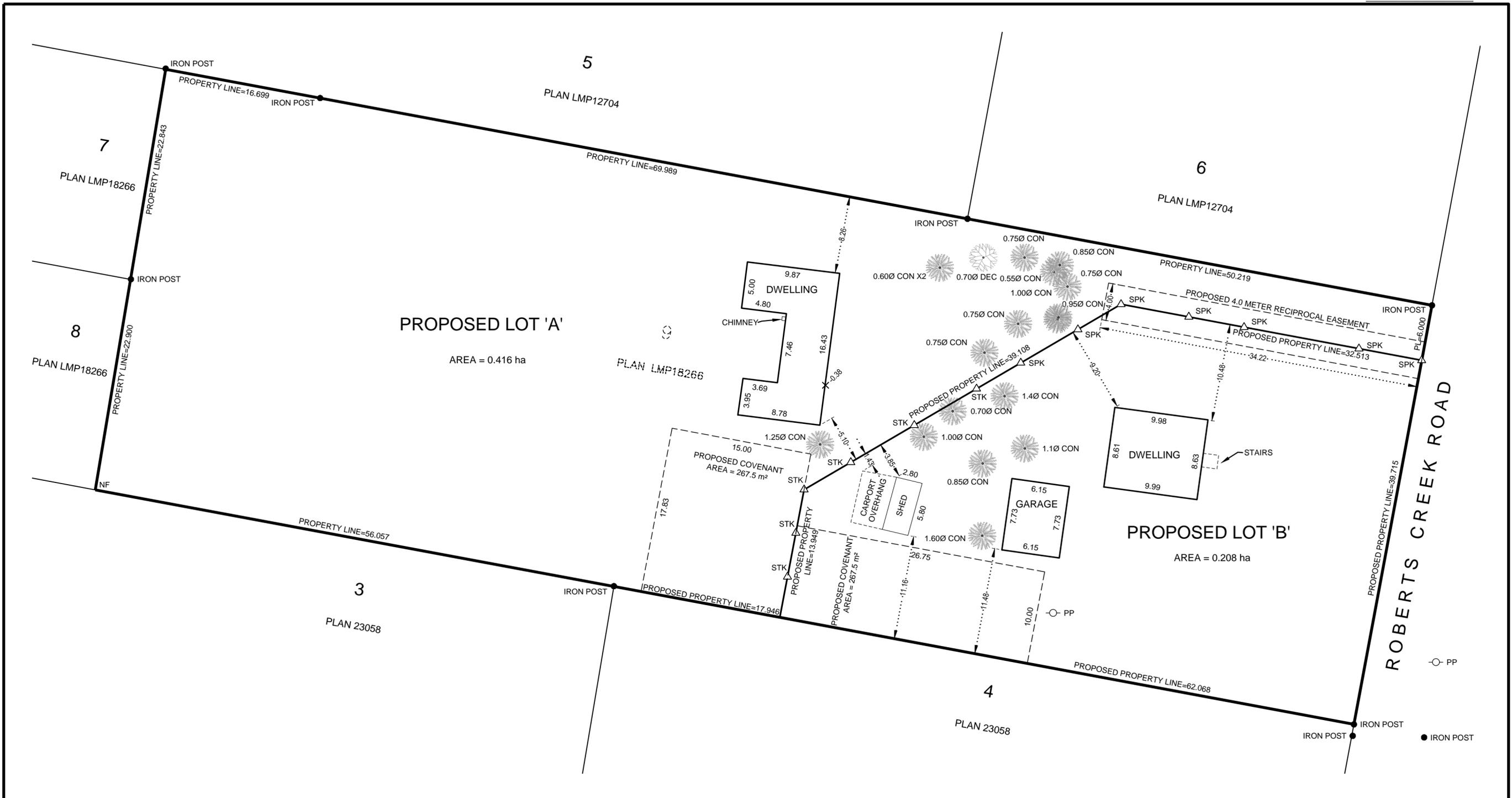
The proposed subdivision conforms to zoning regulations and issuance of the frontage waiver will enable the subdivision to receive final approval.

Based on the above, staff consider the subdivision design appropriate, and recommend approval of the frontage waiver.

**ATTACHMENTS**

Attachment A – Proposed Subdivision Plan

Reviewed by:			
Manager	X – D. Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	



**SUBDIVISION PROPOSAL  
SKETCH ON LOT 9 Bk 5  
DL 1317 Gp 1 NWD  
PLAN LMP18266**

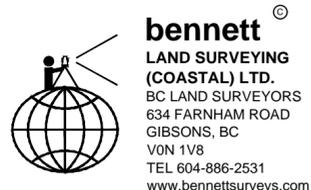
ROBERTS CREEK

CIVIC ADDRESS: 1225-1227 ROBERTS CREEK ROAD  
PID: 018-886-965



SCALE 1:300

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.



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DATE:	BY:
2020-12-04	SC
2021-02-03 PROPOSED EASEMENT/COVENANTS	SC
REVISION:	

**LEGEND:**

- - DENOTES STANDARD IRON POST FOUND
- NF - DENOTES NOT FOUND
- △ - DENOTES MARKER SET
- PP - DENOTES POWER POLE
- 0.700 DEC - DENOTES 0.700 DECIDUOUS TREE
- 0.600 CON - DENOTES 0.600 CONIFEROUS TREE

**PROPERTY:**

PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM: FIELD SURVEY AND PLAN LMP18266.

OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES.

REFER TO CURRENT CERTIFICATE(S) OF TITLE FOR ADDITIONAL, EXISTING OR PENDING CHARGES.

**GENERAL:**

THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY, AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR AROUND THE SUBJECT SITE.

FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH BENNETT LAND SURVEYING LTD.

BUILDING LOCATION BASED ON SURVEY TIES TO VISIBLE EXTERIOR SURFACES UNLESS OTHERWISE NOTED.

TREE SPECIES AND DIMENSIONS SHOULD BE CONFIRMED BY A QUALIFIED ARBORIST. SHADED AREA IS NOT AN INDICATION OF DRIP LINE LOCATION UNLESS SPECIFICALLY LABELED.

**NOTE:**

THIS PLAN HAS BEEN PREPARED FOR CONSTRUCTION PURPOSES ONLY AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT.

ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF BENNETT LAND SURVEYING LTD..

BENNETT LAND SURVEYING LTD. ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

CERTIFIED CORRECT

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

JAVIER SIU, B.C.L.S.

FIELD SURVEY COMPLETED ON SEPTEMBER 24, 2020.

THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED.

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – March 18, 2021

**AUTHOR:** Yuli Siao, Senior Planner

**SUBJECT:** Telus Telecommunication Tower in Twin Creeks – Request for Local Government Concurrence (BC109149)

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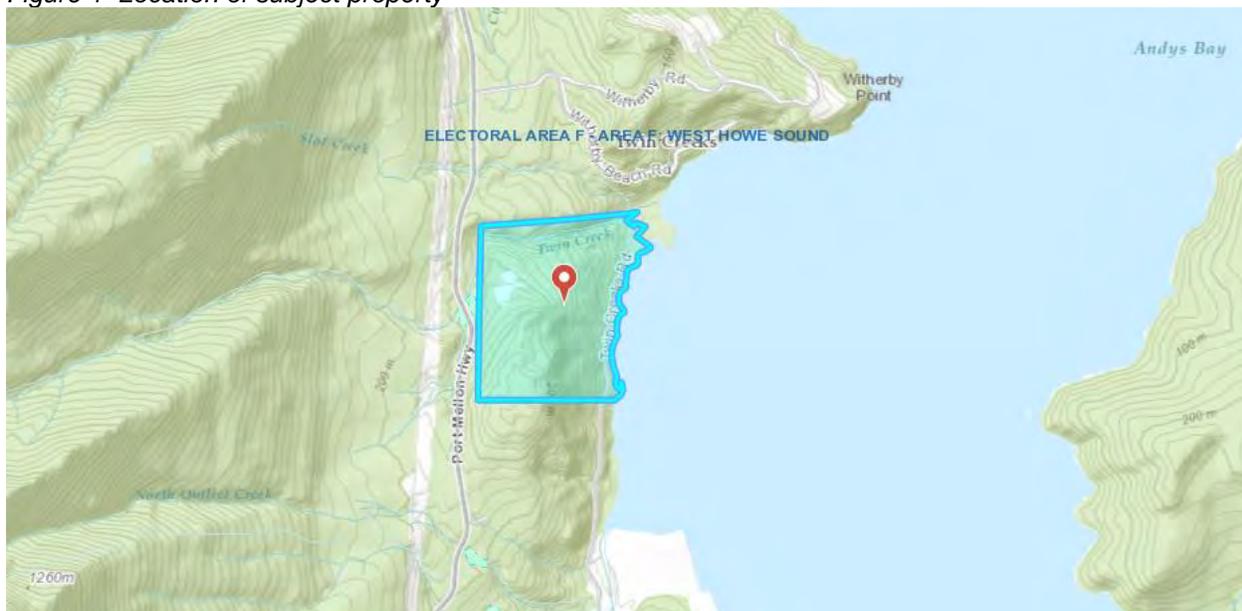
### RECOMMENDATIONS

1. THAT the report titled Telus Telecommunication Tower in Twin Creeks – Request for Local Government Concurrence (BC109149) be received;
  2. AND THAT SCRD provide Telus and Innovation, Science and Economic Development Canada with the following statements respecting the proposed Telus Telecommunication Tower in Twin Creeks (Site BC109149):
    - a. Telus has satisfactorily completed consultation with the SCRD; and
    - b. SCRD concurs with Telus’s proposal to construct the wireless telecommunication facility provided it is constructed substantially in accordance with the submitted plans and Telus address any Skwxwú7mesh Nation archaeological or environmental concerns.
- 

### BACKGROUND

The SCRD received a request from Telus Communications to provide local government land use concurrence on a proposed 73-metre tall telecommunication tower to be located on a private parcel on Port Mellon Highway near Twin Creeks (Site BC109149, Figure 1).

Figure 1 Location of subject property



While approval of telecommunication facilities rests exclusively within the jurisdiction of the federal agency Innovation, Science and Economic Development Canada (ISED), the agency requires proponents of such facilities to consult with local governments and the general public.

The proposed facility is detailed in the proponent’s information package (Attachment A), and reviewed in accordance with SCRD’s land use regulations and policies for telecommunication facilities.

The subject property is designated “Private Forest Land” in the Twin Creeks Official Community Plan (OCP), and zoned RU4B (Rural Forest B) in Zoning Bylaw No. 310. Telecommunication facilities are considered public utilities that are permitted in any zone.

The proposed tower site and associated access right of way are partially within a Precautionary Geotechnical Assessment Area as identified in the OCP. The Assessment Area reflects potential natural hazardous conditions which may require further assessment at the time of building permit application at the discretion of the SCRD Building Department.

The purpose of the new facility is to improve wireless communication and rural internet services to residents, businesses and tourists in the Twin Creeks and Port Mellon areas. Improved communication capacity in the area is also a benefit to E911 service, Search and Rescue and other emergency response organizations.

Telus has determined that there are no other viable existing structures in the area of adequate height suitable for co-utilization and the operations of Telus’s network equipment. Telus considers the proposed location for the new tower appropriate because the parcel is a large rural acreage that is heavily treed and surrounded by properties of forestry and industrial uses.

Telus has conducted the required consultation with the public, and received no comments from members of the public.

The West Howe Sound Advisory Planning Commission recommends approval of the proposal.

Based on the above discussion, staff consider the proposed facility appropriate for the location and consistent with SCRD policies, and recommend providing concurrence to ISED regarding this proposal.

**ATTACHMENTS**

Attachment A – Telus Telecommunication Facility Proposal and Request for Concurrence (BC109149)

Reviewed by:			
Manager	X – D. Pady	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Protective Services	X – Matt Treit



March 2, 2021

Via Email: [Yuli.Siao@scrd.ca](mailto:Yuli.Siao@scrd.ca)

Yuli Siao  
Senior Planner  
Sunshine Coast Regional District (SCRD)  
1975 Field Road, Sechelt, BC V0N 3A1

Dear Mr. Siao,

Subject: Request for Concurrence for a TELUS Wireless Communications Facility

TELUS Site:	BC109149
Proposed Location:	Legal: Private land, Address not assigned (PID: 016-248-724) Coordinates: 49.472763° N, 123.492717° W
Description:	73.0 metre self-support / wireless communications facility

Please be advised that TELUS has completed the public consultation process, following Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada's, CPC Procedures as it relates the proposed wireless antenna installations in the above noted subject line. TELUS is respectfully requesting, from the SCRD Board, concurrence for the proposal to build 73.0 m telecommunications facility to improve wireless services for TELUS users near Twin Creek, Port Mellon and surrounding areas. Please note: the tower site is on private land, part of the electrical run from the highway goes over crown land, an application has been submitted, approval is imminent. Enclosed please find evidence of the TELUS' efforts regarding this public consultation process.

On January 25, 2021, an Information Package was submitted to the SCRD formalizing the initiation of the consultation process. Please see **Appendix 1: Information Package**.

On January 25, 2021, notification packages were mailed to property owners within a radius of three times the tower height (approximately 220.0 metres) to advise them of the proposal. Please see **Appendix 2: Affidavit of Notification Package**.

On January 29, 2021, an advertisement ran in the Coast Reporter newspaper, please see **Appendix 3: Newspaper Tear Sheet**.

On March 1, 2021 the consultation period ended. During the consultation period, no comments were received.

Please find in **Appendix 4: Sample Resolution**, a sample resolution which may be used by the Board to support this project.

Should you require any additional information, please do not hesitate to contact us 604-620-0877 or by e-mail at [tawny@cypresslandservices.com](mailto:tawny@cypresslandservices.com).

Tawny Verigin  
Manager of Government Affairs

A handwritten signature in blue ink that reads "Tawny Verigin". The signature is written in a cursive style with a prominent loop at the end of the last name.

Cypress Land Services  
Agents for TELUS

## **Appendix 1: Information Package**



Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2

Phone: (604) 620-0877 Toll Free: (855) 301-1520 Fax: (604) 620-0876

January 25, 2021

Via Email: [Yuli.Siao@scrd.ca](mailto:Yuli.Siao@scrd.ca)

Yuli Siao  
Senior Planner  
Sunshine Coast Regional District (SCRD)  
1975 Field Road, Sechelt, BC V0N 3A1

Dear Mr. Siao,

**Subject: TELUS Communications Inc. (“TELUS”) Telecommunications Facility Proposal Information Package**  
**Legal: Private land, Address not assigned (PID: 016-248-724)**  
**Coordinates: 49.472763° N, 123.492717° W**  
**TELUS Site: BC109149 – Port Mellon**

---

## Overview

Cypress Land Services Inc., in our capacity as agents to TELUS, is submitting this information package to formalize the consultation process related to the installation and operation of a telecommunications facility. The proposed facility will improve wireless services to residents, businesses and tourists near Twin Creeks.

The proposed site is located on a privately owned land parcel. Part of the electrical run from the highway travels through Crown Land, as such, TELUS has applied to the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO), for a Power Line Crown Land Tenure Application.

## Proposed Site

The property is a large rural acreage which is heavily treed. The primary use of the property is the foreshore access for logging, but there is a steep hill which would make a good location for the tower. There is existing access to the hilltop on the property, but power would need to be brought to the location from Crown Land. Please see **Schedule A: Tower Site Location**.

## **Rationale for Site Selection**

The proposed site is a result of many considerations. Existing structures, including towers and BC Hydro structures were initially reviewed during the site selection process. After careful examination, TELUS determined there are no viable existing structures in the area of adequate height that would be suitable for the operations of TELUS' network equipment. The proposed location is considered to be appropriate as the site is in a semi-cleared area, surrounded by densely forested undeveloped land. From a radio frequency perspective, a site at this central location allows TELUS to expand its wireless services to surrounding areas.

## **Tower Proposal Details**

TELUS is proposing to construct a 73 metre steel self-support tower inclusive of a lightning rod installed at the top of the tower. The fenced equipment compound will enclose an equipment shelter, generator and propane tank.

TELUS has completed preliminary design plans, please see **Schedule B: Preliminary Plans**. These preliminary design plans are subject to final engineered design, land survey and approval of Transport Canada, comments are pending.

## **Consultation Process and Concurrence Requirements**

Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, requires all proponents to consult with the local land use authority and public, notwithstanding that ISED has exclusive jurisdiction in the licensing of telecommunication sites, such as the proposed tower.

The SCRD has developed a Telecommunication Facility Review Procedure where community consultation is required. There are no properties located within three times the height of the proposed tower, however TELUS will place an advertisement in the local newspaper, The Coast Reporter. The public will be given 30 days to provide comment.

At the conclusion of the consultation process, TELUS will prepare a summary of comments received from the community as well as the replies provided by TELUS and will share this consultation log with the SCRD and ISED. TELUS will then request that the Planning and Development Division prepare a report for the Planning and Development Committee and the SCRD Board regarding the application and consultation process, ultimately requesting land use

concurrence from the Board for this proposal. TELUS will be notified of the SCRD Board resolution regarding the application.

### **Health and Safety**

Health Canada's Safety Code 6 regulations are applicable to this, and all, telecommunications sites. Safety Code 6 seeks to limit the public's exposure to radiofrequency electromagnetic fields and ensures public safety. Additional information on health and safety may be found online at Health Canada: [http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio\\_guide-lignes\\_direct-eng.php](http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php).

### **Conclusion**

Please consider this information package as the official commencement of consultation with the SCRD. TELUS is committed to working with the SCRD and the community throughout the consultation process.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604-620-0877 or by email at [tawny@cypresslandservices.com](mailto:tawny@cypresslandservices.com).

Thank you in advance for your assistance and consideration.

Sincerely,

**CYPRESS LAND SERVICES**

Agents for TELUS

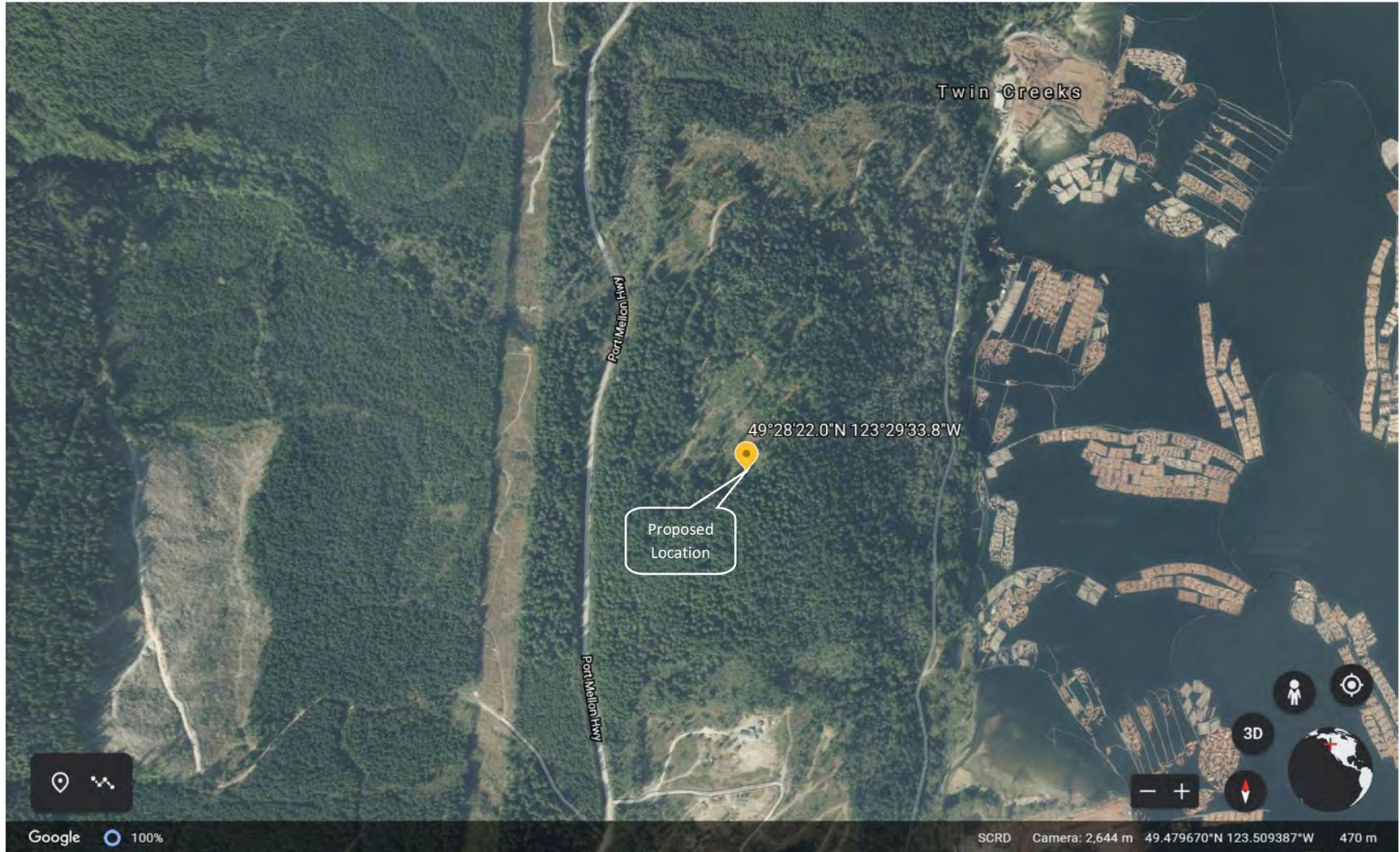


Tawny Verigin

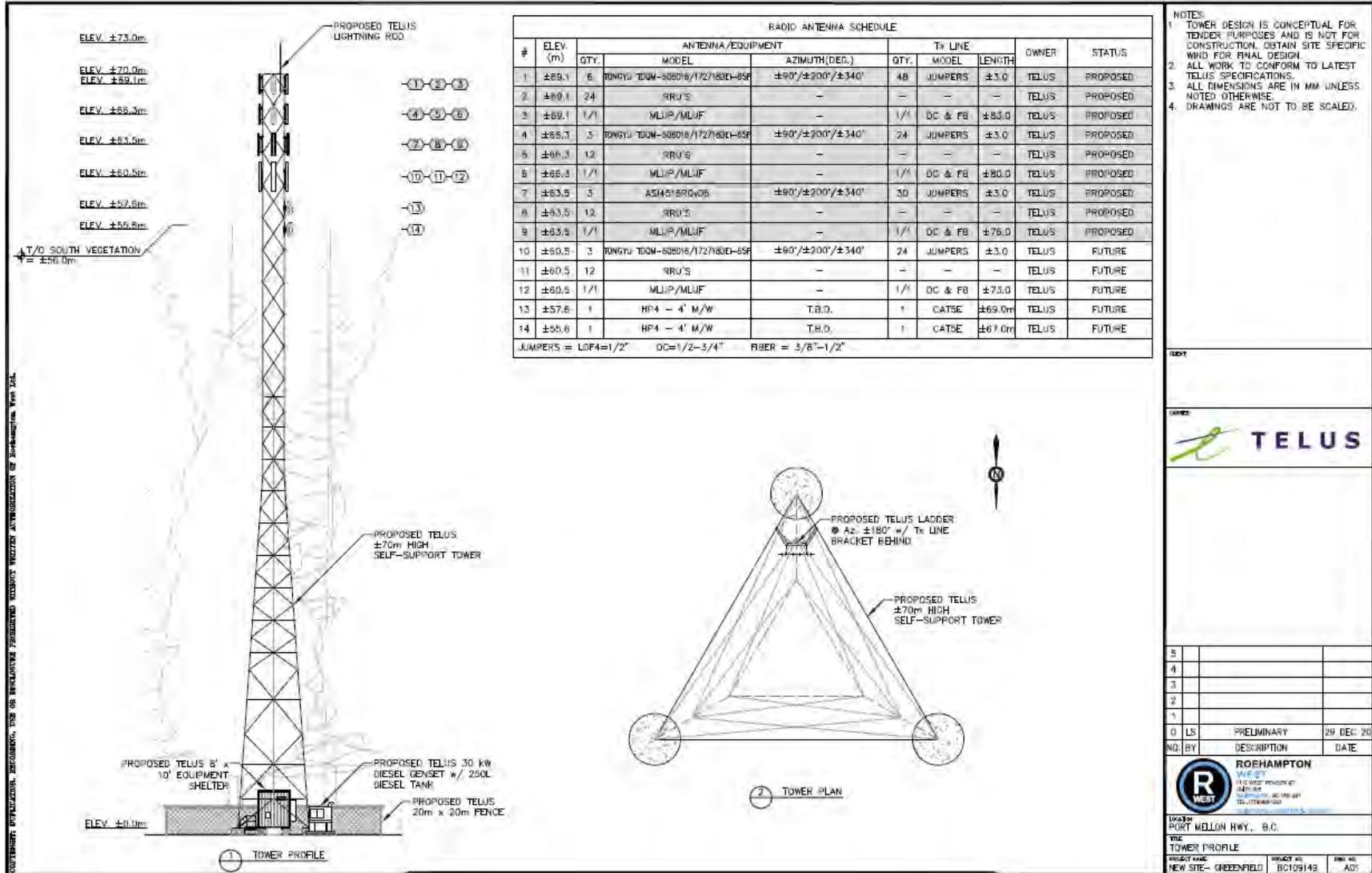
Manager of Government Affairs

cc: Doug Anastos, Real Estate Manager, TELUS

**SCHEDULE A  
TOWER SITE LOCATION**



## SCHEDULE B PRELIMINARY DESIGN PLANS – TOWER PROFILE

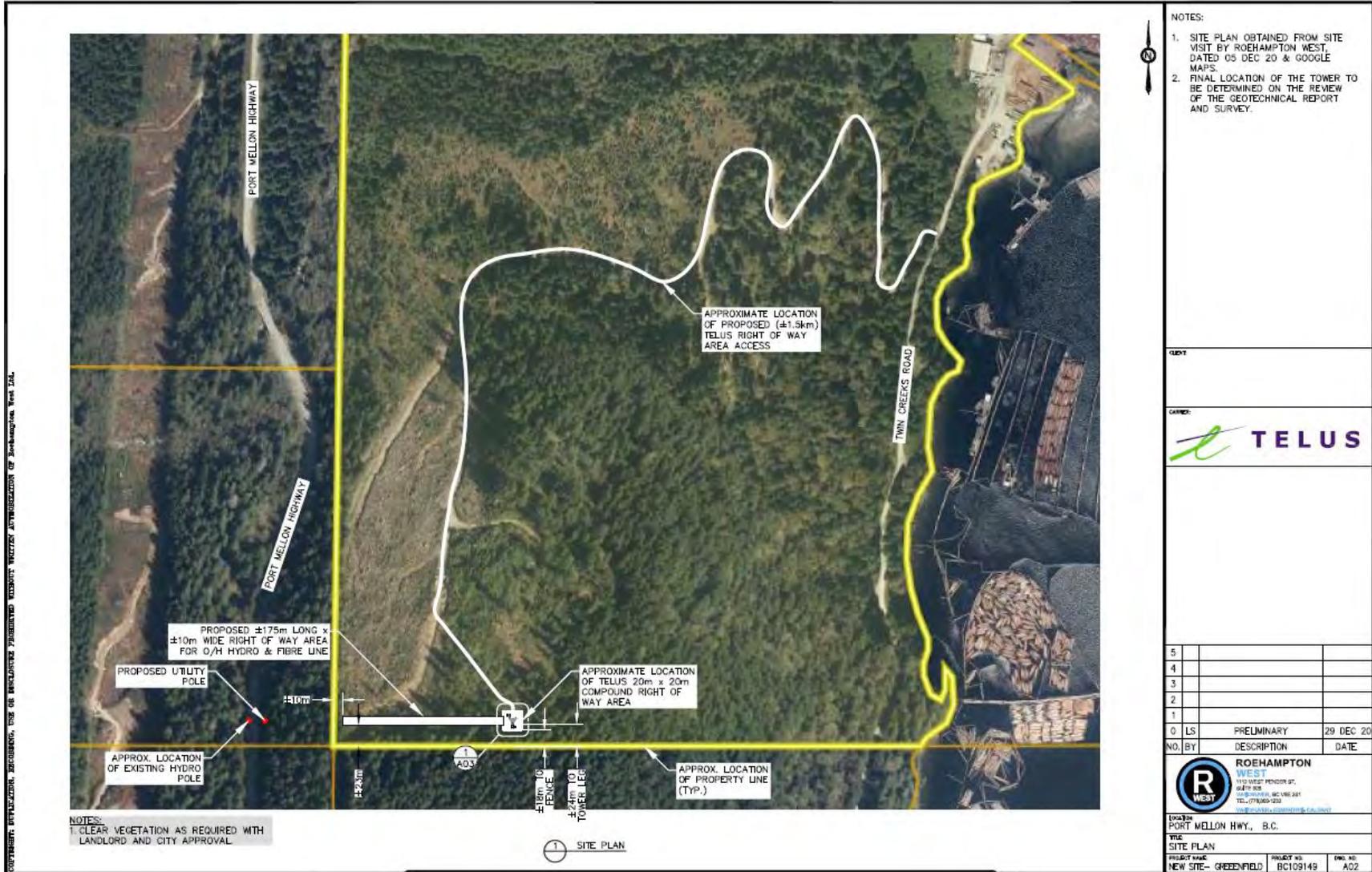


- NOTES:**
1. TOWER DESIGN IS CONCEPTUAL FOR TENDER PURPOSES AND IS NOT FOR CONSTRUCTION. OBTAIN SITE SPECIFIC WIND FOR FINAL DESIGN.
  2. ALL WORK TO CONFORM TO LATEST TELUS SPECIFICATIONS.
  3. ALL DIMENSIONS ARE IN MM UNLESS NOTED OTHERWISE.
  4. DRAWINGS ARE NOT TO BE SCALED.

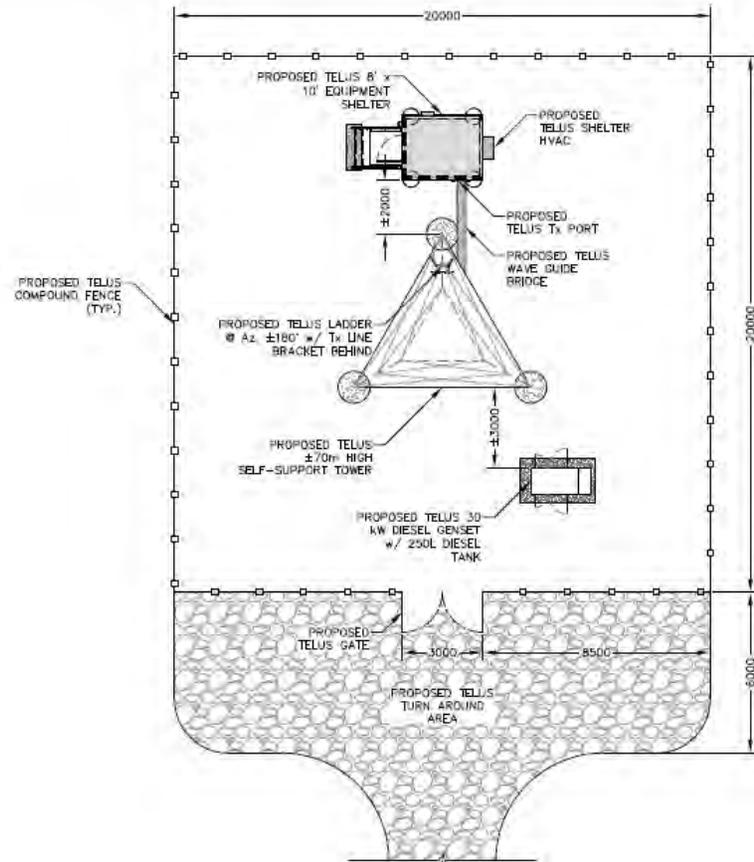


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0	LS PRELIMINARY	29 DEC 20
ND	BY DESCRIPTION	DATE
ROEHAMPTON 1110 WEST PLYMOUTH ST VANCOUVER, BC V6P 6P7 TEL: (604) 276-8800		
DRAWN BY: PORT MELLON HWY., B.C.		
TITLE: TOWER PROFILE		
PROJECT NAME:	DRAWN BY:	DATE:
NEW SITE - GREENFIELD	BC109142	ADT

## SCHEDULE B PRELIMINARY DESIGN PLANS –SITE PLAN



## SCHEDULE B PRELIMINARY DESIGN PLANS – COMPOUND LAYOUT



- NOTES:
1. COMPOUND LAYOUT OBTAINED FROM SITE VISIT BY ROEHAMPTON WEST, DATED 05 DEC 20 & GOOGLE MAPS.
  2. FINAL LOCATION OF THE TOWER TO BE DETERMINED ON THE REVIEW OF THE GEOTECHNICAL REPORT AND SURVEY.



5			
4			
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2			
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0	LS	PRELIMINARY	29 DEC 20
	NO. BY	DESCRIPTION	DATE



ROEHAMPTON WEST  
12 WEST REVEREND ST.  
SUITE 1000, 8C 146 8W  
TRUCKEE, BC  
TEL: (778) 871-1111

OWNER: PORT MELLON HWY., B.C.  
TITLE: COMPOUND PLAN  
PROJECT NAME: NEW SITE- GREENFIELD PROJECT NO: BC109149 IPRG NO: A03

ALL DIMENSIONS UNLESS OTHERWISE SPECIFIED ARE IN METERS. PROJECTIONS AND DIMENSIONS OF BUILDINGS ARE AS SHOWN.

1 COMPOUND PLAN

**Appendix 2: Affidavit of Notification Package**

**Affidavit of Cypress Land Services**

I, Tawny Verigin, Manager of Government Affairs, in the City of Vancouver in the Province of B.C., make an Oath and say:

1. THAT I caused to be sent by regular mail, a notification letter, as included in Appendix A, to property owners, occupants and other recipients, as listed in Appendix B, on January 25, 2021.



---

Tawny Verigin, Manager of Government Affairs  
Cypress Land Services

Sworn/Affirmed/Declared before me at the City of Vancouver, in the Province of B.C., this 25<sup>th</sup> day of January 2021.



---

(Commissioner's Signature)

A Commissioner for Taking Affidavits for the Province of B.C.

**James Shaw**  
A Commissioner for Taking Affidavits  
For British Columbia  
Cypress Land Services Inc.  
1051 - 409 Granville Street  
Vancouver, BC V6C 1T2  
Tel: 604-719-4469  
Expires on: October 31, 2022

---

(Commissioner's stamp or printed name and expiry date)

Appendix A: Notification Letter

Dear Owner/Occupant,

January 25, 2021

**Please accept this notification regarding proposed TELUS Communications Inc. (“TELUS”) wireless service improvements in your community.**

**Subject:** TELUS Telecommunications Facility Proposal  
**Address:** Private land, Address not assigned (PID: 016-248-724)  
**Coordinates:** 49.472763° N, 123.492717° W  
**TELUS Site:** BC109149 – Port Mellon

**What is proposed?**

TELUS seeks to continue to provide high quality wireless telecommunications services to communities throughout British Columbia. Increasingly, communities depend on wireless voice, data and internet communications for business, personal enjoyment and personal security reasons. In order to ensure improved wireless services to Port Mellon, Twin Creeks and the surrounding area, TELUS is proposing to add a telecommunications facility.

The proposed facility will be located on a large rural acreage which is heavily treed. The primary use of the property is the foreshore access for logging and is primarily forested. There is existing access to the hilltop on the property that will provide access to the tower location. An electrical service will need to be brought from a neighbouring Crown Land parcel. TELUS proposes to install a 73.0 metre self-support tower, inclusive of a 3.0 m lightning rod installed at the top of the tower. The fenced equipment compound will enclose an equipment shelter, genset and propane tank. The tower will include twelve antennas and two microwaves. The proposed facility will improve wireless services to residents, businesses and visitors around Port Mellon, Twin Creeks and the surrounding area. The proposed tower may have sufficient space and loading capacity for additional antennas should another carrier wish to install equipment to support their network requirements at this location dependent upon the type of equipment.

**Regulatory Authority**

Telecommunications carriers are required by Innovation, Science, and Economic Development Canada (“ISED”), formerly Industry Canada, to consult with the local municipality and the general public regarding new installations. ISED does have exclusive jurisdiction over the approval and placement of telecommunications installations.

The consultation process will provide an opportunity for residents, stakeholders and landowners to obtain detailed information regarding the proposal and to provide comments for consideration. Any inquiries that are received as a result of this notification will be logged and submitted to the SCRD as part of our application for concurrence.

*Local Municipality*

The SCRD has developed a Telecommunication Facility Review Procedure where community consultation is required. This process requires all properties within three times the structure height be notified and an advertisement in the local newspaper, The Coast Reporter. This notification is to provide the opportunity to obtain information regarding the proposal, ask questions and provide comments. The public is offered 30 days to provide comment. The closing period for comments to be received by TELUS is March 1, 2021.

At the conclusion of the consultation process, TELUS will provide a summary of comments received from the community as well as the replies provided by TELUS to the SCRD Board to consider at an upcoming Board meeting.

#### *Location*

The new facility is proposed to be located on a privately owned parcel of land identified as PID: 016-248-724, at the coordinates: 49.472763° N, 123.492717° W. To confirm, there are no existing structures in the vicinity of the proposed tower to collocate antennas on. Please see Aerial Map on page 3.

#### *Safety Code 6*

ISED requires all wireless carriers to operate in accordance with Health Canada's safety standards. TELUS attests that the installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time.

#### *Site Access*

Access will be obtained via either directly from the Highway or through the existing entrance to the property. Construction is expected to take approximately one to two months.

#### *Environment*

TELUS confirms that the installation is excluded from environmental assessment under the *Canadian Environmental Assessment Act*. Any municipal environmental regulations will be followed.

#### *Transport Canada*

The tower will be constructed to include aeronautical markings or lighting required by Transport Canada. Comments are pending.

#### *Structural Considerations*

TELUS confirms that the antenna structure described in this notification package will apply good engineering practices including, structural adequacy during construction. Third parties may apply to add equipment should they like.

#### *General Information*

General information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website: <http://www.ic.gc.ca/eic/site/ic-gc.nsf/eng/07422.html>

#### **Contacts:**

**TELUS** c/o Tawny Verigin of Cypress Land Services, Agents for TELUS  
Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2  
Phone: 1-855-301-1520, Fax: 604-620-0876  
Email: [publicconsultation@cypresslandservices.com](mailto:publicconsultation@cypresslandservices.com)

#### **ISED – Lower Mainland District Office**

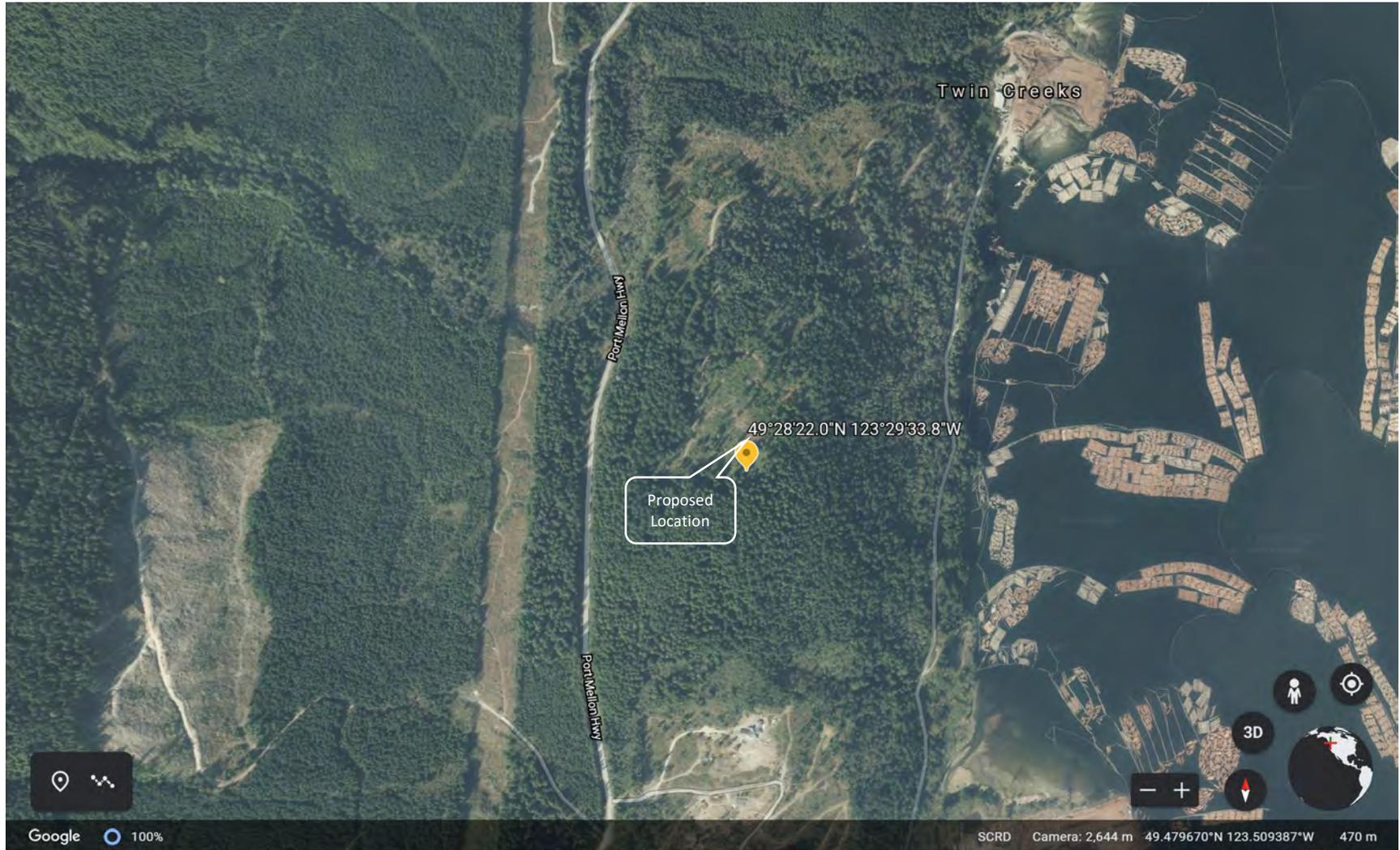
13401 – 108 Avenue, Suite 1700, Surrey BC V3T 5V6  
Phone: 604-586-2521, Fax: 604-586-2528  
Email: [ic.spectrumsurrey-surreyspectre.ic@canada.ca](mailto:ic.spectrumsurrey-surreyspectre.ic@canada.ca)

#### **Local Government Contact - Sunshine Coast Regional District, Yuli Siao, Senior Planner**

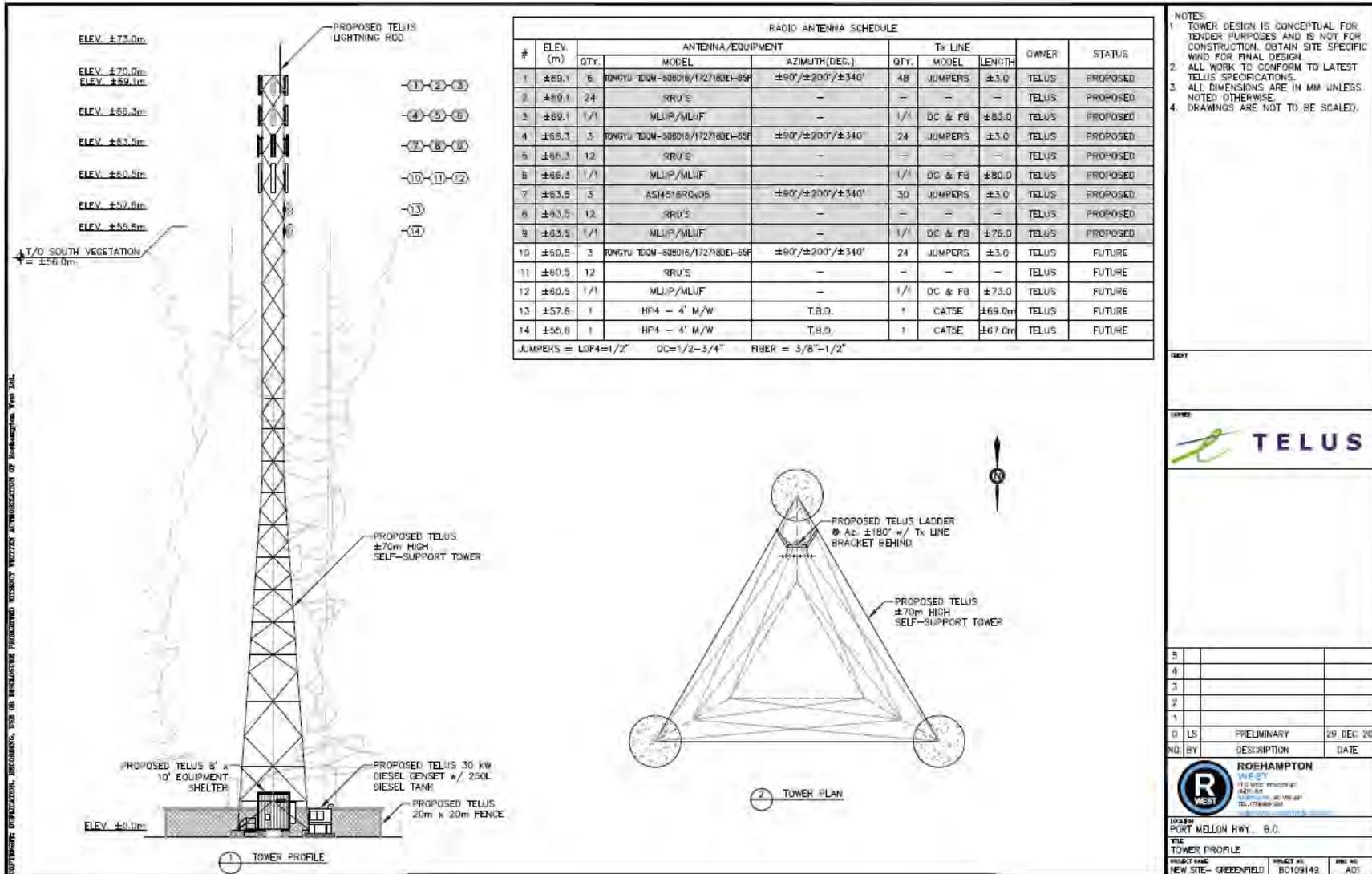
1975 Field Road, Sechelt, BC V0N 3A1  
Phone: 6604-885-6804 ext. 3  
Email: [yuli.siao@scrd.ca](mailto:yuli.siao@scrd.ca)

If you have any specific questions regarding the proposal, please feel welcome to contact the above.

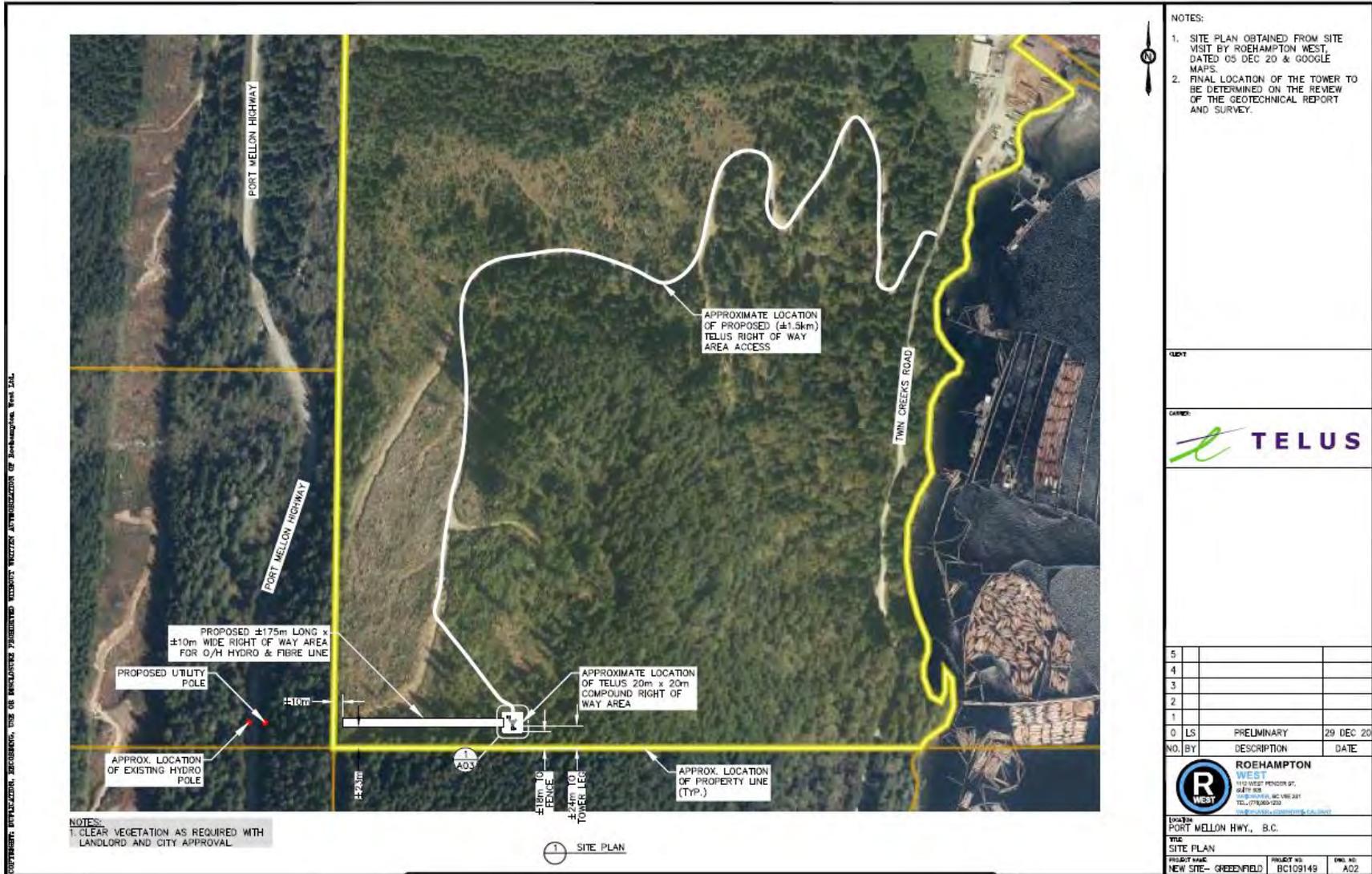
AERIAL MAP



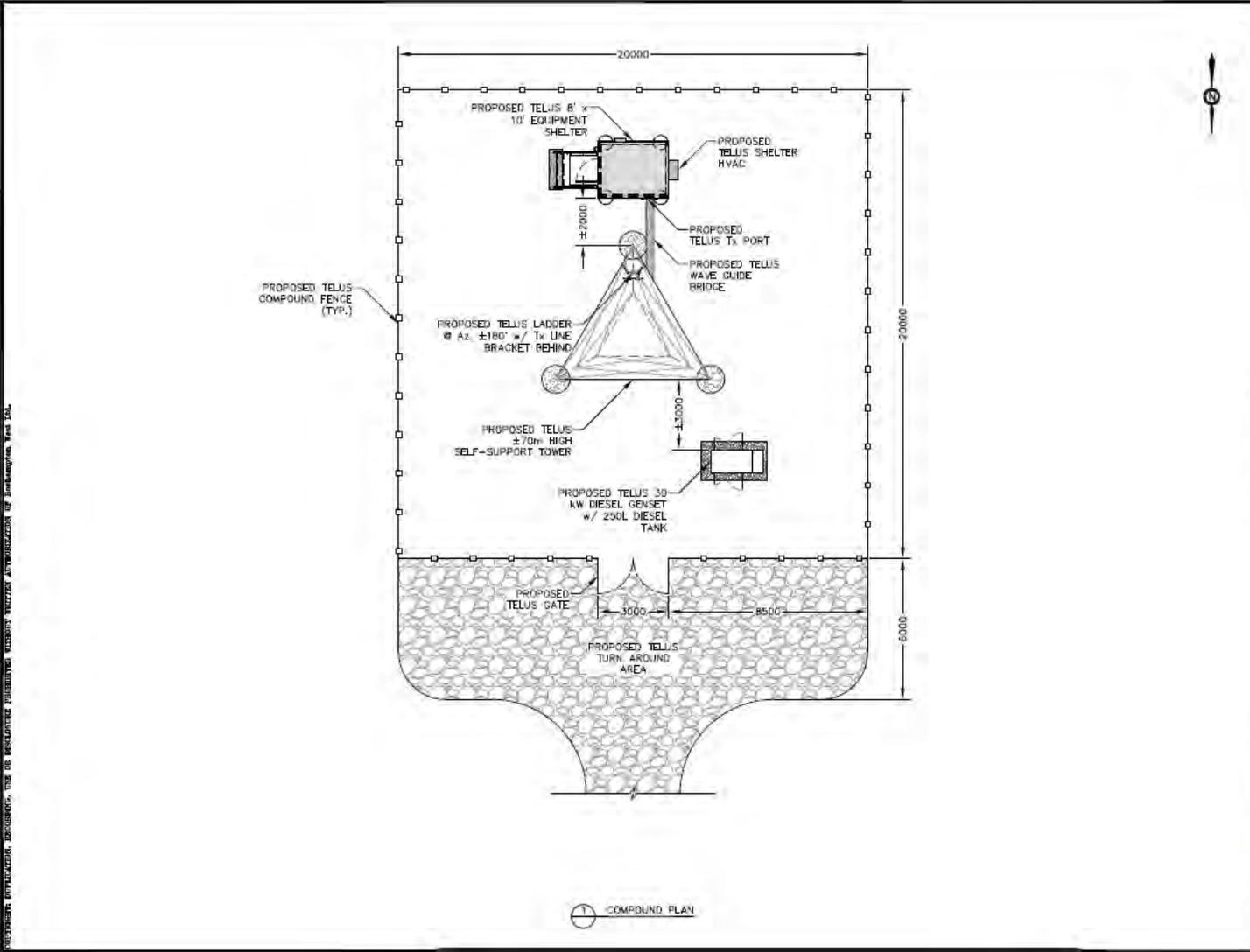
PRELIMINARY DESIGN PLANS – TOWER PROFILE



PRELIMINARY DESIGN PLANS – SITE PLAN



PRELIMINARY DESIGN PLANS – COMPOUND LAYOUT



- NOTES:
1. COMPOUND LAYOUT OBTAINED FROM SITE VISIT BY ROEHAMPTON WEST, DATED 05 DEC 20 & GOOGLE MAPS.
  2. FINAL LOCATION OF THE TOWER TO BE DETERMINED ON THE REVIEW OF THE GEOTECHNICAL REPORT AND SURVEY.

DATE:



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0	LS	PRELIMINARY 29 DEC 20
NO.	BY	DESCRIPTION DATE

**ROEHAMPTON WEST**

1111 WEST 10TH ST  
VANCOUVER, BC V6P 6E6  
TEL: 604-261-1111

LOCATION: FORT MELLON HWY., B.C.

TITLE: COMPOUND PLAN

PROJECT NAME: NEW SITE - GREENFIELD PROJECT NO: BCT09149 IHD NO: A03

PHOTO SIMULATION

BEFORE



AFTER



Artist's rendering of proposed facility.

*Photo Simulation is a close representation and is for conceptual purposes only – not to scale.*

*Proposed design is subject to change based on final engineer plans*

*The tower will be marked in accordance with Transport Canada Obstruction Marking and NAV Canada requirements.*



**COMMENT SHEET**  
**TELUS TELECOMMUNICATIONS FACILITY PROPOSAL**  
**LEGAL: PRIVATE LAND, ADDRESS NOT ASSIGNED (PID: 016-248-724)**  
**COORDINATES: 49.472763° N, 123.492717° W**  
**TELUS SITE: BC109149 – PORT MELLON**

1. Do you feel this is an appropriate location for the proposed facility?

- Yes
- No

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest?

- Yes
- No

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Additional Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please provide your name and full mailing address if you would like to be informed about the status of this proposal. This information will not be used for marketing purposes; however, your comments will only be used by TELUS in satisfying the SCRD’s consultation requirements. The closing period for comments to be received by TELUS is March 1, 2021.

Name \_\_\_\_\_  
 (Please print clearly)  
 Email Address \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TELUS c/o Cypress Land Services Inc.**  
**Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2**  
**Attention: Tawny Verigin, Manager of Government Affairs**  
*Thank you for your input.*

Appendix B: List of Property Owners, Occupants and Other Recipients

CYPRESS LAND SERVICES,  
AGENTS FOR TELUS  
SUITE 1051, 409 GRANVILLE STREET,  
VANCOUVER, BC V6C 1T2

SHEA LOUISA CORP  
5514 DERBY RD  
SECHELT BC V0N 3A7

SUNSHINE COAST REGIONAL DISTRICT  
YULI SIAO, SENIOR PLANNER  
1975 FIELD ROAD  
SECHELT, BC V0N 3A1

FRONTCOUNTER BC SQUAMISH  
SUITE 101-42000 LOGGERS LANE  
SQUAMISH, BC V8B 0H3

TERMINAL FOREST PRODUCTS LTD  
12180 MITCHELL RD  
RICHMOND BC V6V 1M8

TELUS  
4535 CANADA WAY, 3RD FLOOR  
BURNABY, BC V5G 1J9  
ATTN: DOUG ANASTOS

ISED  
LOWER MAINLAND DISTRICT OFFICE  
13401 – 108 AVENUE, SUITE 1700  
SURREY BC V3T 5V6

BC109149  
TOTAL - 7

**IMPORTANT INFORMATION ENCLOSED  
REGARDING A PROPOSED  
TELECOMMUNICATIONS FACILITY WITHIN  
APPROX. 220 METRES OF A PROPERTY  
YOU HAVE AN INTEREST IN**

**IMPORTANT INFORMATION ENCLOSED  
REGARDING A PROPOSED  
TELECOMMUNICATIONS FACILITY WITHIN  
APPROX. 220 METRES OF A PROPERTY  
YOU HAVE AN INTEREST IN**

**IMPORTANT INFORMATION ENCLOSED  
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YOU HAVE AN INTEREST IN**

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TELECOMMUNICATIONS FACILITY WITHIN  
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YOU HAVE AN INTEREST IN**

**IMPORTANT INFORMATION ENCLOSED  
REGARDING A PROPOSED  
TELECOMMUNICATIONS FACILITY WITHIN  
APPROX. 220 METRES OF A PROPERTY  
YOU HAVE AN INTEREST IN**

**IMPORTANT INFORMATION ENCLOSED  
REGARDING A PROPOSED  
TELECOMMUNICATIONS FACILITY WITHIN  
APPROX. 220 METRES OF A PROPERTY  
YOU HAVE AN INTEREST IN**

**IMPORTANT INFORMATION ENCLOSED  
REGARDING A PROPOSED  
TELECOMMUNICATIONS FACILITY WITHIN  
APPROX. 220 METRES OF A PROPERTY  
YOU HAVE AN INTEREST IN**

Appendix C: Envelope



c/o Cypress Land Services Inc.  
Suite 1051 – 409 Granville Street  
Vancouver, BC V6C 1T2

**IMPORTANT INFORMATION ENCLOSED REGARDING A PROPOSED TELECOMMUNICATIONS FACILITY WITHIN  
APPROX. 220 METRES OF A PROPERTY YOU HAVE AN INTEREST IN**

### **Appendix 3: Newspaper Tear Sheet**

5520 Legal/Public Notices

5520 Legal/Public Notices

5520 Legal/Public Notices



**Notice of Proposed TELUS Communication Inc. Telecommunications Facility**

**Description:** As part of the public consultation process required by Innovation, Science and Economic Development Canada and the Sunshine Coast Regional District, TELUS Communications Inc. is inviting the public to comment on a proposed telecommunications facility consisting of 73 metre self-support tower and ancillary radio equipment in order to improve wireless services to residents, businesses and tourists near Port Mellon, Twin Creeks and surrounding areas.

**Tower Location:** Private land, no address assigned, SCRD, BC PID: 016-248-724  
**Coordinates:** 49.472763° N, 123.492717° W

**For More Information:**  
 Contact TELUS Communications Inc. at:  
 Tawny Verigin  
 c/o Cypress Land Services  
 Agents to TELUS Communications Inc.  
 Suite 1051, 409 Granville Street  
 Vancouver, BC V6C 1T2  
 Tel: 1.855.301.1520  
 Email:  
 publicconsultation@cypresslandservices.com

**Location Map**



The public is welcome to comment on the proposal by the end of the day on March 1, 2021 respect to this matter.

TELUS File: BC109149

**Seasonal Mobile Vending Opportunity**  
**Request for Expression of Interest # 2021-02**

Date of Issue: January 13, 2021

The District of Sechelt is requesting proposals to provide services for the provision of food truck or mobile food vending services from March 1, 2021 ending not later than October 31, 2021 at any of three locations:

1. Davis Bay Pad
2. Kinnikinnick Park
3. Friendship Park Pad

The District is primarily interested in providing permits to operators providing food services however will consider applications from operators selling products other than food (e.g. Paddle Board Rentals or Mobile Flower Vendors).

**Closing Date and Time:** The District will accept applications on an ongoing basis until all of the available licences have been awarded. The first round of applications will be accepted on **or before 2:00pm (Pacific Time) Thursday, February 11, 2021.**

All inquiries must be directed in writing via email, stating "RFEI #2021-02 Seasonal Mobile Vending Opportunity at Davis Bay Pad, Kinnikinnick Park & Friendship Park—Inquiry" to Procurement at District of Sechelt Email: [procurement@sechelt.ca](mailto:procurement@sechelt.ca)

Inquiries shall not be directed to any other District employees. Please read the complete document for the full set of submission instructions at the District of Sechelt Website at [sechelt.ca/Work/Tenders-Proposals](http://sechelt.ca/Work/Tenders-Proposals).

**ADD COLOUR**  
 For only \$3/column inch, you can make your ad burst with COLOUR!!  
 \*\*Applies to display ads only. Sorry, this feature is not available on our online self-serve website.\*\*  
 Contact Shelley: 604-885-4811, ext. 260  
[classified@coastreporter.net](mailto:classified@coastreporter.net)

6560 Houses For Rent

**2 for 1 rental ad**

Book your private-party, pre-paid rental classified ad at Coast Reporter and receive the 2nd week FREE!  
 Contact Shelley or Nora  
 604-885-4811  
[classified@coastreporter.net](mailto:classified@coastreporter.net)



6920 Office/Retail

QUIET 150 sq.ft. office on main floor of downtown Sechelt professional building. Shared amenities and reception. Private parking lot. Reasonable rates. Call Richard 604-816-0432.

6962 Storage

LARGE HEATED storage for rent . 604-740-6018.

9185 Boats

**AD DEADLINES**

our display ads deadline is (forward section, non-classified)

**Tuesday @ Noon\*** for Friday's edition  
[sales@coastreporter.net](mailto:sales@coastreporter.net)

our classified display ads deadlines are **Monday @ 5pm\*** (proof provided)

**Tuesday @ Noon\*** (proof NOT provided) for Friday's edition  
[classified@coastreporter.net](mailto:classified@coastreporter.net)

our classified line ads deadline is

**Wednesday @ 3pm\*** for Friday's edition  
[classified@coastreporter.net](mailto:classified@coastreporter.net) (\*NO EXCEPTIONS)

**Ph: 604-885-4811**  
**Fax: 604-885-4818**

6045 Mobile/Manufactured Homes

**USED HOMES**

From \$8,900  
 CSA Approved  
 WENDY  
 604.883.0234

**NEW HOMES**

We will beat any price from competitor on any new home  
 WENDY  
 604.883.0234

6070 Real Estate Wanted

WANTED: ONE + acre, Reed / Pratt Rd. area. ALR okay. 604-399-8540.

Please give to the **FOOD BANK**  
 Salvation Army Food Bank 604-886-3665  
 Sechelt Food Bank 604-885-5881, ext. #240

**BOOK YOUR AD 24/7**

on our SELF-SERVE WEBSITE!  
[www.coastreporter.net](http://www.coastreporter.net)

click "classifieds/submit an ad" and follow the prompts  
 Deadline is Tuesday by 4pm (online only)  
 For any queries or help placing your online ad, call the Customer Service Department  
 1-866-610-4517  
 Available Monday to Friday, 9am to 4pm

6975 Wanted To Rent

WANTED: GARAGE for storage for vintage car. 604-250-6908.

8130 Fencing

**CEDAR FENCING**  
 Professional, precise and reliable!  
 604-740-0572

6560 Houses For Rent

9120 Automotive Wanted

TRADE FIBREGLASS open boat and trailer for an older cube van. Call 604-399-8320.

9165 Parts & Accessories

SNOW TIRES (4), mounted on rims, 185/65R-15, four bolt pattern, good tread. \$280. 604-740-4261.

6560 Houses For Rent

**HOLYWELL PROPERTIES**

VIDEO SHOWINGS AVAILABLE! View pictures online at: [www.holywell.ca](http://www.holywell.ca)

We have quality tenants searching for quality homes. Contact us today for a free rental assessment.

PO Box 187 • #201 - 5760 Teredo St. Sechelt BC V0N 3A0  
 ph: 604-885-3460 • email: [info@holywell.ca](mailto:info@holywell.ca)  
 View all of our current listings at: [www.holywell.ca](http://www.holywell.ca)

6962 Storage

6962 Storage

**Belmar Self Storage**

5631 Inlet Ave. in Downtown Sechelt  
 Best Rates in Town

Phone Holywell Properties:  
**604.885.3460**  
[www.belmarselfstorage.com](http://www.belmarselfstorage.com)

**Trying to sell your home?**

FOR SALE BY OWNER

Give YOUR HOME FOR SALE a professional look with a 1column x 3" picture ad in the "Homes For Sale" section of Coast Reporter's classifieds.  
 (Owner must provide a picture of property.)

Advertise for four weeks for only **\$98<sup>50</sup>!!**  
 Colour ad for only \$134.50 +gst for four weeks

**APPLIES TO PRIVATE PARTIES ONLY - NO EXCEPTIONS.**  
 Based on four consecutive weeks. One property per ad. One change per run allowed. Additional changes are subject to a service charge. Deadline is Monday 5pm.  
 Call Shelley today to book your 'FOR SALE BY OWNER' picture ad.

**Coast Reporter**  
 Phone: 604-885-4811, ext. 260 Fax: 604-885-4818  
 Email: [classified@coastreporter.net](mailto:classified@coastreporter.net) • 5485 Wharf Rd, Sechelt

## **Appendix 4: Sample Resolution**

## Resolution

WHEREAS TELUS proposes to erect a wireless communications facility at Legal: Private land, Address not assigned (PID: 016-248-724) Coordinates: 49.472763° N, 123.492717° W;

AND WHEREAS proponents of telecommunication towers are regulated by Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada on behalf of the Government of Canada and as part of their approval, ISED requires proponents to consult with land use authorities as provided for in CPC-2-0-03;

AND WHEREAS TELUS has consulted with the SCRD following the CPC-2-0-03 and the SCRD planning staff have no objection to the proposed telecommunications tower;

AND WHEREAS TELUS has consulted with the public by notifying properties within three times the tower height, placed an advertisement in the local newspaper, and has provided a 30-day period for written public comment;

AND WHEREAS there are no significant land use issues identified by the consultation;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Clerk be instructed to advise TELUS that:
  - a) TELUS has satisfactorily completed its consultation with the SCRD;
  - b) The SCRD is satisfied with TELUS's public consultation process and does not require any further consultation with the public; and
  - c) The SCRD concurs with TELUS's proposal to construct a wireless telecommunications facility provided it is constructed substantially in accordance with the plans submitted to the SCRD.

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

---

**TO:** Planning and Community Development Committee – March 18, 2021

**AUTHOR:** Matt Treit, Manager, Protective Services

**SUBJECT:** **AWARD REPORT - REQUEST FOR QUOTATION No. 2121201 SUPPLY & DELIVERY OF FIRE TRUCK FOR ROBERTS CREEK VOLUNTEER FIRE DEPARTMENT**

---

**RECOMMENDATION(S)**

**THAT the report titled Award Report – RFQ No. 2121201 Supply & Delivery of Fire Truck for Roberts Creek Volunteer Fire Department be received;**

**AND THAT the contract for supply and delivery of a fire truck for the Roberts Creek Volunteer Fire Department be awarded to Intercontinental Truck Body (BC) Ltd for the amount up to a total value of \$374,928 (before GST);**

**AND THAT the project budget be increased from \$350,000 to \$374,928 with the additional \$24,928 funded from Roberts Creek Fire Protection [212] Operating Reserves;**

**AND THAT the amendment be reflected in the 2021-2025 Financial Plan accordingly;**

**AND FURTHER THAT the delegated authorities be authorized to execute the contract.**

---

**BACKGROUND**

In the 2020 Annual Budget, replacement of the Roberts Creek Volunteer Fire Department Engine #1 was directed, based on a budget of \$350,000.

Two compliant proposals were received for RFQ 2121201. Based on the best overall score and value offered, staff recommended that a contract for supply and delivery of a fire truck for RCVFD be awarded to Intercontinental Truck Body (BC) Inc.

**DISCUSSION***Options and Analysis*

The RFQ was published on January 22, 2021 and closed on February 23, 2021. No addendums were issued. Two compliant proposal were received.

Staff recommend a contract be awarded to Intercontinental Truck Body (BC) Ltd as they met the specifications as outlined and are the highest scoring proponent best value for the above-mentioned project.

*Financial Implications*

<u>Name</u>	<u>Contract Value</u>
Intercontinental Truck Body (BC) Inc	\$ 374,928

Currently, the Roberts Creek Fire service has estimated uncommitted Capital Reserves of \$32,537 and Operating Reserves of \$99,106. The additional amount of \$24,528 is recommended to be funded from the Roberts Creek Fire Operating Reserves.

*Other*

With regards to climate impact, a new fire apparatus will be more fuel efficient, produce fewer emissions, and will also extinguish fires more quickly, all of which combine to reduce the impact of pollution on the environment.

Delivery is anticipated in 2022.

**STRATEGIC PLAN AND RELATED POLICIES**

N/A - operational

**CONCLUSION**

Two compliant proposals were received for RFQ 2121201. Based on the best overall score and value offered, staff recommended that a contract for supply and delivery of a fire truck for RCVFD be awarded to Intercontinental Truck Body (BC) Inc. Funding to address the project budget gap is available from reserves.

Reviewed by:			
Manager	X – M. Treit	Finance	X - T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Purchasing	X - V. Cropp

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – March 18, 2021

**AUTHOR:** Dave Pady, Manager of Planning and Development  
Julie Clark, Planner 1 / Senior Planner

**SUBJECT:** **PLANNING PROCESSES - ADMINISTRATIVE IMPROVEMENTS**

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### RECOMMENDATIONS

**THAT the report titled Planning Processes - Administrative Improvements be received for information;**

**AND THAT this report be referred to Advisory Planning Commissions as information and addressed in upcoming orientation sessions.**

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### BACKGROUND

Staff regularly consider our organization's Planning processes and have observed SCRD processes have room for:

- Modernizing
- Further alignment with legislative requirements
- Streamlining processing times for improved customer service
- Reclaiming operational capacity

These observations have benefitted from the disruption of COVID-19 and welcoming new staff with perspectives and best practices identified in other local governments.

Planning staff have already made some operational changes in response to current pressures and expectations such as increased virtual service and increased access to property development information (new Property Report tool that provides detailed planning and development information about individual parcels using publicly-available GIS information in an easy-to-read format). These changes strengthen SCRD's professionalism and customer service, while simultaneously strengthening our stewardship of the region.

The purpose of this report is to outline the next phase of proposed process changes for Board awareness.

### DISCUSSION

#### *Drivers / Business Need*

Over the course of 2020 and during the time of COVID-19, property inquiries being handled by staff have tripled, from approximately 100 per month on average in early 2020 to over 300 per month on average through the second half of 2020 and early 2021. There is significant current

interest in the communities of the Sunshine Coast as remote work and other conditions of COVID-19 allows nearby city-residents to consider moving to a rural community.

Current land use challenges also add complexity in this time. Anecdotally, most of the “easy” development parcels have been developed. Complex development requires more time and specialized review, as does the redevelopment of non-conforming properties.

Over time, the amount and complexity of regulation associated with the planning field has increased. Riparian areas (lands located close to lakes, rivers, streams and wetlands), agricultural lands, and cannabis licensing are example of areas with new or updated requirements. Requirements or expectations for working relationships with First Nations have increased. While all of these things improve planning outcomes on the ground, they demand staff and Committee time.

### *Opportunities*

With the above conditions and goals in mind, staff have identified process improvements to the following specific SCRD application types:

1. Development Variance Permits (DVP)
2. Subdivision
3. Bylaw amendments for zoning and Official Community Plans (OCPs)
4. SCRD processing of Provincial referrals from Ministry of Forests, Lands Natural Resource Operations and Rural Development.

Proposed changes are outlined below by file type. Staff can implement these proposed improvements quickly to meet the goals outlined above. The proposed process changes are improvements which are largely operational in nature such as repositioning and re-ordering steps in the application processing. All can be implemented within existing administrative authority and meet legislative requirements. **As SCRD’s planning processes touch/interface with the timelines, processes and work of elected officials, advisory planning commissions and the community, staff are bringing this report forward for information in advance of implementation and recommend it be referred to advisory planning commissions.**

Further process improvements are anticipated in the future.

*Analysis*

A summary of all application types and processes is presented below. Application processing steps with proposed changes are highlighted in yellow.

Table 1 Overview of Application Types and Processing Steps

Processing Steps	Application Type										
	Development Permit	Variance Permit	Board of Variance	Subdivision	Zoning Amendment	OCP Amendment	Temporary Use Permit	Agricultural Land Comm.	Strata Conversation	Provincial Referral	
Staff review	•	•	•	•	•	•	•	•	•	•	
Referral to agencies	•	•									
Referral to APCs		•		•	•	•	•	•	•	•	
Notification to neighbours		•			•	•	•				
Staff analyze feedback	•	•	•	•	•	•	•	•	•	•	
Public Info Meeting					•	•					
Staff prepare report		•	•	•	•	•	•	•	•	•	
1 <sup>st</sup> Reading					•	•					
2 <sup>nd</sup> reading					•	•					
Public Hearing					•	•					
3 <sup>rd</sup> reading					•	•					
4 <sup>th</sup> and final reading					•	•					
Manager Review & Decision	•								•		
Board Review & Comments				•				•		•	
Board Review & Decision		•			•	•	•		•	•	
BOV Review & Decision			•								
MOTI Review & Decision				•							
ALC Review & Decision								•			
FLNRORD Review & Decision								•		•	

## 1. Development Variance Permit (DVP) Processing

The purpose of a DVP application is to vary a provision in the zoning bylaw, such as a required setback or height. Density and use on a parcel cannot be varied through this process.

The legislative requirements for DVP stem from the *Local Government Act* (LGA) section 499. SCRCD implements this requirement through Planning and Procedures Bylaw No. 522 and APC Bylaw No. 453. A key step in the DVP process is the statutory requirement of notification to owners and tenants within a specific radius of the property (as per LGA and Bylaw No. 522) at least 10 days prior to the meeting where the resolution is passed to authorize the permit.

SCRCD processing of DVPs has evolved over time to include a staff referral of every DVP application to APCs and moving the statutory notification process to align with APC meetings rather than with the Board decision-making meeting. This referral is not a requirement of SCRCD Bylaw No. 522 nor the APC Bylaw No. 453.

Staff will put in place improvements:

- a) To realign the statutory notification requirement timing with the Planning and Community Development meeting.
- b) Such that notified neighbours be welcomed to speak to the application at the Planning and Community Development Committee meeting if desired. This provides the opportunity for those most directly affected by the decision to speak during the decision-making process.
- c) Such that the SCRCD Board would have the choice of when APCs are referred DVP applications. Staff suggest that this option would be appropriate for a complex DVP application but generally not appropriate for the majority of simple applications. The option to forward the application to the APC for a recommendation would appear within the Options section of the staff report.

These proposed process improvements will shorten the processing times for straightforward DVPs, provide clearer timelines for applicants, increase the opportunity for those directly affected to have a meaningful say in the outcome and further align SCRCD Planning processes with the APC Bylaw and other local government processes in BC. In addition, the changes would gain back staff time needed for both short and long-term planning work.

Updates required to realize these amendments:

- No bylaw changes required
- Updated internal procedure
- Notify APC of changes as part of orientation

## 2. Subdivision Application

The purpose of a subdivision application is to consider the division of a parcel of land into two or more parcels, including adjustments to a lot line, frontage waivers as defined in the [Land Title Act](#), or the [Strata Property Act](#).

The legislative requirements for SCRD processing of subdivision applications stem from the *Local Government Act* Sections 506-514. SCRD is the regulator of land use and establishes use and provisions to manage it through Official Community Plans and zoning bylaws, respectively. In addition, further process requirements are contained within SCRD Planning and Procedures Bylaw No. 522 and Subdivision Servicing Bylaw No. 320. SCRD requirements are based on the direction set out in these documents.

The decision maker for subdivision applications is the Approving Officer of Ministry of Transportation and Infrastructure (MOTI). SCRD and Vancouver Coastal Health Authority provide recommended septic system requirements via referral in the subdivision process.

SCRD processing of subdivision applications has evolved over time to include referring most subdivision applications to APCs despite SCRD Planning and Procedures Bylaw direction to only refer subdivision applications that propose 10 parcels or more. These changes over time are not required by SCRD Bylaw No. 522.

Public consultation about subdivision, including involving APCs, is most appropriate during OCP renewal and establishment of zones and minimum parcel areas during development and adoption of the zoning bylaw. Discussions about subdivision (and land use) density takes place during these critical bylaw update processes. Providing opportunity to revisit the appropriateness of subdivision during the application process undermines the existing OCP and zoning bylaw regulations. Further, APC and public feedback gathered during the subdivision process has little to no direct way to influence the MOTI Approving Officer decision-making.

In a future update of SCRD Planning and Procedures Bylaw No. 522, staff propose to clarify or remove the reference to public information meetings for Subdivision applications (Bylaw 522, Section 24). A public information meeting should take place only in the context of an OCP/zoning amendment to facilitate subdivision that involves 10 hectares of land or more than 10 parcels, for the same reasons noted in the preceding paragraph.

Staff will realign the administrative subdivision application process with Planning and Procedures Bylaw No. 522 and APC Bylaw No. 453: referrals to APCs only for applications that propose 10 parcels or more. This change aligns SCRD procedures with the legislative requirements, shortens SCRD handling of subdivision applications by at least one month and refocuses APC feedback about subdivision processes to the OCP and zoning bylaw update processes.

Updates required to realize these improvements:

- No bylaw changes required
- Updated internal procedure
- Notify APC of changes during orientation

### 3. Bylaw and OCP Amendment Applications

Amendment applications are required when a property owner or developer proposes a land use or development that is inconsistent with the Zoning Bylaw or OCP.

- The purpose of an OCP amendment application is to request a change in policy to enable a specific land use or process, or a mapping amendment to re-designate land to accommodate a proposed land use. When the latter occurs, it is associated with a Zoning Bylaw amendment.
- The purpose of a zoning amendment application is to request a change in use or density to enable a specific land use proposal. Staff work with the customer in the pre-application stages to encourage fitting the use into an existing zone. When this is not possible, staff may work with the applicant to develop a new zone or site-specific regulations within an existing zone.

The legislative requirements for Bylaw and OCP amendments stem from *LGA, Part 14*. SCRDC implements this requirement through Planning and Procedures Bylaw No 522 and APC Bylaw No. 453.

Currently, amendment applications are processed by the following steps:

- a) Pre-application meeting
- b) Staff technical review, external referrals sent, and report development
- c) Referral to APC
- d) Present staff report and bylaw for 1<sup>st</sup> reading
- e) Applicant conducts a public information meeting (PIM). Not all applications require PIM, but most significant ones such as those involving an OCP amendment do.
- f) Report revision, bylaw revisions, and 2<sup>nd</sup> reading
- g) Public Hearing
- h) Report revision, bylaw revisions, and 3<sup>rd</sup> reading
- i) Adoption.

Staff propose two changes to the order of existing steps in bylaw/OCP amendment processes:

- 1) For zoning and OCP amendments, and when a Public Information Meeting (PIM) is required, staff recommend repositioning the PIM to the pre-application or early application phase. This requires the applicant to engage the community at the outset of the process and consider feedback to refine the application. Staff work directly with the applicant at this stage to ensure the application is as refined as possible, aligned with OCP policies, the SCRDC's strategic plan, and gives strong consideration to context and positive planning outcomes on behalf of the community. Staff would then prepare a report and bylaw and proceed with referring the application to the APC and through legislated process.
- 2) For zoning bylaw amendment applications that are consistent with the OCP and where a Public Information Meeting has occurred pre-application, staff propose to re-order the process by convening first and second reading of the bylaw in the same meeting. The

following excerpt was taken from the [Province of BC webpage Local Government Bylaw Adoption Process](#):

*“In accordance with the Local Government Act, the various “readings” are taken to mean:*

- *First reading = tabling or introduction*
- *Second = discussion in principle and on the content of the bylaw*
- *Third reading = final discussion, including any changes made along the way”*

These process changes will assist in developing better quality applications through significant interaction with a professional planning team before submission, increase the opportunities for early, meaningful community input, while ensuring requirements are met for ecological protection (riparian and shoreline) and mitigating geotechnical hazards. These process changes will shorten the SCRD processing times for bylaw and OCP amendment applications.

Shortening timelines achieves a number of key planning objectives:

- Creates stronger applications that better align with OCPs and so promote community harmony (since issues are resolved early in process).
- Creates more predictable timelines for applicants and those in community wishing to participate in outcomes critical to development project planning and financing, which;
- Invites/encourages a much broader range of development proposals including multi-family dwellings, diversity of housing options and affordable housing. Large projects are determined by economic proforma analysis. Developers and financial institutions do not want to take risks on significant projects. They simply build them where market analysis determines least risk.
- Reduces the number of reports that must be drafted (or re-drafted) through combining first and second readings and as a result of PIM up front.
- PIMs, where required by local governments, are standardized across the industry as occurring at the outset of the process.

Updates required to realize these improvements:

- Updated internal procedure

#### 4. Provincial Referrals: Ministry of Forests Lands Natural Resource and Rural Development (FLNRORD)

The purpose of crown land applications to the Ministry of FLNRORD is to seek permission to make private use of public land.

The purpose of SCRD providing comment on the proposed private use of Crown is to provide FLNRORD information about how the proposal is affected by SCRD-administered regulations or services.

SCRD processing of Provincial Referrals has evolved over time to include a staff report for each Provincial Referral to the corresponding APC(s), SCRD Planning and Community Development Committee and Board before providing a response by resolution to the Province. There is no SCRD procedural or bylaw basis for this process.

The Province now has an online portal to gather public input on each Provincial application: [Applications Comments and Reasons for Decisions](#) portal. Staff have been directing community members with concerns that are unrelated to SCRD service areas to this portal. In preparation for this report, SCRD staff contacted authorizations staff at FLNRORD who have confirmed that there is no legislative requirement for SCRD to respond. In essence, FLNRORD is looking for a technical check about alignment with such regulations as zoning, OCP, Building Bylaw or services such as parks or water service. FLNRORD requires the applicant to have written zoning confirmation from the local government as part of their application submission. Once an application is submitted to the Province, and as part of their review, the application is referred to agencies with regulatory authority for comment. This is an opportunity for SCRD to comment on whether SCRD services may be impacted, and ensure the application meets SCRD regulatory requirements. Regulatory comments within SCRD's mandate would shape the Province's requirements of the applicants. FLNRORD staff have confirmed that there is no need for the SCRD to go beyond this "check" by incorporating public concerns/issues.

Staff propose to respond to straightforward Provincial Referrals such as most moorage applications, via technical review and staff-to-staff response. Where the Provincial application is complex and SCRD services are affected, staff would continue to utilize the status quo process for review and bring forward a staff report to a Committee.

The Board may elect to advocate to FLNRORD for their increased effort in advertising and community awareness of the [Applications Comments and Reasons for Decisions](#) portal.

These improvements will shorten the processing times for many Provincial Referrals and free up considerable time for staff, APC and the SCRD Board.

*Organization and Intergovernmental Implications*

**The process improvements combined with other operational changes will increase the predictability of application processing time for customers, a key step toward a customer service standard, a future phase of process improvements.**

The improvements also have a business case benefit for the SCRD by gaining back staff time from processes that had strayed from core legislative requirements and/or from SCRD mandate. This staff time will be reapplied to short range and long-range development planning work.

Staff’s vision is that reinvestment of some of the resources “saved” from improvements like these can be applied to initiatives referenced in the Strategic Plan such as developing new approaches to improve community awareness/engagement with planning (e.g. a “What’s Building Near Me?” application), to enhance customer service (e.g. shorter and more consistent processing timelines, online application portal), or to pursue proactive planning in areas such as regional planning, climate change adaptation and reconciliation.

*Timeline for next steps or estimated completion date*

Process changes will be implemented starting April 1, 2021, beginning with coordinated communications including dialogue with Advisory Planning Commissions at upcoming orientation sessions.

*Communications Strategy*

Internal communications are planned to inform Planning, Building and Bylaw staff of the improvements. Updates to front counter staff customer service training is also planned. Process improvements will be integrated into APC orientation.

**STRATEGIC PLAN AND RELATED POLICIES**

Continual improvement of customer service is a foundation to the SCRD’s strategic goal of proactively engaging with residents to build trust and confidence in their local government decisions.

**CONCLUSION**

Staff plan to roll out improvements to Planning application processes to enhance customer service, predictable processing times, align processing steps with legislative requirements and planning profession best practices.

Reviewed by:			
Manager	X - D. Pady	Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – March 18, 2021

**AUTHOR:** Graeme Donn, Manager, Recreation Services

**SUBJECT:** SUNSHINE COAST REGIONAL DISTRICT – VARIABLE ICE COST AND 2021 SPRING ICE

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### RECOMMENDATION(S)

**THAT the report titled Sunshine Coast Regional District – Variable Ice Cost and 2021 Spring Ice be received for information.**

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### BACKGROUND

This report provides an update on the 2021 SCR D Recreation spring ice offering.

The SCR D Board adopted the following (in part) resolution on February 28, 2019:

062/19     **Recommendation No. 9**             *Arena Floor Surface Scheduling* (in part)

...AND THAT the current administrative procedure that ice be provided only when variable costs are equal to or less than revenue generated from user group bookings be continued and affirmed;...

### DISCUSSION

Following 2019 Board direction that affirms administrative procedure, spring ice (that is: ice beyond the end of March) is only provided when variable costs (incremental facility costs associated with having ice installed) are equal to or less than the revenue generated from requested user group bookings.

The current incremental cost figure is \$7,435 per week. This figure was last updated in 2019 and has not been changed for 2021. Staff are aware that some expenses have increased slightly since 2019.

### FINANCIAL IMPLICATIONS

Staff called for user group ice booking requests. In the Spring of 2021 the Sunshine Coast Skating Club has committed to 18.75 hours per week with no participation on April 2, April 5 and May 24. The Sunshine Coast Minor Hockey Association has put forward a conditional request of 15 hours per week only if the current Provincial Health Order (PHO) is softened and gameplay is permitted. Under the parameters of the current Provincial Health Order gameplay is not permitted, therefore Staff have reflected a total commitment of zero (0) Spring Ice hours from the Sunshine Coast Minor Hockey Association in 2021.

Underlying factors considered:

- There is no commitment from Adult user groups for Spring ice at this time due to the restrictions under the current PHO. This has significantly impacted the projected revenues during Spring ice operation.

- Without adult participation and tournaments during the Spring this year, resulting from the restrictions of the current PHO, means that the youth user groups would need to rent approximately 79 hours/week of prime time ice in order to cover the variable costs of operating Spring ice at the Sunshine Coast Arena in 2021.
- Based on the commitments made to date, a deficit of **\$52,386.39** would be recognized as a result of operating Spring Ice during 2021 at the Sunshine Coast Arena (Table 1). Proceeding with spring ice would require a financial plan amendment.
- If the PHO is softened slightly to allow for gameplay and Minor Hockey requests proceed, a deficit of **\$40,314.69** would result (Table 2).

Table 1 – 2021 Spring Ice Requests Based on Current PHO

Spring Season Ice (without game play) March 29 to May 28th				
	Hours	weeks	Rate net gst	Subtotal
Prime	14.75	9	\$89.42	\$11,870.51
Non Prime	4	9	\$66.66	\$2,399.76
Less projected revenue due to no ice rentals on April 2, 5 & May 24				(\$803.97)
<b>Total Commitment</b>				
				\$13,466.30
Breakdown	cost	days		
Incremental costs	\$1,062.14	62		\$65,852.68
Surplus/(Deficit)				(\$52,386.39)
Percentage				20.45%

Table 2 – 2021 Spring Ice Requests if “reduced” PHO allowing gameplay

Spring Season Ice (with game play) March 29 to May 28th				
	Hours	weeks	Rate net gst	Subtotal
Prime	29.75	9	\$89.42	\$23,942.21
Non Prime	4	9	\$66.66	\$2,399.76
Less projected revenue due to no ice rentals on April 2, 5 & May 24				(\$803.97)
<b>Total Commitment</b>				
				\$25,538.00
Breakdown	cost	days		
Incremental costs	\$1,062.14	62		\$65,852.68
Surplus/(Deficit)				(\$40,314.69)
Percentage				38.78%

*Implementation Considerations*

The current administrative procedure that ice be provided only when variable costs are equal to or less than revenue generated from user group bookings.

Despite youth users groups committing to typical historical Spring ice use requests, the absence of Adult participation makes the deficit much more pronounced.

**With the information collected to date from users, and following the Board Resolution from February 2019, the SCRD will not operate Spring Ice in 2021 unless the deficit can be recovered through revenues generated from user group bookings.**

Letters from ice user groups and community members have been received in support for Spring Ice at the Sunshine Coast Arena.

Recreation Staff will work with dry floor users to maximize the use of this space during the Spring season while adhering to health orders and guidelines.

*Next Steps*

Staff will report on the financial status of the Community Recreation Facilities service at the Q2 variance reporting interval (July 2021).

**STRATEGIC PLAN AND RELATED POLICIES**

N/A - operational

**CONCLUSION**

Following Board direction and based on the responses received to date from users, Staff will not be proceeding with Spring Ice at the Sunshine Coast Arena in 2021.

Reviewed by:			
Manager	X – G. Donn	CFO/Finance	X – T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley		

## SUNSHINE COAST REGIONAL DISTRICT

## AGRICULTURAL ADVISORY COMMITTEE

February 23, 2021

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MINUTES FROM THE AGRICULTURAL ADVISORY COMMITTEE MEETING HELD  
ONLINE ELECTRONICALLY VIA ZOOM

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<b>PRESENT:</b>	Chair	Faye Kiewitz
	Members	Raquel Kolof Barbara Seed Gretchen Bozak Jon Bell David Morgan Erin Dutton
<b>ALSO PRESENT:</b>	Electoral Area F Director	Mark Hiltz (Non-Voting Board Liaison)
	Electoral Area E Director	Donna McMahon (Non-Voting Board Liaison)
	Planner 1/Senior Planner	Julie Clark
	Recording Secretary Public	Genevieve Dixon 0
<b>REGRETS</b>	Members	Paul Nash Gerald Rainville

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**CALL TO ORDER** 3:33 p.m.

**AGENDA** The agenda was amended and adopted with the following:

Industrial Cannabis

**ELECTION OF VICE-CHAIR**

David Morgan was elected Vice-Chair of the Agricultural Advisory Committee by acclamation.

**MINUTES**

**Recommendation No. 1** AAC Meeting Minutes of September 22, 2020

The Agricultural Advisory Committee recommended that the meeting minutes of September 22, 2020 be received and adopted as presented.

## REPORTS

### Sunshine Coast Food Charter, Draft July 24, 2020

Key points of discussion:

- Staff introduced report to the committee.
- Director's concern about the Right to Food language, specifically the words "must and shall" when referring to government responsibilities. Clarification that language comes from the United Nations Declaration of Human Rights, Canada has signed on to it.
- Big AG wouldn't be an issue on the Coast.
- Non-binding, no issues. Bias against agriculture and minimal processing on a global level.
- Visionary document.
- Providing "fresh food" as the Charter states is a much higher financial burden for farmers. Most people are reliant on non-fresh products.
- Health and wellbeing, all residents have the power and wellness to engage. How is the local government going to ensure this will happen?
- Local bylaws, to have more people engaged in the food system and how it grows. We are very separated from the food system.
- Does the food charter have enough to make an endorsement in the future?
- Are the definitions inter rolled into the charter? Is this a requirement to the charter?
- What will the SCRD use this food charter for?
- The food charter could be used as a tool to inform OCP or Zoning Bylaw Development.
- Not realistic.
- Frustrated to be spending time on this as a farmer, while watching Coast farm land disappearing.
- It's a good motherhood statement.
- Good document to have, and more to move on for implementation.
- Food sourcing is in the AG Plan.
- This will make very little difference to local agriculture.
- Environmental stewardship, how will that impact the growing of food.
- Community plans, different organizations have signed onto this.
- The word fresh should be removed.
- The AG plan does state as an action item to create a local food charter.

### **Recommendation No. 2**

*Sunshine Coast Food Charter, Draft July 24, 2020*

The Agricultural Advisory Committee supports the report Sunshine Coast Food Charter, Draft July 24, 2020.

## NEW BUSINESS

Industrial Cannabis

Key points of discussion:

- Two ALR properties in Area E have had recent activities involving movement of soil/fill.
- Various municipalities have strengthened their bylaws on this.
- ALC warned there would be a run on cannabis production on farm land.
- How can the SCRD urgently move on this, so farmers don't lose valuable farm land?
- Issues with concrete pads and contaminated soil being placed on farm land.
- Can the SCRD advocate with ALC on the responsiveness to violations?

- SCR D Bylaw Officers are not able to enforce ALC regulations, the ALC would have to enforce.
- ALC regulations for soil applications in place, applicants should be going that route.
- SCR D could coordinate with the ALR for site inspections. Does the SCR D have a duty to report to ALC observations from Building and Bylaw site visits?
- Can the SCR D have soil application/removal in Bylaws, similar to the ALC?

**Recommendation No. 3**                      *Non-Soil Based Industrial Cannabis Production in the ALR*

The Agricultural Advisory Committee recommends that the SCR D urgently strengthen zoning bylaws regarding regulation of non-soil based dark site cannabis production in the ALR.

AND THAT the SCR D substantially increase the bylaw infraction fines for non-soil based dark site cannabis production so as to effectively prevent further bylaw infractions and destruction of farmland in the ALR.

AND FURTHER THAT the SCR D look at District of Sechelt and Squamish Lillooet Regional District as examples.

**Recommendation No. 4**                      *Non-Soil Based Industrial Cannabis Production in the ALR*

The Agricultural Advisory Committee recommends that the SCR D approach the ALC for better enforcement of ALR regulations on the Sunshine Coast particularly removal and placement of soil.

**Recommendation No. 5**                      *Non-Soil Based Industrial Cannabis Production in the ALR*

The Agricultural Advisory Committee recommends that the SCR D investigate and or implement a regulation regarding the soil removal or addition on ALR properties on the Sunshine Coast.

**NEXT MEETING**                      Tuesday, March 23, 2021

**ADJOURNMENT**                      5:07 p.m.

**SUNSHINE COAST REGIONAL DISTRICT**

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

**February 24, 2021**

RECOMMENDATIONS FROM THE AREA 'A' ADVISORY PLANNING COMMISSION MEETING HELD ELECTRONICALLY VIA ZOOM

<b>PRESENT:</b>	Chair Members	Peter Robson Dennis Burnham Jane McOuat Gordon Littlejohn Alan Skelley Catherine McEachern Janet Dickin
<b>ALSO PRESENT:</b>	Electoral Area A Director	Leonard Lee (Non-Voting Board Liaison)
	DVP00069 (Applicants)	Margaret Macleod Tiffany Grisdale Shane Grisdale Walter Powell (Architect)
	Recording Secretary	Kelly Kammerle
	Public	2
<b>REGRETS:</b>	Members	Tom Silvey Sean McAllistar Gordon Politeski Alex Thomson Yovhan Burega

**CALL TO ORDER** 7:15 p.m.

**ELECTION OF CHAIR AND VICE CHAIR**

Peter Robson was nominated as Chair and was elected by acclamation.  
Vice Chair position has been tabled until the March meeting.

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

**MINUTES**

Area A Minutes

The Egmont/Pender Harbour (Area A) APC Minutes of September 30, 2020 (Corrected) & January 27, 2021 were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of January 26, 2021
- Planning and Community Development Committee Minutes of January 21, 2021

## REPORTS

### Development Variance Permit DVP00069 (5986 Bluff Place)

Key points of discussion:

- All SCRD requirements are met.
- There were four guests from the proponent, including the architect and two opposing neighbours. Discussion of this variance went on for almost two hours with many, many concerns raised by the APC and neighbours.
- This is a very small lot (0.5 acres) and under the normal requirements for a 30-metre Riparian setback and 20-metre building setback from the Lake, the lot would be un-buildable. The owners should have considered that prior to purchase.
- The approx. 2,700 sq. ft house is designed for five bedrooms and takes up a very large portion of the buildable area, with minimal setbacks from the neighbour's property and the proposed 15-metre setback. The house is too large.
- Will the proposed 15-metre setback be adequate to protect the water quality of the lake given the proposed septic system?
- Will the proposed 15-metre Streamside Protection and Enhancement Area (SPEA) of 15 metres adequately protect the native vegetation?
- The extent of the shadowing of the new building on the existing neighbour's cottage compared to the shadowing of the current existing structure?
- Will approving this variance set a precedent and result in a flood of applications to reduce setbacks based on "If he/she can do it, why can't I?" This is a major concern of the APC moving forward.
- The existing dilapidated/unsafe cottage should be demolished as soon as possible.
- The APC would like to have seen letters from any neighbours submitted regarding this application.

### **Recommendation No. 1**     *Development Variance Permit DVP00069 (5986 Bluff Place)*

The Area A APC recommends the approval of the proposed 15 meter setback for Development Variance Permit DVP00069 (5986 Bluff Place) subject to the proponent reducing the size of the currently-proposed home.

## DIRECTOR'S REPORT

The Director's report was received.

**NEXT MEETING**     March 31, 2021

**ADJOURNMENT**     9:10 p.m.

**SUNSHINE COAST REGIONAL DISTRICT**

**ROBERTS CREEK (AREA D)  
ADVISORY PLANNING COMMISSION**

**February 15, 2021**

RECOMMENDATIONS FROM THE ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION MEETING HELD ELECTRONICALLY VIA ZOOM

<b>PRESENT:</b>	Chair	Mike Allegretti
	Members	Chris Richmond Gerald Rainville Meghan Hennessy
<b>ALSO PRESENT:</b>	Electoral Area D Director	Andreas Tize (Non-Voting Board Liaison)
	Recording Secretary	Vicki Dobbyn
	Public	0

**CALL TO ORDER**                      7:03 p.m.

**AGENDA**                              The agenda was adopted as presented

**ELECTION OF CHAIR AND VICE CHAIR**

Mike Allegretti will continue as Chair, and Gerald Rainville will continue as Vice Chair.

**MINUTES**

The Roberts Creek (Area D) APC Minutes of June 15, 2020 were approved as circulated.

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of June 24, July 29, September 30 (corrected), November 24, 2020.
- Halfmoon Bay (Area B) APC Minutes of June 23, July 28, 2020
- Elphinstone (Area E) APC Minutes of June 24, 2020
- West Howe Sound (Area F) APC Minutes of June 23, 2020 & November 24, 2020
- Planning and Community Development Committee Minutes of June 11, July 9 September 10, October 8, November 12, December 10, 2020 & January 21, 2021

## REPORTS

### Application for a Non-Medical Cannabis Retail License (#008360)

#### Key Points of Discussion:

- Would like to see more community input especially from surrounding neighbourhood and nearby businesses.
- Is this the first retail license in Roberts Creek or are there existing licenses and locations?
- Can cannabis vendors especially local boutique growers sell at the Farmers Market in Roberts Creek?
- This store would be convenient for community members who use cannabis for medicinal purposes.
- Members commented that this is the same as selling alcohol across the street.
- Members questioned if there is a minimum distance from a school.
- Members assume the application has been vetted by the LCRB and meets all regulations.
- How has the SCRD reached out to local residents to get community input?
- There is just a link on the SCRD website.
- It is not adequate to just put notice on the SCRD website.
- It is also not adequate to just add newspaper notices.
- This application should be referred to the OCPC for comment.
- Is there a core business group that can provide input?
- Members would like to see businesses that are rooted in the community and plan to be there for a long time and become part of the community.
- Members would like to hear from applicant about their vision of the store.
- It is a benefit to keep spaces rented and keep the Heart of the Creek viable.
- Are there regulations about the appearance of the store and about security?
- We will see changes in how businesses operate due to Covid-19

#### **Recommendation No. 1**     *Application for a Non-Medical Cannabis Retail License (#008360)*

The Area D APC recommended that the SCRD seek further public input on the application for a non-medical cannabis retail license (#008360).

## DIRECTORS REPORT

The Director's Report was received.

**NEXT MEETING**     March 15, 2021

**ADJOURNMENT**     8:34 p.m.

## SUNSHINE COAST REGIONAL DISTRICT

AREA F – WEST HOWE SOUND  
ADVISORY PLANNING COMMISSION

February 23, 2021

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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	Gretchen Bozak
	Members	Susan Fitchell Doug MacLennan Fred Gazeley Kate-Louise Stamford Sarah Macdonald Alicia Lavalle Al Hyland
<b>ALSO PRESENT:</b>	Director, Electoral Area F	Mark Hiltz (Non-Voting Board Liaison)
	Alternate Director, Electoral Area F TELUS Representatives	Camilla Berry Chad Marlatt (invited guest) Doug Anastos (invited guest)
	Recording Secretary	Diane Corbett
	Public	2

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*New members Alicia Lavalle and Al Hyland were welcomed to the Area F APC; past member John Rogers was recognized with thanks for his service.*

**CALL TO ORDER** 7:09 p.m.

**ELECTION OF CHAIR AND VICE CHAIR**

Gretchen Bozak was appointed Chair of the Area F (West Howe Sound) Advisory Planning Commission for 2021.

Susan Fitchell was appointed Vice Chair of the Area F (West Howe Sound) Advisory Planning Commission for 2021.

**AGENDA**

The agenda was adopted as presented.

## **MINUTES**

### West Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC minutes of November 24, 2020 were approved as circulated.

### Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of November 25/20 & January 27/21
- Halfmoon Bay (Area B) APC Minutes of January 26, 2021
- Roberts Creek (Area D) APC November 18, 2020 & January 20, 2021
- Elphinstone (Area E) APC November 25, 2020 & January 27, 2021
- Planning and Community Development Committee Minutes of November 12, December 10, 2020 & January 21, 2021

## **REPORTS**

### TELUS Telecommunication Tower – Twin Creeks (BC109149) – Request for Local Government Concurrence

The APC discussed the staff report regarding a Request for Local Government Concurrence on the TELUS Telecommunication Tower – Twin Creeks (BC109149).

Chad Marlatt of Cypress Land Services and Doug Anastos of TELUS addressed the APC regarding the proposed telecommunications tower located in the Twin Creeks area of West Howe Sound.

Points from discussion included:

- This is long overdue; the telecommunication from YMCA Road area all the way to Port Mellon has very poor reception, with the exception of a few spots.
- This would help telecommunication reception on Gambier Island, and along Thornbrough Channel to McNab Creek.
- Have noticed on personal TELUS statements that transmission more often goes through Bowen Island rather than the tower on the bypass. The proposed tower location seems like a good position.
- Marine service in the area has very spotty communications.
- There are few residences in the area of the proposed tower.
- This would be an improvement of communications related to safety and in the event of emergencies, such as accidents due to poor Port Mellon Highway road conditions.
- People in Williamson's Landing will be positively impacted.

### **Recommendation No. 1**

### *TELUS Telecommunication Tower – Twin Creeks (BC109149)*

The West Howe Sound Advisory Planning Commission recommended that the application for a TELUS telecommunication tower at Twin Creeks (BC109149) proceed as planned, with the provision that the Crown right of way be provided from Port Mellon highway to the site, and that the application be supported for the following reasons:

- improved communications at Thornbrough Channel, Williamson's Landing, Port Mellon highway, Port Mellon, and Gambier Island;

- necessity for communications for emergency conditions and safety concerns in the area.

**DIRECTOR'S REPORT**

The Director's report was received.

**NEXT MEETING**      Tuesday, March 23, 2021

**ADJOURNMENT**      8:50 p.m.



February 28, 2021

SCRD  
RECEIVED  
MAR 01 2021  
CHIEF ADMINISTRATIVE  
OFFICER

Dear SCRD Board of Directors

Subject: Demonstration Forest in the Hillside Industrial Park

The Howe Sound Biosphere Region Initiative Society (HSBRIS) is looking forward to receiving the UNESCO designation as Canada's 19<sup>th</sup> Biosphere Reserve in 2021. This spring we will hear the results of the review of our application currently underway by the International Advisory Committee.

Biosphere Regions are managed by organizations whose purpose is to provide logistic support towards the objectives of the Biosphere Region. There are multiple functions, among them conservation, sustainable development, scientific research, education and monitoring and reconciliation.

We are also committed to pursuing the achievement of the UN Sustainable Development Goals within Átl'ka7tsem/Howe Sound Biosphere Region and to give a meaningful contribution to the Canadian and global efforts. Biosphere regions provide tools for bringing together ecological, social and economic issues towards sustainable development.

Within the Átl'ka7tsem /Howe Sound Biosphere Region forest resources, associated services and products play a fundamental role for the livelihood of a large part of the region's population. Forests ecosystems are a major part of the biosphere; their ecological functions offer watershed protection, carbon storage, nutrient cycling, maintain fisheries and wildlife habitat, prevent soil erosion and mitigate climate change. They also provide social and cultural benefits, such as recreation, traditional uses and spirituality.

The approximately 80 ha of land within the Hillside Industrial Park area in West Howe Sound was designated for use as a demonstration forest as per the Hillside – Port Mellon Industrial Area Official Community Plan (SCRD -1995). The plan contains the short section (4.1 to 4.5) Forest Industrial and Resource Rural, most of which is very much aligned with the objectives of Biosphere Regions. (reference: Attachment A)

We are interested in exploring the potential of this land to be a collaborative model and meet the following purposes described in that OCP:

*4.1 To ensure the protection and maintenance of the biological diversity and sustainability of the forest.*

*4.2 To encourage the creation of a demonstration forest in the area between Dakota and McNair Creeks and environs.*



*4.3 To allow for uses of Crown Provincial forest lands, such as outdoor recreation, that are compatible with integrated resource management.*

HSBRIS aims to strengthen collaboration towards a sustainable future for Atl'ka7tsem Howe Sound. In much the same way as HSBRIS is convening the collaborative activities of the Howe Sound Community Forum, the Átl'ka7tsem /Howe Sound Roundtables and the Ocean Watch Action Committee, we are interested in exploring the potential of a demonstration forest through collaborative dialogue with industry, academia, First Nations and the SCRD.

Many Canadian UNESCO Biosphere Regions have partnered with Industry, First Nations and local governments to recognize the incredible biodiversity in their regions - and strive to strike the balance between the economy and the environment. We would be pleased to provide examples of the forestry sectors partnership within Biosphere Regions.

Would the SCRD participate in the planning for a dialogue, convened by HSBRIS, with the Biosphere Region Initiative Society, academia and industry to explore the potential for moving forward with a demonstration forest for the purposes of creating an innovative model for the Biosphere Region?

We are seeking the Board's support and direction to SCRD staff to engage with the Howe Sound Biosphere Region Initiative Society (HSBRIS) to share information and consider options for development of the demonstration forest in the Hillside Industrial Park. And that SCRD staff would report back to the SCRD Board on the partnership benefits, recommended process and next steps.

Best regards

Ruth Simons,  
Project Lead

Ian Winn,  
Director

**Howe Sound Biosphere Region Initiative Society**

c/o Box 465

Lions Bay, B.C.

VON 2E0 [howesoundbri@gmail.com](mailto:howesoundbri@gmail.com)

604 921-6564

cc. SCRD CAO Dean McKinley

**Attachment**



**Excerpt from Hillside – Port Mellon Industrial Area Official Community Plan, Bylaw 370 (1995) Page 42**

**4. FOREST INDUSTRIAL and RESOURCE RURAL**

Objectives

- 4.1 To ensure the protection and maintenance of the biological diversity and sustainability of the forest.
- 4.2 To encourage the creation of a demonstration forest in the area between Dakota and McNair Creeks and environs.
- 4.3 To allow for uses of Crown Provincial forest lands, such as outdoor recreation, that are compatible with integrated resource management.
- 4.4 To discourage the alienation of Crown Provincial forest lands for uses other than forestry and compatible resource activities.

Policies

4.5 FORESTRY DEMONSTRATION Schedule A3 designates as FORESTRY DEMONSTRATION - land between Dakota and McNair Creeks and environs above the Port Mellon Highway where the potential exists for the development and protection of a forest landscape and for resource activities such as the establishment, management, and harvesting of the forest cover for timber and other forest products and values, as well as educational opportunities in forestry and ecology and industrial tourism.

Land designated FORESTRY DEMONSTRATION between Dakota and McNair Creeks above the Port Mellon Highway is intended for development of a demonstration forest where all aspects of the forest management cycle will be on view, including: land preparation, tree planting, management of the forest to enhance growth of planted trees, thinning of small diameter commercial trees, harvesting of mature trees, clean up and replanting. The participation and involvement of local residents, school children and service clubs in its development and ongoing management will be encouraged.

The boundaries of the FORESTRY DEMONSTRATION designated area are intended to be flexible, allowing for a refinement of boundaries between the COMPREHENSIVE INDUSTRIAL and CONSERVATION designations as more site specific information becomes available.

Implementation:

Liaison between all relevant Provincial agencies and the Hillside Development Group

Continuation with program of Partnership Agreement on Forest Resource Development.

Excerpt from Hillside – Port Mellon Industrial Area Official Community Plan, Bylaw 370 (1995) Page 42  
Updated for Convenience Only April, 2006



Sunshine Coast Regional District  
Board of Directors  
1975 Field Road  
Sechelt BC, V0N 3A0

March 2<sup>nd</sup>, 2021

Dear Board of Directors,

Thank you once again for your time spent deliberating the future of ice sports on the Sunshine Coast.

The SCSC appeared as a delegate in front of this Board in November 2018 requesting ice to remain in one arena 10 months of the year (August until the end of May)

This request was based on the need for figure skaters to continue their training (which is year- round) in their community without them having to miss school to travel to communities with ice. Providing them with a training ground also affords them the same developmental opportunities as their peers in other communities who they compete against.

Thankfully, the motion of providing ice from August until the end of May if user groups could meet or come close to meeting the variable costs was made in January 2019.

Graciously, you allowed me, Kate Turner and Stu Frizell (Minor Hockey) to appear as delegates on February 13, 2020. At this meeting, we requested full disclosure on the costs of running the ice facility so the most accurate numbers for variable costs could be provided. We also requested SCRD assistance as we had not met variable costs for May 2020.

Again, thankfully the Board was receptive to allowing ice organizations the chance to gain momentum and build it's Spring programming. Which unfortunately was unable to happen due to the pandemic.

Once again, Spring ice hangs in the balance for ice organizations, it's members and their families.

We realise that the Board of Directors must make another ice decision this month. We thank you for being supportive and open to our organization in the past.

The Public Health Orders have not affected the day to day sport of figure skating. Our practices have allowed skaters to continue working on progression, skills, and

upcoming virtual competitions are scheduled for April and August. Some of our winter programming runs until the end of April and our Spring programming that we anticipated running until the end of May is full.

Our need for ice has not diminished and our ice bookings are similar to last year. If and as restrictions loosen, we would be able to increase ice bookings and include some adult classes.

We are hoping that the Pre-Pandemic directive of ice remaining in Sechelt Arena if variable costs are met could be looked at through the current Pandemic lens as we are not in the same situation as we were in 2018.

We are hoping the same consideration given to the Gibsons pool reopening could be extended to the Sechelt Arena as this would allow ice organizations to carry out the Spring programming it has tirelessly been working toward since the 2019 Motion.

We will not meet the variable costs this Spring but this is not a normal year and the benefits to keeping ice in are immeasurable to our youth who have had the hardest time during this pandemic.

Now more than ever, they need a healthy outlet, a safe space, and a responsible adult present- all of which an ice arena and organized sports provide. In a time where youth feel a sense of loss and control over life as they knew it we are seeing a dramatic increase in self harming, eating disorders, and substance use.

Removing ice also has financial and programming implications. With the delayed installation of ice at the Sechelt Arena, our Winter programming was impacted and some of our programs run until the end of April.

Taking ice out prior to the end of April would financially impact our Club as we would be refunding partial registrations in an already difficult year of fundraising.

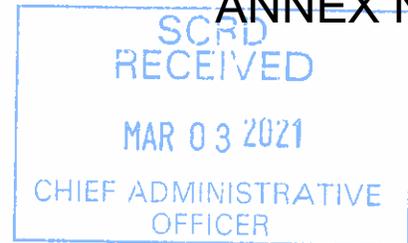
Taking ice out prior to the end of May means youth travelling between different communities again while still trying to attend school. This travel increases risk to the community at large but it is essential travel for the higher end skaters whose training needs to continue as they have upcoming Provincial and National competitions.

In conclusion, our request to the Board of Directors is to keep ice installed in the Sechelt Arena until the end of May despite variable costs not being met. This year is like no other and our organizations have worked harder than ever to keep programming running in a safe way.

Thank you for taking the time to discuss this issue. We welcome any dialogue and I am more than happy to answer any questions or provide any clarification.

Respectfully,

Andrea Watson, President SCSC  
On behalf of the SCSC Board of Directors




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Sunshine Coast Minor Hockey Association • PO Box 1879 • Sechelt BC • V0N 3A0

Board of Directors  
Sunshine Coast Regional District  
1975 Field Rd  
Sechelt BC, V0N 3A1

March 3, 2021

Dear Board of Directors, SCR D

As we approach nearly a year of the pandemic we can reflect on many trials and tribulations. On March 17<sup>th</sup> the 2019-2020 hockey season came to an abrupt end. Playoffs, tournaments, awards and provincials were all cancelled. Schools closed for in class instruction. As the world grappled to adapt and evolve to the circumstances it became very evident the important role sport played in the physical and mental well-being for our youth. On June 1<sup>st</sup>, ViaSport released guidelines to help youth organizations develop plans for a safe return to sport in our communities. An immense amount of work was invested in developing plans to ensure our players, coaches and volunteers could return to the game of hockey while mitigating the risk of COVID-19.

237 families registered their children to participate with Sunshine Coast Minor Hockey this season. A season that held many unknowns- could there be teams? would there be games? We started slow, organizing small cohorts of 7 players each and gradually working up to full rostered teams. COVID protocols evolved throughout the season to improve the safety measures we were using. We engaged our membership in frequent email communication, social media posts and virtual town halls in order to help everyone understand current protocols and how we are all playing a vital role in keeping the Coast safe.

The 2020-2021 hockey season has been one unlike any other we have experienced. Coaches have put a tremendous amount of dedication towards engaging players without games. Skills and drills became the mantra of every ice time. Development the only focus. Developing hockey skills, team players, sportsmanship, work ethic, dedication and determination. Determined that one day, we will play games, that one day, things will return to the way we once knew.

This past season has not been easy for any of us. We have invested more volunteer hours than ever before. Delegations and campaigning to request the opening of the Gibsons Ice Arena

throughout the summer, continuing to campaign for the opening of the Sechelt Ice Area throughout the fall. Our ice scheduler had the difficult feat of scheduling the same amount of hockey players onto one sheet of ice instead of two from September until mid-January. The opening of the Sechelt Ice Arena brought relief as more time was made available for our teams.

One of the many outcomes of the COVID-19 pandemic is that young athletes had to become resilient. No matter how much we may want to shield children from the harsh realities of cancelled seasons, lockdowns, and quarantines, every child experienced some kind of loss or hardship during the pandemic. Psychiatrists, psychologists and pediatricians have voiced growing alarm that social restrictions and other precautions are magnifying the fear, disruption and stress of the pandemic for youth. There are no long-term studies yet, but there's lots of anecdotal evidence of a crisis-driven rise in substance use amongst youth (12-25 years of age). Local organizations such as the Sunshine Coast Child and Youth Mental Health Substance Use Local Action Team (CYMHSU-LAT) and the Community Action Team (CAT) are grappling to understand the opioid crisis here on the Coast. We do know however that prevention is key. Organized amateur sport plays a major part in the prevention of youth substance use. The saying "pay now, or pay later" is more relevant than ever. We need to invest in our youth to reduce the long-term expenses of the later years for adverse health disorders such as obesity, heart issues, substance use and more.

We are writing you today to request your support in keeping ice installed at the Sechelt Ice Arena until the end of May. For the past several years, Youth Ice Organizations have requested the opportunity to keep Sunshine Coast Youth engaged in ice sports for the spring season, locally. In 2019 the Board advocated for this cause by making a motion in support of keeping ice installed. This year, with greater reasons, we need to provide programming locally for our youth to reduce the risk travel will bring for our community. We need to provide opportunities for youth to stay and play here on the Sunshine Coast. The variable financial breakdown of keeping ice installed for two extra months is unknown, but we do know the plausible outcome of taking it out.

We have reviewed the January 31, 2019 SCRD Staff Report prepared by Ian Hall regarding the cost benefit analysis for year-round ice. The report provides a summary for the weekly incremental costs of providing year-round ice on pages 13 & 14. The weekly incremental cost as outlined is \$7,435. This includes \$2,000 for staffing, \$2,550 for operating cost and \$2,885 for capital replacement.

We are hoping you could provide further details in regards to the rationale in including the weekly incremental cost of \$2,885 for capital replacements as a "variable" cost to the ice users?

It seems unusual to include capital improvements/costs as part of the operating costs in this analysis when capital costs can be and often are funded from other sources of income such as tax dollars, corporate donations (such as those corporate donations that were made to contribute towards the purchase of the electric Zamboni at GAAC) and debt financing.

We would like to thank you for the support from the board, and from the SCRD staff in making this season a reality and for your continued support to provide youth and families of the Sunshine Coast with opportunities to train, compete and thrive locally.

We invite you to contact us for any clarification or additional information you may require.

Warm Regards,

Board of Directors  
Sunshine Coast Minor Hockey Association  
[admin@scminorhockey.com](mailto:admin@scminorhockey.com)

SCRD  
RECEIVED

MAR 12 2021

CHIEF ADMINISTRATIVE  
OFFICER**Tracey Hincks**

**From:** Ian Hall  
**Sent:** Friday, March 12, 2021 9:03 AM  
**To:** Autumn O'Brien  
**Cc:** Tracey Hincks  
**Subject:** FW: Emergency Housing Meeting Follow-up  
**Attachments:** March 1 Emergency Housing Meeting Minutes.docx; News Release - Sunshine Coast Housing Community Call to Action.pdf; Sunshine Coast Call to Action - March 2020.docx

**Ian Hall**

General Manager, Planning and Community Development

Sunshine Coast Regional District  
 1975 Field Road, Sechelt, BC V0N 3A1

**Currently Mobile**

The Sunshine Coast Regional District is located on the territories of the sh shá h and Skwxw'7mesh Nations

**From:** Matt McLean [mailto:McLean@sechelt.ca]  
**Sent:** Thursday, March 4, 2021 1:30 PM  
**Subject:** Emergency Housing Meeting Follow-up

**External Message**

Hello everyone. Thank you for attending the Sunshine Coast Housing Emergency Meeting on March 1.

At the meeting we discussed a shared call to action and developed five working groups. These working groups will meet over the next few weeks to move projects forward. If you haven't heard from your team lead yet, you should expect to hear something soon. It is our hope that in six weeks' time we can come together again as a large group with several firm proposals on the table.

We also drafted the Sunshine Coast Call to Action at the meeting. It is now your turn to bring it back to your board for endorsement. Over the next month we want to have a large list of organizations and local governments that have adopted this call to action. With many groups supporting this vision, we can work with a shared framework and common language. This is our collective step towards a more collaborative approach to the housing crisis where we all work together to solve our largest challenges.

Local governments will also be taking action. Sechelt Council reviewed the Implementation Report last night and Gibsons Council endorsed it last month. The SCRd will review it at an upcoming meeting. I have brought forward the call to action for consideration at the March 17 Sechelt Council Meeting, and I will be following up with other local governments to encourage them to endorse the call to action as well.

We are all in this together.

Attached to this email is minutes from the March 1 meeting, a press release summarizing the meeting, and a copy of the Sunshine Coast Call to Action.

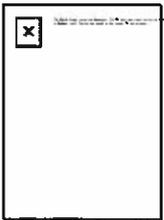
To summarize, here are your deliverables:

**Bring the Call to Action to your board for endorsement**

**Meet with your working group to continue to develop your project idea**

Please let me know if you have any questions or need any support.

Matt McLean



***Matt McLean***

***Councillor***

604-885-1986 ext 8504

[mclean@sechelt.ca](mailto:mclean@sechelt.ca)

PO Box 129 | 2<sup>nd</sup> Floor, 5797 Cowrie St. | Sechelt, BC | V0N 3A0

***I acknowledge that I work on the unceded homelands of the shíshálh Nation***

This e-mail communication is CONFIDENTIAL AND LEGALLY PRIVILEGED. If you are not the intended recipient, please notify me at the telephone number shown above or by return e-mail and delete this communication and attachment(s), and any copy, immediately. Thank you.

This message originated outside the SCRD. Please be cautious before opening attachments or following links.

## Sunshine Coast Call to Action

UPDATED March 1, 2021

We stand together as community leaders, located within the territories of the shíshálh and Skwxwú7mesh Nations, expressing our highest concern for the housing crisis afflicting the Sunshine Coast.

As we urgently sustain efforts to overcome a global pandemic, we will give equal and increased urgency to providing safe and secure housing for residents of the Sunshine Coast. The combined pressures of the pandemic and a hyper-inflated housing market have contributed to increasing numbers of unsheltered people, evictions due to house sales, and long waiting lists for a diminishing stock of housing units. This housing crisis is the single greatest threat to equitable and sustainable communities as well as economic development on the Sunshine Coast.

As community leaders, we have a unique and important role in building housing on the Sunshine Coast. We are on the front lines - often providing services to those who are impacted by the housing crisis. Residents and businesses look to us for support as they face stressful situations. Coming together to address this crisis will help us provide guidance, reassurance and a hopeful confidence that we can achieve meaningful change. At the same time, a collaborative approach will allow us to step up our efforts for equity, inclusion, and social justice.

The 2020 Sunshine Coast Housing Needs Report showed that across the Coast, median-earning households are priced out of homeownership and renter households struggle to find available and appropriately priced long-term rentals. The average sales price for a detached dwelling increased by more than 50% between 2016 and 2019. Over that same period, the cost of rent nearly doubled in electoral areas, while it increased by close to 40% in the municipalities. In 2016, there were approximately 1,175 renter and 860 owner households in Core housing Need, living in unacceptable conditions and unable to afford acceptable alternative housing. The 2020 homeless count conducted in Sechelt, Gibsons and Roberts Creek found 84 people living in shelters, “couch surfing,” or living outdoors – up from the 57 people identified in a 2018 count.

It is easy to get overwhelmed by the sense of urgency around these issues, but as local leaders we commit to using this urgency as an opportunity for action and forward momentum, and most importantly as an opportunity to come at these issues with new ways of thinking and acting together. Further, we must look to those with lived experience of housing instability to inform solutions to our collective challenges.

The steps needed to address the housing crisis require a new approach to the construction and use of housing on the Sunshine Coast. In rethinking how we house people, we have an incredible opportunity to create healthier, more equitable and more just communities.

To address the housing crisis, we call on ourselves and all other local community leaders to:

1. Ensure that all actions we take are done through a lens of: decolonization, health and well-being, equity and inclusion, racial and social justice, and ecological integrity.
2. Empower our communities and use our role as leaders to create opportunities for shared understanding, connection, and community building.

3. Facilitate the construction and use of homes to house everyone in our community, regardless of their socioeconomic status.
4. Leverage the interconnection of issues and look for opportunities to solve complex challenges that generate multiple benefits and solutions.
5. Invest our collective resources and experiences to deliver short and long-term solutions that will have the greatest impact and help us go further, faster together.
6. Take meaningful, incremental actions as outlined in the Housing Needs Assessment Implementation Framework before the end of 2021.

*This Call to Action was developed with representatives from the following organizations:*

1. *District of Sechelt*
2. *Town of Gibsons*
3. *Sunshine Coast Regional District*
4. *Shishálh Nation*
5. *School District 46*
6. *MP, Patrick Weiler*
7. *Community Futures*
8. *Capilano University*
9. *Sunshine Coast Regional Economic Development Organization*
10. *Habitat for Humanity*
11. *Sunshine Coast Resource Centre*
12. *Sunshine Coast Foundation*
13. *Sunshine Coast Tourism*
14. *Lions Club Housing Society*
15. *Sunshine Coast Community services*
16. *Poverty Reduction Plan (Sunshine Coast Resource Centre project)*
17. *Cover the Coast*
18. *Urban Matters*
19. *Salvation Army*
20. *Sunshine Coast Affordable Housing Society*
21. *Sunshine Coast Seniors Planning Table*
22. *Rotary Club Sunshine Coast Sechelt*
23. *Rotary Club Sechelt*
24. *Rotary Club Gibsons*
25. *Coastal Workforce Housing*

## Sunshine Coast Homelessness Advisory Committee



March 9, 2021

Dear Chair Pratt and Directors,

In an air-tight, unaffordable rental market, there is unprecedented demand and dire need for additional affordable units in all our communities. As some rental stock has shifted to meet new short-term demands in recent years, and some has been removed from the market completely, rentals that do not conform to zoning have become increasingly vital to preventing homelessness. This has included secondary suites, RVs, trailers, tiny homes, accessory suites or other dwellings.

This is a troubling and awkward situation for your planning and bylaw enforcement personnel to be in, because it is a key role for local governments to require properties to comply with zoning. But in the exceptional crisis we are in, although it is counterintuitive to the norm, it is prudent and absolutely necessary for local governments to do whatever you can to avoid evictions and preserve affordable rental situations. Your recent Call to Action says as much, strongly, so now it stands to reason that local government standard operating procedures must be aligned with the Call.

Therefore, the Sunshine Coast Homelessness Advisory Committee is strongly and urgently recommending that you make a motion to officially defer any bylaw enforcement requiring residential rental evictions until after December 31, 2021, except when health and fire authorities identify significant public safety risks. This timeline aligns with the provincial government's rental freeze in recognition of the current crisis, compounded by the pandemic making it harder than ever for people to find new accommodation.

We recognize that local governments do not have the resources or authority to make immediate changes to our rental market and housing crisis, but you do have complete authority over the enforcement of your bylaws. The bylaws and zoning are necessary, of course, so local governments would continue to investigate violations, issue warnings and work with property owners to get into compliance; however, at this time in history, it makes little sense for local governments to be forcing evictions and more homelessness at the same time as committing to the Call for Action towards the housing crisis. Our committee is aware of a number of these situations, in multiple local governments, currently in progress.

This freeze still may apply to only a relative handful of situations, but every little bit will help. A frontline social worker on our committee, dealing with more critical situations each day, confirms that "Preventing even a few evictions would make a significant difference." This month in particular, available rentals have become far scarcer than they were before, as they have every spring for the past several years, with this year's pandemic and sky-rocketing real estate market severely compounding this trend. Despite the opening of more supportive housing, homelessness is rising every day: as of last night the Gibsons shelter hit over-capacity, and is expected to stay that way until it has to be closed at the end of this month.

Sincerely,

Silas White  
Chair, Sunshine Coast Homelessness Advisory Committee