

**SUNSHINE COAST REGIONAL DISTRICT**  
**ELPHINSTONE (AREA E)**  
**ADVISORY PLANNING COMMISSION MEETING AGENDA**  
Tuesday, November 26, 2024 at 7:00 p.m.

Frank West Hall, 1224 Chaster Road, Elphinstone, BC

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**CALL TO ORDER**

**AGENDA**

1. Adoption of the Agenda

**DELEGATIONS**

**MINUTES**

2. Elphinstone (Area E) APC Minutes of October 22, 2024 Pages 1 - 3
3. Egmont/Pender Harbour (Area A) APC Minutes of October 30, 2024 pp 4 - 7
4. Halfmoon Bay (Area B) APC Minutes of October 22 & October 26, 2024 pp 8 - 12
5. Roberts Creek (Area D) APC Minutes of October 21, 2024 pp 13 - 14
6. West Howe Sound (Area F) APC Minutes of October 22, 2024 pp 15 - 17

**BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

**REPORTS**

7. Official Community Plan Update – Project Status Update pp 18 - 48
8. Official Community Plan Background Report pp 49 - 105

**NEW BUSINESS**

**DIRECTORS REPORT**

**NEXT MEETING**

**ADJOURNMENT**

**SUNSHINE COAST REGIONAL DISTRICT**

**AREA E – ELPHINSTONE  
ADVISORY PLANNING COMMISSION**

**October 22, 2024**

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RECOMMENDATIONS FROM THE AREA E ADVISORY PLANNING COMMISSION MEETING  
HELD AT FRANK WEST HALL, 1224 CHASTER ROAD, ELPHINSTONE, BC

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<b>PRESENT:</b>	Chair	Mary Degan
	Members	Laura Macdonald Arne Hermann Michael Sanderson Devin Arndt Clinton McDougall Nara Benchley
<b>ALSO PRESENT:</b>	Electoral Area E Director	Donna McMahon (Non-Voting Board Liaison)
	Senior Planner, SCRD Recording Secretary	Julie Clark Vicki Dobbyn

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

**AGENDA** The agenda was adopted as presented

**MINUTES**

Elphinstone (Area E) APC Minutes of June 25, 2024 were approved as circulated.

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of June 26 and September 25, 2024
- Halfmoon Bay (Area B) APC Minutes of June 25 and July 23, 2024
- Roberts Creek (Area D) APC Minutes of July 15 and September 16, 2024
- West Howe Sound (Area F) APC Minutes of June 25 and September 24, 2024

**REPORTS**

Official Community Plan Update  
Official Community Plan Background Report

**PRESENTATION**

Senior Planner, Julie Clark distributed a summary of the reports and it was used as a guide for discussion and questions.

**Key Points of Discussion:**

- Will there be one OCP with Local Area Plans? This is not decided yet.
- Is there collaboration with other local governments? Staff of the local governments meet regularly.
- Members like the idea of getting together with other APCs to discuss OCP issues.
- SCRDR staff are considering APCs coming together to workshop some of big questions in the OCP process. This method of engaging APCs would assist staff.
- APC members offered their help to join staff at community engagement activities and take material to their workplaces and other groups they are connected to.
- APC members asked for written materials that they could distribute to other community members. These are in progress.
- Through a series of events in the school year, SCRDR staff are connecting with high school students seeking input on content and process as part of the community engagement process
- It would be helpful to have a full list of participating organizations, and to include Streamkeepers and the SC Conservation Association.
- Community engagement should include outreach to diverse groups such as the SC Pride Society.
- There also needs to be engagement with business, industry and Community Forests if we are going to see the OCP(s) flourish and function as living community documents.
- Food security is fundamental to retaining our rural character and there should be more mention of agriculture.
- There was concern among committee members that OCPs currently (?) have a vision that they have no control over achieving, such as creating a park on Provincial land. Could we explore tools that would enable OCPs to include policy or advocacy directions while being clear that outcomes are out of its jurisdiction?
- The MOTI challenge – there is legislation we can lean on more, such as section 87 of the Land Titles Act.
- The MOTI approving officer must consider local government regulations and bylaws. Bylaws can influence or trigger or lever considerations of approving officer. Future policy in OCPs could strengthen the language embedded in the OCPs. Density can be linked with infrastructure servicing.
- When there is more environmental, transportation, infrastructure and other technical information we will be better equipped to make decisions.
- How do we know how much growth we will have? SCRDR has these numbers in draft in the Housing Needs Report, projected as number of units needed.
- The method for these projections is prescribed by the province, based on Stats Can and BC Stats data, and they have to be updated every five years. Data is supplemented in some cases by local data. Data does not capture illegal suites.
- It was commented that housing utilization often includes older adults living alone in mortgage-free multi-bedroom homes, and younger people living together in rented shared smaller homes.
- Traditional measurement in growth of housing units is by building starts and this strategy can be in conflict with other priority goals such as environmental sustainability.
- Are care beds being considered as part of housing needs, knowing we have a high proportion of older adults? This will be in the Housing Needs Report.
- Housing Needs Report coming for the November EAS meeting and then APC meeting.
- How can the future OCP(s) create an adaptable framework that won't be out of date right away?
- We need better data on monitoring and the board could advocate for this.

- The seven themes of the OCP (Equity, Climate Resiliency, Housing, Transportation and Mobility, Economic Development, Parks and Recreation, Servicing and Infrastructure) all have interconnections.
- Next steps include more technical background and identification of the legislative requirements, community engagement feedback, then we can build the OCP on that.
- An example of an overarching OCP with Local Area Plans is the Cowichan Valley, where they initially did a harmonization project then a modernization project. They had many more OCPS than we do. They had a strong engagement process with good videos.
- OCP should have a boundary adjustment policy.
- There are additional policy directions to explore with a combination of land use tools and economic tools.
- Process for consulting with other local governments - each local government is required to refer final draft to the other governments.
- Current OCPs do not consistently have thresholds or policy requirements that trigger additional analysis under certain conditions.
- There will be consultation with First Nations. Squamish Nation has updated its land use plan, and shishalh Nation's is in process.
- There is a provincial project to identify environmentally sensitive areas particularly in coastal areas. There is engagement with the shishalh Nation and they are sharing data with that project.
- It would be very helpful to have example OCPs and graphic representations of different OCP structures and a description of how amendments would function.
- It would streamline the process if APCs just had to address Local Area Plans.
- It is hoped that the new OCPs will streamline processes for all who are involved with development processes and give the professional team more time for significant issues rather than administrative duties.
- The consultants are on board till early 2026.

## **DIRECTOR'S REPORT**

The Director's report was received.

**NEXT MEETING**      November 26, 2024

**ADJOURNMENT**      9:20 p.m.

**SUNSHINE COAST REGIONAL DISTRICT  
EGMONT/PENDER HARBOUR (AREA A) ADVISORY PLANNING COMMISSION  
October 30, 2024**

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RECOMMENDATIONS FROM THE EGMONT/PENDER HARBOUR (AREA A) ADVISORY PLANNING COMMISSION MEETING HELD AT PENDER HARBOUR SATELITE OFFICE, 12828 LAGOON DRIVE, MADEIRA PARK, B.C.

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**PRESENT:** Chair Dennis Burnham  
Members Bob Fielding  
Jane McOuat  
Gordon Littlejohn (until 5:30)

**ALSO PRESENT:** GM, Planning & Development Ian Hall  
Manager, Planning & Development Jonathan Jackson  
Electoral Area A Director Leonard Lee  
(Non-Voting Board Liaison)  
Electoral Area A Alternate Director Christine Alexander  
(Non-Voting Board Liaison)  
Administrative Assistant/Recorder A. O'Brien

**REGRETS:** Members Alan Skelley  
Sean McAllister  
Tom Silvey  
Yovhan Burega  
Catherine McEachern

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**CALL TO ORDER** 4:36 p.m.

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

**ELECTION OF CHAIR** Dennis Burnham was elected Chair for the purpose of this meeting.

**MINUTES**

Area A Minutes

The Egmont/Pender Harbour (Area A) APC Minutes of September 25, 2024 were approved as circulated.

The following minutes were received for information:

- Roberts Creek (Area D) APC Minutes of September 16, 2024.
- West Howe Sound (Area F) APC Minutes of September 24, 2024.

## REPORTS

### Official Community Plan Update – Project Status Update

Jonathan Jackson, Manger, Planning & Development provided a presentation regarding the Official Community Plan Project Status Update. The presentation included the following points:

- “Love Where You Live” theme and logo.
- Summary of the OCP team: SCRD staff and consultant team KPMG and McElhanney.
- Project Overview and summary of Phases 1 – 4.
- The project will renew and harmonize the policies and regulations within SCRD’s OCPS and zoning bylaws.
- SCRD has five Electoral Areas with eight OCPs.
- OCPs help to implement objectives, policies and land use designations.
- OCPs are the backbone for the community growth.
- OCP legislative requirements and optional content per the *Local Government Act*.
- Seven themes identified for building the OCP: Equity, Climate Resiliency, Housing, Transportation and Mobility, Economic Development, Parks & Recreation, Servicing and Infrastructure.
- APC feedback is invited for local context and community engagement.

Points from the discussion with APC members and SCRD staff included:

- APC asked for clarification around the process from the previously adopted OCP to what’s happening now.
- Development Approvals Process Review (DAPR) project recommendation to have consistency across OCP policies and results of the Regional Growth Baseline research have informed this process.
- Since the last OCP, there have been changes in the area and general shifts in the world which could influences changes in the OCP (ex. COVID, seniors housing development at Lily Lake)
- The Area A OCP is the newest of all the plans in the SCRD (adopted in 2018).
- The Province has prescribed things that local governments must do in OCPs.
- Mandatory update of the Housing Needs report and inclusion of housing in OCPs.
- Draft Housing Needs report going forward to the Nov. 21 Electoral Area Services Committee meeting.
- APC discussion around property zoning of Residential / Commercial in order to encourage business development in Area A.
- Discussion around the need for age-in-place opportunities and how to care for older people with service needs in Area A.
- Discussion around clarity of definitions “harmonized” vs. “making all one OCP”.
- Identify the consistencies between all the Electoral Areas but recognize the uniqueness of each area is critical.
- Discussion around less government involvement.
- APC suggested that the past committee members who worked on the 2018 OCP be

brought back together and work on updating the OCP to conform to the new SCRD guidelines and Provincial initiatives. The 2018 Committee worked well and had a good cross section of Area A residents including shishalh Nation representative

- Question around the cost of the project. Approx. \$700k
- APC expressed frustration with the implementation of the previous OCP and not aligning with Zoning Bylaw 337.
- APC feels that the majority of the work done by the 2018 OCP Committee is covered in the bullet points of the required content, but there may be some areas that have not been looked at yet.
- Discussion around need for home care services and affordable rents for businesses to be viable.
- Potential areas of growth: Madeira Park and Kleindale (light industrial area)
- Requirement for a sewer system and infrastructure for growth to occur.
- Discussion around servicing plans.
- Suggestion for guidelines for developers on what can be done on a property (based on zoning).
- Development Finance Servicing opportunities prior to the creation of new development (subdivisions, water treatment plants, type of housing, rural)
- The current OCP has a good base and it will be useful for building upon.
- Clarification that the seven themes from the background report are not listed in a priority sequence.
- Discussion around First Nations approval for future development.
- Important priority: Sewer and water system expansion. The APC asked that if there was a community plan in the OCP would the SCRD help to get the water system expanded.
- Staff stated that the Infrastructure department would need to identify the costs for expansion and then use Development Cost Charges (DCCs) to support the financing of growth. Currently, only water DCCs are being charged. Other DCCs are parks, fire departments, highways.
- Septic system in Pender Landing could be extended to Irvine's Landing / Lee Bay.
- Grants available: pollution clean up, speciality housing.
- Density or subdivisions are hindered in Area A because of a lack of water/sewage systems.
- Affordable housing in Area A without infrastructure is not doable.
- Discussion around SCRD building the water/sewer infrastructure so that developers can be incentivized to build.
- Discussion around the wording used in the OCP background report. Feels like there are too many descriptive adjectives. Suggestion to avoid using extra words and be more concise and direct.
- APC suggestion to focus on water, sewer and infrastructure servicing.
- Community sewer needed in Egmont for waterfront area. Potential for economic development in this area if the servicing was in place.
- Potential in Irvine's Landing to create and develop smaller lots.
- Financial assistance and grants to incentivize property owners to create secondary suites would be successful.
- South Pender water system expansion.

- Discussion around the word “Harmonizing”: what do you see is the same about each area and what is different about each area.
- Lakefront property owners are passing down the land to their children. The younger generation is more amenable to change / development.
- Desire to protect the waterfront areas of Area A. There are certain areas that the locals don’t want to be developed.
- Preservation of Pender Harbour values.
- Topography considerations for future development.
- Discussion around privately held commercial property.
- Could look at a Community Standards bylaw

Discussion around local context and advice for holding public engagement sessions and key groups to include in Pender Harbour and area:

- Staff are in receipt of the feedback on this topic which was emailed from APC member Catherine McEachern prior to the start of the meeting.
- During the last OCP process at the community hall, each of the OCP committee members hosted a topic of discussion and the public could circulate and provide feedback. This worked well and was a good format for providing feedback.
- APC suggests that local community groups should host the meeting and invite the SCR D to come present on the OCP.
- Suggestion to include the Pender Harbour Health Care Centre. Contact Nick Gaskin, new Executive Director and reach out to Marlene Cymbalist who conducted an “Envisioning” process.
- Wooden Boat Festival and Winter Fest
- Madeira Park IGA: Lunchtime and afterschool until closing are busiest times.
- Madeira Park Legion: Friday night and Sunday meat draw.
- Hosted events by the Rotary, Pender Harbour Community Association, Chamber of Commerce, School of Music, Library, Living Heritage Society.
- Suggestion to use a local moderator to open the meeting and set the ground rules.
- Discussion around the lessons learned from the Dock Management Plan experience and advice on how to engage with the public in Pender Harbour area.

*The General Manager, Planning & Development summarized the key points that staff heard from the APC and will consider going forward.*

*The Area A APC thanked the SCR D Planning and Development staff for attending the meeting.*

## **DIRECTOR’S REPORT**

The Director’s report was received.

**NEXT MEETING**      November 27, 2024

**ADJOURNMENT**    7:17 p.m.



**SUNSHINE COAST REGIONAL DISTRICT**

**HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION**

**October 22, 2024 and October 26, 2024**

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RECOMMENDATIONS FROM THE HALFMOON BAY (AREA B) ADVISORY PLANNING COMMISSION MEETING HELD ELECTRONICALLY VIA MICROSOFT TEAMS

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**October 22, 2024**

<b>PRESENT:</b>	Chair	Nicole Huska
	Members	Ellie Lenz Bob Baziuk
	Director, Electoral Area B	Justine Gabias (Non-Voting Member)
	Recorder	Barbara Bolding

**PRESENT for Part 1, but technicalities prevented access to Area B breakout room:**

Kim Dougherty  
Suzette Stevenson  
Kelsey Oxley

**PRESENT for Part 1 and then intermittently in Area B breakout room:**

SCRD Manager, Planning & Development	Jonathan Jackson,
SCRD Corporate Officer	Sherry Reid
SCRD Planning Office Assistant	Genevieve Dixon

<b>ABSENT:</b>	Members	Len Coombes Alda Grames
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**CALL TO ORDER:** (Joint meeting with Area F APC) 7:05 p.m.

**AGENDA:** Due to SCRD staffing constraints, the agenda as circulated was modified and accepted

**MODIFIED MEETING AGENDA**

**Part 1:** OCP Project status update presented to a joint meeting of Area B and F APCs

**Part 2:** Move to APC specific breakout rooms to discuss APC Referral Memo

**REPORT**Official Community Plan (OCP)—Project Status Update

Part 1. (Area B and F joint meeting) Jonathan Jackson explained, clarified, and elaborated on the contents of the referral memo received as part of the agenda package. Various questions from APC members were answered.

Part 2: Area B APC breakout room 7.45 pm

Minutes

The Halfmoon Bay (Area B) APC minutes of July 25, 2024 were approved as presented.

Official Community Plan (OCP)—Project Status Update contd.

**Part 2.** A detailed discussion of the Referral Memo occurred. Discussion of item b) Engagement and Communications Strategy with its 3 questions and item c) scope of the OCP review could not be cleanly separated. Some of the concerns related to this project as presented included:

- Limited opportunities for meaningful public participation
- Short timeline for very large project. Is a completed project to be proud of possible within such tight timelines?
- Fear that OCPs will be written by consultants with the limited opportunities for public review offering only a “rubber stamp.”
- Worry that consultant-authored OCP will be “boiler plate” rather than truly and fully reflective of Area B vision and goals.
- Absence of citizens’ “OCP Committee”
- Challenges of integrating legislative requirements with local vision and goals
- Scope’
  - Other than legislated requirements, what can be addressed in such a compressed time frame?
  - As presented to us, scope is too broad, topics need clarification and prioritization.
  - Need to reduce/eliminate jargon, clearly define terminology, simplify language.

**MEETING RECESSED:** 9.15 pm,

Meeting will continue before October 30, 2024 in order to address Item b) “...respond to the three questions posed in the memo.”

N. Huska volunteered to arrange a time that would allow for as many members as possible to participate, especially those that were unable to join tonight’s discussion due to technical difficulties.

**MEETING RESUMED:** October 26, 2024, 4:13 p.m. by ZOOM

<b>PRESENT:</b>	Chair	Nicole Huska
	Members	Ellie Lenz Kim Dougherty Kelsey Oxley Suzette Stevenson Barbara Bolding (recorder)
	Director, Electoral Area B	Justine Gabias (Non-Voting Member)
<b>ABSENT:</b>	Members	Bob Baziuk Len Coombes Alda Grames

**AGENDA:** Proposed and accepted

- a. Round the circle—quick impressions from each of documents circulated with the 22 Oct agenda.
  - b. 3 Engagement questions per item b) Engagement and Communications Strategy attached to original meeting agenda.
  - c. Next steps
  - d. Concluding thoughts from each
- a) First impressions of the documents circulated at the October 22, 2024 meeting:
- Large amount of content to be reviewed within very limited time frames
  - Needs plain language. Minimize jargon, define terms, quantify where appropriate e.g. Natural assets, “adaptation and resilience work” sustainability, food security, local food production.
  - Check <https://seea.un.org/content/un-committee-experts-environmental-economic-accounting-unceea>
  - Q4 housing report, not currently available, is instrumental to the OCP.
  - Scope is broad and unwieldy.
  - Is the proposal for endorsement or engagement? Seems like endorsement whereas we’d like engagement.
  - If APC is having difficulty with this, how can we expect the general public to understand it.
  - Legislated OCP requirements, with fast approaching completion dates, which will certainly become parts of plan, create problematic urgency.
  - Asking for comments re: communications strategy seems premature if details of project scope are not yet finalized.
  - Rejig the timeline.

- Risk of things being formalized before we even really understand them.
- The timeline should not drive the process.
  - Prioritize which sections need to go first e.g. Legislative Housing

## b) 3 Engagement questions

### 1. What existing community events and locations in your electoral area would be effective for engaging diverse community members (people with different lived experiences) in person?

- Create awareness and/or offer an invitation to participate before engagement.
  - Either or both could be done at community events such as:
    - Children’s Christmas Market/Winter carnivals at schools
    - Fall festival
    - HMB days
    - Farmer’s Market
    - HMB Community Assoc.
    - HMB Community Dev
    - Information Boards at HMB General Store and Welcome Woods Market
    - Mail out that isn’t junk mail - 1 pager infographic
    - HMB School Newsletter
    - Chat Parent Newsletter
  - Coast Reporter
  - Social Media
  - Local events hosted by directors
- Offer opportunities for thoughtful, respectful conversations and real engagement e.g.
  - Community based OCP Committee
    - While a formal OCP Committee is preferable, at least provide 1-month report on progress to a committee or a public space or online space.
  - “Global Cafe”
    - Day long or Weekend event with childcare
      - Hybrid
  - Allow sufficient time for thoughtful discussion by participants.
  - HMB Community Association as a message amplifier

**2. What digital and print methods do you believe will best reach community members in your area?**

- Telephone information line - someone can answer (good for seniors)
- Locally targeted - YouTube paid ads.
- Infographics at General Stores
- Week or two at the mall - Main table for SCRD and individual tables for Areas
- Event(s) at HMB Elementary (Saturday, Sunday, evening?). Address:
  - Business Market and
  - History of the Community
  - Where are we at now
  - What is an OCP
- Community association to co-host/host any of these (OCP Committee, etc.)
- Short videos because of literacy

**3. What actions can staff, and the community take to ensure that our public engagement events feel safe and welcoming for all participants....**

- Have a facilitator or a moderator. Trained and/or 3<sup>rd</sup> party rather than staff.
- Safety - plain-clothed, but identified RCMP OR maybe HMB VFD, in uniform, and SCRD gives a donation.
- Establish meeting protocols at the beginning. Need to set tone and expectations at meeting start.

c) Next steps and d) Concluding thoughts.

- Incorporated into discussion of items a) and b)

**MEETING ADJOURNED:** 5:22 p.m.

**NEXT MEETING:** November 19, 2024

**SUNSHINE COAST REGIONAL DISTRICT**

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

**October 21, 2024**

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THE MINUTES OF THE ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION  
MEETING HELD AT THE ROBERTS CREEK LIBRARY READING ROOM LOCATED AT 1044  
ROBERTS CREEK ROAD, ROBERTS CREEK, BC

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<b>PRESENT:</b>	Chair	Mike Allegretti
	Members	Chris Glew Meaghan Hennessey Robert Hogg Jim Budd Caroline Tarneaud Lesley-Anne Staats
<b>ALSO PRESENT:</b>	Electoral Area D Director	Kelly Backs (Non-Voting Board Liaison) Recording Secretary
	Alternate Area D Director SCRD, Manager of Planning SCRD, Senior Planner Chair OCPC	Mary Lou Hardy Jonathan Jackson Julie Clark Simon Haiduk
<b>REGRETS:</b>		Gerald Rainville Chris Richmond Francesca Hollander

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

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

**MINUTES**

The Roberts Creek (Area D) APC Minutes of Sept 16<sup>th</sup>, 2024 were approved as circulated.

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of September 25<sup>th</sup>, 2024
- West Howe Sound (Area F) APC Minutes of September 24<sup>th</sup>, 2024

**REPORTS**

Official Community Plan Update – Project Status Update  
Official Community Plan Background Report

## **PRESENTATIONS**

Julie Clark and Jonathan Jackson presented the “APC Referral OCP Project Update and Background Report Oct. 2024

### **Key Points of Discussion:**

- Examples of where the OCP does not meet legislation.
- Public engagement strategies.
- Housing Needs Report (pending).
- Possible joint meeting of RD APC’s.
- Turning vision into policy.
- Revisiting OCP every 5 years.

### **No Recommendations Were Made**

## **DIRECTORS REPORT**

There was no Director’s Report.

**NEXT MEETING**      November 18th, 2024

**ADJOURNMENT**      8:49 p.m.

**SUNSHINE COAST REGIONAL DISTRICT**

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

**October 22, 2024**

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

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<b>PRESENT:</b>	Chair	Susan Fitchell
	Members	Katie Thomas Miyuki Shinkai Marlin Hanson Jonathan McMorran
<b>ALSO PRESENT:</b>	Director, Electoral Area F	Kate-Louise Stamford (Non-Voting Board Liaison)
	SCRD, Manager of Planning	Jonathan Jackson (part)
	SCRD, Corporate Officer	Sherry Reid (part)
	Recording Secretary	Diane Corbett
<b>ABSENT:</b>	Members	Vivian McRoberts-Sosnowski Tom Fitzgerald Ryan Matthews

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**CALL TO ORDER** 7:05 p.m.

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

**MINUTES**

West Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC minutes of September 24, 2024 were approved as circulated.

Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of September 25, 2024
- Roberts Creek (Area D) APC Minutes of September 16, 2024

*Area F and Area B APC members and Electoral Area Directors met together online to receive a presentation by the Manager of Planning and Development on the Official Community Plan Update.*



## DELEGATIONS

Jonathan Jackson presented an overview and highlights of the SCRD's Official Community Plan Project Update and Background Report.

*Following the presentation, the Area F and Area B APCs split into separate meeting rooms for discussions on three questions posed in the staff report that requested APC member feedback regarding: community events, engagements, and locations; communication and engagement tools; and facilitating safety and intergenerational dialogue.*

APC members and the Director provided perspectives as observed in their West Howe Sound communities, as follows:

- Langdale area: When we have more formal documents ready to release to the public, these are places to make a speaker appointment or other opportunity. Groups where I volunteer and can arrange for SCRD to come and speak on new OCP development, consultation, feedback, or any input include:
  - West Howe Sound Community Association
  - Elphinstone Secondary School Parents Advisory Council
  - Langdale Elementary Parents Advisory Council
  - Langdale Elementary School staff
  - SD46 District Parents Advisory Council
  - Sunshine Coast Labour Council
  - Trac – Sunshine Coast Active Transportation Group
  - Affordable Housing Committee
  - Sunshine Coast Anti-Racism Group

Safety and intergenerational dialogues: each place I have in mind has good protocols to begin with. Would need help from SCRD to come into these places. Can come as advocacy team; can bring out unique issues applicable to Area F.

Langdale School and Elphinstone School present opportunity to interact with parents, and opportunity for students to say what they would like for the community. Hope we can help with the structure for that so it is friendly for young people. I like: "Love where you live." It is like organizing a closet: what do you want to keep, change, what not sure of. Good metaphor to help pinpoint the vision.

- At Elphinstone School and Chatelech, engagement has already started for the students. There is a separate program being brought into the schools.
- Is there a way of getting into and talking to people on the ferry?
- Use online opportunities, since the population is so spread out. I can reach out to a list of community members.
- Theoretically we represent two other OCPs and have no representatives from those areas. Not sure how to look at those two OCPs with this particular group. At upcoming West Howe Sound Community Forum, are getting reps from Bayview and Port Mellon involved.
- Granthams Landing: there is a community group (Granthams Wharf Association) within that area that works closely doing things for the wharf.
- Williamsons Landing: there are quite a lot of people living out here now.
- Langdale School's Spring Fair.
- Find events where people are in person. Markets. That is part and parcel with safety. Approach it on a micro level.

- Location: Langdale Elementary School.
- Incorporate community engagement into existing community events, a good way of making people feel safe and comfortable, and engage with them. Tricky thing: planning community events that are specific to Area F.
- Education is key; accessibility is key too. Tag onto other events, popular events; buy appetizers for people, and sit down with them. Education: videos online are good; have closed captioning. There are transportation issues in the SCR D to take into account. Town of Gibsons is going through the same thing with the OCP. Maybe tag along, explaining what an OCP is. Have pizza education night: pay for a couple of pieces, and have a survey to do together.
- Send something in the mail; some people are more inclined to do things like that.
- Put out information at locations: such as at Persephone on the first Saturday of every month.
- Hopkins area: has two main events: Hopkins Landing annual picnic on long weekend in August is well attended; and Hopkins Landing Paths Society is a not-for-profit society that has taken over what used to be the Hopkins Landing water pathway. (When the subdivision of Hopkins was created in 1907/08, the Hopkins family wanted a path from the wharf to the near end of Point Road. Then there was a significant portion that was donated in the last forty years, the grass section close to the wharf.) Idea of the Paths Society was to help with climate change, and look to ways to mitigate the tide and surf. Could call a meeting at any time through these groups. Increase awareness of the OCP and of protecting the foreshore in a responsible way. Those groups are mostly in person.
- Would like to see inclusion of groups like the Streamkeepers. Include opportunities to reach out to construction trades and supply chain businesses to provide feedback on those issues of meeting housing needs at various levels in the community.
- Safety: make the language easy to understand. People are intimidated by the planning language. Then may be reluctant to make comments, thinking they don't know enough.
- Method that works best? In person would be great. But have an online poster. Social media can get the message out, and reach all generations. It will be multi-phase. Launch 2025. Get into conversations with people. Keep people informed on progress.
- Is there a way for APCs to receive information earlier, given some lead time, and not need recommendations at that same meeting? It is a lot to take in; there is pressure to come up with a recommendation: need more lead time to ruminate and discuss. Since we have three OCPs to look at, we deserve more time.

## REPORTS

### Official Community Plan Update – Project Status Update and Official Community Plan Background Report

The APC discussed the staff report regarding the Official Community Plan Update – Project Status Update and interacted with the Manager of Planning and Development about the process being undertaken in this project.

**DIRECTOR'S REPORT** – None

**NEXT MEETING** Tuesday, November 25, 2024

**ADJOURNMENT** 8:52 p.m.

## **SUNSHINE COAST REGIONAL DISTRICT APC REFERRAL MEMO**

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**TO:**           Area D Advisory Planning Commission (APC) – October 21, 2024  
                  Area B Advisory Planning Commission (APC) – October 22, 2024  
                  Area F Advisory Planning Commission (APC) – October 22, 2024  
                  Area E Advisory Planning Commission (APC) – October 23, 2024  
                  Area A Advisory Planning Commission (APC) – October 30, 2024

**AUTHOR:**   Julie Clark, Senior Planner  
                  Alana Wittman, Planner 2

**SUBJECT:**   **Official Community Plan Update – Project Status Update**

---

### **RECOMMENDATION(S)**

**THAT** the report titled **Official Community Plan Update – Project Status Update** be received for information;

**AND THAT** the Advisory Planning Commissions provide feedback on the Engagement and Communications Strategy and in particular respond to the three questions posed in the memo;

**AND THAT** the Advisory Planning Commissions provide feedback on the proposed scope of the Official Community Plan review from the viewpoint of their electoral area concerns.

---

### **Purpose**

The purpose of this referral is to forward the October 10, 2024, Committee of the Whole (COW) staff report to the Advisory Planning Commissions (APCs) to provide APC Members with a status update on the SCRD's Official Community Plan (OCP) Update project.

On October 10, COW recommended that APC members review the project's Engagement and Communications Strategy. Particular value would be generated by responding to the questions at the end of this memo related to strategy implementation.

Feedback on the proposed scope of the review is also invited.

## COW Staff Report Summary

The staff report focuses on the work completed to date, during first phase of the project. Phase 1 has been comprised on the internal launch of project and project team mobilization, as well as initial review of background material and comparative analysis of SCRD OCPs. The staff provides a summary of the following:

- Work completed to date;
- Project scope (what is in and what is out), legislative context, and timeline;
- Project dependencies and constraints;
- Communications and engagement approach;
- Resourcing and staffing required to successfully complete the project; and
- Next steps for the project, focused on tasks to be completed by the end of 2024.

The APCs will be local context advisors for the OCP Update project to ensure local area needs and uniqueness are articulated and considered. This will be achieved through APC workshops and referrals throughout the multi-year project, as well as opportunities for APC members to participate in the engagement activities that invite the general public.

## Next Steps for APCs

APC feedback will be sought during each phase of the project through referrals and/or workshops. Anticipated APC referrals/workshops related to the OCP Update project include, but are not limited, to:

- Review the SCRD's OCP Update Project Background Report, which summarizes the findings from Phase 1 (project launch & background analysis) that will inform the subsequent project phases.
- Review of the SCRD's 2024 Housing Needs Report. The purpose of the report is to satisfy provincial requirements to calculate the total number of housing units that communities will need over 5- and 20-year periods. The Housing Needs Report is required by provincial legislation to inform Official Community Plans.
- As Local Area Context Advisors, you will be asked to:
  - Review and comment on the draft Official Community Plan policy areas and provide feedback on local area context.
  - Review and comment on draft Zoning Bylaw regulations which will implement the Official Community Plan policies.
  - Review and comment on subsequent draft Official Community Plans and Zoning Bylaws.
  - Review of the Public Hearing Summary Report(s).
- Review engagement summary reports from the three engagement phases. The reports will summarize the feedback received at each phase of engagement and describe how the feedback was used to inform the subsequent project phase.

- Other – Additional opportunities for APC feedback will be identified throughout the project.

### **Requested APC Feedback**

#### Engagement & Communication

Engagement will be starting this fall with very open-ended, broad questions intended to elicit community values and uncover important places and themes that will require more detailed policy review in following phases of work. This timeline is at Board direction and is intended to enable project completion within the current electoral term. APC input received in Q4 2024 will help guide the policy development process in 2025.

Below are three specific engagement and communication aspects where APC knowledge of local context can ensure accuracy, relevance, representativeness and inclusion. Feedback on these questions would be appreciated.

1. What existing community events and locations in your electoral area would be effective for engaging diverse community members (people with different lived experiences) in person? Please provide specific examples, including both indoor and outdoor venues.
2. The project team is developing engagement tools for each phase of the OCP Update process. What digital and print methods do you believe will best reach community members in your area? Please be as specific as possible and consider breaking down the tools by target audience.
3. What actions can staff and the community take to ensure that our public engagement events feel safe and welcoming for all participants, particularly if we wish to create meaningful opportunities for:
  - i) Fostering intergenerational dialogue about the future of the community/region?
  - ii) Encouraging conversations among individuals with diverse life experiences regarding the future of the community/region?

#### Scope of the OCP Update

As listed in Attachment D of the COW report, the legislated scope of OCPs is prescribed in the BC *Local Government Act*. Added to this, the scope of the OCP update project is informed by direction and guidance from the SCRD Board through the SCRD Strategic Plan, the project's approved budget proposal and subsequent inputs (listed in Attachment A of the COW report) from the Regional Growth Framework Baseline and the Development Approvals Review Process (DAPR).

Taking this context into account, and in particular the BC *Local Government Act* prescription for official community plans, along with your knowledge of local government land use planning, feedback on the scope the update is invited.

APCs may wish to consider the Background Report – referred separately – in providing advice and while reflecting on concerns in your electoral area. Questions to start dialogue could include:

- Thinking about the BC *Local Government Act* required and optional content, which aspects do you feel will need the most attention or be of most community interest in your electoral area?
  - Why do you imagine this to be the case? Consider your comments based on the planning context today and also what the community will need in 2045. What connections do you see from that aspect to other policy areas?
- Which themes that will impact future growth (see Background Report) resonate with you?
  - Can you think of specific examples that help illustrate the theme(s)?

**Attachment**

Attachment A – 2024-OCT-10 COW Staff Report

Reviewed by:			
Manager	X – J. Jackson	Finance	
GM	X – I. Hall	Legislative	
CAO/CFO		Other	

# ATTCHMENT A

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**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**

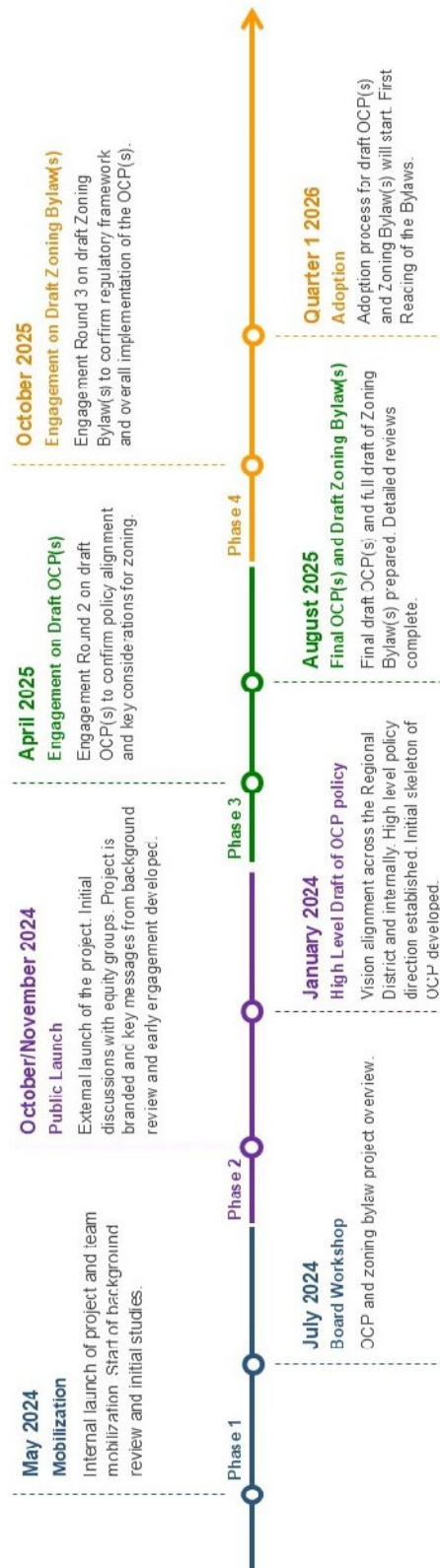
### **Evaluation Criteria:**

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 Reports”, 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.

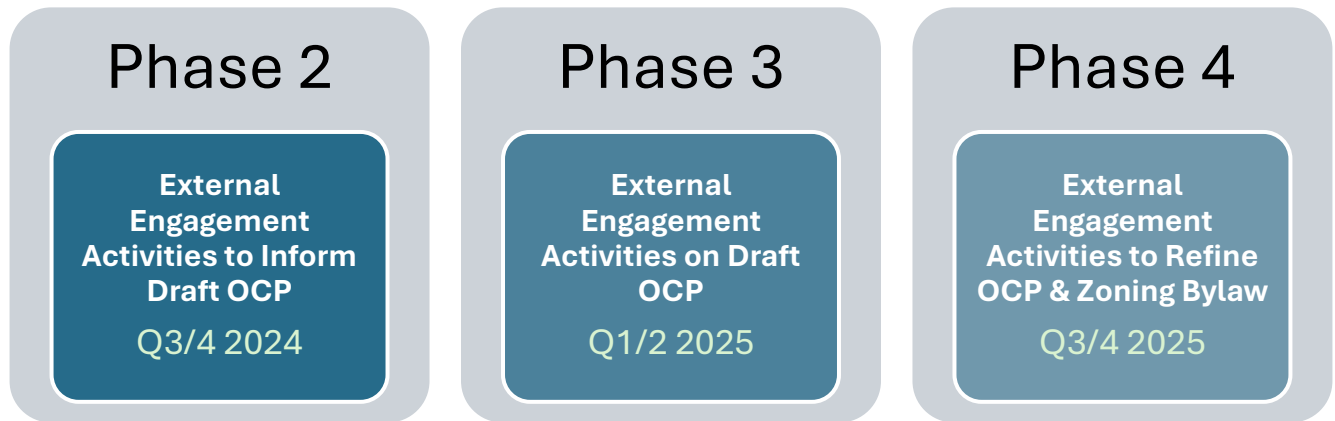


Figure 1 - Engagement Schedule

## 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 crowdsourcing 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 school, 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 Úxwumíxw, 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 SCRD 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 SCRD'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, SCRD 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 SCRD'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 SCRD 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 SCRD'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.

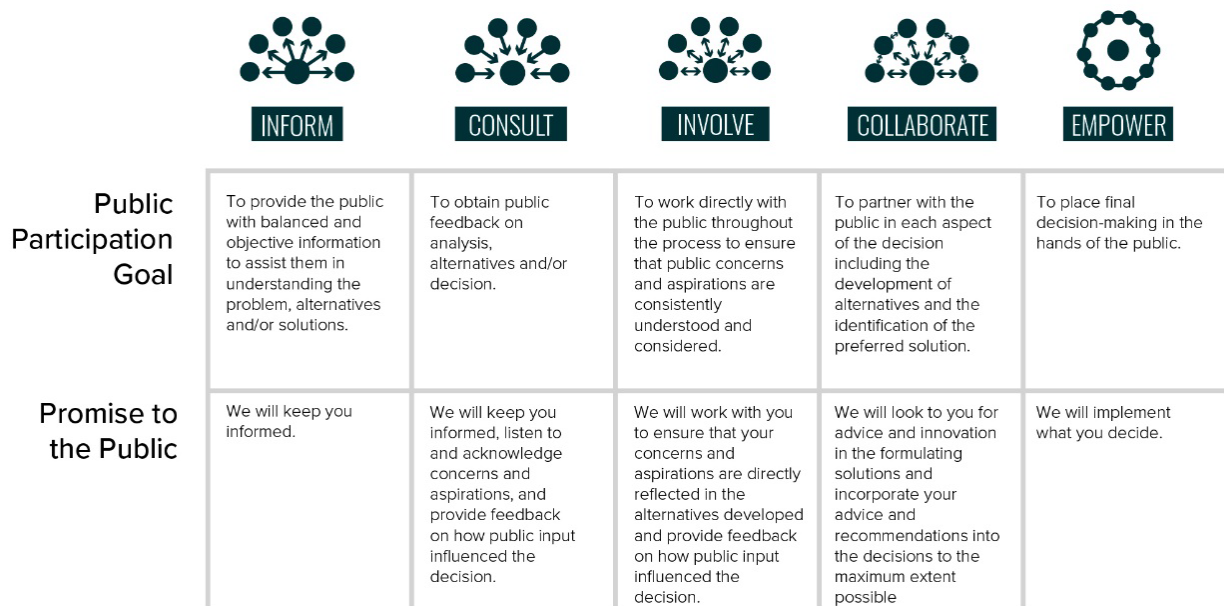


Figure 2 - IAP2 Spectrum for Public Participation

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 SCRDR 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 SCRD Board Members and MOTI. As the SCRD 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*

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

<b>How information will be used</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
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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*

<b>Communication Tool</b>	<b>Description</b>	<b>Timing</b>
<b>SCRD Website Page</b>	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
<b>SCRD Let’s Talk (OCP Engagement Website)</b>	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.
<b>Vertisee Map</b>	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



<b>Newspaper / Flyers / Mail notices / Road Signs / Other Advertisements</b>	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.
<b>Social Media (Facebook)</b>	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.
<b>SCRD Board Updates</b>	Notifying SCRD Board and public about the on-going process of the OCP review.	Communication of all tasks throughout project entirety.
<b>Pop-up Events / Community Information Kiosks</b>	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
<b>Public Hearing</b>	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 DISTRICT APC REFERRAL MEMO**

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**TO:**            **Area B Advisory Planning Commission (APC) – October 21, 2024**  
**Area E Advisory Planning Commission (APC) – October 22, 2024**  
**Area F Advisory Planning Commission (APC) – October 22, 2024**  
**Area A Advisory Planning Commission (APC) – October 23, 2024**  
**Area D Advisory Planning Commission (APC) – October 30, 2024**

**AUTHOR:**    **Julie Clark, Senior Planner**  
**Alana Wittman, Planner 2**

**SUBJECT:**    **Official Community Plan Background Report**

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### **RECOMMENDATION(S)**

**THAT the report titled Official Community Plan Background Report be received for information;**

---

### **Purpose**

The purpose of this report is to share the Official Community Plan (OCP) Background Report with the Advisory Planning Commissions (APCs) for information.

### **OCP Update Project – Background & Status**

The OCP Update project has been initiated and is planned for completion Q1 2026. The project is divided into four phases:

1. The first phase assesses the current SCRD planning framework and regional context.
2. The second phase will identify what is needed in the region and how to integrate solutions that will address the challenges being faced.
3. The third phase will build an outline for an updated planning framework, creating new OCP policy that harness the directions established in the previous phase.
4. Phase four will focus on the Zoning Bylaw, ensuring policies established in the OCPs can be implemented.

The project team has completed the first phase of the OCP Update project. The findings from Phase 1 have been summarized by the project consultant (KPMG-McElhanney partnership) in the Background Report, which will inform the subsequent project phases.

Engagement with the community will take place in phases 2, 3, and 4, informed by the Background Report (see Figure 1).



Figure 1 – OCP Update Project Timeline

### Background Report Summary

The report summarizes the findings and analysis from Phase 1 and will inform the subsequent project phases, including Phase 2 engagement materials that will serve as the starting point for conversations on the project in the community.

The report aims to build broad community understanding of the current state of the SCRD’s OCPs, key themes/issues that need to be addressed in the update process, and the impact the project could have on the region. The seven key themes explored in the Background Report are summarized in Figure 2.

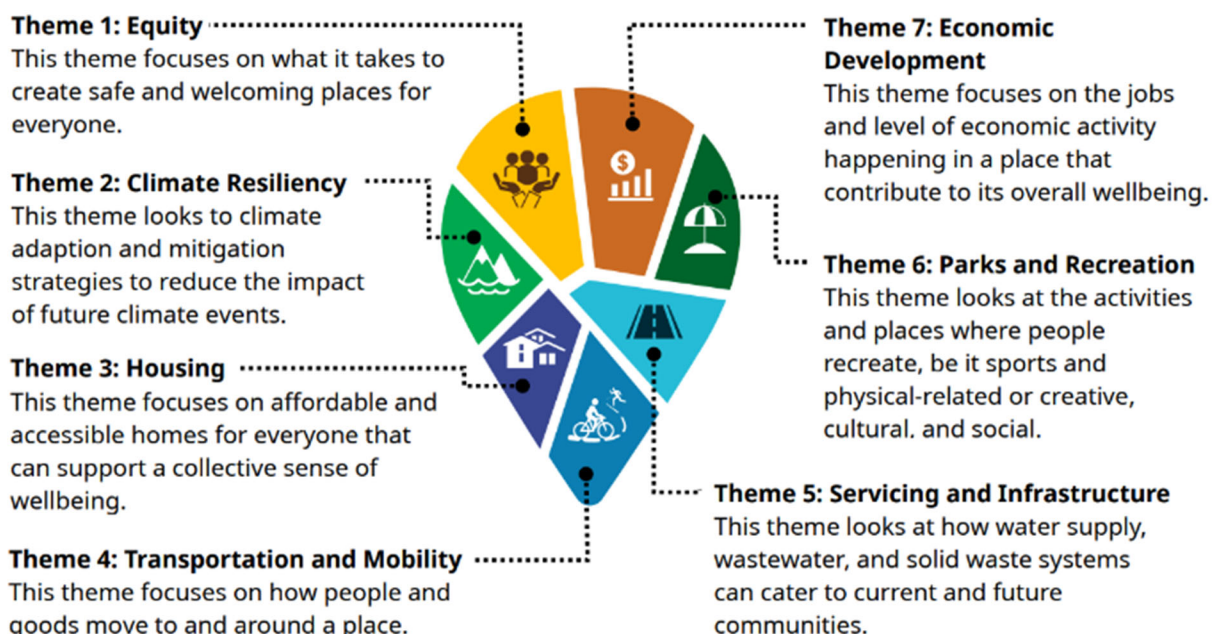


Figure 2 – OCP Update themes that will impact future growth in the SCRD

### Public Engagement

The first round of public engagement will launch in Q4 2024, supported by the Background Report. The purpose of the initial engagement period is to help the community develop a fundamental understanding of what an OCP is and the role of an OCP in shaping the future of our communities, while gathering feedback on the long-term vision, values, and needs for the Sunshine Coast. This work will build on the vision and values included in current OCPs and other vision and values results from recent SCRD engagement.

### Next Steps for APCs

The purpose of this referral is to provide information to APC members to provide important regional context for upcoming project related referrals and the launch of public engagement in the upcoming quarter.

The APCs will be local context advisors for the OCP Update project to ensure local area needs and uniqueness are articulated and considered. This will be achieved through APC workshops and referrals throughout the two-year project, as well as opportunities for APC members to participate in the engagement activities targeting the general public.

APC comments/recommendations are not being sought on the consultant’s Background Report as it is intended as a summary of existing work and a conversation starter.

APC feedback on the project scope, including reflections at the electoral area level on the themes in the Background Report is invited and can help guide policy development. Example questions to consider are included in a parallel referral (titled Official Community Plan Update – Project Status Update).

### Attachment

Attachment A - Background Report

Reviewed by:			
Manager	X – J. Jackson	Finance	
GM	X – I. Hall	Legislative	
CAO/CFO		Other	



# Background Report



## Official Community Plan Update

Sunshine Coast Regional District

October 2024



# Acknowledgements

## Land Acknowledgement

The Sunshine Coast Regional District is located on the territories of the shíshálh and Sḵwx̱wú7mesh Nations.

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# 1. Overview

The Sunshine Coast Regional District (“SCRD”) is located along the southwest coast of British Columbia. While the region is close to Vancouver, it is also remote, accessed primarily by ferries. People are drawn to the natural beauty of the area the forests, inlets and coves, along with a close-knit community and nature-based lifestyles.

Over the last 20 years, the region has seen significant population growth with an influx of new residents and visitors. This population increase, combined with changing climate patterns and aging infrastructure, requires a new framework to plan for the next 20 years of growth. As such, the SCRD is undertaking a comprehensive project to update the Official Community Plans (OCPs) and Zoning Bylaws, known as the OCP Update Project. Together, these plans establish the vision for the SCRD and outline how and where growth and development will occur. Policies set in these bylaws impact nearly everything that the Regional District does and touch on many aspects of how the region’s communities operate, look, and feel.

Over the last several years, the SCRD and other partner organizations and government entities have developed a comprehensive range of data, plans, strategies, and policies for various topics or issues across the region. This information was focused on a range of topics or issues, such as transit, housing needs, natural assets, etc.

This report is a collection and summary of key information that will form the foundation for the OCP Update and provides additional information on what an OCP is. Specifically, Part 1 provides more detail on the scope of the OCP Update project. Part 2 summarizes the planning that has occurred to support this project. Part 3 identifies seven key themes from foundational information that needs to be integrated in future planning. Part 4 invites feedback and talks about how you can engage with the project.



**Part 1:**  
Overview of the OCP Update Project



**Part 2:**  
Summary of Recent Planning Work



**Part 3:**  
Identifying themes for Future Planning Work



**Part 4:**  
Working together on building the Future Planning Work



**For the purpose of this document, two different references to the Sunshine Coast will be made:**

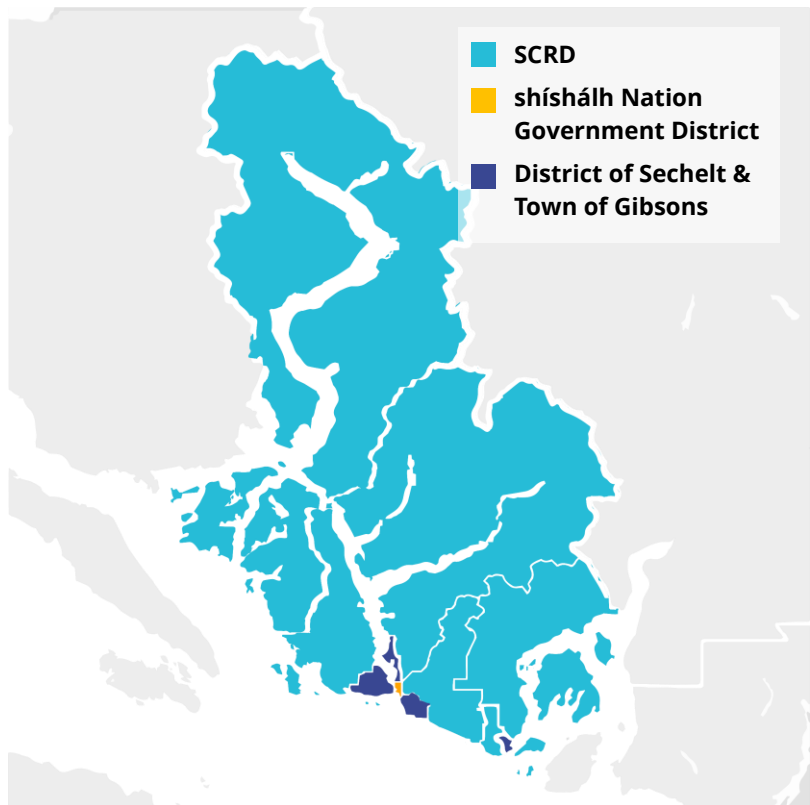
The terms **‘the region’** or **‘the Sunshine Coast’** will refer to the region as a whole, including the Town of Gibsons, the District of Sechelt, and the shíshálh Nation Government District, as shown on the left image below (Map 1).

In this document, the **‘Sunshine Coast Regional District’** or the **‘SCRD’** refers to the local government that provides many services to the region, including, land use planning in the electoral areas outside of the municipalities. It is this geographical area in Map 2 where the updated planning framework will apply.

**Map 1: The Sunshine Coast Region**



**Map 2: The Sunshine Coast Regional District**



## Regional Context

Over the past 20 years, the SCRD has seen a significant amount of population growth and, much like other parts of British Columbia (BC) and Canada, is facing a range of complex community challenges. The region's desirability as a place to live has contributed to the population growth and led to affordability challenges. This growth coupled with a broad range of climate challenges, including significant drought, have placed substantial pressures on the SCRDs ability to address current and anticipated future needs. A range of challenges that have been expressed by community members, SCRD staff and/or Board Members in recent years are outlined below.

### Known challenges include:

- Steep topography
- Vast amounts of watercourses and shorelines
- Inconsistencies in water supply
- Limited access to the region
- More extreme and frequent climate events
- High housing costs
- Limited housing supply
- Regulatory alignment
- Sensitive habitats and natural areas
- Aging infrastructure
- Transitioning economy
- Aging population
- Lack of diversification in housing stock
- Dispersed rural development patterns
- Long distances for infrastructure
- Limited fire fighting capacity
- Availability of developable land

Furthermore, the SCRD also faces jurisdictional complexity, with different government organizations and levels of government often required to coordinate both planning and service delivery. Similarly, historical rural development patterns have lacked coordination with development financing tools contributing to fiscal challenges. As these challenges and changes have been felt by the SCRD residents, discussions around how to approach the evolving needs of the communities continue to take place.

While a variety of data, policy direction, and studies will inform the OCP Update, overall governance for the project is led by an elected Board of Directors who have developed a strategic plan that is the primary driver in establishing the direction and approach for the OCP Update. The additional studies conducted in recent years have begun laying the foundation for understanding how and where the region will grow.

Many of these studies have included or been based on community discussions and ideas for addressing regional challenges and supporting coordination between the SCRD, partner agencies, governments, and First Nations.

Understanding what the most pressing needs are amongst the region's communities is key in establishing impactful and effective solutions.

This report aims to **put into context the challenges that have been felt** over the last 20 years as well as how to **go forward in a way that nourishes the unique and beautiful characteristics** that makes the SCRD the spectacular place that it is.



# 1.1 OCP and Zoning Bylaw Update Project

In an effort to be better equipped to address the changes seen throughout the region, the SCRD has initiated a series of steps to update and reshape the overall planning framework, and through that, pertinent planning documents that fall within it. One of these steps includes a project to update the Official Community Plan (OCP) and Zoning Bylaw documents for the five electoral areas.

This update process looks to **update, harmonize, and align policies and regulations** balancing **financial, environmental, and social** priorities so that the region can better **respond to the growth** and changes of the community.

## Project Timeline

The OCP and Zoning Bylaw update project will take place over two and a half years, beginning in early-2024 and completing mid-2026. There are four phases within the project, the first looking into the background of the SCRD and understanding the current planning framework. The second phase looks to identify what is needed in the region and how to integrate solutions that will address the challenges being faced. The third phase starts to build up an outline for an updated planning framework, creating new OCP policies that harness the directions established in the previous phase. Phase four ties in the additional planning framework through the Zoning Bylaw, ensuring policies established in the updated OCP(s) work together to support the regulations from a land use perspective.



Throughout all phases of the project, community insights will play a critical role to ensure the needs of the community are reflected in the elements of the new planning framework to ensure both current and future needs are met.

# Goals & Objectives

## Project Goals

The intended outcome of this project is to have the updated OCP(s) and Zoning Bylaws:

- Establish a policy foundation based on equity and environmental sustainability.
- Align future development with amenities, service delivery and economically feasible infrastructure provision.
- Factor in input from the community through engagement.
- Develop clearer bylaws that better implement future growth and reflect the community's current and future needs.

## Project Objectives

1. Establish a new land use framework that is simplified, modern, and easy to understand while remaining consistent across the electoral area's.
2. A. Develop OCP(s) that aligns with legislation and responds to public input and technical expertise, and that provides clear and consistent guidance and direction for the Board, staff, and the community.  
B. Develop harmonized and modernized OCP policies for the region with a focus on addressing current and future needs related to housing, climate resilience, and sustainable development.
2. Update the Zoning Bylaw(s) that align with and are implemented with the updated OCP(s) (likely to include consolidating some zones).
3. Update Development Permit Area policy framework and implementation strategy that will result in Development Permit Areas and guidelines that are clear, accurate (data-driven), consistently applied across the region and meet established leading practice.
4. Define and enhance the unique character in each electoral area through the policies and regulations and potentially new planning tools.
5. A. Establish land use designations that include density targets, reflect development capacity accurately, and have appropriate zones associated.  
B. Regarding density targets, develop a Housing Needs Report in alignment with the provincial legislation, providing data inputs and key findings for this matter (OCPs must address the total number of housing units anticipated to be needed within a 20-year period).
6. Update spatial data associated with the new land use framework.

Achieving these objectives will establish a new planning direction for the Board, staff, and the community, as well as provide policy harmonization and alignment across the SCRD that can similarly support regional-level service delivery.

## What can be accomplished through this update process?

Part of what forms an OCP is input from community members, specifically around the time a plan is being updated. Engagement with community members helps to guide and inform structure through identifying social, environmental, and economic priorities. It is recommended that OCPs be updated every five years and are reviewed regularly, looking at incremental ways to maintain these priorities while carrying forward the vision for the community in the long run.

Updated and harmonized OCPs and Zoning Bylaws can bring sharper focus to policies and can clearly link a vision (OCPs) with the way land is used, and how and where buildings are constructed (Zoning Bylaws). As part of the review of the Zoning Bylaw, protection of environmental areas, hazards, and form and character considerations will be included with the Development Permit Areas (DPAs). Plain language, consistent policy and interpretation can increase user-friendliness, community awareness, and the overall capacity to engage in planning processes. Updating Zoning Bylaws ensures SCRDs vision for growth, development, and land use reflects current community thinking and responds to current and future needs while also allowing these quintessential documents to fully align with provincial legislation.



OCPs are intended to establish organization-wide values and unified direction. These planning documents not only provide structure and guidance for decision making related to key community matters, but also helps with the delivery of key capital projects and services that support community building. Planning aspects such as infrastructure and amenities to support housing needs must be considered through tactile matters such as water, wastewater, parks, recreation centres, schools, transit, firehalls, and more. Through the OCP process, the financial implication of future infrastructure is considered, and necessary changes are planned or made to corresponding bylaws.

In the context of this update project a large focus will be placed on housing and sustainable development solutions through the legislative requirements that fall within these planning documents.

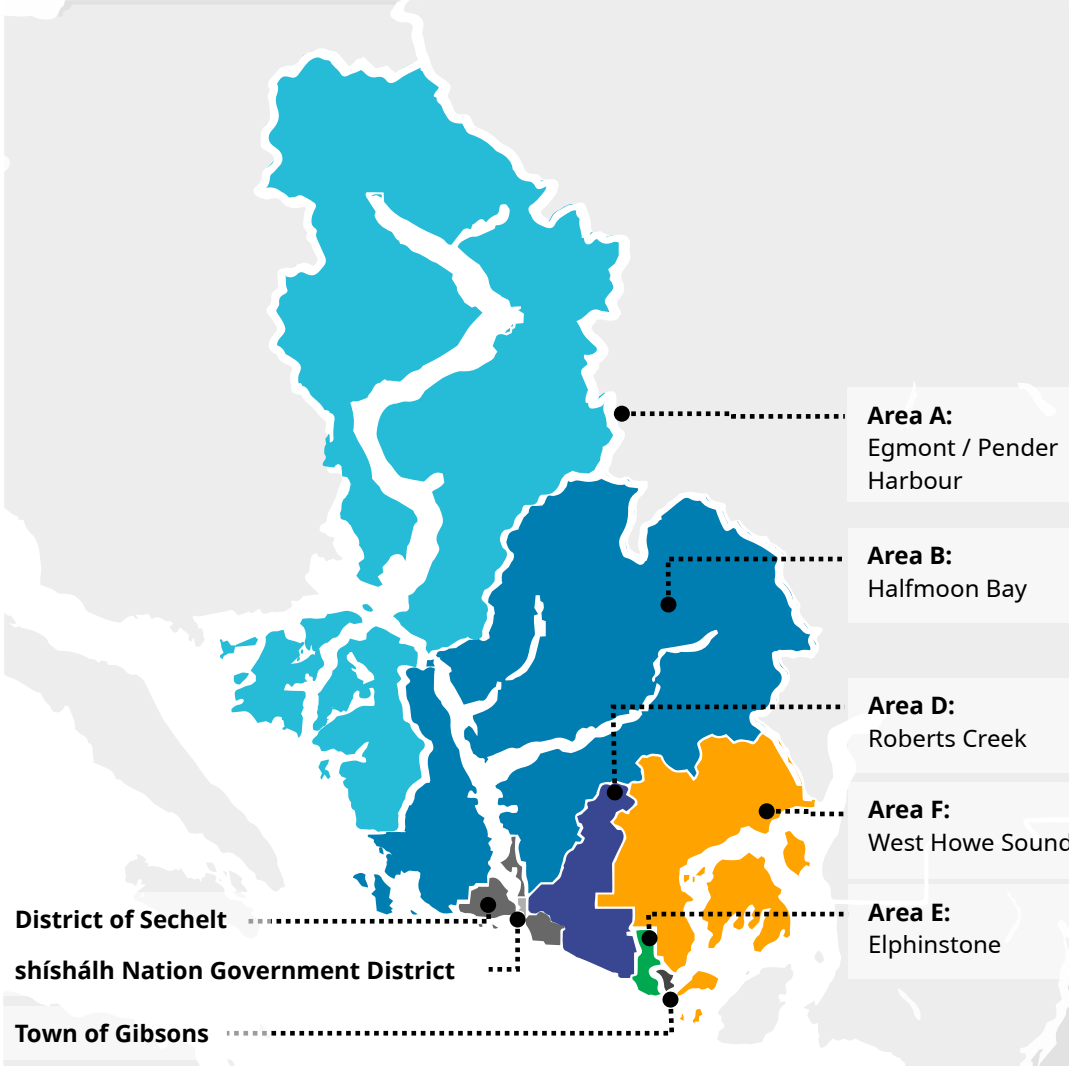
# 1.2 Planning Framework Context

The SCRD is the local government servicing residents on the lower Sunshine Coast. The SCRD is located within the territories of the shíshálh Nation and Sk̓w̓x̓wú7mesh Nation, extending from Port Mellon to Egmont.

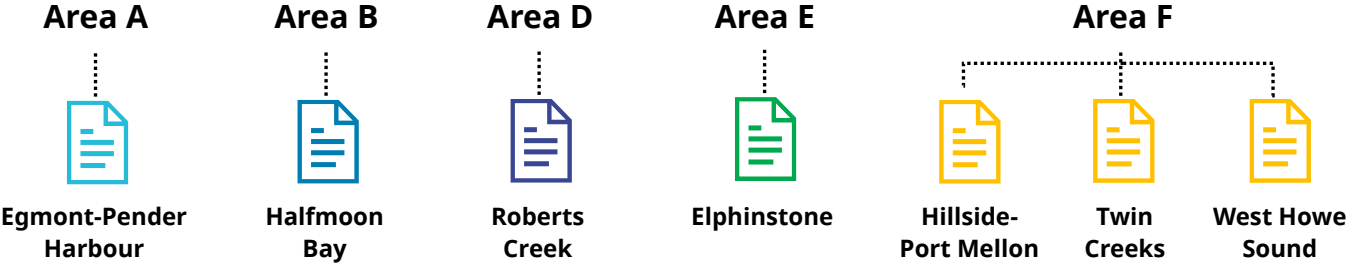
The Sunshine Coast is governed by a Board of Directors. The Board is made up of elected officials from each municipality and electoral area within the region. Member jurisdictions within the region include:

- Area A – Pender Harbour and Egmont
- Area B – Halfmoon Bay
- Area D – Roberts Creek
- Area E – Elphinstone
- Area F – West Howe Sound
- District of Sechelt
- shíshálh Nation Government District
- Town of Gibsons

**Map 3: SCRD Local Government Boundaries**



Land use planning across the region is informed by Official Community Plans (OCPs) for each of the municipalities, shíshálh has a Strategic Land Use Plan, and Squamish Nation has a sacred land use plan. Regarding the five electoral areas in the SCR, there are seven OCPs total:



### What is an Official Community Plan?

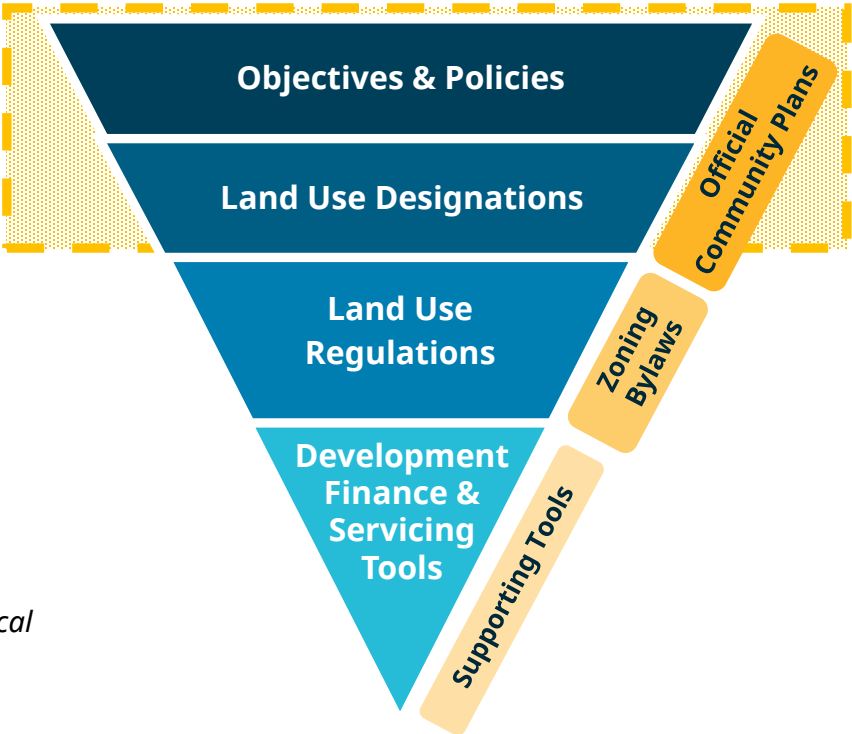
Various planning tools and documents are used to help provide structure and guidance around how decisions and actions are made toward growth and development for communities.

To understand how to navigate and benefit from these tools and documents, it is important to know what roles they play in the context of a region and its needs. Additionally, it is important to understand how these planning tools and documents interact with each other. In the context of planning, the scope of these documents includes **objectives and policies, land use designations, and land use regulations** (see figure below).

**Objectives and policies** along with **land use designations** are two planning tools established in a planning document called an Official Community Plan (OCP).

The purpose of an OCP is to provide a policy statement of objectives and policies to guide decisions on planning and land use.

An OCP document is a legislative requirement established in the *Local Government Act*.



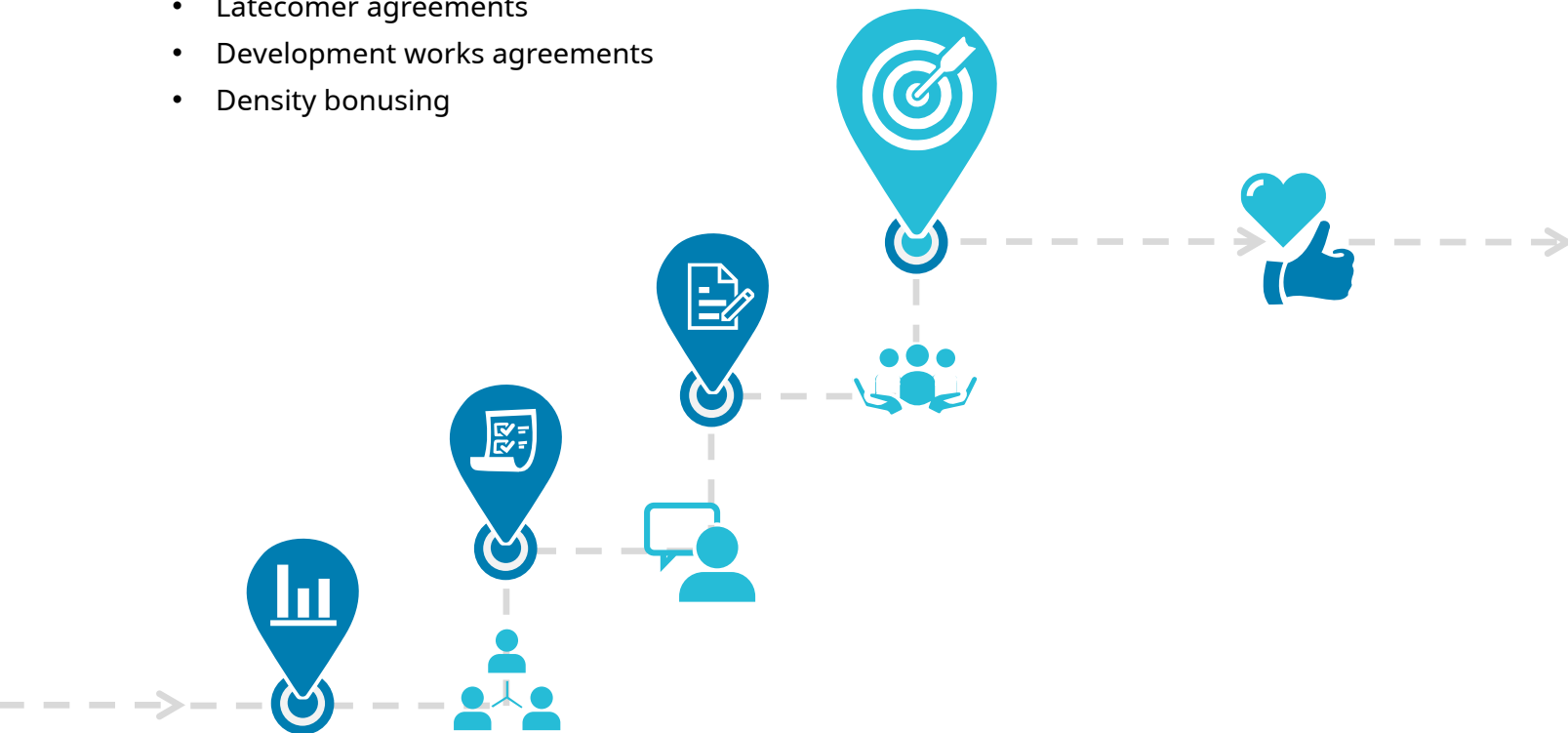


The **Local Government Act** creates regulations for municipalities and regional districts to follow and provides these local governments with the authority to govern their communities around certain planning matters, including OCPs and Zoning Bylaws. Further, to support community development, the *Act* outlines several additional **development finance and infrastructure servicing tools** to support development.

Finance-related planning tools help fund the costs of development like infrastructure and amenities needed to support a growing population, and servicing standards to guide infrastructure requirements.

**Some of these tools include:**

- **Development Cost Charges (DCCs)** and **Development Cost Levies (DCLs)**
- **Amenity Cost Charges (ACCs)**
- Subdivision servicing bylaws
- Excess or extended services
- Latecomer agreements
- Development works agreements
- Density bonusing



These development finance and infrastructure servicing tools will be updated following the OCP update project to support SCRDs implementation of the new OCP(s) and Zoning Bylaw(s).

## The legislative purpose of an OCP is described as:

471 (1) ... 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.

## Legislative Requirements

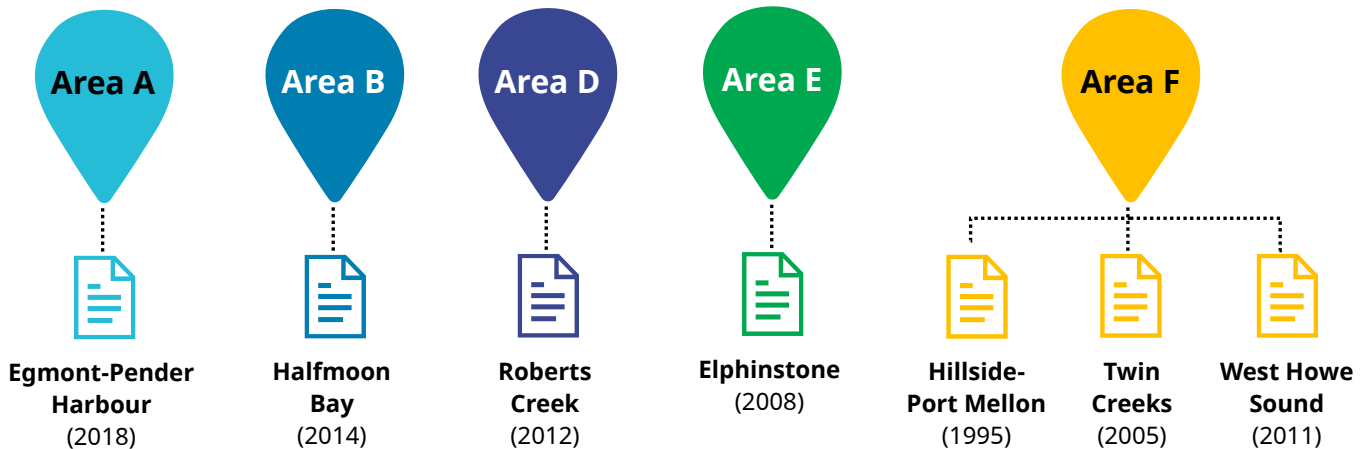
The *Local Government Act* provides a set of required content and optional content to be addressed in an OCP, including:

Required Content	Optional Content
<ul style="list-style-type: none"><li>• Location, amount, type and density of residential development to meet housing need for 5 years</li><li>• Location amount type of commercial, industrial, agricultural, recreational, and public use lands</li><li>• Location and area of sand and gravel deposits suitable for future sand and gravel operations</li><li>• Restrictions of use of land subject to hazardous conditions or that is environmentally sensitive</li><li>• Location and phasing of any major road, sewer and water systems</li><li>• Location and type of public facilities</li><li>• Housing polices</li><li>• Greenhouse gas (GHG) reduction targets</li></ul>	<ul style="list-style-type: none"><li>• Social needs</li><li>• Farming and farmland</li><li>• Preservation and protection of natural environment</li><li>• Development Permit Areas (DPAs)</li><li>• Temporary Use Permit Areas</li><li>• Development Approval information areas</li><li>• Heritage conservation areas</li></ul>

## What can an Official Community Plan do for the SCR D?

OCPs are living documents, acting as a vital planning tool that helps communities navigate growth in a long-term context. These documents aid in determining how and where growth should occur, while balancing and maintaining the traits that are beloved within a community. Visions, goals, and policies are established in these documents, and are used to guide Board directors on their decisions around how land is used and developed.

Within SCR D, each of the electoral areas have one OCP document, aside from West Howe Sound which has three. Combined, these seven OCPs provide a long-term vision for the region and set out objectives and policies to guide planning and land use management within the area.

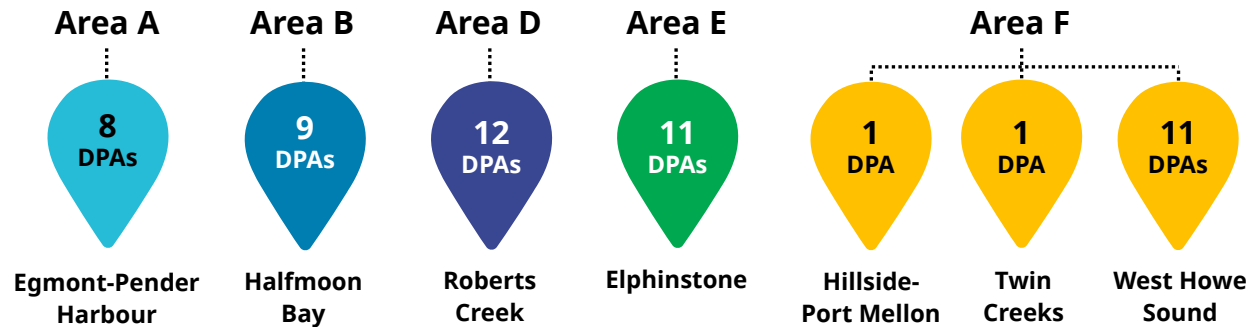


The adoption date of these seven OCPs range from 1995 to 2018. The OCPs have become increasingly more complex over the years, as the community continues to grow and evolve from the times when these documents were initially created. To put the age of the existing OCPs into context they range from 29 to 6 years old. As times change, priorities change, so an update is needed to ensure the OCPs reflect the current needs of the SCR D and its constituents.

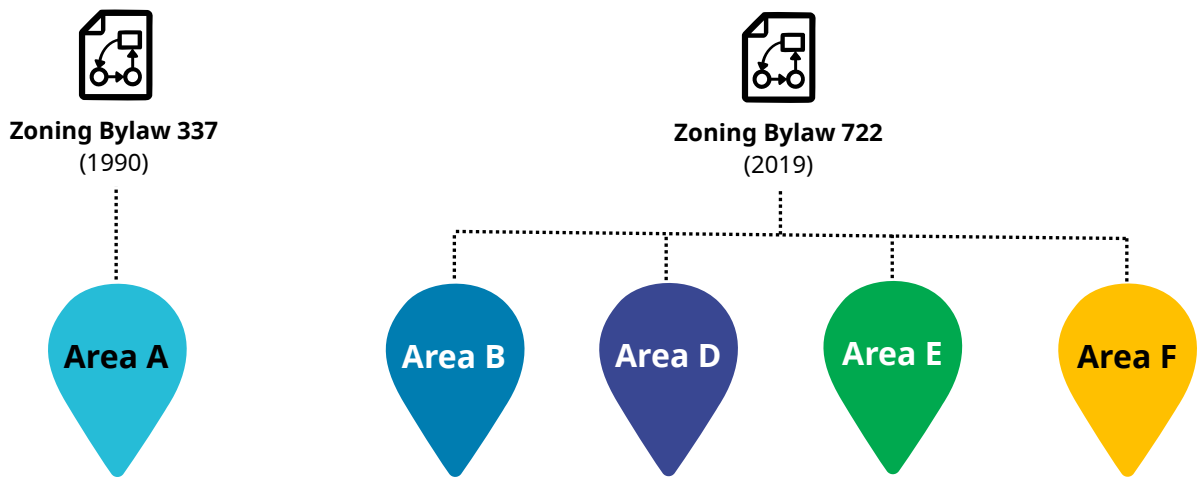
Although some aspects of the current OCPs continue to be relevant to guide matters of planning and development, as SCR D navigates ongoing changes, an update to the policies throughout these documents would offer updated tools to direct growth.

OCP's are supported by additional planning documents, including Zoning Bylaws and Development Permit Areas (DPAs). These supporting documents provide guidelines which further define parameters for development in the context of ongoing growth and changes within a community.

Within the SCR D there are 54 DPAs throughout the existing OCPs. Currently, five out of seven of the OCPs include eight or more of the same DPAs.



Within the SCR D there are two Zoning Bylaws, the oldest (No. 337) covering electoral area A (Egmont / Pender Harbour) which was adopted in 1990, and the more recent Zoning Bylaw (No. 722) covering the remaining electoral areas (B: Halfmoon Bay, D: Roberts Creek, E: Elphinstone, and F: West Howe Sound), adopted in 2019.



The challenges faced in the OCPs in part stem from these additional planning documents as they are complex and time-consuming regulatory frameworks to wade through when determining what can be built and where. An update to make the Zoning Bylaws and DPAs less repetitive and more simplified can make the development process more efficient and accessible, better aiding future growth directions outlined in the SCR Ds OCPs.

## 2. What planning has been happening in the community?

To make the most out of the opportunities that come from updating planning frameworks, such as an OCP, it is important to first understand:

- What is happening in the SCRD?
- How has growth changed across the electoral areas or the region?
- How and where is growth anticipated over the next 20 years? How can the updated OCP(s) balance growing needs based on environmental, social, and economic considerations?
- How well do the seven current OCPs work, and how do they compare to one another?
- How will the updated OCP(s) inform other implementation tools such as the zoning bylaw(s) and other servicing or financial tools?
- What are the key challenges and opportunities?
- What needs to be protected?

Answering these questions helps to highlight topics to consider during the update process and can aid in establishing clearer policies, direction, and organization.

### 1.1. Recent Planning Work

Work has recently been completed to better understand how past planning documents have either remained aligned or differed from the current vision and direction of the SCRD.

### This work includes:

- A **Comparative Analysis** of SCRDS electoral area Official Community Plans and Zoning Bylaws
- **Community Profiles** of SCRDS five electoral area's
- SCRDS-wide **Regional Growth Baseline Study**
- 2023 **Development Approvals Process Review** outlining the importance and need for policy alignment and a new planning framework
- **2024 draft Housing Needs Report** for SCRDS five electoral area's, a Provincial requirement that directly informs OCP requirements

### How can I access these documents?

You can visit the [SCRD Let's Talk page](https://letstalk.scrd.ca/ocp-update) to access work done around the OCP update project.



SCRD Let's Talk

<https://letstalk.scrd.ca/ocp-update>

In addition to the work completed by the Sunshine Coast Regional District, several partner organizations have compiled, or are in the process of compiling, additional data and information on community goals and objectives.

### These organizations include, but are not limited to:

- The Town of Gibsons
- The District of Sechelt
- The shíshálh Nation
- The Skwxwú7mesh Nation
- Islands Trust
- The Ministry of Transportation and Infrastructure (MOTI)
- BC Ferries
- Sunshine Coast Community Services Society
- The Sunshine Coast Resource Centre
- The Sunshine Coast School District 46
- BC Transit
- BC Parks / Recreation Sites and Trails BC
- Agricultural Land Commission (ALC)
- Vancouver Coastal Health
- Sunshine Coast Affordable Housing Society
- Sunshine Coast Regional Economic Development Organization (SCREDO)
- Sunshine Coast Chamber of Commerce
- Sunshine Coast Community Foundation
- UBC Early Learning Partnership
- UVIC Environmental Law Centre
- Coastal Douglas Fir Conservation Partnership

Various plans, documents, data, and strategies from these organizations will be used to inform the OCP update project.

## Comparative Analysis of fundamental planning documents

In the early stages of this update project, a Comparative Analysis was conducted to help better understand how the current OCPs and Zoning Bylaws align with professional practices and meet the legislative needs of the region.

### Findings from the Comparative Analysis:

Key findings from the analysis included identifying inconsistencies in the organization and method of regulating land use designations and development permit areas across the seven OCPs.

**Number of DPAs:** A key finding from the analysis were inconsistencies in organization and method regulating land use designations and development permit areas (DPAs) across the seven OCPs. Further, the analysis found the current DPAs to require further policy alignment to legislative. To improve the development approval processes, policy alignment across the electoral areas as well as integration of leading practices and incorporation of new legislative requirements will be needed as part of the OCP Update.

**OCP Requirements:** There is an extensive list of criteria that needs to be met from a legislative level. This looks at policies around housing density and affordability, building form and design, mapping, Indigenous reconciliation, environmental hazards and protection, alongside clearly distinguished visions that set a plan to adeptly meet these items.

**Focus on Housing:** For policies around housing density, the oldest OCPs from Hillside-Port Melon and Roberts Creek do not provide any guidance, while others, such as Egmont/Pender Harbour, Halfmoon Bay, and Elphinstone, only partially address the topic. In terms of statements on housing affordability and special needs in housing supply, only Egmont/Pender Harbour, Roberts Creek, and West Howe Sound include this guidance in their OCPs. Other planning work has shown the ongoing challenges to provide housing that is difficult to address, is in part due to these policy inconsistencies.

## Findings from the Comparative Analysis (continued):

**Focus on Environment:** The SCRD has recently adopted a Community Climate Action Plan (CCAP) which has implications for how the region should grow and develop, working towards a low carbon and climate resilient future. The CCAP builds on existing SCRD and community actions to address climate change and allows the SCRD to proactively identify opportunities for action that advance the community towards low carbon resilience of its social, economic, built, and natural systems. The CCAP consists of 15 goals, 25 actions and 58 supporting actions, several of which could be considered/included within updated OCP and Zoning bylaws.

When considering how the SCRDs current OCPs measure up, it is important to consider that since the time when they were prepared, the science of climate change and adaptation has evolved considerably, and the urgency of climate action has increased. Based on the comparative analysis of the seven OCPs only three of the seven OCPs featured policies that could be considered as aligning with LGA requirements for reducing GHGs. Fire Smart and Wildfire policies are not required by the LGA but it is an emerging concern related to climate resilience and only two of the seven OCPs mentioned this topic, which could be strengthened to align with leading practices.

**Regulation & Document Consistency:** Having a lack of consistency in the regulations around significant OCP components makes the development process in SCRD complicated, time-consuming, and ultimately inefficient due to the various inconsistent layers of policies and regulations. The update of the OCPs is an opportune time to address these shortcomings. Actions like simplifying and consolidating land use designations and development permit areas is a step towards creating a more efficient and accessible development process. The inclusion of policies reflecting and addressing current and future challenges being faced by the region will help make SCRDs planning framework a key decision making tool for meeting community needs and helping to nourish the unique characteristics of the SCRD.



## Understanding characteristics & demographics through Community Profiles

Conducted alongside the Comparative Analysis in the early stages of the update project, a Community Profile report was completed, looking to provide insights on the characteristics and demography of the communities throughout the SCRD. These profiles provide insight on trends and data to be considered for future planning approaches by gaining a better insight on what changes have occurred over the past 20 years.

### Findings from the Community Profile:

There is a **limited housing stock** throughout the SCRD, and the current housing shortage is contributing towards affordability challenges along with limitations in the variety of the housing stock available. The housing stock is predominantly older, single detached homes, and many of its inhabitants and caretakers are residents over the age of 55.

As a whole the SCRD is experiencing an **aging population**, with 31% of residents being over the age of 65. An aging population has specific needs that will influence the complexity of the housing, land use, and community services delivery in the future.

Significant policy changes will need to be made to ensure growth patterns and changes among the community can be met with appropriate housing stock and ensure there is ample supply to meet demand.

The Profile also illustrates that **there are other issues and trends that need to be fully explored to better inform** decision making and land use planning. For example, employment across the SCRD is heavily concentrated in local service sectors including construction, retail, and social assistance services with opportunities for diversification and additional local economic development. Given that wages in these sectors have not kept pace with the increase in rents or housing prices, future housing or lack of housing will impact the ability of employers to staff these types of roles. More work needs to be done to better understand the role that housing plays in attracting and retaining employees. Considering the nuances behind this information will be important during the update process as it can ensure policies and regulations will best reflect the changes being seen through influencing factors such as work from home, seasonal industries, income in the face of a prevalent retired population, and so on.

## Assessing the Housing Needs across the communities

Following the Comparative Analysis and Community Profile, a Housing Needs Report was created. While a Housing Needs Report is required to be completed by the BC Provincial Government, it was essential to ensure the insights provided within the report contributed towards the update project by helping to understand growth patterns and challenges being faced across the SCRDS communities. The report also highlights opportunities for SCRDS decision makers.

### Findings from the 2024 Draft Housing Needs Report:

The SCRDS is experiencing rapid population growth, with an increase of almost 10% between 2016 and 2021 within the five electoral areas. The increase in demand for housing is compounded by stagnant new housing developments, which further strains the availability of affordable homes.

An analysis of the current and future housing needs reveals that **3,018 additional housing units will be required** across SCRDS five electoral areas **over the next 20 years**. For comparison, 1,705 new homes were built in the SCRDS from 2001 to 2021.

## Studying changes that have occurred from Regional Growth

During a series of SCRDS-focused regional growth baseline reports completed in 2023, studies conducted around current planning documents helped to establish fundamentals for the update project. These reports set a lens for regional growth to be complete, compact, have low environmental impact on communities based on energy-efficient settlement patterns and protection of the environment, and is harmonious with the natural environments a community is set in.

### Findings from the Regional Growth Study:

Key findings from the OCP documents found a strong emphasis around the importance of **protecting rural character and the natural environment**.

Regarding approaches to development, the findings discussed how commercial and community-oriented uses, and **denser forms of housing should be located in village centres and areas identified as 'community hubs'**, which in turn supports a more efficient delivery of infrastructure and services. In this growth study, certain electoral areas such as Egmont / Pender Harbour stated being open to more economic and industrial land uses.

## 1.2. Planning Next Steps

### Using the recent work to help update SCRD's planning framework

Through the recent planning work, findings and insights highlighted from the mentioned studies and reports have helped to identify prevalent patterns. Seeing themes be consistently discussed over time helps to solidify necessary focus areas and establishes clear planning directions.

### Common themes have emerged from a review of existing documents and past community conversations include:

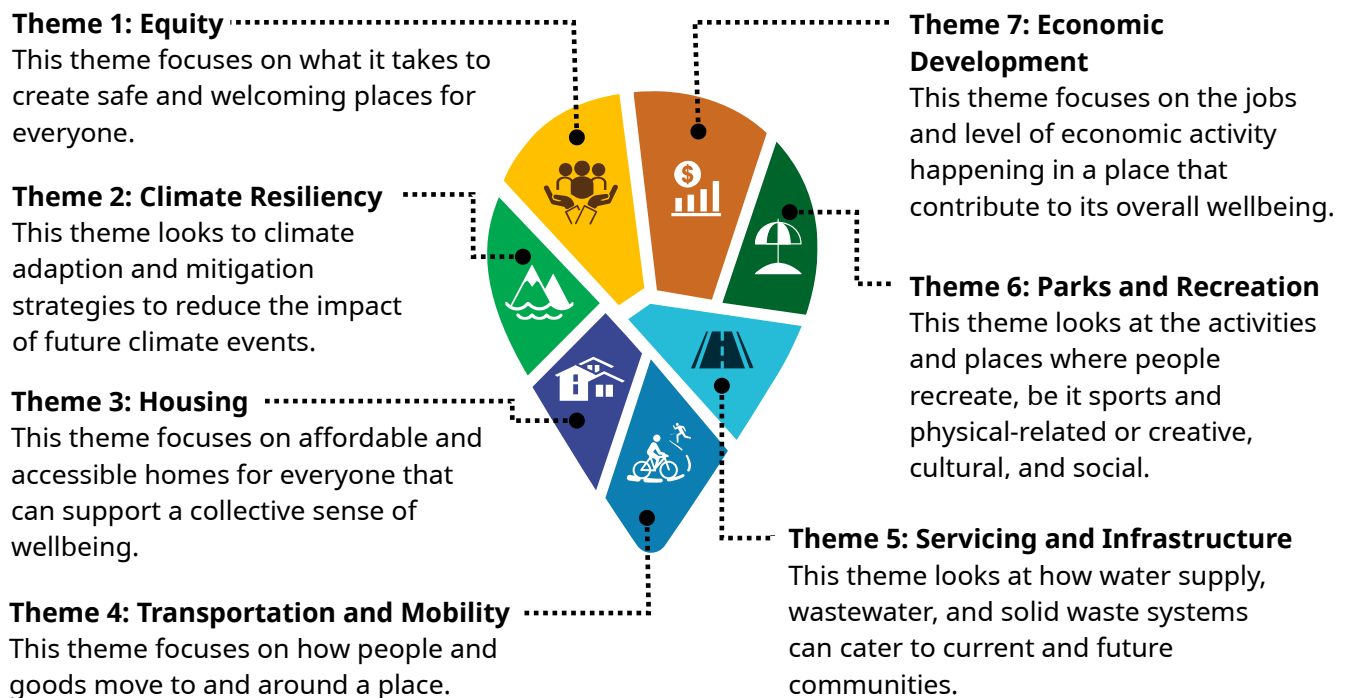
- Growth in the community can and should facilitate **equitable** services and protection of the **natural environment**;
- Community demographics in the context of **housing needs** and **amenities**;
- **Servicing** and **infrastructure** to meet growth **demands** alongside **transportation and mobility**;
- **Economic development** that can help sustain for the next generation.

These highlighted topics help to answer some of the questions asked at the beginning of the chapter, offering guidance on how to approach the update project. Having a strong grasp on where to look when identifying and highlighting community needs, along with how to cater to them from a planning lens, is what will help make future OCP(s) and other planning documents be most effective in achieving visions sought out for SCRD.

# 3. Themes that will impact Future Growth


Planning for future growth in the SCRD will include a deeper understanding of a variety of topics that encompass social, economic, and environmental needs of the people who live, work, and play in the SCRD. While these themes are interconnected to plan for the efficient delivery of services, seven themes have been identified based on the planning insights established in the previous chapter to help guide further data analysis and community conversations.

Each of the themes include a list of key plans and strategies (either completed or in development) that will help to inform the OCP and Zoning Bylaw update project. From these plans and strategies, it is clear the seven themes do not occur in isolation of each but are rather integrated when considering how growth will be managed in the region. While the themes will help shape future community conversations, and ultimately the policy structure of the future OCP(s), the interrelationship between the themes is identified so further data analysis and community feedback can facilitate a comprehensive approach for informing where and how the SCRD will grow over the next 20 years.



### 3.1. Equity

Equity is about creating safe and welcoming places for everyone whether they live, work, or play in the Sunshine Coast. It is about being inclusive, embracing diversity in all its forms, ensuring services are accessible to anyone, and our shared human experiences are respected in both space and time.



**In many ways, equity is a journey we continually strive for as our knowledge and understanding grows while staying rooted in our history and culture shaped by the land and environment of the region.**

For future planning, equity is about incorporating all voices in the development of policies that shape future growth. It is also about breaking down system barriers that have caused past inequality, and to change policies, rules, or procedures that will build a more equitable, and ultimately sustainable future for everyone.

**Some of the key plans and strategies, either developed or in development, that will inform an equitable approach for the update include:**

- Accessibility Plan (currently underway)
- 2024 Youth Development Instrument Report - UBC Early Learning Partnership
- 2024 Middle Years Development Instrument Report - UBC Early Learning Partnership
- 2024 Sunshine Coast Vital Signs Report - Sunshine Coast Community Foundation
- 2023-2027 Sunshine Coast Regional District Strategic Plan
- 2023 Sk̓wx̓wú7mesh Nation Sacred Land Use Plan - Sk̓wx̓wú7mesh Nation
- 2022 Transit Futures Action Plan
- 2023 Sunshine Coast Social and Housing Needs Assessment
- 2021 Strategic Framework for Action on Poverty Reduction - Sunshine Coast Resource Centre
- 2021 shíshálh Nation Land Use Plan - shíshálh Nation 2020 Sunshine Coast Child Care Action Plan



## Guidance & Opportunities for the OCP update

Select excerpts from the listed plans above that outline key considerations for the OCP update include:

### 2023-2027 SCRD Strategic Plan Social Equity and Reconciliation Lens:

We will embrace compassion and reconciliation, and expand opportunities to meet the needs of all people regardless of age, ability, gender, income, education level, culture or background.

### 2020 Sunshine Coast Child Care Action Plan Guiding Principles:

That accessible, affordable and quality child care is an essential part of ensuring an equitable society where all children, including those who may be more marginalized (e.g. lower income, Indigenous, new immigrants, those with extra support needs), have opportunities to grow and develop to their full potential.

## Equity considerations for the OCP update

Equity is a theme that will inform policy development, updates to the regulatory system (i.e., Zoning Bylaw(s) and other bylaw updates required for alignment), and implementation actions when reviewing future development applications, capital planning initiatives and program development.

Given the breadth and importance of this theme, the SCRD will be looking for input from the community on what equity means and ideas on how to implement this type of a framework through the OCP update.

## Equity will inform every aspect of the OCP update, for example:

### **Current Theme: Equity**

How can the history and culture of the Sunshine Coast be better reflected in our changing communities?

What are some options to enhance social connection and diversity?

How can reconciliation efforts be integrated?

### **Theme 2: Climate Resiliency**

How can climate resiliency goals respect the history and culture of the SCRD, and support broader community wellbeing and inclusion?

### **Theme 3: Housing**

How can housing and associated service delivery support the diversity of people who live, work, and play in the region?

### **Theme 7: Economic Development**

What industries can support fair access to jobs?

### **Theme 6: Parks and Recreation**

What changes to the parks or recreation opportunities in the SCRD are needed to be more inclusive and accessible?

### **Theme 5: Servicing and Infrastructure**

How can the location and cost of infrastructure support an equitable approach to housing?

### **Theme 4: Transportation and Mobility**

How can transportation options be equally available to all?



## Some concepts that are likely to shape the OCP update include:

- History and Culture
- Community and Social Connectivity
- Diversity and Inclusion
- Reconciliation

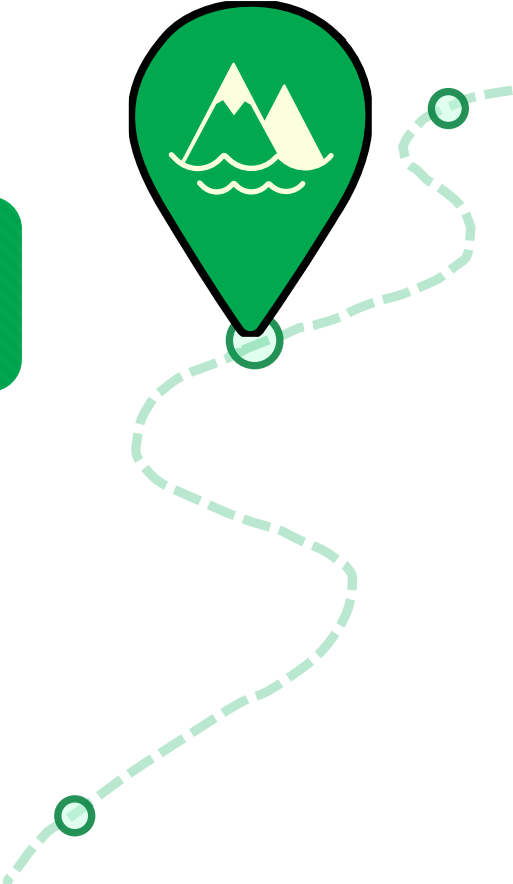
### 3.2. Climate Resiliency

Weather does not have administrative boundaries and the impacts of climate change are being acutely experienced throughout the SCRD. Drought, wildfires, flooding, and other weather events have wreaked havoc on communities and daily lives.



**There is a need to better integrate climate adaptation and mitigation strategies in community design and infrastructure planning to reduce the impact of future climate events.**

Planning for climate resiliency can include many considerations such as where and how development occurs to balance protection of the natural environment, integration of natural assets as ‘green infrastructure’, proactive planning for hazard areas to limit known risks to communities, groundwater management practices before, during and after construction, setting targets for reducing GHG emissions, electrification, and limiting deforestation and managing recreational trails to reduce the risk of wildfires, integrating nature-based solutions for future infrastructure.



**Some of the key plans and strategies, either developed or in development, that will inform a climate resilient approach for the OCP update, include:**

- Water Strategy (currently underway)
- Water Efficiency Plan (currently underway)
- 2024 Community Climate Action Plan
- 2024 Hazards, Risk, and Vulnerability Assessment
- 2023-2027 Sunshine Coast Regional District Strategic Plan
- 2023 Natural Asset Management Policy
- 2023 Corporate Carbon Neutrality Plan
- 2022 Climate Risk and Vulnerability Assessment Report
- 2022 Watershed Business Case
- 2021 Future Climate Projections Summary
- 2014 Twin Creeks Geotechnical Report
- 2013 Halfmoon Bay/Elphinstone/Roberts Creek Geotechnical Reports
- 2012 We Envision
- 1994 Hillside OCP Area Geotechnical Hazards Study
- Quantitative Historical Data on Climate
- Coastal Flooding Analysis
- SCRD GHG & Energy Emissions Inventory Report
- Tree Cutting Permit Bylaw



## Guidance & Opportunities for the OCP update

Select excerpts from the listed plans on the previous page that outline key considerations for the OCP update include:

### 2023-2027 SCRD Strategic Plan Climate and Environment Lens:

We will reduce the carbon impact of all our services and activities, and take action to protect, adapt and restore the environment that sustains us, especially watersheds and aquifers. We will also build our capacity to respond to and recover from emergencies.

### 2024 Climate Action Plan Key Opportunities and Actions:

- Integrate a climate lens into decision making and planning.
- Create resilient action plans for critical infrastructure.
- Continue to advance knowledge about climate change impacts on water supply and integrate evolving impact of climate change into water plans.
- Integrate Complete, Compact Communities principles into Official Community Plans to facilitate walking, cycling, and transit use.
- Increase public transit convenience and ridership.
- Require new buildings to be more efficient and use cleaner energy (i.e., higher performance steps of the BC Energy Step Code or Zero Carbon Step Code).
- Develop an inventory of natural assets and green infrastructure, and associated level of service contribution.
- Review Official Community Plans and regulatory tools to include ecosystem health.
- Support market readiness for significant scaling of renovations that improve energy efficiency.

## Climate Resiliency considerations for the OCP update

Similar to equity, climate resiliency is a theme that will influence almost every aspect of the OCP update, to varying degrees. As an issue that impacts every aspect of daily life, the integration of climate resiliency into policy development, the regulatory function, and overall implementation of the planning framework will be a key factor in shaping the OCP update project.

## **Climate Resiliency**

Climate resiliency will be established through a data-based approach to understand the environmental constraints, areas identified as high value for protection, and opportunities related to future growth. With a diverse landscape across the region, certain areas are higher risk for hazards and for severe climate events. Some areas would benefit from additional layers of protection to reduce the likelihood and/or impacts from future climate events as well as an opportunity to leverage land use decisions to reduce carbon pollution.

The integration of natural assets into how we think about growth can help shape our understanding of where and how communities should grow and where protection of the environment should guide preservation instead of development. Often the role of the region's parks offer a protection role, but also provide opportunities for integrating 'green infrastructure' throughout a community such as a shaded, cooling place during heat waves. These considerations will similarly have a lens of equity, including how climate resiliency can have a shared benefit for the region's wellbeing.

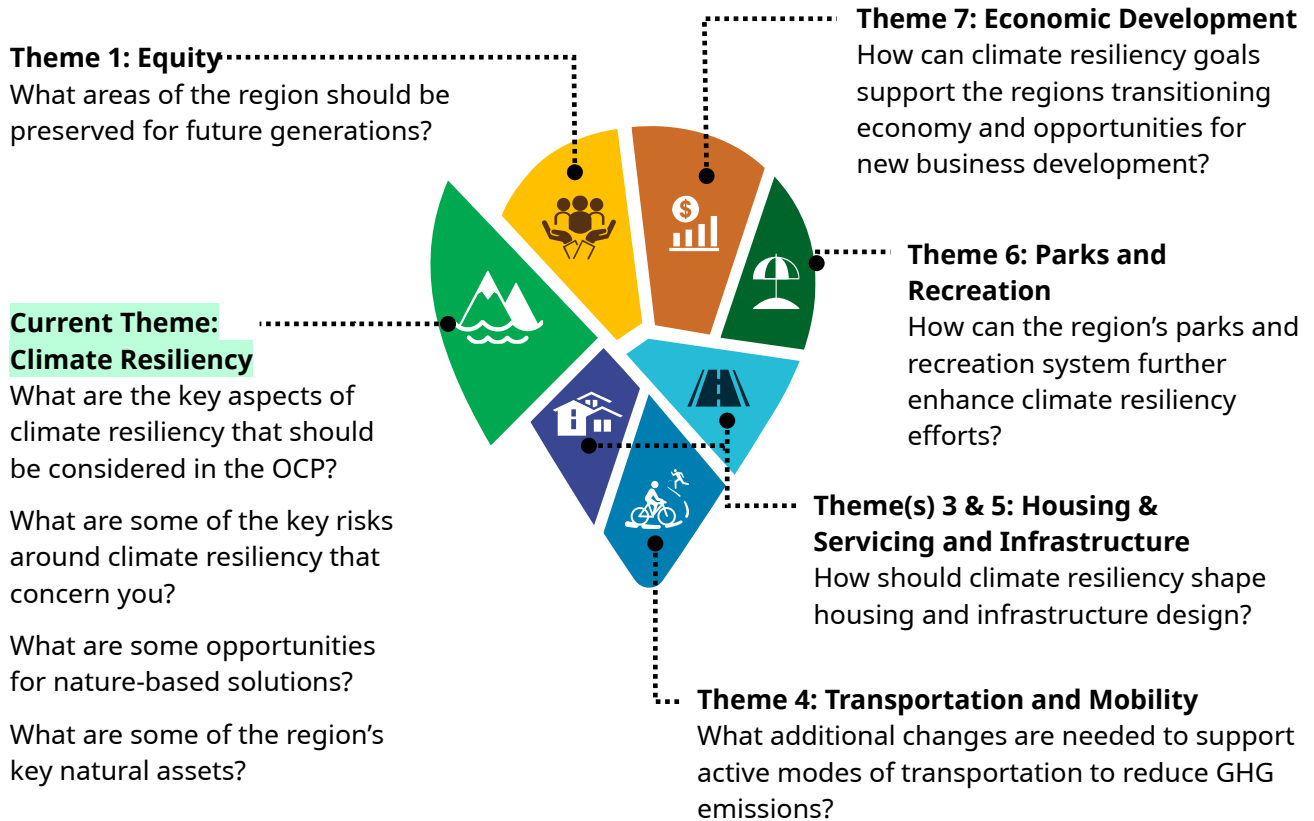
## **Stormwater**

The historical approach of considering stormwater conveyance as an infrastructure project alone is costly and vulnerable. A shift in thinking and approach for this OCP update project will include stormwater as part of the climate resiliency theme.

This change stems from the integrated nature of stormwater and natural assets. As development occurs, the land is changed in how it absorbs or integrates rain and precipitation, leading to 'stormwater' runoff, or the movement of that water after it falls to the ground.

Typical methods to address stormwater includes storm sewers or pipes in the ground to collect and convey that water further downstream. However, as development has increased and storms have become more extreme, the ability for these methods to adequately address conveyance of stormwater is challenged. The need to capture and re-use stormwater in the face of drought leads to thinking about new approaches for stormwater that are linked to climate resiliency and better land management.

**Climate resiliency will inform every aspect of the OCP update, for example:**



**Some concepts that are likely to shape the OCP update include:**

- Natural assets, watersheds and stormwater
- Greenhouse gas emission reduction
- Environmental protection
- Hazards and development permit areas
- Electrification

### 3.3. Housing

Housing is fundamentally about where people live. It is reflective of the basic human right to have a place to call home. For the SCRD, it is about affordable and accessible homes for everyone that can support a collective sense of wellbeing.

Like much of the rest of British Columbia, the SCRD is experiencing a shortfall in housing which is leading to affordability challenges for both renters and homeowners. The provincial government has taken several legislative steps to address this housing shortfall, which the SCRD is responding to as part of the OCP update project.



**Specifically, local governments are required, by provincial legislation, to produce a Housing Needs Report and integrate the findings from in an updated OCP with clear policy direction enabling the development of the needed housing supply.**

The established benchmark in Canada for measuring housing need is the concept of ‘core housing need’ – which refers to households that fall below at least one of the following thresholds:

- **Adequacy:** Their housing does not meet acceptable standards.
- **Suitability:** Their housing is not suitable to their needs.
- **Affordability:** They would have to spend 30% or more of their before-tax income to pay the median rent of alternative local housing that is acceptable.

Through the draft 2024 Housing Needs Report, the total number of units needed in the SCRD as well as additional identification for specific types of units to meet different types of housing needs, are identified. To accommodate this future growth, housing will need to be part of the discussion on complete communities, including servicing and infrastructure needs/costs, recreation opportunities, mobility connections, and job opportunities.

**Some of the key plans and strategies, either developed or in development, that will inform housing for the OCP update, include:**

- 2024 Housing Needs Report (currently underway)
- 2023 Social and Housing Needs Report
- 2020 Housing Needs Report
- 2020 Housing Needs Assessment Implementation Framework

## Guidance & Opportunities for the OCP update

Select excerpts from the listed plans on the previous page that outline key considerations for the OCP update include:

### DRAFT 2024 Housing Needs Report Excerpts:

Approximately one in ten households in the region are facing affordability challenges. Renters are more likely to be affected by ongoing affordability challenges than homeowners with one in four renters experiencing core housing need.

The SCRD is experiencing rapid population growth compounded by lower levels of new housing development. The result is a growing housing challenge affecting a broad spectrum of the population already struggling to find adequate, affordable housing.

### 2020 Housing Needs Report Excerpts:

The single-detached home is the most common type of housing across the SCRD 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. 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 of the future population could be suitably accommodated in studio or one-bedroom units.

## Housing considerations for the OCP update

Housing policies and regulatory supports will be key components of the OCP update and will be based on the recommendations from the draft 2024 Housing Needs Report. Future OCP policies should be equitable and meet climate resiliency goals regarding the scale of the housing shortage and the volume of housing that needs to be built, where it needs to go within the region, and who it needs to serve. While the first two issues speak to siting considerations, the latter two speak to building design considerations.

Future OCP policies and zoning bylaw regulations will need to integrate recommendations from the 2023 Development Approvals Process Review to enhance the approvals processes (such as policy alignment across the SCRD). With improvements to the approvals processes, more housing can be approved and enabled within a shorter timeframe thereby increasing the overall supply.

A diversity of housing options impacts economic development opportunities when suitable rental and homeownership options increase the viability of people moving to the region. Rental housing in particular can support workers and households moving to the region for work by giving them ways to ease into the community before they are ready to purchase a permanent home. Other types of housing options, such as apartments and townhomes, can similarly support the changing life conditions for the aging population currently living predominantly in single-detached housing. Smaller housing options allow aging homeowners to remain within their communities. This in turn can free up larger homes for growing families.

Furthermore, central to any housing discussion is the people it serves and how it fits into the physical and social fabric of the community. An equitable approach to address housing issues can ensure the different needs of various demographics of the community are realized in new supply. Climate resiliency is integrated through the development of complete communities and building new housing closer to or in locations where people can meet their daily needs. The built form and design of new housing can further support climate resilience goals by reducing greenhouse gas emissions and building more multi-family units. Integration with the transportation network and servicing is integral in meeting climate resiliency goals as well.

Housing cannot be built without adequate and safe servicing and infrastructure especially drinking water, solid waste management and a means of handling wastewater. Additional considerations include fire protection, road, parks and transit service. A key link between determining where housing should be located to accommodate future growth is consideration for where infrastructure could or should go, or opportunities for leveraging existing infrastructure to find efficiencies. New infrastructure is expensive to build and extending new pipes or other types of servicing infrastructure will either have to be paid by developers, which is downloaded to homeowners, or by ratepayers if the SCRD builds it. Ultimately, the operation and maintenance of new infrastructure is paid for by ratepayers, which also increases as new infrastructure is built. By focusing new growth in areas that have existing servicing capacity, costs for homeowners and ratepayers can be reduced, which has an added benefit of environmental preservation or protection by not building new homes into existing natural areas.

## Housing will be an integral aspect of the OCP update, for example:

### Theme 1: Equity

Who is rental housing for and how does that affect the type and amount being built?

What types of housing design options need to be considered for different demographics?

### Theme 2: Climate Resiliency

What design and/or location options for housing should be considered to build more climate resiliency housing?

### Current Theme: Housing

What type of housing should be constructed?

Where should new homes be constructed?



### Theme 7: Economic Development

Are there groups that need to be considered when building housing? People in the workforce, seniors, people with young children?

### Theme 6: Parks and Recreation

What community amenities should be integrated with different housing options?

### Theme 5: Servicing and Infrastructure

Where is there additional capacity to accommodate new homes with existing servicing and infrastructure?

### Theme 4: Transportation and Mobility

How can the existing transportation and mobility network support new housing opportunities?

## Some concepts that are likely to shape the OCP update include:

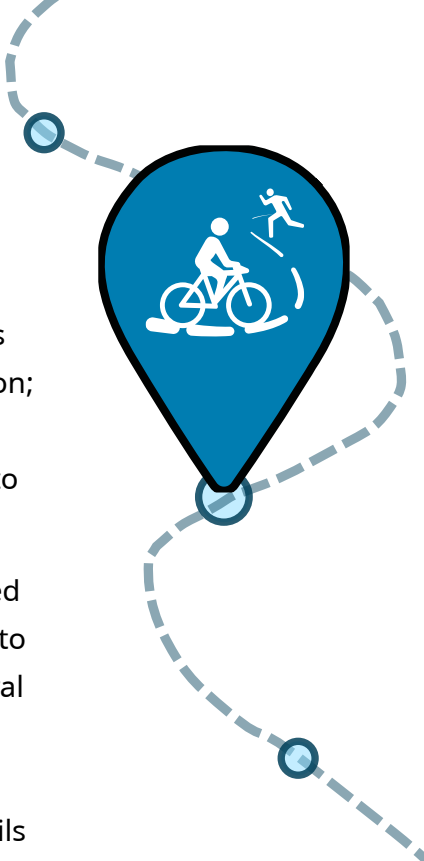
- Housing Affordability
- Rental housing
- Building form and design
- Housing for different segments of the community such as workforce or seniors housing
- Land designation to support housing

### 3.4. Transportation and Mobility

Transportation and mobility is about how people and goods move to and around the SCRD. It encompasses the road network for vehicles; pathways and sidewalks for walking, cycling, or similar modes of active transportation; transit for shared transportation options; and ports and watercraft navigation to get into the fjords and inlets of the region as well as access to remote settlements in the region.

The SCRD is characterized by a centralized transportation network centered on the Sunshine Coast Highway extending from the Langdale Ferry north to Earls Cove. Several arterial roads and communities extend from that central network supported by five bus routes operated by SCRD through and agreement with BC Transit. The area is known for outdoor recreation opportunities including several mountain biking, hiking, and multi-use trails and numerous paddling routes.

The different components of transportation that make up the network people experience, is planned for, managed, and operated by several different agencies. The Ministry of Transportation and Infrastructure (MOTI) is responsible for all roads and provincial highways, as well as subdivision approval, whereas the SCRD is responsible for setting local policy direction that includes road location, design and subdivision considerations. Furthermore, BC Transit operates the bus routes and BC Ferries manages passenger and vehicle ferry services.



**The need for coordination between levels of government and other organizations (as well as other local governments in the region) pose a significant implementation challenge for the future OCP(s) and Zoning Bylaw(s). Policy alignment is one way to support long-term integration.**



**Some of the key plans and strategies, either developed or in development, that will inform transportation and mobility for the OCP update, include:**

- Highway 101 Alternate Route Planning Study - MOTI (currently underway)
- 2024 Community Climate Action Plan
- 2022 Preliminary Design Report Connect the Coast: An All Ages and Abilities Active Transportation Route Linking Langdale and (Underway) Sunshine Coast MUP Segment 5-7 Conceptual Design Project [Transportation Choices Sunshine Coast (TraC)]
- 2022 Transit Future Action Plan
- 2021 Moving Ahead Together on the Sunshine Coast - BC Ferries
- 2020 Highway 101 Gibsons to Sechelt Corridor Study, MOTI
- 2013 Transit Future Plan
- 2011 Integrated Transportation Plans

## **Guidance & Opportunities for the OCP update**

Select excerpts from the listed plans above that outline key considerations for the OCP update include:

### **2022 Transit Future Action Plan Vision:**

Transit is a preferred choice for residents and visitors, attracting riders through comfortable, safe, accessible, and convenient services.

### **BC's Highway 101 Alternative Route Planning Study Excerpt:**

Highway 101 traffic volumes have grown approximately 20% in 2017 [alone], primarily between Gibsons and Sechelt. As communities continue to grow, it is becoming increasingly important to protect the role and function of the highway for inter-regional and local travel, and to incorporate provincial plans for transit and active transportation, climate change resiliency and environmental protection. While there is no foreseeable need for a full, end-to-end bypass route to address growing congestion, reliability and safety challenges, and to better accommodate active transportation needs.

## **Transportation and mobility considerations for the OCP update**

Like servicing, transportation has both a strong infrastructure asset component with the physical roads, trails, and ports as well as a service delivery component. Transportation also includes every mode or type of transportation that can move people or goods.

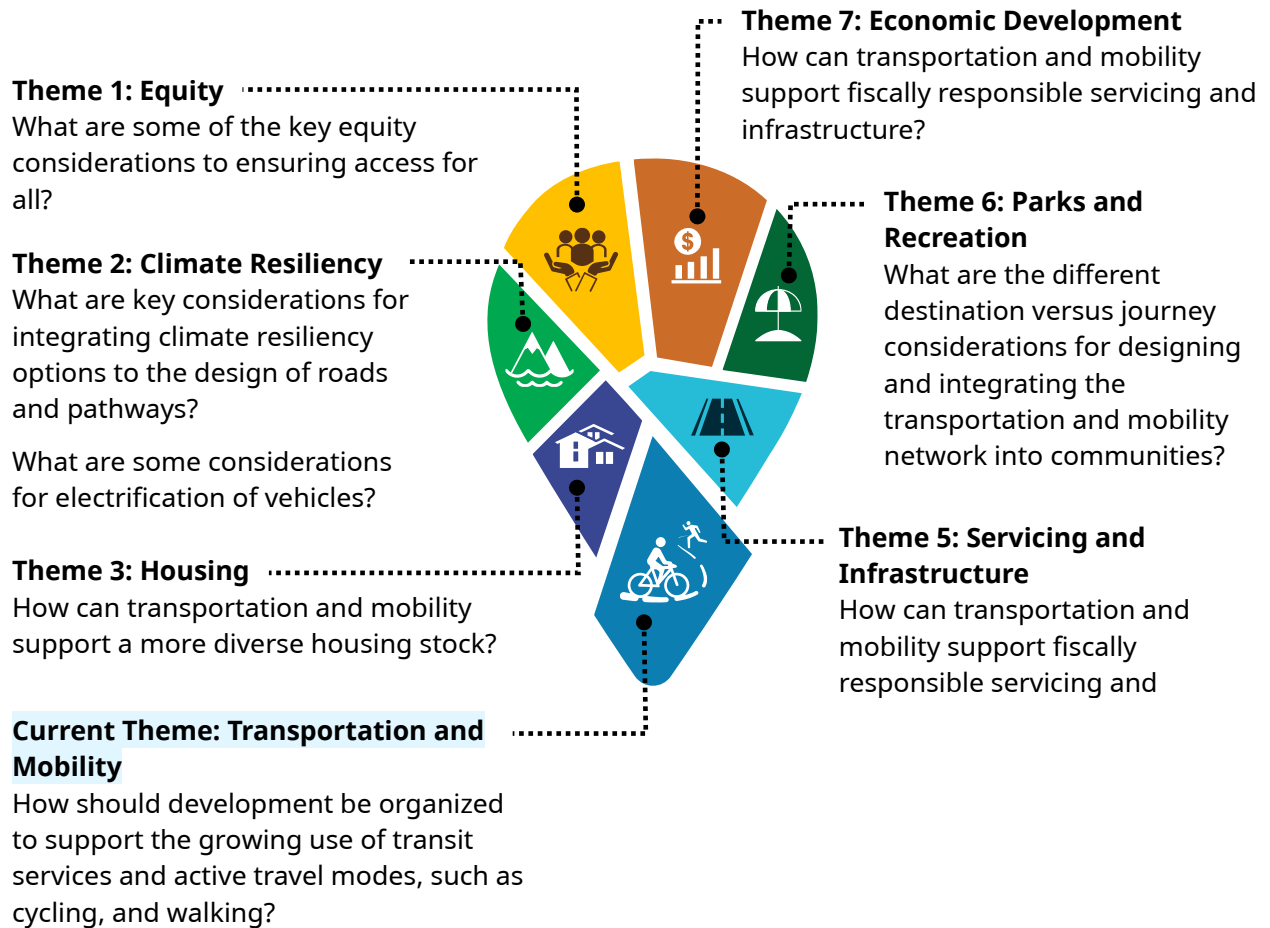
Collectively, this network shapes how growth occurs by providing access to homes and communities, and for goods and services to move throughout and to/from the region.

Equitable access and use of this network will inform the location, design and operation. Integration of climate resiliency can provide options for different modes of transportation, siting considerations to minimize environmental impacts, design considerations to reduce greenhouse gas emissions or integrate nature-based solutions, and operation considerations such as transit fleet electrification.

The integration with servicing and housing will help to inform how the transportation network can support complete communities. Further, it will shape economic development by reducing travel distance between homes and jobs, as well as movement of goods to support various industries.

The transportation and mobility network does not occur in isolation. The land around and next to this system directly impacts the experience and use of both the transportation and mobility system as well as the activities that occur adjacent. Not only is this system a method to get to a destination, it also is the journey to get there. Location and design of roads and active transportation options are critical for balancing the environmental, social, and economic impacts.

**Transportation and mobility will inform key aspects of the OCP update, for example:**



**Some concepts that are likely to shape the OCP update include:**

- Road network and highways
- Public transit
- Active transportation
- Ports and marine transportation

### 3.5. Servicing and Infrastructure

Servicing and infrastructure are generally known as part of three components: the delivery of safe and reliable drinking water and distribution system, the wastewater system, and the solid waste management system. Each of these systems include both physical infrastructure or assets, such as the pipes in the ground, as well as operational components that actually distribute the water or extract the waste. The water supply system also incorporates considerations around fire protection determined by the fire flow capability.

Furthermore, each of these components are intricately interconnected with the natural environment that determines location of the infrastructure, along with capacity opportunities and constraints that ultimately impact where and how development occurs (including where and how sensitive environments should be protected).

In a regional context where development tends to be lower density, the infrastructure requirements needed are more expensive comparatively which is driven by the length of infrastructure and low number of properties paying into the maintenance or construction of the infrastructure, with services provided either directly by the SCRD or by landowners through private systems.



**Functionally, servicing and infrastructure are key components for growth and development. The integration between servicing and infrastructure requirements and development could be clearer to recognize the financial implications of providing necessary levels of water, wastewater and solid waste infrastructure throughout the different geographical areas of the region.**



**Some of the key plans and strategies, either developed or in development, that will inform servicing and infrastructure for the OCP update, include:**

- 2025 Fireflow Action Plan (currently underway)
- Water Master Plans (currently underway)
- Water Strategy (currently underway)
- Water Efficiency Plan (currently underway)
- 2023-2027 Sunshine Coast Regional District Strategic Plan
- 2021 Wildfire Protection Plan
- 2011 Solid Waste Management Plan (updated plan currently underway)
- Local Community Sewage Systems
- Asset Management Board Policy
- Subdivision Servicing Bylaw (No. 320)
- Wastewater Treatment Plan Service Establishment Bylaws
- Development Cost Charges (No. 693)

## Guidance & Opportunities for the OCP update

Select excerpts from the listed plans on the previous page that outline key considerations for the OCP update include:

### 2023-2027 SCRD Strategic Plan Focus Areas:

**Water:** Prolonged summer droughts and the resulting water shortages have challenged SCRD residents. The SCRD developed new supply sources and increased efficiency, while repairing and renewing aging infrastructure.

**Solid Waste:** The Sechelt Landfill is nearly full and a long-term solution for the SCRDs garbage and recycling is urgently needed. The SCRD Board approves funding for hundreds of projects each year. To help make decisions on the best use of staff time and resources, four key lenses will be used: service delivery excellence, climate and environment, social equity and reconciliation, and governance excellence.

### 2024 Fire Flow Action Plan Report Excerpts:

SCRD has undertaken water modelling as part of the update to the SCRDs Water Master Plans to gain further insight into the water systems' performance. The water model can be used to assess potential impacts from population growth, changes in water use by the community and to ensure adequate water is available to fight fires.

This water modelling has shown upgrades are necessary within some SCRD water systems to ensure adequate water is available for fire flows defined as water flow that should be available for firefighting purposes, usually from a fire hydrant.

To address fire flow concerns, the SCRD will work to align the [Fire Flow Action Plan] with renewals of Official Community Plans.

### 2021 Wildfire Protection Plan Select High Priority Actions:

Develop FireSmart plan for identified high wildfire risk FireSmart priority areas.

Conduct a regional study to determine areas for a Wildfire Development Permit Area to apply and revise the [Official Community Plans] to include wildfire as a Development Permit Area.

## **Servicing and Infrastructure considerations for the OCP update**

Servicing is about delivering safe drinking water and removing waste both through physical infrastructure as well as on-going operations. Often the unseen aspect of development, servicing is the fundamental and necessary backbone for any community. Given the infrastructure requirements to maintain an expected level of service delivery, servicing directly influences the financial aspects of growth for governments and rate payers.

For the OCP update, key questions for servicing will be linked to housing and climate resiliency to consider what type of development (including residential development, business development, and community services), where development will occur (and therefore what servicing is needed), all of which impact the region's overall climate risk resiliency.

As certain types of servicing are often located within or near road right-of-way's, transportation and parks network planning will also affect servicing options.

**Servicing and infrastructure will inform key aspects of the OCP update, for example:**

**Theme 1: Equity**

What is a more financially equitable approach to servicing so everyone pays a fair share (including where growth should occur)?

**Theme 7: Economic Development**

How can a more fiscally responsible approach for servicing and infrastructure support local business development and diversification?

**Theme 2: Climate Resiliency**

How can nature-based solutions play a role in addressing infrastructure risks associated with climate change?

**Theme 6: Parks and Recreation**

What are some opportunities to better integrate service infrastructure location planning with transportation and/or parks?

**Theme 3: Housing**

Where are the opportunities for integrating new development that reduce the need to expanded piped services thereby reducing costs of development and supporting environmental protection goals?

**Current Theme: Servicing and Infrastructure**

What are the key opportunities to reduce landfill use and increase recycling or re-use initiatives?

**Theme 4: Transportation and Mobility**

How can servicing and infrastructure requirements be better integrated with the transportation and mobility network?

What are some additional considerations to reduce the cost of growth?



**Some concepts that are likely to shape the OCP update include:**

- Water servicing, including fire protection
- Wastewater servicing
- Solid waste servicing

### 3.6. Parks and Recreation

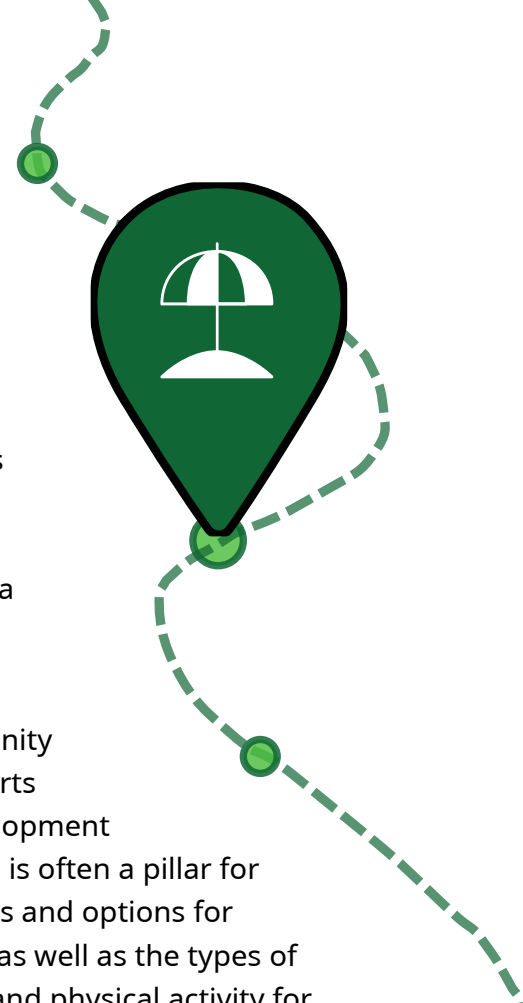
Parks and recreation is reflective of the activities and places where people recreate. For example, recreation encompasses activities such as sports and physical recreation programs, but can also include artistic, creative, cultural, social, and intellectual activities, offered both by the SCRD as well as local businesses. The SCRD has a myriad of parks and natural spaces for walking, cycling, hiking, paddling, etc. that occur both within communities as well as throughout the region. The naturally and culturally rich coastal area that makes up a large portion of the region is a major aspect of what its residents and visitors love about the Sunshine Coast.

Parks and recreation facilities, services, special events, and community engagement available for community members and visitors supports community well-being and offers opportunities for economic development through tourism and local business development. Equitable access is often a pillar for parks and recreation with (comparatively) minimal financial barriers and options for accommodating physical alternatives in both the design of spaces as well as the types of activities available. The offering of enjoyment, social connections, and physical activity for people of all ages and abilities is essential to community well-being.

Parks often also align with climate resiliency goals. The location of parks (both regional and community parks) are typically untouched existing natural areas, or locations around sensitive habitats. Often these locations are also areas with cultural significance that are part of the history of the Indigenous peoples. The identification and designation of parks space contributes to overall environmental preservation, provides opportunities to learn more about the land around us, and offers spaces to integrate green infrastructure.

#### **Some of the key plans and strategies, either developed or in development, that will inform parks and recreation for the OCP update, include:**

- SCRD Cemetery Master Plan (currently underway)
- 2022 Recreation Facilities Asset Master Plan
- 2015 Coppers Green Park Management Plan
- 2014 SCRD Parks and Recreation Master Plan
- 2014 Sunshine Coast Trail Strategy
- 2012 SCRD Board Policy - Park Acquisition from Subdivision
- 2007 SCRD Trail Network Plan
- 2007 Cliff Gilker Management Plan





## Guidance & Opportunities for the OCP update

Select excerpts from the listed plans on the previous page that outline key considerations for the OCP update include:

### Values from the 2014 SCRD Parks and Recreation Master Plan:

The SCRD is community centred. It believes in the unique contributions of individuals and groups and in welcoming diversity of input in the best interest of the whole community. It also believes that action arising out of consensus is most effective. The SCRD also believes in the following values:

- **Trust and accountability** - being accountable to the community and local governments. The SCRD ensures that issues have been researched and well considered. It also ensures that any advice it gives is based in fact.
- **Inclusion and accessibility** - programs and services must be designed to promote the inclusion of all in the community regardless of gender, race, sexual orientation, disability, ethnic origin, culture, or economic means.
- **Partnerships and collaboration** - hold great power and benefit everyone in the community.
- **Environmental stewardship** - promoting and supporting the goals of sustainability. The SCRD believes in protecting green space and wildlife corridors.

### 2014 Sunshine Coast Trail Strategy Guiding Principles:

A successful trail strategy needs the input of all stakeholders and users through a collaborative approach rooted in equality, fairness and diversity. This includes First Nations, diverse trail user groups, industry and all levels of government. Protecting and legitimizing the trails is key to be protected from environmental and human threats and to be legitimized through the formal process. Trail networks must also provide recreational opportunities to a range of users including hikers, bikers, horseback riders and motorized users. A diversity of trails for a variety of trail users will help deliver the various benefits to community members and visitors.

## Parks and recreation considerations for the OCP update

For the OCP update, parks and recreation will guide considerations in many aspects of the OCP update, as it weaves together many key pieces throughout the SCRD. Park systems and recreation spaces are key linkages to building complete communities and can be further linked to equity, climate resiliency, the natural asset aspect of servicing and 'green' infrastructure, the active components of transportation networks, reconciliation in the lens of equity, and economic development from a tourism context and place people gravitate towards living and investing in.

It is important for an OCP to address recreation facilities, community halls, outdoor recreation, parks, alternative transportation and trails (greenways), shoreline access and boat launches, protection of environmentally, visually, and culturally/historically important areas, and coordination with the local school district(s). Indoor recreation centres within the Town of Gibsons and the District of Sechelt are operated by the SCRD and are therefore part of the OCP update. These planning documents should look to maintain working relations with other jurisdictions including First Nations and the Province to protect parks and recreation areas along with Crown land. A balance between population-based standards and service-area guidelines are important to ensure the needs of the community are provided for now along with in the future.

Looking at the characteristics unique to the region, the current services provided in the SCRD, the current resources (physical, fiscal, and human), potential leading practices, the potential impact of trends, the region's needs and opportunities are all key factors to consider. While parks and recreation helps weave together and support equity, climate resiliency, efficient service delivery, housing, economic development and transportation goals, these assets extend throughout the region with the Town of Gibsons, District of Sechelt, the Province and shíshálh Nation Government District. The impacts and benefits that stem from considering these linkages and connections play an impactful role in establishing meaningful solutions through a unified policy framework.

## Parks and recreation will shape aspects of the OCP update, for example:

### Theme 1: Equity

How can parks and recreation opportunities become more diverse and inclusive for everyone?

### Theme 2: Climate Resiliency

How can parks and recreation opportunities further enhance climate resiliency?

### Theme(s) 3, 4, 6 & 7: Housing, Transportation and Mobility, Parks and Recreation, & Economic Development

What are the opportunities to integrate future recreation facility locations and future outdoor sport facility locations with other community and/or local businesses to further enhance climate resiliency, housing, and transportation goals?

### Theme 4: Transportation and Mobility

How can parks and recreation further enhance active modes of transportation?

### Current Theme: Parks and Recreation

What additional recreational options are needed in the region?

What are some opportunities to enhance either the regional park network or the local community parks?

How do you plan for parks and recreation spaces with key population characteristics in mind? (e.g., places like Pender Harbour experience large population in the summer months through seasonal residents and tourists, large aging population).

### Theme 5: Servicing and Infrastructure

How can lands used for parks and recreation further support servicing and infrastructure needs?



## Some concepts that are likely to shape the OCP update include:

- Regional parks
- Community parks
- Recreation facilities
- Recreation activities

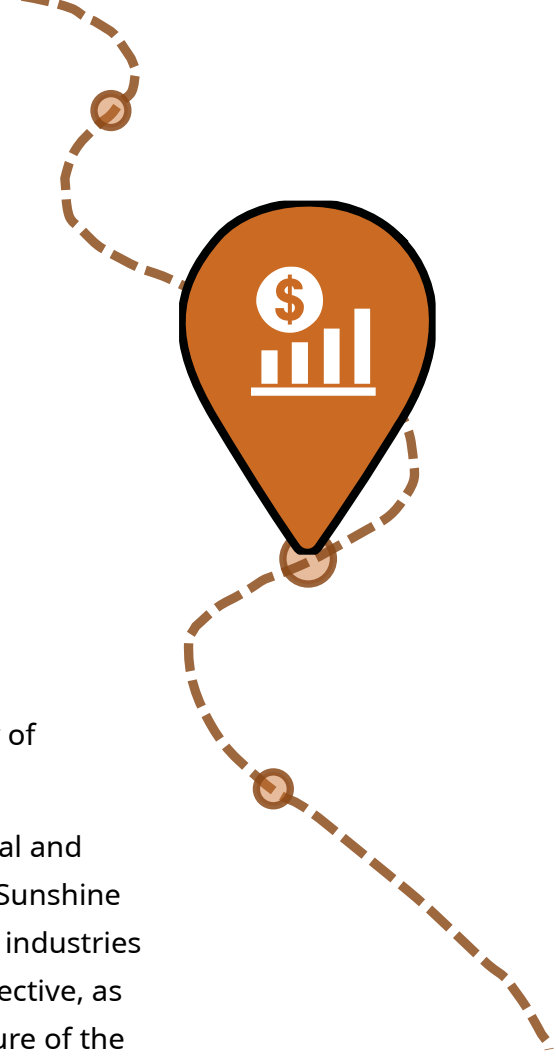
### 3.7. Economic Development

Economic development is about the jobs and level of economic activity occurring, or that will occur, in the SCRD. It is about the types of industries that are active that support or contribute to the overall wellbeing of the region. For the SCRD, tourism is a key industry and economic driver. Other industries common in the region include government, health care and education, resource-intensive industries (i.e., logging, gravel mining, pulp/paper) and service-based industries.

The overall role of economic development is to support a variety of industries and jobs for the people who live here.

The region is undergoing a transition with decline of the historical and traditional fishing industries that had previously dominated the Sunshine Coast. Through this transition, as questions persist around what industries could or should replace it from a workforce and economic perspective, as well as what are the broader implications for the traditional culture of the region.

Furthermore, the SCRD oversees the protection of agricultural land (in coordination with the Agricultural Land Commission), which contributes to the local economy and supports food security by providing options for local food production that is not reliant on the transportation network or global supply chains.



#### **Some of the key plans and strategies, either developed or in development, that will inform economic development for the OCP update, include:**

- 2023 Municipal and Regional District Tax Program (MRDT) One-Year Tactical Plan
- 2021 Employment Lands White Paper - Sunshine Coast Regional Economic Development Organization (SCREDO)
- 2012 SCRD Agricultural Area Plan

## Guidance & Opportunities for the OCP update

Select excerpts from the above listed plans that outline key considerations for the OCP update include:

### Key Learnings from MRDT One-Year Tactical Plan:

Overall, accommodation room revenues have rebounded since the beginning of the COVID-19 pandemic, exceeding pre-pandemic (2019) levels by 40% in 2021, with 2022 revenues on track to exceed 2021 by an additional 40%. Despite this incredible rebound, it should be noted that room revenues are still highly seasonal. In 2019, revenues from Q2 & Q3 represented 70% of the annual total. In 2021, that number decreased to 65%, meaning that the shoulder season (Q1 and Q4) had gained 5% of the annual share, but there is still much work to be done to encourage seasonal dispersion in the SCRD.

### Key Challenges from MRDT One-Year Tactical Plan:

- Transportation barriers
- Lack of meeting and accommodation spaces
- Limited year-round guided activities
- Labour constraints
- Lower quality service levels
- Extreme weather events

## Economic Development considerations for the OCP update

For the OCP update, economic development will guide considerations for future jobs, specifically for the next generation, shaped by the types of industries the region wants to grow or attract.

A constrained housing supply, or a lack of available accommodation, is often resulting in latent demand for growing the local economy, be it government, tourism or resource-based jobs. The size, scale, and land use considerations for these industries, combined with trends that are likely to shape how these industries act in the SCRD, will shape the policy and regulatory development.

Similar to housing, food security is a foundation human condition. The OCP will need to consider options for protecting agricultural land and enabling additional opportunities for local food production and distribution. One example relates to water supply for farming. Farms that are supplied by the regional water system are subject to some water restriction acting as a barrier to production. Other examples include balancing home-based food production and sharing with federal food safety requirements.

Economic development encompasses economic opportunities for households via jobs, but also tax revenue for governments, and more broadly, economic benefits for the region, province, and nation. Conversely, broad national or international industry trends can impact economic opportunities for the Coast. For example, price changes for goods can impact production or distribution.

These economic considerations impact the overall social and environmental wellbeing of the region, including protection of environmental areas which can contribute to the overall economic health of the region. Types of jobs and opportunities for the community impact the level of discretionary spending for households. Tax revenues impact the money available for community programs and infrastructure. The type of location of different industries impacts how people and goods move throughout the community, the region, and to other communities. The interconnections with equity principles, servicing requirements, housing needs, the transportation network, and climate resiliency opportunities will shape the OCP update.

**Economic development will shape aspects of the OCP update, for example:**

**Theme 1: Equity**

What cultural considerations are needed to support the transition from resource extraction industries?

**Theme 2: Climate Resiliency**

Where are opportunities to enhance local business development where housing, servicing, mobility, and community amenities already exist?

**Theme 3: Housing**

What housing is needed to support this workforce?

**Theme(s) 4 & 5: Transportation and Mobility & Servicing and Infrastructure**

What infrastructure and mobility supports are needed to diversify the economy?



**Current Theme: Economic Development**

What are some of the likely industries that will grow in the region over the next 20 years?

What are some of the economic development opportunities that can support a diverse tourism industry?

How can agricultural land and food production be supported by policy to support greater food security for the region?

**Theme 6: Parks and Recreation**

How do the parks and recreation opportunities of the region support economic development?

**Some interconnected concepts that are likely to shape the OCP update include:**

- Business, commercial and retail
- Industrial and resource development
- Agricultural land and local food security

# 4. Feedback and Engagement Process

For the OCP update project, there will be several opportunities to share your stories and provide input that can help shape the new planning framework for the SCRD. All feedback will be considered through an equity lens, with a clear goal of engaging with the breadth of different people in the region. We want to hear from everyone and better understand how to address the current challenges in the SCRD and support or grow current successes. Find the opportunities to participate and learn more at <https://letstalk.scrd.ca/ocp-update>.



SCRD Let's Talk

<https://letstalk.scrd.ca/ocp-update>



## Phase 1 (Early 2024)

Understanding the SCRD Planning Framework.



This is where the project is currently.

## Phase 2 (Mid-Late 2024)

Identifying community needs for the SCRD Planning Framework.



## Phase 3 (Early-Mid 2025)

Putting together a new SCRD Planning Framework.



## Phase 4 (Late 2025–Early 2026)

Solidifying the new SCRD Planning Framework.

The first round of engagement for the project, launching in November 2024, will be to understand the vision for what the community wants to be in the next 20 years, as well as begin to shape the high-level policy direction.

Following this round of engagement, staff will compile and analyze the feedback and begin putting together the first draft of the updated OCP(s) and Zoning Bylaw(s).

In the spring of 2025, the draft OCP(s) will be circulated for further review and refinement by the community. With that feedback in hand, staff will update the draft OCP(s) and align the draft Zoning Bylaw(s). Legal direction is likely to inform aspects of the draft Zoning Bylaw(s) during this time, as well as detailed review of the draft regulations both for efficacy as well as alignment to the feedback received.



In early fall of 2025, the updated draft OCP(s) and draft Zoning Bylaw(s) will be circulated for review and comment by the community. A final round of revisions by staff will occur to incorporate the feedback that does not conflict with legal direction or the goals for the project.

A public hearing on the draft OCP(s) and Zoning Bylaw(s) will be held in late 2025, at which time any member of the public can speak directly to the Board.

## **OCP Update and Land Use Policies**

As per the direction provided in the BC *Local Government Act*, OCPs provide direction on land use and other policies, while Zoning Bylaws provide regulations on the placement, shape, and form of buildings. In the second and third rounds of engagement in particular, the themes outlined in these documents will translate to land use policies and zoning regulations that inform what can be built in the SCRD.

### **Through these rounds of engagement, hear about and be asked for your input on concepts will include:**

- The location of residential, employment, recreational or industrial lands;
- Neighbourhood hubs where the social and economic aspects of a community come together;
- Mixed use or mixing uses in a given area or within a single building;
- Land protection policies to preserve or integrate natural assets;
- Community amenities, such as parks, schools and recreational places, that benefit everyone;
- Hazard lands where additional technical considerations are required or that limit certain types of development;
- Different modes of transportation and mobility choices to support the broadest range of mobility options; and
- Cost charges based on an equitable and transparent method of paying for growth.
- Complete communities where daily needs are within walking distance, housing has efficient service delivery, and a variety of mobility, parks and recreation options are offered.

Similarly, the draft OCP(s) and Zoning Bylaw(s) will include a variety of maps that identify the proposed land uses and proposed zoning. These maps will form the basis of the policy and regulatory direction in the SCRD.

Additional specific information on upcoming engagement events or opportunities to provide input will be on the SCRD Let's Talk website. See project links and contact information on the next page.

**For more information on the OCP update project:**



**Project Website**

For general information on the OCP update project.

[www.scrd.ca/ocp-update](http://www.scrd.ca/ocp-update)



**SCRD Let's Talk**

For more detailed project information and engagement opportunities.

<https://letstalk.scrd.ca/ocp-update>



**Project Contact**

To directly reach out about the OCP update project.

[ocp@scrd.ca](mailto:ocp@scrd.ca)