



**SUNSHINE COAST REGIONAL DISTRICT
COMMITTEE OF THE WHOLE
AMENDED AGENDA**

Thursday, October 10, 2024, 9:30 a.m.

**IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.**

Pages

1. **CALL TO ORDER**
2. **AGENDA**
 - 2.1 Adoption of Agenda
3. **PRESENTATIONS AND DELEGATIONS**
4. **REPORTS**
 - 4.1 Transit Improvement Program (TIP) - 2025 Expansion Priorities **REPLACE 2**
- General Manager, Community Services
(Voting - B, D, E, F, Sechelt, sNGD, Gibsons)
 - 4.2 Fire Department Wildfire Deployment Post Season Report 2024 9
- Fire Chief, Gibsons and District Volunteer Fire Department
- Fire Chief, Roberts Creek Volunteer Fire Department
- Fire Chief, Halfmoon Bay Volunteer Fire Department
(Voting - B, D, E, F, Gibsons)
 - 4.3 Official Community Plan (OCP) Renewal Project Update **REPLACE 12**
- Senior Planner, Planning and Development
- Manager, Planning and Development
Rural Planning (Voting - A, B, D, E, F)
 - 4.4 Sunshine Coast Regional Accessibility Advisory Committee Minutes of September 23, 2024 39
(Voting - All Directors)
5. **COMMUNICATIONS**
6. **NEW BUSINESS**
7. **IN CAMERA**

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (e) and (k) of the *Community Charter* - "personal information about an identifiable individual who holds or is being considered for a position..."; "labour relations or other employee relations"; "the acquisition, disposition or expropriation of land or improvements..."; "negotiations and related discussions respecting the proposed provision of a municipal service..."

8. **ADJOURNMENT**

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – October 10, 2024

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: TRANSIT IMPROVEMENT PROGRAM (TIP) - 2025 EXPANSION PRIORITIES

RECOMMENDATION(S)

- (1) THAT the report titled Transit Improvement Program (TIP) - 2025 Transit Expansion Priorities be received for information;**
 - (2) AND THAT the Year 1 (2025/2026) through Year 3 (2027/2028) expansion priorities be approved in principle;**
 - (3) AND THAT the delegated authorities be authorized to sign the Memorandum of Understanding;**
 - (4) AND THAT a Budget Proposal be brought forward to the 2025 Budget deliberations to incorporate the projected revenues and expenses for the Year 1 (2025/2026) expansion priorities;**
 - (5) AND FURTHER THAT that this recommendation be forwarded to the Regular Board meeting of October 10, 2024.**
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BACKGROUND

The purpose of this report is to seek approval in principle for the 2025/2026 through 2027/2028 transit expansion priorities through the signing of a Memorandum of Understanding with BC Transit.

At the Regular Meeting of the Sunshine Coast Regional District (SCRD) Board on July 11, 2024, the following resolution was adopted:

208/24 **Recommendation No. 1** *Transit Improvement Program (TIP) – 2025/26-2027/28 Priorities*

THAT the report titled Transit Improvement Program (TIP) – 2025/26- 2027/28 Priorities be received for information;

AND THAT the 2025/26 Memorandum of Understanding for the Transit Improvement Program be prepared to include the following service expansions:

2025/26:

- Route 90: Increase frequency to 30 minutes from 6am to 6pm weekdays
- Additional handyDART hours of operation
- Addition of a light duty handyDART bus and the associated hours to increase ridership capacity at peak times
- Consideration of adjustments to weekend services hours to meet peak demand

2026/27:

- Route 90: Increase frequency to 30 minutes for the entire service span on weekdays
- Route 2: Increase frequency to 60 minutes Monday to Saturday and 30 minutes at peak times
- Additional handyDART hours of operation and service span on weekends
- Consideration of adjustments to weekend services hours to meet peak demand

2027/28:

- Modifications and realignment of Route 1 coupled with the introduction for a new Route 5 (Gibsons connection)
- Additional handyDART hours of operation and service span on weekday evenings

A Memorandum of Understanding (MOU) for the priorities as identified in the July 11, 2024 Board Resolution has been provided by BC Transit. If the MOU is executed, the associated financial requirements are then used by BC Transit to prepare a Provincial budget request for the following year, and local governments are expected to budget accordingly as well.

The first-year priorities require a formal commitment / approval, while year 2nd and 3rd priorities are for budget planning purposes. Following the confirmation of the provincial budget, first year commitments are then formally adopted into the subsequent Annual Operating Agreement (AOA). This advanced planning is also required to provide the lead time necessary to acquire any additional fleet (can take up to 18-24 months).

DISCUSSION

Conventional transit currently provides ~32,700 service hours per year (operates daily from approximately 04:30 a.m. - 02:00 a.m.). The last service expansion for conventional transit was in 2017 and included increasing the frequency on Route 90. Almost 55% of transit ridership is attributed to Route 90.

Custom transit (handyDART) received expansion funding in 2024, increasing weekday service hours with total service hours of ~ 4,320 hours per year (operates Monday through Saturday from 8:30 a.m. to 4:00 p.m.).

The proposed service expansions for Year 1 (2025/26) through Year 3 (2027/2028) include an order of magnitude costing (shared costs) for each initiative based on the estimated annual expansion hours required. Estimated annual total costs also include lease fees related to additional buses (if required).

The first-year priorities require a formal commitment through the signing of an MOU. The proposed expansion initiatives for Year 1 (2025/2026) are outlined below, along with the estimated annual costs, shared between BCT and the SCRD as per the percentages outlined in the Master Agreement.

PROPOSED CONVENTIONAL YEAR 1 EXPANSION INITIATIVES						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2025/26	May-25	800	0	12,280	132,562	58,389
		Description	Route 90 - To address critical ridership levels and passups on weekends. Implementation for Summer 2025			
2025/26	Jan-26	2,700	1	41,444	544,853	265,337
		Description	Regional Priority One: Route 90 Langdale Ferry/Sechelt Express Phase 1 - Increase frequency to 30 minutes from 6 a.m. to 6 p.m.			

PROPOSED CUSTOM YEAR 1 EXPANSION INITIATIVES						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2025/26	Jan-26	2,912	1	3,207	374,323	130,568
		Description	Add peak handyDART capacity on weekdays and weekends with addition of one peak bus.			

It has been determined that the current transit facility (Mason Road Yards) will be able to accommodate Year 1 expansion initiatives, but further transit expansion will require additional parking spaces to be sourced (e.g. satellite site).

The following charts represent expansion priorities for Year 2 (2026/27) and Year 3 (2027/28). As mentioned previously, these priorities are outlined for planning purposes only.

PROPOSED CONVENTIONAL YEAR 2 EXPANSION INITIATIVES						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2026/27	Jan-27	1,500	1	24,141	261,991	132,662
		Description	Priority One Local Improvements: - Increase 2 Sechelt to 60 min Monday to Saturday, 30 min at peak times - Modification of route 1 Sechelt/Langdale Terminal - Introduce New route 5 Connector, Re-align route 1 and Increase Frequency to 60 min			
2026/27	Jan-27	1,800	1	28,969	307,049	151,855
		Description	Priority Two Regional Improvements: -Route 90 Langdale Ferry/Sechelt Express Phase 2: Increase frequency to 30 minutes for the entire service span on weekdays			

PROPOSED CONVENTIONAL FUTURE YEAR EXPANSION INITIATIVES						
AOA Period	In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2027/28	Jan-28	900	2	14,485	208,394	128,588
		Description	Increase frequency to route 2 Sechelt to 60 min Monday to Saturday, 30 min at peak times.			
2027/28	Jan-28	2,800	3	45,063	580,870	318,577
		Description	Increase route 90 frequency to 30 minutes on weekends and holidays between 8 a.m. and 6 p.m.			
2027/28	Jan-28	2,300	2	37,016	426,023	222,074
		Description	Local Improvements: Modifying route 2 Sechelt from circular route to a two-way bi-directional service.			

There are no handyDART expansion options costed for Year 2 and Year 3, but BC Transit does intend to bring forward recommendations next year based on the results of the Year 1 expansion and in alignment with the priorities outlined in the Custom Transit Review.

BC Transit and SCRD staff are currently working on additional parking options to allow for Year 2 expansion fleet requirements and are continuing to refine a transit facility master plan that will outline future facility options to allow for future transit expansions. SCRD staff and BC Transit staff will bring forward a report with more information on this planning later in Q4 2024.

Parking options will need to be implemented by the end of 2026 to accommodate fleet required for Year 2 proposed expansions (anticipated for delivery and in-service January 2027).

NOTE: There is a one change in the Year 2 & 3 expansion priorities proposed by BC Transit (as opposed to the Board resolutions noted above). Due to the nature of the current blocking of buses and routing in an effort to maintain efficiencies in the system, the ability to introduce a new route 5 (upper and lower Gibsons connector) is directly tied to increasing the frequency of Route 2 AND modifications to Route 1. Therefore, these expansion initiatives are coupled together in Year 2 and not split between Year 2 & 3 as per the Board resolution.

Further, handyDART expansion priorities for Year 2 & 3 will be further considered after the implementation of Year 1 and fully costed options will be brought forward in next year's TIPs cycle. We will continue to use the recently completed Custom Transit Service Review document and the options outlined within to establish our next set of handyDART priorities.

Providing expansion priorities as far in advance as possible helps provide both the local government and BC Transit the ability to forecast 3 year budgets that identify longer term funding requirements. Year 2 & 3 initiatives may be further refined based on local government priorities and potential infrastructure constraints and are subject to change.

FINANCIAL IMPLICATIONS

The estimated net municipal share of the proposed Year 1 (2025/26) expansion priorities totals \$454,294 and 4.12 FTE. This amount represents the SCRD's estimated portion of sharable costs and net of additional fare revenue, which would be included in the AOA as a result of the expansion, should provincial funding also be approved.

Note: It should be noted that within the Year 1 estimated costs, BC Transit has included an ongoing contribution to the Superintendent FTE approved by the Board in 2024.

In addition to this, non-sharable costs for corporate support service and fleet maintenance overhead, will increase by an estimated \$121,230 for a total annual impact of \$575,424. The resulting impact on taxation is reduced by \$56,208 in recognition of the new ongoing contribution towards the existing Superintendent FTE by BC Transit, resulting in a net estimated taxation impact of \$519,496.

As expanded conventional transit service for a portion of Route 90 service would begin in May 2025 with the balance of conventional service expansion and handyDART (custom transit) expansion effective January 2026, the budget impact for 2025 would be pro-rated accordingly resulting in a 0.18% increase to the 2025 tax levy for this service. On an annualized basis, the tax increase is estimated to be 1.20% when the 2026 expansion hours are in-service. Final budget values will be known when the draft 2025-26 AOA is received from BC Transit.

For taxational context, the estimated cost of \$100,000 of taxation per \$100,000 of assessment value is \$0.52.

Finally, it should be noted that following the agreement to the MOU, BC Transit will begin the process of vehicle procurement. If for some reason a determination is made that expansion is no longer desired by the local government, the SCRD may still be responsible for the lease fees related to the new vehicles for a minimum of one year.

ORGANIZATIONAL IMPLICATIONS

The 2025/2026 transit service expansion amounts to a 17.7% increase in service hours, an additional bus AND handyDART vehicle, and approximately 4.12 additional FTEs (included in the estimated annual total costs).

OPTIONS

Although the SCRD Board supported an expansion of both conventional and custom services in 2024, provincial funding was only confirmed for the handyDART (custom transit) service expansion. The last expansion of conventional services was in 2017 and resulted in increased ridership. The choice to expand services or hold steady is at the discretion of the local government.

Option #1 (Recommended):

Commit to the 2025/2026 service expansion by signing the Memorandum of Understanding (MOU) and bring forward a 2025 Budget Proposal to Round 1 Budget deliberations ensuring the 2025-2029 financial plan reflects the projected revenues and expenses for Year 1 expansion priorities.

Option #2 (Not recommended):

Delay expansion considerations and not enter into the MOU.

STRATEGIC PLAN AND RELATED POLICIES

Transit service expansions align with the SCRD strategic plan, Official Community Plans, Integrated Transportation Study (2011), BC Transit Strategic Plan 2020, Transit Future Action Plan 2022, Custom Transit Review 2024 and the Province's Clean BC Initiative.

CONCLUSION

The BC Transit 2025-2026 TIP has presented service expansion priorities for the next three years.

Staff recommend that the Board commit to the 2025/26 service expansion options by signing the MOU and that staff bring forward a Budget Proposal to Round 1 Budget deliberations ensuring the 2025-2029 Financial Plan reflects the projected revenues and expenses for the 2025/26 expansion priorities.

Reviewed by:			
Manager		Finance	X - B. Wing X - A. Taylor
GM		Legislative	
CAO	X - T. Perreault	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – October 10, 2024

AUTHOR: Rob Michael, Fire Chief, Gibsons and District Volunteer Fire Department
Pat Higgins, Fire Chief, Roberts Creek Volunteer Fire Department
Ryan Daley, Fire Chief, Halfmoon Bay Volunteer Fire Department

SUBJECT: Fire Departments Wildfire Deployment Post-Season Report 2024

RECOMMENDATION(S)

(1) THAT the report titled Fire Departments Wildfire Deployment Post-Season Report 2024 be received for information.

BACKGROUND

The SCRD Board adopted the following resolution on May 23, 2024:

151/24 **Recommendation No. 3** *SCRD Fire Departments – Provincial Wildfire Deployment*

AND THAT the SCRD Board provide authorization to continue to support the Province and other local communities to respond to requests for deployment to wildland urban interface fires where feasible;

AND FURTHER THAT going forward SCRD Protective Services prepare a post-season report to the Board on deployments.

DISCUSSION

The following SCRD fire department resources were requested by the BC Wildfire Service for the 2024 wildfire season:

Dates	Type of Resource	Department	Details
July 23 – August 13	Structure protection crew (SPC)	GDFVD, RCVFD, HBVFD	10 personnel (not consecutively) two command vehicles (consecutively) Deployed to Slocan Valley
August 4 – August 11	Task force leader (TFL)	GDFVD	Chief Michael one command vehicle Deployed to Slocan Valley

August 9 – August 11	Initial attack (IA) standby crew	RCVFD	Three personnel (as needed to backstop BC Wildfire Service on Sunshine Coast) and one type 6 wildland vehicle Not tasked.
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Fire Chiefs report that deployments went smoothly, had a positive operational impact in host locations, and that no equipment damage or injuries were sustained. Training on structure protection, structure defense and leadership was utilized by SCRD firefighters and is directly relevant to local operations.

Organizational and Intergovernmental Implications

Coordinated planning between all Sunshine Coast fire departments ensured that local firefighting capacity was maintained at all times.

Financial Implications

SCRD resources are compensated using the interagency operational procedures and reimbursement rates agreement between the BC Wildfire Service and Fire Chiefs Association of BC. The cost recovery rate/mechanism is dependent on the type of resource required.

	Structure protection	Task force leader	Initial attack standby
Recovery	\$ 135,194.59	\$ 9,430.46	\$ 9,801.00
Staffing costs	-\$ 82,039.20	-\$ 7,845.85	-\$ 4,294.14
Travel	-\$ 3,919.75	-\$ 180.25	
Fuel	-\$ 2,476.03	-\$ 394.42	
Supplies	-\$ 1,230.64		
Net			
<u>Cost/Revenue</u>	<u>\$ 45,528.97</u>	<u>\$ 1,009.94</u>	<u>\$ 5,506.86</u>

**Values are subject to minor change pending any final invoicing*

Revenue for the structure protection crew will be allocated equally between Gibsons & District Volunteer Fire Department and Halfmoon Bay Volunteer Fire Department given the use of the department’s command vehicles. This revenue/any year end surplus will be allocated to reserve funds in accordance with the Financial Sustainability Policy.

Timeline for next steps or estimated completion date

Reporting on wildfire response support deployments will be completed annually.

The cumulative impact of SCRD volunteer fire department support to the Province's wildfire response through off-coast deployments will continue to be monitored.

Communications Strategy

The service of SCRD firefighters serving on deployments has been and/or will be acknowledged at the fire department level.

STRATEGIC PLAN AND RELATED POLICIES

N/A - operational

CONCLUSION

On three occasions in 2024 SCRD Volunteer Fire Departments were requested to support Provincial wildfire response, resulting in the tasking of 14 personnel.

Reviewed by:			
Manager		Finance	X - B. Wing
GM	X - I. Hall	Legislative	
CAO	X - T. Perreault		

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – October 10, 2024
AUTHOR: Julie Clark, Senior Planner
Jonathan Jackson, Manager, Planning & Development
SUBJECT: **OFFICIAL COMMUNITY PLAN (OCP) RENEWAL PROJECT UPDATE**

RECOMMENDATION(S)

- (1) THAT the report titled Official Community Plan (OCP) Renewal Project Update be received for information;**
 - (2) AND THAT the Engagement and Communication Strategy contained in Attachment E be endorsed;**
 - (3) AND THAT a report be provided to a future Committee respecting the number and structure of OCP and Zoning Bylaw documents;**
 - (4) AND FURTHER THAT this report be referred to Advisory Planning Commissions (APCs).**
-

BACKGROUND

The purpose of this report is to provide the Board with a status update on the Official Community Plan (OCP) renewal project and seek direction on governance decisions.

Project Purpose:

Following direction coming from the initiating budget proposal, this project will renew and harmonize the policies and regulations within SCRD's OCPs and zoning bylaws with a focus on housing, sustainable development and meeting legislated requirements. The final recommendations from Regional Growth Framework Baseline Research and Development Approvals Process Review (DAPR, Attachment A) are key inputs in keeping with the original project approval.

Project History:

The SCRD's core land use planning policy framework is comprised of seven OCPs whose adoption dates range from 1995 to 2018. Zoning Bylaw 722 applies to Electoral Areas B, D, E and F. It was adopted in 2022, though it remains an implementing bylaw for the six existing OCPs of varying ages it applies to. Zoning Bylaw 337 in Electoral Area A is 34 years old.

Project Status in Brief:

To date, the following project milestones have been achieved:

- 2022 Budget directed the commencement of Official Community Plan Renewal project (also previously referred to as Planning Enhancement Project 2).
- Late 2022 and 2023 pre-work completed included internal data gathering, analyzing of new provincial housing legislation and resourcing plans.
- 2023 provided results of the Regional Growth Framework Baseline Research (June completion) and Development Approvals Process Review (DAPR, July completion), which were further identified as being key inputs to OCP Renewal at the time of the project was originally approved.
- In Q2 and early Q3 2024 KPMG and McElhanney were selected as a joint consultant team to assist SCRD with the project. Work completed has included: project kick-off meetings, research and analysis, a Board workshop, development of an engagement and communication strategy, and drafting of a housing needs report.
- In late Q3 and Q4, staff will be working with the consultant team to:
 - Consolidate key findings from this work to produce a background report;
 - Complete the housing needs report in compliance with provincially-mandated timelines;
 - Launch engagement; and
 - Provide a business analysis of proposed policy framework and document structures for OCP Renewal for SCRD Board's consideration.

DISCUSSION

Business Outcomes and Benefits:

Updating land use bylaws ensures SCRD's vision for growth and development reflects current community thinking and responds to current and future needs.

Renewed and harmonized OCPs and zoning bylaws can bring sharper focus to policies and to clearly link vision (OCPs) with implementation/operationalization (zoning bylaws). Plain language, consistent policy and interpretation can increase user-friendliness and community awareness/capacity to engage with planning processes. Renewed bylaws will be fully in alignment with provincial regulations.

OCPs are intended to add organization-wide value by providing structure and guidance for decision-making related to key community matters beyond land use planning, including the delivery of key capital projects and services that support community building.

OCPs provide vision and structure that determine where growth can be accommodated and how community housing needs can be met. The infrastructure and amenities to support housing need must also be considered such as water, wastewater, parks, recreation centres, transit, firehalls and more. Through the OCP process, the financial

implications of future infrastructure are considered, and changes are planned or made to corresponding bylaws.

Updated Project Context

Bill 44 (small scale multi-unit housing) drives requirements to update zoning bylaws and Bill 46 (development finance) provides opportunities for OCP bylaw updates. New information from other SCRD projects (e.g. fire flow analysis) presents an opportunity to consider how to leverage broader organizational outcomes that yield integrated longer-term benefits. Doing so will affect project scope and therefore these decision points require governance decisions.

Scope Management & Timeline:

Currently In Scope

The scope of the OCP renewal project includes renewal of SCRD's land use planning framework. The approved budget proposal focused on harmonization (standardization) of policies for the region, with a focus on addressing current and future needs related to housing, climate resilience and sustainable development. A housing needs report is also being completed, in alignment with provincial legislation. OCPs must address the 20-year total number of housing units anticipated to be needed.

OCP renewal will include an updated vision and objectives, developed through consultation, as well as some consolidation of land use designations and development permit areas.

The zoning bylaw(s) will be updated to align with and implement the OCP(s). This is likely to involve some consolidation of zones.

The Board has directed that OCP and zoning bylaw policies be harmonized. A Board decision will be required on how harmonized policy is structured: in one OCP with area-specific sections or in multiple OCPs. There are operational, financial and community identity considerations with this future decision. Draft evaluation criteria has been developed to guide this future decision and is included in Attachment B.

Currently Out of Scope

Updates to other bylaws such as Development Cost Charges (No. 638), Subdivision Servicing Bylaw (No. 320), Delegation Bylaw (No. 710), Fees and Procedures Bylaw (No. 522) and development of a potential future Amenity Cost Charge Bylaw are outside of the current project scope. Future consideration of updates to these bylaws will be an important step in ensuring successful OCP implementation.

Timeline:

In line with the approved scope and budget, this project is targeted to be fully complete by Q1 2026; although components related to updates to the housing needs report are required by the Province by January 1, 2025. Note: municipalities (but not regional districts) must update their official community plans and zoning bylaws by December 31, 2025, to accommodate the number of units identified.

The project timeline responds to the 2-year extension that SCRD has applied for relating to zoning compliance with Bill 44's provincial small-scale multi-unit housing requirements.

A timeline graphic for the project is provided in Attachment C.

Project Dependencies and Constraints:

Dependencies and Interfaces:

This project is dependent on predictable and consistent internal staff resourcing. This dependency is concentrated in Planning and Development but also extends to other departments. See the 'Organizational Implications' section below.

The quality of deliverables is dependent on or influenced by the availability of inputs from other projects such as the fire flow action plan, coastal flooding study and hazard, risk and vulnerability assessment.

There is an intersection with projects such as the District of Sechelt's Community Land Development Analysis project, fringe area planning with Town of Gibsons (not formally initiated), provincial land use planning initiatives, and OCP projects being undertaken by member municipalities.

There is an interface with directives from the SCRD's Community Climate Action Plan (CCAP):

1. That Complete, Compact, Communities principles guide Official Community Plan renewal, as committed to as a signatory to the Climate Action Charter; and
2. That the role of natural assets and green infrastructure be documented under the OCP renewal and made explicit in description of service levels.

Constraints:

Section 471(1) of the *Local Government Act (LGA)* outlines that an OCP is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government. An OCP is an important governance decision-making document that:

- Establishes the long-term community vision, goals, and policies and in the regional district context is used to guide Board decisions on how land is used and developed in the short and long term.
- Is a community document that requires input from the community members when it is time to renew the plan.
- Is informed by engagement to guide how land is used and developed, and to identify the social, environmental, and economic priorities for the next 5 years.
- Provides structure and guidance for decision making.

More information on what an OCP must include and optional content a local government is recommended to include can be found in Attachment D.

Engagement and Communications Strategy:

To operationalize the Strategic Plan's equity lens, engagement planning is being developed that seeks to include all demographics. Staff will ensure there is a focus on outreach to voices such as renters, single parents, young adults, youth, low-income households, newcomers to Canada and the Sunshine Coast, and more.

A wide variety of community groups, organizations, and agencies will be invited to participate. SCRD's Advisory Planning Commissions (APCs) will be local context advisors to ensure local area needs and uniqueness are articulated and considered.

The engagement and communication strategy (Attachment E) includes three phases of community engagement.

The first phase of engagement kicks off this fall (2024), with an initial aim of helping the community develop a fundamental understanding of what an OCP is and the role of an OCP in shaping the future of our communities.

Following this, the engagement phase will focus on validating the vision and values for OCP renewal. This work will build on the vision and values included in current OCPs and other vision and values results from recent SCRD engagement.

In addition to gathering input on vision and values to guide future land use, phase one of community engagement campaign aims to build excitement through a campaign with a

catchy hook and introduce a project ‘look and feel’ that can carry through the project timeline.

The engagement and communication strategy envisions launching community engagement in mid fall. Community engagement is a core input to OCP Renewal and ongoing governance-level feedback will ensure continued alignment with the Board’s Strategic Plan and overall direction.

A separate communications and engagement plan is being developed to specifically address the needs and requirements associated with consultation with First Nations.

Organizational and Intergovernmental Implications:

The project will involve interdepartmental collaboration at all levels with emphasis on Planning & Development, Infrastructure Services, GIS, Community Services, Finance and Legislative Services. Coordination/consultation with other agencies is required. APC volunteers will be engaged.

To understand the scope of the project, the following outlines departmental and staff roles for the two-year timeframe remaining in the project to meet timelines and milestones:

- **Planning & Development Division:** Approximately 4 staff members primarily dedicated to leading engagement, research, ensuring statutory alignment, reporting, interdepartmental coordination and overall project management.
- **Utility Services Division:** Approximately 2-3 staff members moderately involved with the project for engaging internally with the project team and community, reviewing and analyzing utility related data, and informing on recommendations that match land use planning with infrastructure capacity.
- **Parks and Recreation Services Divisions:** 1-2 staff members moderately involved for engaging with the project team and community, reviewing and analyzing data related to parks and recreation needs, and informing on recommendations that guide park and recreation services to meet community needs in alignment with planned growth.
- **Legislative Services Division:** 1-2 staff members involved on a limited basis to support procedural and legislative compliance, including assisting with bylaw review and public hearings.
- **IT Division (GIS Branch):** 1 staff member dedicated to handling internal mapping needs related to the project.
- **Corporate Communications Division:** 2 staff members moderately involved for community engagement and public awareness campaigns.
- **Sustainable Development Division:** 1 staff member moderately involved for coordinating natural assets and adaptation/resilience work.

*This list reflects key team contributors. Other divisions such as Transit, Ports, Solid Waste will also be engaged to a limited extent.

Financial Implications

OCP Renewal is an approved project within the financial plan. The available project budget is closely matched to the scope; there is no room for additional scope based on current resources.

Staff are reviewing the need and opportunity to match provincial capacity funding with the newly imposed scope related to Bill 44 (small-scale multi-unit housing). A report on a decision may be forthcoming.

First Nations will be invited to engage, based on defined consultation areas provided by the Province of BC. The cost and time involved to fulfill this part of the engagement process is unknown at this time.

Timeline for next steps

Public engagement will launch this fall, supported by a background report.

A housing needs report will be brought forward to the Board in Q4, in accordance with the Province's deadline.

A business analysis report on policy framework and document structure will be brought forward to the Board in Q4.

STRATEGIC PLAN AND RELATED POLICIES

OCP and zoning bylaw renewal project implements all four strategic plan lenses.

The four lenses contained in the Board's Strategic Plan will play a pivotal role in framing outcomes for OCP Renewal and governance decisions will be required to ensure the project stays on target with these lenses: service delivery excellence, climate resilience and environment, social equity and reconciliation, and governance excellence.

CONCLUSION

OCP renewal is underway to renew seven SCRD OCPs and two Zoning Bylaws. A community engagement strategy has been prepared and is planned to launch this fall. Governance decisions will be brought to the board at key milestones in the project, with the first anticipated in Q4 2024.

Reviewed by:			
Manager		Finance	X- A. Taylor
GM	X - I. Hall X - R. Rosenboom	Legislative	
CAO	X - T. Perreault	Other	

Attachment A: Summary of Regional Growth Framework Baseline Research and DAPR Inputs

Attachment B: OCP Renewal Policy Framework and Document Structure Evaluation Criteria

Attachment C: Project Timeline

Attachment D: Legislative Context – *Local Government Act (LGA)*

Attachment E: Engagement and Communication Strategy

Attachment A – Summary of Regional Growth Framework Baseline Research and Development Approval Review Process (DAPR) Inputs:

Summary in Brief of Regional Growth Framework Baseline Research and DAPR

The Regional Growth Framework Baseline Research made 11 recommendations to support future land use policy planning work, as follows:

1. Growth should be coordinated across jurisdictions and supported by investments from other levels of government.
2. Growth should respect and protect Indigenous rights and heritage.
3. Growth should be focussed in existing developed areas, fit with natural settings and reduce environmental impacts.
4. Growth should complement natural asset restoration at a watershed scale and protect biodiversity.
5. Growth should enhance water conservation measures while maintaining aquifer health.
6. Growth should ensure settlements are resilient to climate impacts and emergency events.
7. Growth should reduce greenhouse gas emissions and energy consumption.
8. Growth should be shaped by equitable and climate-informed land use and infrastructure plans.
9. Growth should diversify housing types and tenures to meet the needs of current and future residents.
10. Growth should foster healthy communities, social connectivity and wellbeing.
11. Growth should be managed through inclusive and accessible planning processes.

DAPR determined SCRD’s land use planning policy framework was out of date. Key issues included:

1. Being out of alignment with provincial legislation;
2. Having multiple zoning bylaws and OCPs that create confusing interpretation challenges for all users; and
3. The need for a review of development and amenity cost charges to support financially sustainable growth.

DAPR therefore recommended that there be a focus on the consolidation and rationalization of OCP and zoning bylaw policy and regulatory framework, which was aligned with the Board’s approval of the OCP Renewal project and its workplan that would complete a comprehensive renewal and harmonization of SCRD’s OCPs and zoning bylaws with a focus on housing and sustainable development.

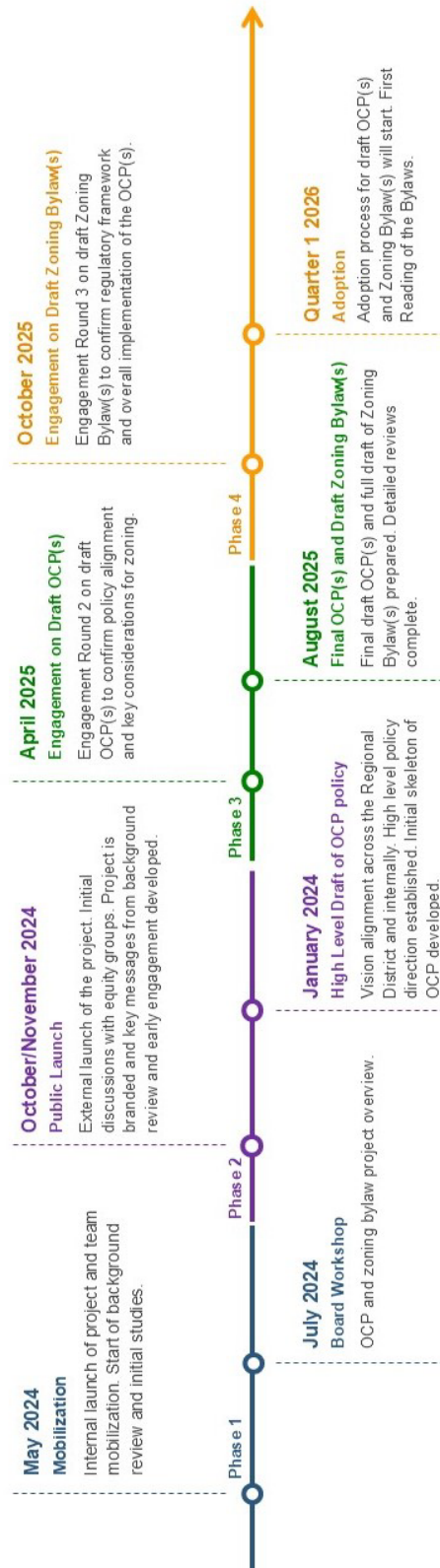
Attachment B - Draft OCP Renewal Policy Framework and Document Structure

Evaluation Criteria:

KPMG and McElhanney have developed an evaluation criterion for decision making on the OCP Renewal policy framework and document structure, listed below. Additional criteria may emerge from Phase 1 public engagement.

1. Ability to deliver DAPR recommendations, including efficient, effective and comprehensive land use planning policy and regulatory frameworks.
2. Ability to effectively utilize and coordinate efficient delivery of key infrastructure and services.
3. Ability to support better prioritization of organization business decisions.
4. Ability to administer a cost-effective policy framework from the lens of both policy development, engagement and long-term maintenance.
5. Ability to direct growth projections contained in the Housing Needs Report (HNR) to areas more practical for growth in relation to factors including, protection of natural assets and environment, financially sustainable delivery of infrastructure and services, climate resiliency, and to build complete, compact communities to support CCAP objectives.
6. Ability to more broadly consider “big picture” needs such as housing, infrastructure and climate issues that do not reflect electoral area boundaries, to create a more efficient, clear and consistent approach for how the larger land use planning framework fits together.
7. Ability to enhance clarity regarding electoral area local needs and uniqueness.
8. Ability to have a stronger voice that represents the diverse needs of the Sunshine Coast's electoral areas when advocating to senior levels of government for community needs, be it through legislation, for funding, or involvement of various ministries in SCRD's development process.

Attachment C – Project Timeline:



Attachment D – Legislative Context – Local Government Act (LGA):

LGA Prescriptions for Official Community Plans

As proposed with updates contained in Bill 44, the *LGA* prescribes certain content that an OCP must address, which includes:

- Location, amount, type and density of residential development to meet housing need for at least 20 years.
- Location amount type of commercial, industrial, agricultural, recreational and public use lands.
- Location and area of sand and gravel deposits suitable for future sand and gravel operations.
- Restrictions of use of land subject to hazardous conditions or that is environmentally sensitive.
- Location and phasing of any major road, sewer and water systems.
- Location and type of public facilities.
- Housing policies.
- GHG reduction targets.

LGA Optional Content

In addition to these requirements, the *LGA* also provides recommendations on optional content that local governments can chose to address, which include:

- Social needs.
- Farming and farmland.
- Preservation and protection of the natural environment.
- Development permit areas.
- Temporary use permit areas.
- Development Approval information areas.
- Heritage conservation areas.



Sunshine Coast Regional District Official Community Plan and Zoning Bylaw Update Engagement and Communication Strategy

Prepared by McElhanney Ltd.
August 2024



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1. Background and Objectives

The Sunshine Coast Regional District (SCRD) is comprised of five (5) Electoral Areas (EA). Land use planning is informed by seven (7) Official Community Plans (OCPs). Aside from one EA (West Howe Sound) that has three (3) OCPs, the other EAs each have one (1) OCP. The OCPs provide a long-term vision for the EAs and the region. The OCPs set out objectives and policies to guide planning and land use management within the SCRD. The OCPs are supported by the Zoning Bylaws (ZBs) and Development Permit Area (DPA) Guidelines in each OCP further define the placement, location and design of development.

The seven (7) OCPs in the SCRD range from six (6) to twenty-nine (29) years old. Although some aspects of the OCPs continue to be relevant to guide matters of planning and development, the region will benefit from updated policies that reflect the community’s current needs, such as being more resilient to climate change, better meeting today’s housing needs, and the future aspirations of residents. The updated OCPs and Zoning Bylaws (“the bylaws”) will seek to align future development with economically feasible infrastructure provision, consider input from residents, and update the bylaws to be clearer, and to better anticipate and direct future growth in the SCRD. The result will be updated bylaws that reflect the community’s current and future needs and that are easy to interpret and implement.

This Engagement and Communications Plan outlines the high-level approach that the project team will take to collect input to inform the updated bylaws. The updated bylaws will be shaped through direct engagement with interested parties and specifically targeted participants. Furthermore, the project will also be informed by SCRD staff and SCRD Board Directors, policy and regulatory trends in comparable regional districts, provincial and federal statistics data, GIS analysis, current legislation, and the SCRD building and development trends from the past five years. A summary of the statistical data can be found in the 2024 Community Profile, prepared by McElhanney. Additional statistical data will be provided in the Housing Needs Report being prepared by KPMG.

The engagement approach has been designed to include frequent and diverse opportunities to engage with the community and ensure that the guiding plans and policies in the new bylaws are informed by the community’s collective vision for the region. The SCRD is keenly aware that it can receive valuable insight into the region’s priorities and aspirations by actively engaging with a diversity of perspectives in the region and exploring many topics the residents hold important such as housing, economic development, transportation, and protection of the natural environment.

The SCRD strives to connect with a broad cross-section of residents in a creative and meaningful way to incorporate their feedback and inform policy design and decision making. This plan proposes a variety of engagement activities to reach different demographic groups in the community, with a specific priority to reach groups historically unrepresented in local government conversations.

1.1. LESSONS LEARNED FROM PREVIOUS ENGAGEMENT

This engagement and communications plan is grounded in best practices from the International Association for Public Participation (IAP2), draws from lessons learned from previous engagement campaigns in the SCRD, and aims to create a strategy that will result in meaningful opportunities for a diverse range of participants to be engaged on the project. Through previous engagement campaigns, the SCRD has developed the following list of lessons learned:

1. **Education is key:** Education is a fundamental step in the engagement process to ensure that meaningful input can be received. Familiarity with the bylaw update project varies between participant groups, and a focus on education early in the process will help bridge this gap. All education materials need to be in plain, accessible, language so that the engagement process does not just cater to those who are well informed about OCPs and zoning bylaws.
2. **Community outreach:** The project outreach strategy will be designed to take deliberate steps to bring the project to the attention of a broad cross section of the SCRD community. Under-represented groups in the community have been identified and will be proactively invited to participate in the engagement process.
3. **Location & approach matters:** In-person events generally require a minimum of one event hosted in the northern part of the region, and one event hosted in the southern part of the region. Meetings in the Sechelt area present a geographical middle ground; however, the community would prefer that engagement opportunities be distributed geographically. A variety of engagement methods will be offered to provide diverse opportunities to engage ranging from pop-up engagements to open house style events to ensure that the in-person events are designed so that everyone can have their say. Online feedback tools will also be used to ensure participation can take place from the time and location that suits participants that do not attend in person events.

1.2. ENGAGEMENT PLAN OBJECTIVES

1. Build broad community and participant awareness and interest about the project, purpose, objectives, and intent of the project, and about the different opportunities to engage in the process.
2. Education about the purpose of an OCP and zoning bylaws and the SCRD's role in shaping the future of development on the Sunshine Coast.
3. Provide multiple (appropriate) levels of information and education about OCPs, Zoning Bylaw, and DPAs to ensure that all interested participants can engage in an informed and scalable way. Education will include the opportunities associated with modernizing these bylaws.
4. Establish trust in SCRD's process to renew the bylaws and establish SCRD as a trusted source of information for the project.
5. Demonstrate that these bylaws are informed by recently completed strategies and policies and enriched by the public engagement process.
6. Establish and seek informed input on the project in achieving larger regional objectives.
7. Continue to foster and develop relationships with the public and interested parties to leverage their networks and to develop project champions in the community to drive project interest.
8. Develop an in-person and online presence for the project, offering links to relevant materials and documents, images, and different opportunities to engage to reach diverse participant groups. By viewing the project through an accessibility lens, we endeavor to assess, understand, and address equity and accessibility for each type of engagement activity.
9. Publicly present the project in a way that generates interest, awareness, and positive conversation about the process. Direct invitations will be used to offer engagement opportunities which will be

advertised early and throughout the project to ensure participants are aware of the opportunity to be involved.

10. Continue to grow the participant register to build a large pool of interested people who will participate in future engagement activities throughout the process.
11. Focus specific outreach efforts on equity-deserving groups to determine participant groups who have the interest and capacity to be engaged further on the project in a low barrier manner.
12. Document the engagement process, metrics, results, and findings in “What We Heard Report s”, creating a record of the participant outreach processes and inputs received and demonstrate how input was used to inform the bylaws or why input was not used. A What We Heard Report will be provided following each engagement phase of the project.
13. Seek to communicate clearly and in plain language to keep people informed and engaged.

Engagement will be initiated to learn from all identified participants, attempt to build trust and alignment on the overall planning framework, and identify key priorities for the policy framework. The intended outcome is to form a collective vision and identify key issues to be addressed by the updated bylaws. Community engagement will be completed through a range of methods so that there are multiple ways, places and times for participants to be involved in the project.

1.3. VENUE SELECTION & ACCESSIBILITY

The SCRDR will verify that in-person venues for engagement are generally accessible for a wide variety of residents and their mobility needs. Virtual/online alternatives to in-person engagement will be available for participants that can’t attend in person engagements. All visual media will achieve colour contrast and text sizing and other visual accessibility standards to uphold our commitment to having accessible engagement.

2. Engagement Roadmap

2.1. ENGAGEMENT SCHEDULE

The project workplan is divided into the following four phases:

- Phase 1: Project Launch & Background Analysis
- Phase 2: Planning Framework Development
- Phase 3: Policy Framework Development
- Phase 4: Regulatory Framework Development

Engagement with the community takes place during Phases 2, 3, and 4 of the project. Figure 1, below, provides a more specific timeline for when engagement will take place within the broader context of each project Phase.

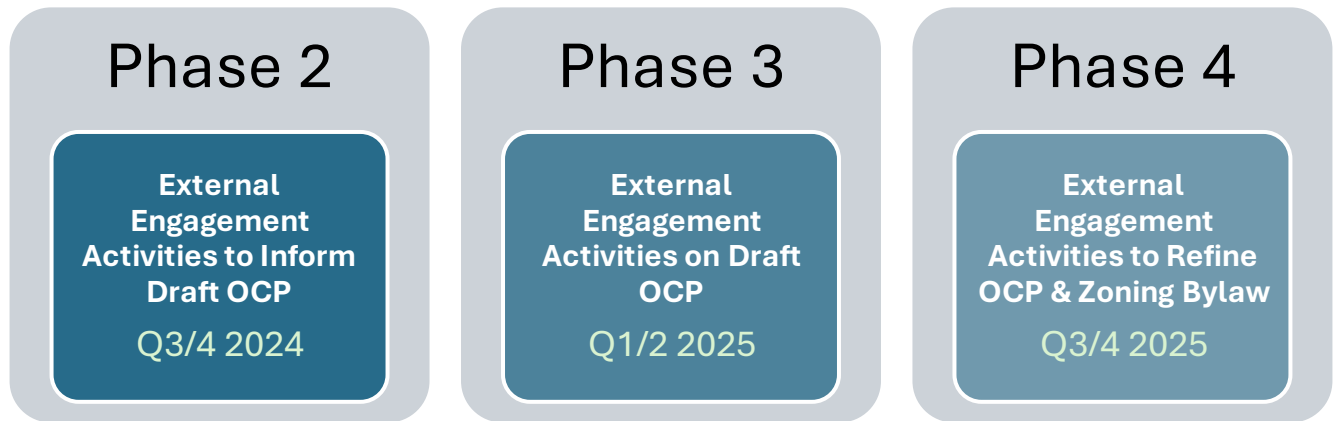


Figure 1 - Engagement Schedule

2.2. ENGAGEMENT PRINCIPLES

This Communication and Engagement Plan is designed to engage residents and people in the region who hold an interest or would be affected by the project to create a shared vision. Furthermore, the project team will use tailored engagement tactics for those who have traditionally been less likely to engage, particularly those who experience barriers to typical public engagement methods. Accessibility, equity, and inclusion are cornerstones of the engagement process and approach. Equity and inclusion are addressed by directly inviting and providing opportunities for a variety of community members to participate and by applying a lens of equity, diversity, and inclusion as a framework for the design and delivery of public engagement. The project will address equity and accessibility considerations in the following manner:

- Provide a range of engagement formats including online, and in-person engagement opportunities.
- Direct outreach to equity-seeking and lesser-heard voices to invite their participation in the process, create project awareness and to understand what support might better enable their participation.
- In-person engagement will be hosted in locations and at public events where potential barriers to participation have been considered and in comfortable/interesting environments that move events closer to times and places residents will find convenient. The project team understands that barriers may be different for certain people and the SCRD will make efforts to view engagement opportunities through multiple lenses to consider how challenges preventing participation can be mitigated.
- Engagement opportunities include an online survey, a crowdsource mapping tool, pop-up engagement opportunities at various locations in the community, focused dialogue sessions with specific participant groups, high school engagement, depending on the interest and availability of teachers to support our presence in a schools, and other locations like public parks and gathering places near residential areas, in local businesses, or public events.
- Advertising for engagement opportunities will include a short Internet address and a quick-response (QR) code to link to the project web site (Let's Talk/Bang the Table). Additional information to contact SCRD staff may be offered on the project web page using a designated

email address should participants require additional assistance to provide input on the project.

2.3. PARTICIPANT MAPPING

2.3.1. Mapping Method

The project outputs will shape the way the SCR D acts on community values as we grow over the next 20 years, therefore, it is important that a diversity of voices in the area are heard and that they inform the updates to the OCP and Zoning Bylaws. Obtaining these perspectives must occur in a thoughtful and respectful manner that honors the history of the community and strengthens the relationship between Indigenous and Non-indigenous peoples.

To identify participant groups and appropriate corresponding levels of engagement for each group, a participant mapping session was conducted with SCR D staff. Participants were then categorized as government entities, organized community groups, or general public and mapped based on level of interest and impact.

The result of the mapping exercise was a list of participants to involve in the engagement process and an understanding of an appropriate level of engagement for each unique group. The participants identified in the following section reflect the collaborative participant mapping exercise with SCR D staff.

2.3.2. Identified Participants

During the participant mapping session, the participants identified by SCR D staff were grouped into four categories: First Nations Rightsholders, Community Organizations, Regional and Local Governments and Partners, and the Public. The following section provides an overview of the participants identified in each group, and the participant list is intended to remain live for updating throughout the project.

First Nations Rightsholders

The SCR D is inviting the perspectives and knowledge of Indigenous people who occupied and stewarded the land long before settlers arrived to align with the region's objectives for inclusive, meaningful, and effective engagement. First Nations communities who will be invited to engage, based on defined consultation areas provided by the Province of BC, include the shíshálh Nation, Skwxwú7mesh Úxwumixw, Cowichan Tribes, Musqueam Nation, Tsleil-Waututh Nation, Ts'uubaa-asatx Nation, Lyackson First Nation, Stz'uminus First Nation, Halalt First Nation, Penelakut Tribe, Snuneymuxw First Nation, Snaw'Naw'As Nation, Te'Mexw Treaty Association, Tla'amin Nation, and Klahoose First Nation. Although First Nations Rightsholders are included on the participant list for this report, a specific engagement approach for these participants will be led by SCR D with support from KPMG outlined in a separate engagement plan.

Community Organizations

The Community Organizations category includes all identified participants who belong to an organized community group, typically focused on a specific community interest or issue. The community groups identified represent and engage with topics that include tourism, resource management, transportation, social services, labour unions, recreation, local businesses, home builders, realtors, social services, diversity, equity and inclusion, community services, real estate, economic development, land development, environmental management, wildlife, utilities, housing, childcare, and community planning.

Regional and Local Governments and Partners

Regional and Local Governments and Partners consists of staff and Board members from the Sunshine Coast Regional District, staff and Council from the member municipalities, and partners. Partners include organizations that are associated with the regional, local, or provincial government such as emergency

services, BC Parks, BC Transit, Agricultural Land Commission, Islands Trust, the local school district, the Ministry of Water, Land and Resource Stewardship, the Ministry of Transportation and Infrastructure, BC Housing, Vancouver Coastal Health, the Regional Accessibility Committee, and the Department of Fisheries and Oceans.

General Public

The Public, in the context of this engagement plan, general population includes anyone that identifies as a resident of the Electoral Areas in the SCR D as well as more specific sub-segments of the public who do not belong to an organization. These groups include full time residents, seniors, semi-retired, part time residents, young adults, young families, new parents, single parents, youth, unhoused people, and a range of professionals and businesses. These groups were identified through the participant mapping process as representing specific community needs that may be impacted by the OCP update project.

Underrepresented Groups

Historically underrepresented groups include people with disabilities, youth and young adults, low-income seniors, LGBTQIA2S+, people of colour, single parent families, those living in poverty, unhoused residents, affordable housing residents, business owners, and recent immigrants. Census data does not capture the amount of people living with a disability, so they are susceptible to being underrepresented in when relying on Census data sets. Although underrepresented groups are not represented by a standalone participant category, they are woven into the participant list and this engagement plan has been designed to create an equitable and low barrier process. Efforts to reach out to underrepresented groups with different engagement options will be made, including direct communications with local community groups and service organizations.

The project team understands that barriers to participation are different for everyone and may include physical, mental, psychological, linguistic, or cultural challenges that are unique to each participant. In addition to providing a diverse range of opportunities to engage, advertisements for engagement events will also include an invitation to the SCR D's designated project email address to request assistance. From the initial point of contact, efforts will be made to provide individualized assistance to reduce barriers as we become aware of them, and as resources permit.

The priorities revealed from underrepresented groups will be highly influential in the policy-writing for the OCP and zoning bylaws, and this will play a role in providing insight in the Housing Needs Report (this includes affordable accessible housing) along with projected housing supply. The exact public engagement techniques and tools for the different participants will vary; however, SCR D Staff, KPMG, and McElhanney are committed to managing this process and matching engagement tools with the audience to best elicit the most meaningful responses, within the timeline and budget constraints of the project.

Housing Needs Report Engagement Requirements

To ensure that the Housing Needs Report is compliant with Provincial requirements, there are several special needs housing topics that need to be covered and reported on within a data collection summary. Many of these requirements are already included in the engagement strategy, however, it should be ensured that these topics are covered via targeted engagement with key working groups, professionals, and advocacy organizations. KPMG has spoken with individuals that have previously been responsible for collecting this information for the last rendition of the SCR D's Housing Needs Report. Currently, the Town of Gibsons and the District of Sechelt are undertaking similar engagement strategies to publish their own Housing Needs Reports. The SCR D is also planning on conducting community engagement in support of the OCP renewal project. Much of this already-planned engagement covers the requirements for the SCR D's Housing Needs

Report. The special needs areas required to be covered by Provincial Housing Needs Report requirements include:

- Affordable housing
- Rental housing
- Special needs housing
- Housing for seniors
- Housing for families
- Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness

2.4. ENGAGEMENT APPROACH

LEVEL OF ENGAGEMENT

The International Association of Public Participation (IAP2) has developed a Public Participation Spectrum to assist with selecting the level of participation that defines the public’s role and the consulting organization’s commitment to the public. It recognizes that not every project requires the same level of engagement throughout the project. To ensure a meaningful process it is important to be clear about the ‘promise to the public’ by communicating clearly **what** will be discussed, **how** the engagement will take place, and **how** input will influence the decision-making process. This approach will be made clear to the target audiences during all phases of engagement.

The engagement activities for the OCP update project will primarily focus on inform, consult and involve, as per Figure 2 below.

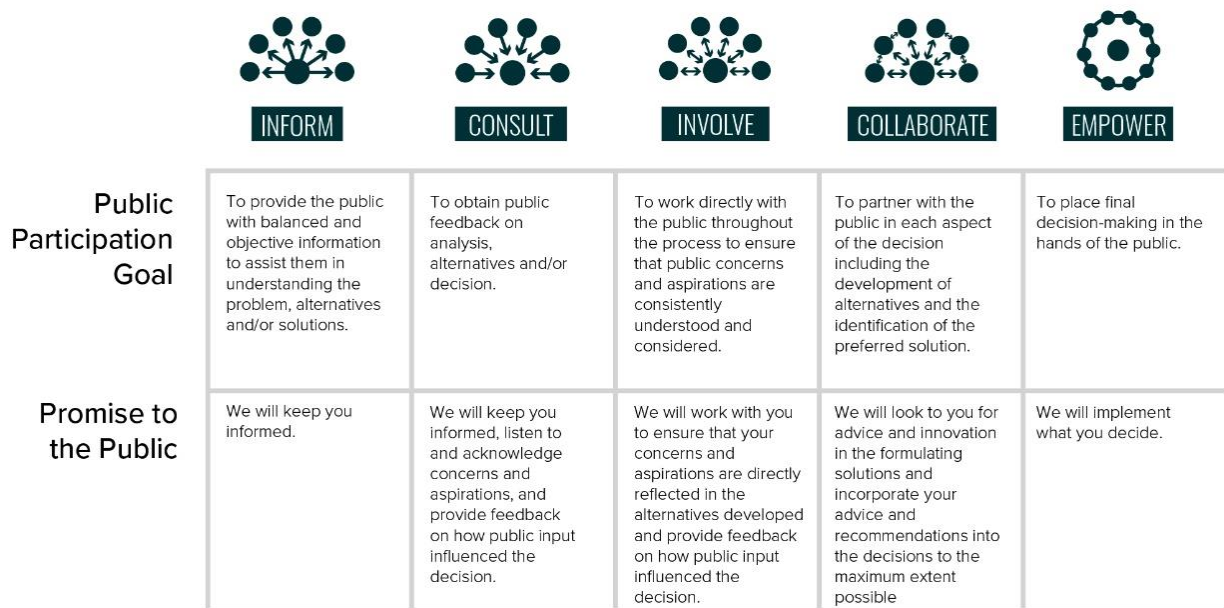


Figure 2 - IAP2 Spectrum for Public Participation

Proposed engagement methods are defined in Section 2.5 in correlation with the IAP2 Spectrum for Public Participation.

2.5. ENGAGEMENT METHODS

The project team understands that community driven, capacity building engagement methods will result in a development process that upholds the SCRD's renewed vision and promotes the ongoing achievement of SCRD goals, objectives, and policies. The project team also recognizes that different engagement tools should be used for different target audiences based on each group's unique set of engagement needs and barriers. The engagement methods described in this plan have been selected to obtain these goals and to gather data that is effective and applicable to the project. The methods have been designed specifically to educate participants on the project content and process, while collecting input that will inform future development in their community. During each phase of public engagement, participants will be engaged at a level appropriate to their interest and influence on the project.

2.5.1. Inform

The IAP2 public participation intent for "informing" is to provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions. The promise to the public for "inform" is to keep participants informed. The following engagement methods will apply to participants categorized as "Inform".

- **Awareness Campaign: Central Information Contact**
 - *Description:* A designated person or persons who serve as a single point of contact for inquiries about the decision process, the public participation process, or the project.
 - *Application:* The SCRD will be setting up an email address for project related questions. The SCRD will host and run the email address, responding to all inquiries.

- **Awareness Campaign: Public Displays and Signage**
 - *Description:* Locations where project background materials are available for review and use by the public. Information can be displayed in physical locations and on a project website and will use visual and recognizable project branding.
 - *Application:* The SCRD will display project information on the engagement platform (Let's Talk/Bang the Table), on the official Facebook page, in the local newspaper (Coast Reporter), and on roadside information signs. Information may range from announcements about upcoming engagement events to more detailed project information, depending on the platform. In some situations, project information may be sent directly to identified participants to ensure engagement.

- **Staff-Run Dialogue Sessions**
 - *Description:* Dialogue sessions that focus on one key topic for small groups up to 20 people. The purpose of the sessions is to educate participants so that they are able to provide valuable input to the planning process.
 - *Application:* The SCRD will host sessions on topics that may include managing infrastructure, complete communities, mobility, protection and enhancement of the environment, and natural asset management or other topics.

- **Direct Mailouts**
 - *Description:* Mail out invitations will be sent to participants as needed to provide information on engagement.
 - *Application:* The SCRD will mail information on engagement as needed. This may include invitations to pop-up engagement events, project information, or links to participate in online engagement opportunities such as surveys and crowd sourced mapping.

2.5.2. Consult

The public participation goal for “consult” is to obtain public feedback on analysis, alternatives and/or decisions, while the promise to the public is to keep participants informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. More high-level methods, such as “Interactive Online Tools” and “Pop-Up Event Series” will be available to broader participant categories such as the general public, while more targeted or complex methods such as “High School Engagement” will be offered to specific groups such as local high school students. The following engagement methods will apply to participants categorized as “Consult”.

- **Interactive Online Tools**

- *Description:* Methods involving the use of computer-based tools to promote group interaction and problem resolution.
- *Application:* Tools will include an online engagement portal (Let’s Talk/Bang the Table), online surveys, interactive mapping (Vertisee), all of which can be accessed through a scannable QR code or a short URL.

- **Pop-Up Event Series**

- *Description:* A pop-up tent/table station where project information is available, and engagement activities can be provided. The pop-up stations will be staffed with on-site support from McElhanney at the first series of events, and then by SCR D staff as subsequent events. Pop-up engagements will include project details, and we will share a QR code and short URL link to the project website with project feedback opportunities. These pop-up stations are best located in high-traffic pedestrian areas and at public events.
- *Application:* SCR D staff can set up pop-up stations at local events such as community events, local farmers markets, local businesses, , community centers, playgrounds, food banks, and at affordable housing sites to name only a handful of examples. Pop-ups may be held at events that are specific to select participant groups, such as community organizations or students, to ensure engagement of specific groups/target audiences. Examples of group specific pop-up events may include a local sports tournament to engage youth and students, or a trail event hosted by a trails or recreation association. In addition to more generalized advertisements, invitations to pop-up events may be sent directly to key participants to encourage engagement.



Figure 3 - Example Pop-Up Engagement Event at Farmer’s Market, City of Pitt Meadows

- **High School Engagement**

- *Description:* A process to gather input or responses to a question from a medium to large number of students in a manner that allows for identification of common ideas and themes. Feedback is then sorted to allow natural

themes to emerge. The intent of student engagement is to bring their perspectives into the updated OCP and Zoning bylaws and to allow students to be included and to see how their input has contributed to conclusions and outcomes of the new bylaws.

- *Application:* Consulting with local high school students specifically, will be done using an engaging activity that allows common ideas and themes to emerge, demonstrating to students how their involvement in engagement processes can impact their community. Student engagement also allows for small and large group conversations, providing opportunities for less outspoken students to voice input.

Note: This activity relies on participation from a teacher and their class. For example, a teacher may wish to invite the project team to facilitate the engagement session to learn about public engagement and urban planning.

- **Engagement with Advisory Planning Commissions (APCs)**

- *Description:* The APCs will be engaged with throughout the project.
- *Application:* The APCs will be invited to participate in staff-run dialogue sessions and to attend pop-up events around the community. As draft OCP and Zoning Bylaw documents are made available, the drafts will be referred to the APCs for comment. Participation in the staff-run dialogue sessions and pop-up events will provide the APCs with knowledge of the project to inform their feedback on the draft documents.

2.5.3. Involve

The IAP2 public participation goal for “involve” is described as working directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered. The promise to the public at the involve level is to work with the participants to ensure that their concerns and aspirations are directly reflected in the alternatives developed and to provide feedback on how the public input influenced the decision. The following engagement methods will apply to participants categorized as “Involve”.

- **Circulation of Project Information & Invitations to Pop-Up Engagement Opportunities**

- *Description:* Send project information and invitations to pop-up events directly to key participants at various stages of the project.
- *Application:* At key stages of the project, project updates and information will be circulated to key participant groups with an opportunity to provide feedback to the project team. Ahead of specific pop-up events, invitations may also be sent directly to key participants to encourage involvement in the engagement process. This will ensure that valuable input from key partners and participants is heard and incorporated into the project output. The SCRD will leverage relationships to identify and contact key participants.

- **Self-guided feedback tools**

- *Description:* Self-guided tools in the form of work books, neighbourhood engagement kits, and other similar tools are under active consideration.
- *Application:* The project team is interested in exploring what types of self-guided engagement tools could be deployed to enrich the OCP and Zoning Bylaw update. These tools would allow participants to provide deeper, more elaborate, contributions to the project team.

2.5.4. Collaborate

When collaborating with participants, the goal is to partner with people involved in each aspect of the decision including the development of alternatives and the identification of the preferred solution. Through

this collaborative process, the promise to participants is to look to them for advice and innovation when formulating solutions and to incorporate their advice and recommendations into the decisions to the maximum extent possible-

2.5.5. Empower

To “Empower” is to place final decision making in the hands of the participants, with the promise to implement what is decided. For this project, the only participants who will be engaged at the “empower” level are the SCR D Board Members and MOTI. As the SCR D Board Members are internal participants, this portion of the engagement plan will be addressed and led separately by KPMG.

2.6. REPORTING AND MONITORING

The methods described in Section 2.5 will be monitored and measured for success based on the indicators, metrics, feedback statistics, and reporting shown below in Table 1. It is important to implement a method to monitor engagement success to ensure the objectives of the engagement plan are met.

Table 1 – Reporting and Monitoring Strategy

Monitoring / Reporting Method	Description
Indicators	<ul style="list-style-type: none"> • Engaged participants understand how their input will influence the OCP update, as well as the goals of the project overall • Receipt of relevant and productive feedback from engaged participants • Variety of engagement methods accommodates various schedules, accessibility needs, and backgrounds of participants to the extent the project is able given project timelines and staffing resources • Clear and simple communication is used throughout the project
Metrics	<ul style="list-style-type: none"> • Number of people attending in-person engagement • Number of people providing feedback online • Number of specialized knowledge and perspectives participants from focus groups and technical working group members • Number of social media views and interactions • Number of favourable and concerned speakers at Public Hearing • Number of visitors on webpage • Number of intersections (posts) on the Let’s Talk page (Bang the Table) • Number of views of documents / videos • Number of QR code scans • Number of comments and likes on media articles • Number of people spoken to per event • Number of emails received • Number of survey completions
Method of obtaining feedback	<ul style="list-style-type: none"> • Discussions with participants during events • Results of metric counts • Interactions with the crowdsourced Vertisee map • Responses to online tools / polls during sessions

How information will be used	<ul style="list-style-type: none"> Summarized information to be included in final “What We Heard and Did” report. The report will also include how input informed the project, what input was or was not used, and why or why not. Input collected through engagement process will be recorded and analyzed to provide the SCRD with recommendations for their consideration. Level of influence is based on the IAP2 Spectrum for Public Participation.
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3. Communications Strategy

Consistent project identification in published communications for this project is important. Many community members and participants will require communication and project updates early and often. Development of official project branding is a component of this project and will be undertaken by KPMG in collaboration with the SCRD. Once branding is determined, the OCP and ZB update project will be consistently referred to by the agreed upon title and branding for consistent and recognizable communication.

Communication that will be provided includes the following:

- What is an OCP and why should the public care
- The reason for and purpose of the OCP review
- What are provincial requirements of the OCP review (What is out of our hands)
- A community profile report with key statistics and demographics, such as population, housing type, housing need, employment, industries etc.
- Background information on OCP hot topics.
- List the diverse ways the residents and First Nations can provide input and how input will be used to update the OCP.

3.1. COMMUNICATIONS TOOLS

The communications tools that will be used to engage with the public on this project are listed below in Table 2.

Table 2 - Communication Tools & Implementation

Communication Tool	Description	Timing
SCRD Website Page	Webpage on the SCRD’s main website (scred.ca) with high-level information on the OCP project. Will include a link to the Let’s Talk engagement page.	All phases
SCRD Let’s Talk (OCP Engagement Website)	On-line survey tools, repository for background documents, statistics about the community, staff reports to Board, engagement summaries and serves as a virtual notice board for upcoming events. Think of the Let’s Talk Page as the information hub for the project.	Communication of all tasks throughout project entirety.
Vertisee Map	Interactive mapping to solicit geographic-specific input and comments. This crowdsourced map allows participants to provide responses to questions using place-based tools.	Phases 2 and 3 of engagement

Newspaper / Flyers / Mail notices / Road Signs / Other Advertisements	Provides awareness and notice of upcoming events and provides links to drive the public to the project web site (paid media). Offer local media opportunities to report on the project (earned media) through invites to events and a project press release.	Communication of all tasks throughout project entirety.
Social Media (Facebook)	Notice of upcoming events and fun statistical facts to build project awareness and so people can choose to be involved in the project or not.	Communication of all tasks throughout project entirety.
SCRD Board Updates	Notifying SCRD Board and public about the on-going process of the OCP review.	Communication of all tasks throughout project entirety.
Pop-up Events / Community Information Kiosks	Face-to-face engagement events where people can provide input on the project and learn more about the project.	Phases 2 and 3 of engagement
Public Hearing	Board presentation and report, opportunity for public to speak and share views on the OCP.	Prior to third reading of OCP and ZB.

3.2. CONCLUSION

This engagement and communications plan is intended to provide a high-level overview of the approach to engagement with the public and interested parties, and to outline what methods, tools and approach will be used to gather input to inform the project. This is intended to be a living document that may change as project needs emerge. Specific materials (posters, flyers, etc.), locations and timing of engagement events will be crafted by the project team in advance of each project phase.



SUNSHINE COAST REGIONAL ACCESSIBILITY ADVISORY COMMITTEE MEETING

SEPTEMBER 23, 2024

MEETING HELD IN THE DISTRICT OF SECHELT COMMUNITY MEETING ROOM AT
5797 COWRIE STREET, SECHELT, B.C. AND VIA ZOOM

PRESENT:

(Voting Members)

W. Conway
E. Eaton
L. Forrest
A. Gursche
R. Kiewitz
A. Lattanzi
B. Straw
S. Tompkins (. Pirillo, SCACL)

ALSO PRESENT:

(Non-Voting)

Councillor, TOG
Councillor, DOS
SCRD Director, Electoral Area B
D. Croal
D. Inkster
J. Gabias

REGRETS:

Member
Member
Member
D. Dutto
Student Representative
K. Cramer

STAFF

Corporate Officer, DOS
Staff, SCR D
Staff, DOS
Staff, TOG
Recorder
K. Poulsen
R. Porte
M. Stjepovic
K. Thomas
C. Kidd

CALL TO ORDER

The Corporate Officer assumed the Chair, called the meeting to order at 5:37 pm. and acknowledged traditional lands of the shíshálh Nation, sharing her gratitude for the privilege of being able to work, live and raise a family within the swiya.

INTRODUCTIONS

Committee members participated in a round table of introductions.

AGENDA

Recommendation No. 1

Moved/Seconded

That the agenda be amended to add an item for discussion on the Accessibility Advisory Committee Student Council representative seat; and

That the September 23, 2024 agenda of the Sunshine Coast Regional Accessibility Advisory Committee be adopted as amended.

CARRIED

MINUTES FOR APPROVAL

Recommendation No. 2

Moved/Seconded

That the June 25, 2024 Sunshine Coast Regional Accessibility Advisory Committee Meeting Minutes be approved.

CARRIED

The Corporate Officer provided an overview of Sunshine Coast local governments and reviewed the Committee Terms of Reference.

NEW BUSINESS

ELECTION OF THE COMMITTEE CHAIR AND ALTERNATE CHAIR

The Corporate Officer called for nominations for SCRAAC Chair. W. Conway was nominated, and accepted the nomination.

The Corporate Officer called for nominations for the position of SCRAAC Alternate Chair. B. Straw was nominated and accepted the nomination.

Recommendation No. 3

Moved/Seconded

That W. Conway be elected as Chair and that B. Straw be elected as Alternate Chair for the Sunshine Coast Regional Accessibility Advisory Committee for a one-year term.

CARRIED

ACCESSIBILITY PLAN FRAMEWORK

The Corporate Officer provided a brief overview of the legislation requiring the creation of the Accessibility Plan and explained that copies of Accessibility Plans from other municipalities had been shared with the Committee for reference. Staff provided an overview of potential timelines for creation of the framework, public engagement and the resources required for the development of a Plan.

The Committee discussed the following topics:

- Process for identifying barriers and opportunities in the most efficient means possible.

- Options for the scope of the Accessibility Plan.
- The possibility of funding to hire a consultant to assist with creation of the Accessibility Plan.

Recommendation No. 4

Moved/Seconded

That staff representatives apply for grant funding to support Sunshine Coast Accessibility Advisory Committee initiatives including, but not limited to, hiring a consultant to create the Accessibility Plan and projects that reduce or eliminate accessibility barriers on the Sunshine Coast.

CARRIED

STUDENT REPRESENTATIVE

Councillor Croal explained that the student representative appointed to the Sunshine Coast Accessibility Advisory Committee had graduated and that a new student had been appointed to the Town of Gibsons Council in their place. The Councillor informed the Committee that:

- The student representatives have proven valuable on the Town of Gibsons Council to be able to highlight the needs of youth and children on a variety of topics.
- The student representative in Gibsons communicates with leadership groups from other schools in Sechelt, Pender Harbour and Powell River to help ensure they are aware of student perspectives across the upper and lower Sunshine Coast.
- A motion to appoint the Town of Gibsons student representative each year to the SCRAAC would allow the appointment to automatically transfer to the new grade 11 or 12 student that had been appointed by the Town of Gibsons, without the need to have the District of Sechelt Council, Town of Gibsons Council and SCRD Board to each pass a resolution to appoint a new student each year.

Recommendation No. 5

Moved/Seconded

That the Town of Gibsons student representative be appointed to the Sunshine Coast Regional Accessibility Advisory Committee each year.

CARRIED

Recommendation No. 6

Moved/Seconded

That a letter be sent to School District 46 to inquire about the implementation of their accessibility plan and to inquire about opportunities for collaboration; and

That the letter be approved by the Chair before it is sent.

CARRIED

COMMITTEE VISION

The Committee discussed options for a vision statement.

ACCESSIBILITY BARRIERS AND OPPORTUNITIES ON THE SUNSHINE COAST

The Committee discussed barriers that they have faced and a list of these barriers was recorded. Processes for creating a list of barriers and opportunities, prioritizing this list and ensuring alignment with the accessibility plan were discussed.

Committee members will send additional accessibility barriers and opportunities for improvement to legislative@scrd.ca, where staff will consolidate all of the Committee suggestions into a list for review the next meeting.

NEXT MEETING

Options for the next meeting were discussed, including accessible locations and time of day. The Town of Gibsons will circulate options for the next meeting, to take place in October 2024, to the Committee by email.

ADJOURNMENT

Recommendation No. 7

Moved/Seconded

That the September 23, 2024 Sunshine Coast Regional Accessibility Advisory Committee Meeting be adjourned at 7:38 pm.

CARRIED

Certified Correct:

William Conway, Chair

Kerianne Poulsen, Corporate Officer