

**SUNSHINE COAST REGIONAL DISTRICT**  
**EGMONT/PENDER HARBOUR (AREA A)**  
**ADVISORY PLANNING COMMISSION MEETING AGENDA**

Wednesday, May 6th, 2026 at 6:00 p.m.

IN THE PENDER HARBOUR SECONDARY SCHOOL MULTIPURPOSE ROOM  
13639 SUNSHINE COAST HWY, MADEIRA PARK, BC

**1. CALL TO ORDER**

**2. AGENDA**

2.1 Adoption of the Agenda

**3. MINUTES**

- |     |   |             |
|-----|---|-------------|
| 3.1 | Egmont/Pender Harbour (Area A) APC Minutes of April 9, 2026 | Pages 1 - 6 |
| 3.2 | Halfmoon Bay (Area B) APC Minutes of April 7, 2026          | pp 7 - 9    |
| 3.3 | Roberts Creek (Area D) APC Minutes of April 7, 2026         | pp 10 - 12  |
| 3.4 | Elphinstone (Area E) APC Minutes of April 9, 2026           | pp 13 - 15  |
| 3.5 | West Howe Sound (Area F) APC Minutes of April 9, 2026       | pp 16 - 18  |

**4. BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

**5. PRESENTATIONS AND DELEGATIONS**

**6. REPORTS**

- |     |  |            |
|-----|--|------------|
| 6.1 | Fire Flow Action Plan – Review of Fire Flow Standards and Development Approval Tools | pp 19 - 40 |
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**7. NEW BUSINESS**

**8. DIRECTORS REPORT**

**9. NEXT MEETING**

**10. ADJOURNMENT**

**SUNSHINE COAST REGIONAL DISTRICT**

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

**Thursday April 9, 2026, 6:30 pm**

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RECOMMENDATIONS FROM THE AREA A ADVISORY PLANNING COMMISSION MEETING HELD IN THE MULTIPURPOSE ROOM OF THE PENDER HARBOUR SECONDARY SCHOOL, 13639 SUNSHINE COAST HIGHWAY, MADEIRA PARK, B.C.

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**PRESENT:** Chair Gordon Littlejohn (virtual)  
Members Jay O’Keeffe  
Peter Jones  
Catherine McEachern  
Sean McAllistair  
Bob Fielding  
Tom Silvey  
Jane McQuat Farrer

**ALSO PRESENT:** Electoral Area A Director Leonard Lee  
(Non-voting Board Liaison)  
Manager, Planning & Development Jonathan Jackson  
Applicant, DVP0010 Peter Schober  
SCRD Recorder Autumn O’Brien

**REGRETS:** Members Dennis Burnham  
Michelle Cunningham

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**CALL TO ORDER** 6:32 p.m.

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

**MINUTES**

The following minutes were accepted as circulated:

- Egmont/Pender Harbour (Area A) APC Minutes of January 26, 2026

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of January 26, 2026
- Roberts Creek (Area D) APC Minutes of January 27, 2026 & February 23, 2026
- Elphinstone (Area E) APC Minutes of January 27, 2026
- West Howe Sound (Area F) APC Minutes of January 27, 2026

**Discussion:**

Suggestion for Advisory Planning Commission meeting minutes to clearly state if discussion comments are made by APC members or by staff. This will help to avoid confusion about who is making the comment.

Manager Jackson will share this feedback with the APC minute takers to ensure consistency.

## **PRESENTATIONS AND DELEGATIONS**

The Chair invited the applicant for DVP00101 to provide comments regarding the application.

Peter Schober, applicant DVP00101 provided comments regarding the changes made in the development variance application since the last time it was brought before the APC. The applicant has modified the proposed development and the existing cabin and deck will be removed.

## **REPORTS**

### **Development Variance Permit DVP00101 (13-15200 Hallowell Road)**

#### **Key points of discussion:**

- The Chair asked for clarification around the variance requested.
- It was clarified that the variance requested is from 20m to 15m (Sakinaw Lake) as shown on the DVP site plan drawings included in the agenda package.
- The members discussed the differences between what is being proposed in this application versus the last time it came before the APC.
- The applicant explained the location of the road and hydro lines in relation to where the new cabin is proposed to be built.
- Member comment regarding the OCP policy for setbacks to Sakinaw Lake for additions, which specifies a maximum additional floor area of 28 square meters. Concern was expressed that (1) the subject application was not dealing with an addition, but to a variance required for entirely new construction (so OCP Policy 3.2.4(m) would not apply) and (2) the staff report refers to an unprecedented approach allowing additional square footage based upon the amount of building floor area removed from the specified SPEA zone.
- Manager Jackson clarified that the footprint of the new building will be constructed outside of the 15m SPEA to Sakinaw Lake.
- Member expressed concern that this may create a precedent for interpretation of OCP Policy 3.2.4(m).
- Manager Jackson noted that the OCP policy may need to be clearer around the criteria to be considered a new build in relation to the SPEA. This will be noted by staff for consideration as part of the OCP renewal project.
- Member question regarding the steepness of the slope.
- The applicant stated that it will be a two-storey building and the septic field will be up the road.

- Member question regarding the power service to the property.
- The applicant stated that there is a road right-of-way beside the property and the power pole and line that services the existing cabin are located there.
- Member asked if the applicant plans to build a deck.
- The applicant stated that a deck is not needed as there is a flat area near the top of the retaining wall.
- Member asked how the 15m SPEA was determined.
- The applicant clarified that the QEP report submitted to the Planning department determined the 15m SPEA.
- Manager Jackson noted that QEP reports analyze the property and in relation to its location on Sakinaw Lake or Ruby Lake, the SPEA can be 15m or 20m.
- The Chair asked if this property is located within a Development Permit Area and if the 30m assessment area is applicable in this case.
- Manager Jackson stated that the property is within DPA 4 – Riparian Assessment Area and that the RAPR regulations apply.
- The applicant stated that the RAPR report has been submitted to the Planning department.
- Manager Jackson noted that RAPR reports are reviewed prior to issuance of the Development Variance Permit and are valid for 5 years.
- The applicant confirmed that the shed that is encroaching in the setback will be removed.
- Member asked for clarification regarding the septic system remaining within the SPEA. \*The staff report needs to be corrected to note that it is only the septic tanks within the SPEA and not the septic field, which is located up the road.
- The Chair asked for clarification on why there is no easement and road on the subdivision plan.
- The applicant stated that there is no easement on the road and that the road was built before the subdivision. There are agreements between each property owner that has access to the road.
- Manager Jackson stated that in some historical cases a road was built before a subdivision.

The Area A APC considered the staff report and made the following recommendation:

**Recommendation No. 1**    *Development Variance Permit DVP00101 (13-15200 Hallowell Road)*

The Area A APC recommended that Development Variance Permit DVP00101 (13-15200 Hallowell Road) be approved as per the staff recommendation.

**BC Timber Sales (BCTS) 2026 – 2030 Operating Plan Review**

**Key points of discussion:**

- It was noted that most of the blocks are located in Area A again for this Operating Plan.
- There is concern with not being informed about what years the blocks will be harvested.

- Concern with not being provided with more information about the slopes and impacts on viewscapes.
- An aerial photograph would be helpful to determine where the creeks are located within the blocks.
- Members find it hard to comment on the Operating Plan without more detailed information.
- Concerns for the blocks in Jervis Inlet are as follows:
  - Deserted Bay and Patrick Point area have already been logged on and off for a few years. This is First Nations territory so their approval is needed.
  - There is already a mine in the area so this would be an additional industrial activity that would have an impact on eco-tourism.
  - A local eco-tourism company has expressed concern regarding the block near Harmony Islands (GRAN003).
  - Concern about the proximity to cabins near GRAN009 near Dark Cove. There were higher up areas near this block recently logged.
  - Almost all of the cut blocks are adjacent to areas that were recently logged within a few years. It doesn't allow for much time for trees to regenerate. There are no fuel abatement considerations.
  - Concern that there may be spawning creeks near the proposed blocks in the MTPR001, 002 and 003 area. Potato Creek, North of Deserted Bay is a main tributary to many smaller creeks in that area.
  - Blocks BRTE002, 003, 004 and 005 are seemingly located right up to the edge of Crabapple Creek on west side of the inlet.
  - The blocks near Malibu and Patrick Point will have an impact on tourism and the boating industry who use these waters on the journey to Desolation Sound and Princess Louisa Inlet.
  - There is no information provided on how the remotely located blocks are going to be accessed and logged? Will they be using existing roads, creating new roads or heli-logging?
  - Blocks might be located to existing recently logged areas to utilize the roads or infrastructure already in place.
  - A member is hearing direct concerns from eco-tourism contractors in the areas of Hotham Sound and Jervis Inlet. The impact of logging on the views, landscape and site lines should be considered by BCTS when they create their block boundaries.
  - Concern around the wood waste debris that accumulates in the water due to heli-logging and forestry activities near the waterfront.
  - BCTS is working with First Nations on these cutblocks therefore their concerns will be considered.
  - Suggestion that the wood from these cut blocks be harvested and milled on the Sunshine Coast. This might be a more favourable option for BCTS operations and help the local economy at the same time.
- Members agreed that ground water and surface water impacts need to be considered by BCTS and emphasized the importance of doing studies to show the impacts on water levels near logging sites.
- There are no SCRD comments about preserving the intact forest for tourism.

- Members who live near SECH005 and SECH008 commented that these areas have been heavily logged, as long as 10 years ago and as recently as 2 years ago. There has been an impact on the ground water supply in this area for farming.
- There is no mention on the impact of logging on food foraging and mushroom harvesting.
- APC members noted in a previous meeting that they wanted to receive more information on the history of adjacent blocks that have been logged and if there are fuel management plans to deal with the burn piles that have been left in the blocks after logging is finished.
- Concern over the wildfire risk that these burn piles create in a remote/rural area.
- Concern that the storage of water is not planned for in BCTS operations. There should be pressure for BCTS to look at ground water more seriously. Members support staff's recommendations on the topic of water.
- Members would like to include "spawning streams" to staff recommendation 1. (i) about wetlands and ponds.
- The economic development impact on tourism should be considered.
- Consideration should be given for economic prosperity of the Sunshine Coast.
- Concerns about the blocks that are near Sakinaw Lake (SECH004 and SECH008) and the proximity to homes.
- A member noted that the homes in this area are under consideration for being including in the Pender Harbour Fire Protection District. There could be benefits if a road was constructed so that emergency vehicles could access this area for fire protection purposes.
- BCTS should contact the fire department regarding these blocks as the homes in the area are water access only.

The Area A APC considered the staff report and made the following recommendation:

**Recommendation No. 2** *BC Timber Sales (BCTS) 2026 – 2030 Operating Plan Review*

The Area A APC concurs and adds support for the proposed recommendations from staff and identified additional concerns as noted in discussion portion of the minutes noted above.

**NEW BUSINESS**

The Chair asked for an update on the status of the OCP renewal project.

Manager Jackson provided an update regarding the completion of Phase 2 Engagement. There will be reports to future EAS committees regarding the results of engagement. Phase 3 will start post-election and will include draft policies for APCs to review and comment.

APC members discussed their thoughts and personal experience with the public and APC specific engagement events. Some members feel they have not been informed enough about the project and would like more opportunities to be included. It was suggested that staff find more ways to engage APC members formally and informally, especially in the Egmont area.

Staff will take these comments back to the OCP renewal project team for awareness.

**DIRECTOR'S REPORT** The Director's report was received.

**NEXT MEETING**      May 4, 2026

**ADJOURNMENT**      8:09 p.m.

**SUNSHINE COAST REGIONAL DISTRICT  
AREA B – HALFMOON BAY  
ADVISORY PLANNING COMMISSION**

**Tuesday, April 7, 2026, 6:30 pm**

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RECOMMENDATIONS FROM THE AREA B ADVISORY PLANNING COMMISSION MEETING HELD IN THE COMMUNITY ROOM OF THE SEHELTA AQUATIC CENTRE AT 5500 SHORNCLIFFE AVENUE, SEHELTA, B.C.

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<b>PRESENT:</b>	Chair Members	Kim Dougherty Joshua Van Klinken Ann Clancy Barbara Bolding Suzette Stevenson Duncan Smith Andy Jones-Cox
<b>ALSO PRESENT:</b>	Electoral Area B Director  General Manager, Planning & Dev. SCRD Recorder	Justine Gabias (virtual) (Non-voting Board Liaison) Ian Hall (part, virtual) Genevieve Dixon
<b>REGRETS:</b>	Member	Nicole Huska

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**CALL TO ORDER**     6:38 p.m.

**AGENDA**

The agenda was adopted as presented with additions under business arising.

**MINUTES**

The following minutes were accepted as circulated:

- Halfmoon Bay (Area B) APC Minutes of February 23, 2026

**BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

- The Area B APC would like to see the draft District of Sechelt OCP in comparison to the draft SCR D OCP if available before phase three of public engagement in 2027 to match the borders of Sechelt and the SCR D.

**REPORTS**

**BCTS Operating Plan Referral 2026 – 2030**

**Key points of discussion:**

- Noted the May 8<sup>th</sup> deadline for comments back to BCTS.

- Discussions included watershed logging and the summarized effects, aquifer recharging, drinking water impacts, carbon sinks, and riparian areas.
- Noted the impacts of water licenses for different creeks.
- Noted Block 003 (Smugglers Cove potential expansion) has been removed from the list.
- Does the SCR D have the opportunity for feedback on Sunshine Coast community forest plans?
- GM Hall noted the SCR D has only received a formal referral once for model changes. Their operating plan is shared publicly online.
- Elphinstone Logging Focus (ELF) has concerns about SCCF (Sunshine Coast Community Forest) cut blocks near Big Tree and Lone Owl.
- The District of Sechelt owns Sunshine Coast Community Forest. Do they review allowable cut blocks as well?
- GM Hall noted the Sunshine Coast Community Forests website has process information available at <https://www.sccf.ca/forest-operations>.
- BCTS responsibility is to follow the law and is held accountable.
- BCTS revenue is for the Province.
- Proposed cut blocks should not be in contradiction within the Halfmoon Bay OCP.

### **Recommendation No. 1** *BCTS Operating Plan Referral 2026 – 2030*

The Area B APC recommends strengthening of the wording of recommendations in the staff BCTS report, including:

1. (i) on page five: Reword to provide more specifics on the expected buffer to be implemented for all wetlands.
2. (i) on page ten: Reword the following sentence to clarify the intent "Small hidden forested wetlands are important carbon sinks, until exposed to elements and dry out." i.e. that small wetlands near or within proposed blocks which may be hidden could be daylighted during clearing which may cause these important carbon sinks to dry out.
3. (i) on page ten under Financial Implications: Reword the following sentence "the companies that wish to conduct timber harvesting close to watercourses should provide assurance that the existing downstream users will not be negatively impacted." Suggest adding that the companies that wish to conduct timber harvesting close to watercourses should complete the required background studies to accurately project the long-term impact of deforestation on the hydrology of a stream in order to provide assurance that the existing downstream users will not be negatively impacted.

### **NEW BUSINESS**

1. Discussion regarding OCP Project Timeline especially related to next engagement in one year.
  - Public engagement might have been more robust.
  - APCs have reacted to reports.
  - Encouraged by the APC workshop engagement from staff.

- APCs might be better utilized by staff earlier in the process for testing ideas in development.
- Area B APC would appreciate the opportunity for input before the July 26, 2026 draft report goes to the Board for review.

**Recommendation No. 2**    *Official Community Plan Renewal Project Update*

The Area B APC recommends staff engage more frequently with the Advisory Planning Commissions on the Official Community Plan Renewal Project. The Area B APC would like to see board reports sent for information in 2026 and before phase three public engagement begins.

2.    APC monthly meetings/check in via zoom
  - APC members agreed to hold the May 2026 Area B APC meeting virtually.

**DIRECTOR'S REPORT**    The Director's Report was received.

**NEXT MEETING**        May 5, 2026

**ADJOURNMENT**        7:47 p.m.

**SUNSHINE COAST REGIONAL DISTRICT**

**AREA D – ROBERTS CREEK  
ADVISORY PLANNING COMMISSION**

**Tuesday, April 7, 6:30 pm**

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RECOMMENDATIONS FROM THE AREA D ADVISORY PLANNING COMMISSION MEETING HELD IN THE LIBRARY OF ROBERTS CREEK COMMUNITY SCHOOL AT 1088 ROBERTS CREEK ROAD, ROBERTS CREEK, BC

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**PRESENT:** Chair Meaghan Hennessy

Members  
Chris Glew  
William Ferguson  
Debbie Mealia  
Kim Baranti  
Mark Bodie  
Gerald Rainville  
Robert Hogg

**ALSO PRESENT:** Electoral Area D Director Kelly Backs  
(Non-voting Board Liaison)  
GM, Planning and Development Ian Hall  
SCRD Recorder Vicki Dobbyn

**REGRETS:** Mathew Dickson

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**CALL TO ORDER** 6:34 p.m.

**AGENDA**

The agenda was adopted as presented.

**MINUTES**

The following minutes were accepted as circulated:

- Roberts Creek (Area D) APC Minutes of January 27, 2025

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of January 26, 2026
- Halfmoon Bay (Area B) APC Minutes of January 26 & February 23, 2026
- Elphinstone (Area E) APC Minutes of January 27, 2026
- West Howe Sound (Area F) APC Minutes of January 27, 2026

**REPORTS****BCTS Operating Plan Referral 2026-2030****Key points of discussion:**

- Area D APC members were encouraged by the recommendations of SCRD staff in the report.
- It was noted that many of the recommendations are the same every year, and that the SCRD has had a consistent position over the past 4-5 years.
- BCTS doesn't set the quota or the operations areas; this is done by the province. The BCTS mandate comes from Ministry of Forests.
- Often there is a recommendation to send the same recommendations to the province.
- After this meeting the recommendations go to the Electoral Area Services Committee meeting next week, then go to the Board on April 23, then are submitted to BCTS before the May deadline for comments.
- BCTS controls 20% of the forest and the remaining 80% is private lands, tree farm licences, or community forest. Community forest and non BCTS auctions exist in the northern part of the peninsula. Most of the harvestable forest is in control of BCTS. This is where consultation occurs around watershed considerations.
- In the Operating Plan terms are open to interpretation.
- The recommendations support a de facto buffer zone.
- The SCRD Infrastructure Department did a study on aquifers that led to decisions on public wells.

**Recommendation No. 1**      *BCTS Operating Plan Referral 2026-2030*

The Area D APC concurs and supports the proposed recommendations from staff.

**Recommendation No. 2**      *BCTS Operating Plan Referral 2026-2030*

The Area D APC recommends that language referring to monitoring be explicit and include the parameters of the monitoring, who is responsible for performing the monitoring, and the frequency of the monitoring, and further that the results of monitoring be publicly available.

**Recommendation No. 3**      *BCTS Operating Plan Referral 2026-2030*

The Area D APC recommends that BCTS perform pre-logging evaluations of the quality and quantity of both public and private available water sources and evaluate post-works water availability quality and quantity, in order to understand and prevent impacts from logging operations to the water sources.

**Recommendation No. 4**      *BCTS Operating Plan Referral 2026-2030*

The Area D APC recommends that BCTS accept and indemnify financial risks to property owners for reduction in water resources availability and water quality.

**Recommendation No. 5**      *BCTS Operating Plan Referral 2026-2030*

The Area D APC recommends that BCTS hold logging operations and logging stakeholders financially liable for any future negative impacts caused by their logging.

**Recommendation No. 6**      *BCTS Operating Plan Referral 2026-2030*

The Area D APC recommends that BCTS conduct an economic impact study and consult with all trail users about proposed logging areas and how it might impact trails and what remediation would be required.

**DIRECTOR'S REPORT**    The Director's Report was received.

**NEXT MEETING**            May 5, 2026

**ADJOURNMENT**            7:49 p.m.

**SUNSHINE COAST REGIONAL DISTRICT**

**AREA E – ELPHINSTONE  
ADVISORY PLANNING COMMISSION**

**Thursday, April 9, 2026, 6:30 pm**

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RECOMMENDATIONS FROM THE AREA E ADVISORY PLANNING COMMISSION MEETING HELD IN ROOM 109 OF THE GIBSONS AND AREA COMMUNITY CENTRE AT 700 PARK RD., GIBSONS, B.C.

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<b>PRESENT:</b>	Chair	Arne Hermann
	Members	Michael Sanderson (virtual) Laura Macdonald Devin Arndt Clinton McDougal (virtual) Conner Wear Ashley St. Clair Nara Brenchley
<b>ALSO PRESENT:</b>	Electoral Area E Director	Donna McMahon (Non-voting Board Liaison)
	Electoral Area E Alternate Director	Fiona Beaty (virtual) (Non-voting Board Liaison)
	GM, Planning and Development	Ian Hall
	SCRD Recorder	Vicki Dobbyn
	Public	2
<b>REGRETS:</b>		Catherine Gray

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**CALL TO ORDER** 6:30 p.m.

**AGENDA**

The agenda was adopted as presented

**MINUTES**

The following minutes were accepted as circulated:

- Elphinstone (Area E) APC Minutes of January 27, 2026

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) Minutes of January 26, 2026
- Halfmoon Bay (Area B) Minutes of January 26 & February 23, 2026
- Roberts Creek (Area D) APC Minutes of January 27, 2026
- West Howe Sound (Area F) APC Minutes of January 27, 2026

## REPORTS

### BC Timber Sales (BCTS) Operating Plan Referral 2026 – 2030

#### Key Points of Discussion:

- GM Hall explained that through a communications protocol with BCTS, the SCRD receive the five-year operating plan on an annual basis. SCRD analyzes the plan in relation to impact on infrastructure and relation to OCPs.
- APC recommendations will go to the Electoral Area Services Committee next week and to the Board on April 23.
- Members questioned if it is an exercise in futility trying to get values other than timber recognized by the Ministry of Forests.
- There have been some efforts by BCTS to improve the process and be more transparent than last year by providing more information available to the public. There have been examples where BCTS has taken on additional studies at an individual block level. On a more macro level, the province has taken on a number of studies, such as old growth reduction and recruitment.
- BCTS has undertaken hydrology studies to address our complex hydrology in relation to logging in watersheds.
- SCRD is sharing reports and any relevant studies with BCTS.
- Getting input on the record is important.
- It was noted that there is no visual impact assessment.
- It was noted that there is no invasive species management plan that would have pre-emptive consideration, or report on the impact of logging on invasive species spread.
- There is little accountability for ground water, more for surface water.
- It was questioned if the SCRD can undertake what other Regional Districts have done in conducting regional recreational resource surveys, not just for parks, but also for the impact on recreational activities like hiking and biking,
- There is value in understanding the cumulative impact.
- Elphinstone Community Association has received information from an FOI request related to an internal cumulative impact study. This will be distributed to APC members by the Chair
- Gaps in legislation have been identified by the SCRD.
- Is there a mechanism to take legal action for the impact of logging, particularly flooding? There have been private claims that have been successful.
- The staff recommendations in the report were excellent, detailed, and covered concerns of APC members.

#### **Recommendation No. 1** *BC Timber Sales (BCTS) 2026-2030 Operating Plan Review*

The Area E APC supports the recommendations as stated in the report.

**Recommendation No. 2** *BC Timber Sales (BCTS) 2026-2030 Operating Plan Review*

The Area E APC recommends that the SCR D Board, in its formal response to the BCTS 2026-2030 Operating Plan, remind BCTS of its statutory obligations under the *Forest and Range Practices Act* and its broader duty of care to the environment, culture, and community, specifically:

1. Environmental Stewardship: The requirement to manage and mitigate cumulative impacts on hydrology and sensitive ecosystems, including wetlands, ponds, and old-growth recruitment forests, which are essential to the region's climate resilience.
2. Cultural Integrity: The duty to ensure that harvesting and road-building activities respect the interests and ancestral lands of the shíshálh and Skwxwú7mesh Nations.
3. Community Interest & Assets: The obligation to protect community drinking water sources (both surface and groundwater) and recreational assets, ensuring that industrial operations do not externalize long-term financial or infrastructure risks to local residents.

**DIRECTOR'S REPORT** The Director's report was received.

**NEXT MEETING** May 6, 2026

**ADJOURNMENT** 7:34 p.m.

**SUNSHINE COAST REGIONAL DISTRICT**

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

**Thursday April 9, 2026, 7:45 pm**

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RECOMMENDATIONS FROM THE AREA F ADVISORY PLANNING COMMISSION MEETING  
HELD IN ROOM 109 OF THE GIBSONS AND AREA COMMUNITY CENTRE AT 700 PARK RD.,  
GIBSONS, B.C.

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<b>PRESENT:</b>	Chair	Miyuki Shinkai
	Members	Ken Worsnop (virtual) Terry Hind Marlin Hansen Taylor Shepard (virtual) Jon McMorran (virtual) Byron Roehrl (virtual)
<b>ALSO PRESENT:</b>	Electoral Area F Director	Kate Stamford (virtual) (Non-voting Board liaison)
	GM, Planning and Development SCRD Recorder	Ian Hall Vicki Dobbyn
<b>REGRETS:</b>		Sue Fitchell Tim Rockford Roan Blake

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**CALL TO ORDER** 7:00 p.m.

**AGENDA**

The agenda was adopted as presented.

**MINUTES**

The following minutes were accepted as circulated:

- West Howe Sound (Area F) APC Minutes of January 27, 2026

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) Minutes of January 26, 2026
- Halfmoon Bay (Area B) Minutes of January 26 & February 23, 2026
- Roberts Creek (Area D) APC Minutes of January 27, 2026
- Elphinstone (Area E) APC Minutes of January 27, 2026

## REPORTS

### BC Timber Sales (BCTS) 2026-2030 Operating Plan Review

#### Key points of discussion:

- GM Hall introduced the report.
- Ken Worsnop disclosed a conflict of interest as a sub-contractor in post-logging operations.
- When the SCR D reviews this plan, does it consider local industry and economy? BCTS has a mandate for increased local and First Nations economy.
- When blocks go to auction do local contractors have preference? Who does the processing of our timber? Is it offered first to Port Mellon and local sawmills? This is regulated by provincial tendering processes.
- Director Stamford will research the overall economic impact and how it is retained in the local economy.
- In ELPH013 there are a lot of hiking and mountain biking trails and use by kids from Langdale Elementary School. It is the closest forest to Langdale and its more densely populated locations. Logging should be limited to the northern side of the power lines.
- There should be baseline monitoring before harvesting for surface and ground water levels. SCR D is monitoring Langdale Creek.
- BCTS is not obliged to follow the OCPs.

#### **Recommendation No. 1** *BC Timber Sales (BCTS) 2026-2030 Operating Plan Review*

The Area F APC supports the proposed recommendations contained in the report.

#### **Recommendation No. 2** *BC Timber Sales (BCTS) 2026-2030 Operating Plan Review*

The Area F APC recommends, regarding Block ELPH013:

1. That the southern portion be retained as forest.
2. Those recreational uses, such as hiking and biking by local residents, be considered.
3. That educational uses, particularly by the Langdale Elementary School outdoor program be considered.
4. That fire protection mitigation be considered.
5. That runoff causing road washouts as a result of logging be considered, especially along the bypass which has already had washout issues.
6. That baseline monitoring for ground and surface water occurs before and after logging.

#### **Recommendation No. 3** *BC Timber Sales (BCTS) 2026-2030 Operating Plan Review*

The Area F APC recommends that the Ministry of Transportation and Transit and BCTS coordinate planning to mitigate runoff that impacts local residents.

**DIRECTOR'S REPORT** The Director's Report was received.

**NEXT MEETING** May 6, 2026

**ADJOURNMENT** 8:47 p.m.

# Memo



**TO:** Area A, E & F Advisory Planning Commissions

**FROM:** Jonathan Jackson, Manager, Planning & Development

**DATE:** April 29, 2026

**RE:** **Fire Flow Action Plan – Review of Fire Flow Standards and Development Approval Tools**

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APC Members,

At its Committee of a Whole meeting on April 9, 2026, the SCRD Board passed a recommendation, referring the attached staff report and presentation to the Advisory Planning Commissions (APCs) for information.

SCRD APCs are established as local context advisors to the OCP Renewal project, where their advice helps inform land use decisions relating to the preparation and eventual adoption of the OCP and accompanying zoning bylaw. While not a land use bylaw, SCRD's Fire Flow Action Plan helps inform infrastructure planning decisions that have growth capacity implications for rural areas.

While formal APC recommendations have not been asked for, understanding this information and its implications related to land use planning will assist APCs with thinking about the relationship between growth and infrastructure when providing land use advice related to OCP Renewal

A second report titled *Fire Flow Action Plan – Infrastructure Upgrades Financing Tools* was also on the April 9, 2026, Committee of the Whole agenda as item 4.2 (page 24). Although, this second report was not formally referred to APCs for information, it may provide additional context for those wishing to further familiarize themselves with legislative tools available to equitably support financing infrastructure for new development. The following is a link to the agenda: <https://pub-scrd.escribemeetings.com/FileStream.ashx?DocumentId=4556>

Thank you,

Jonathan Jackson, Manager  
Planning and Development Division

Enclosures:

1. April 9, 2026 Staff Report
2. April 9, 2026 Fire Flow Action Plan Presentation



# Staff Report For Decision

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**TO:** Committee of the Whole – April 9, 2026

**AUTHOR:** Remko Rosenboom, General Manager, Infrastructure Services  
Ian Hall, General Manager, Planning and Development

**SUBJECT:** **Fire Flow Action Plan – Review of Fire Flow Standards and Development Approval Tools**

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## OVERVIEW

### Purpose of Report:

The purpose of this report is to provide the Board with an update on the technical analyses to address the confirmed fire flow deficiencies and options to consider regarding policy mechanisms to support development approvals in affected areas within the Sunshine Coast Regional District (SCRD) water systems. This report requests Board decision to accept, reject, or provide alternate direction with respect to staff's recommendations as presented below.

### Recommendation(s):

- (1) THAT staff report to a Committee of the Whole meeting by July 2026 with a comprehensive analysis and recommended approach for a policy framework to support development in areas with fire flow deficiencies, including:**
    - a. Options for amendments to the fire flow standards in *Sunshine Coast Regional District (SCRD) Subdivision Servicing Bylaw No. 320* (Bylaw 320) to support the approval of developments in:**
      - i. areas where the SCRD is planning infrastructure upgrades; and**
      - ii. areas where developments may only be able to meet reduced fire protection standards (e.g., Fire Underwriters Survey Guidelines or reduced Master Municipal Construction Documents Association Design Guidelines);**
    - b. The development of a project plan to confirm:**
      - i. the options to evaluate fire flow requirements based on road travel distance from fire halls and/or fire department response times, including implications for potential amendments to Bylaw 320;**
      - ii. the options to amend SCRD Board Policy 13-6410-6 (Development Variance Permits) to support the consideration of developments with fire flow deficiencies;**
      - iii. the resource requirements, timelines, and 2026 Corporate Workplan implications associated with the implementation of the identified options;**
  - (2) AND THAT this report be referred to the Advisory Planning Commissions for information.**
-

## **BACKGROUND**

At the January 11, 2024, Committee of the Whole meeting, the Board received the results of a Fire Flow Analysis conducted by GeoAdvice Engineering Inc. (GeoAdvice). The study identified multiple areas within SCRD water systems where fire flow capacity was deficient relative to Master Municipal Construction Documents Association (MMCD) Guidelines and noted that existing SCRD bylaws were outdated in terms of fire flow requirements. A follow-up report was presented at the January 25, 2024, Committee of the Whole meeting.

As part of the 2024 budget process, the Board approved \$250,000 for the development of a Fire Flow Action Plan (FFAP). The FFAP will outline and prioritize required infrastructure upgrades and evaluate potential policy and engineering/infrastructure options for addressing identified fire flow gaps.

While this report is primarily focused on a review of applicable fire flow standards and tools to support the approval of development applications, another report on this Committee agenda is related to the financing of required infrastructure upgrades to meet fire flow standards.

Since budget approval, staff have been working with engineering, legal, and other advisors to inform the best path forward.

## **DISCUSSION AND ANALYSIS OF OPTIONS**

### *Project Update: Technical Analyses*

Following the fire flow report to the Board in early 2024, GeoAdvice identified a range of potential infrastructure upgrades to improve fire flow capacity across SCRD water systems. These include options such as increasing treated water storage, upsizing valves and pumps, and upgrading portions of the watermain network. Preliminary high-level estimates suggest that implementing all identified upgrades could exceed \$100 million; however, further analysis and decision points are required to determine scope, priorities, and phasing.

Over the past 18 months, SCRD staff have undertaken a comprehensive review of GeoAdvice's recommendations, focusing on operational functionality, alignment with existing and planned infrastructure, feasibility, and potential alternatives. This work confirmed the need for increased treated water storage, along with targeted upgrades to watermains, pumps, and valves, and identified more cost-effective options that are being pursued within approved base capital budgets where feasible.

SCRD staff have also coordinated with the District of Sechelt (DOS) to ensure alignment between the FFAP and both current and upcoming Official Community Plan (OCP) review processes. This collaboration is particularly important given the Province's Small-Scale Multi-Unit Housing (SSMUH) mandate, which the DOS has incorporated into its Zoning Bylaw. SCRD has updated water capacity assessments and development review processes within DOS areas affected by the SSMUH mandate to ensure that supporting infrastructure, including fire flow, meets anticipated demands.

Given the long lifespan of most water infrastructure (typically 60–100 years), staff are working with GeoAdvice to define core infrastructure needs that will support both current and future growth.

To support integration of this technical information and planning work, the SCRD has retained Urban Systems to assist in consolidating data, conduct further analyses, and prepare the FFAP. This process includes engagement with internal and external stakeholders, including the SCRD Planning and Development Department and Finance Division, local governments (DOS and shíshálh Nation Government District (sNGD)), and Fire Departments). The FFAP will identify current and anticipated fire flow service gaps and propose prioritized infrastructure and operational improvements across short- (1–10 years), medium- (10–20 years), and long-term (20–100 years) horizons.

While some of the results from this project are presented as part of this Committee agenda, the final FFAP is anticipated to be presented to the Board in Q2, 2026.

On April 2, 2026, staff met with representatives of the Sea to Sky chapter of the Canadian Home Builders' Association and the topic of how to advance developments with fire flow deficiencies was discussed. Due to timing, insights gained at that meeting have not been explicitly considered in this report.

### **Fire Flow Standards**

On March 14, 2024, the *SCRD Subdivision Servicing Standards Bylaw No. 320* was amended to update fire flow standards to read:

*Fire flows are to be determined in accordance with the requirements of the current editions of the MMCD Design Guidelines and of “Water Supply for Public Fire Protection – A Guide to Recommended Practice” published by the Fire Underwriters Survey. Where a difference arises between MMCD minimum requirements and the current edition of the “Water Supply for Public Fire Protection – A Guide to Recommended Practice” published by Fire Underwriters Survey, the more stringent requirements shall take precedence.*

In support of enabling development while ensuring adequate fire protection, several alternatives to a single fire flow standard, that could promote flexibility, have been developed:

- a) **Exemptions where there are planned/funded upgrades:** Given that substantial upgrades are required to improve the fire flows to increase the fire protection of existing developments, new development applications may not be required to meet the fire flow standards in Bylaw 320 in instances where the SCRD has Board approved budgets or capital plans for the completion of infrastructure upgrades.
- b) **Use of alternative standard/conditions:** In areas with no Board approved plans to improve fire flows in the foreseeable future, developments may be approved even if they do not meet MMCD Design Guidelines. Conditions for doing so could include that the to-be-developed buildings must meet an alternative standard (e.g. a reduced MMCD standard or the guidelines published by the Fire Underwriters Survey (FUS)), and a restrictive covenant be placed on title to limit further development of the property until the applicable fire flow standards have been met.
- c) **Adaptable standards based on distance from fire halls:** The Fire Underwriters’ Survey (FUS) confirmed that they consider properties single or duplex residential structures with a road travel distance from a fire hall of over 8 kms as being unprotected. The FUS assessed the response time to get to those properties is in most cases insufficient to protect the structure from being destroyed by the fire. For all other types of structures this distance is

5 kms. The SCRD could explore with local Fire Departments an option to also reduce the fire flow requirements for properties with a longer road distance or actual response time.

### **Planning Tools**

There are several tools that the SCRD and other jurisdictions could develop and implement to approve development applications while applicable fire flow standards are not being met.

#### **Zoning Amendments**

Fire flow requirements are closely tied to zoning as different land uses result in varying levels of required fire protection. Changes in zoning, such as increases in density, can increase the required fire flows in a given area. With both the SCRD and the DOS currently undertaking updates to their OCPs and associated zoning bylaws, there is an opportunity to review zoning in areas with known fire flow deficiencies. This could help align planned land uses with existing or planned infrastructure capacity.

#### **Development Variance Permits**

In instances where a development cannot be approved as the fire flow standards included in Bylaw 320 cannot be met, the issuance of a Development Variance Permit (DVP) to vary these fire flow standards could be considered. Such a process would require more administration compared to the approaches presented above but could be a meaningful additional tool for the SCRD to develop. If there would be no other mechanism introduced to deviate from the fire flow standards in Bylaw 320, DVPs would be the tool that developers would like to be able to use.

To date, the SCRD has not issued DVPs for this purpose, as there is currently no policy framework in place to support such variances. However, the issuance of a DVP to vary fire flow standards would not expose the SCRD to legal risk, provided the following conditions are met:

- An alternative solution is proposed that complies with Engineers and Geoscientists BC (EGBC) best practices and the BC Building Code;
- A Section 219 Covenant is registered on title requiring the developer to construct and maintain the alternative infrastructure and indemnify the SCRD; and
- The variance does not negatively impact fire protection for other properties in the community.

Before accepting DVP applications further review and updates to SCRD policies and procedures are required. Consideration of delegating approval of these technical variances to staff could be made as part of future decision making.

The implementation of these planning tools within the DOS and the sNGD is the responsibility of those jurisdictions.

### **Considerations and Next Steps**

The approaches outlined above vary in complexity, timing, and implementation requirements.

**Approaches a) and b)** could be advanced in the near term through potential amendments to Bylaw 320. The implications and options for these approaches could be presented to a Committee of the Whole in late Q2 2026, with any draft amendments subject to legal review.

**Approach c)** would require more extensive technical analysis, engagement with local fire departments, consideration of FireSmart principles, and review of legal and financial implications for both the SCR D and property owners. As a result, a report-back timeline is less certain, with a preliminary estimate of Q1 2027.

As the District of Sechelt (DOS) and shíshálh Nation Government District (sNGD) are outside the jurisdiction of Bylaw 320, any amendments would not apply within those areas. *DOS Bylaw No. 430, 2003* includes provisions somewhat aligned with Approach b), though it does not reference MMCD Guidelines and establishes fixed fire flow standards for non-sprinklered properties.

Additional context on funding mechanisms is provided in the report titled “*Fire Flow Action Plan – Infrastructure Upgrades Financing Tools*,” which outlines tools available to the SCR D and developers to support required infrastructure upgrades.

These considerations are intended to inform the Board’s review of the options below.

***OPTION 1 – Prepare an implementation plan for a policy framework to support development in areas with fire flow deficiencies.***

This option would have staff:

1. Prepare an assessment of implications of amendments to the fire flow standards included in Bylaw 320 to support the approval of developments based on the road travel distance from fire halls or the response times for a fire department.
2. Prepare a plan for the development and implementation of:
  - a. Amendments to Bylaw 320 to allow for exemptions to the fire flow standards included in that Bylaw in areas where the SCR D is planning to do infrastructure upgrades to improve the fire flows. Staff would continue engagement with DOS staff on this matter; and,
  - b. A policy related to the issuance of DVPs in SCR D electoral areas to permit alternative fire flows;
3. Confirm the resource, timeline, and 2026 Corporate Workplan implications associated with implementing these plans.

Reports would be presented to the Board in late Q2, 2026.

***Organizational Considerations***

This option can be advanced without substantial organizational implications.

Developing an expanded policy framework will require the development, drafting, and updating of several policies and procedures. This would require substantial resources from staff within the Infrastructure Services and Planning and Development departments, and would also require some capacity of the Legislative Services Department, and therefore cannot be advanced substantially

by the end of Q2, 2026 without having substantial implications to the workplans for these departments.

### *Staff Recommendation*

**Staff recommend that policy be developed that could support issuance of DVPs related to fire flow.** Should the Committee choose to go with Option 1, a recommendation could be considered, as provided in the Overview section on page one of this report.

### ***OPTION 2 – Postpone development of implementation project plan.***

This option would have staff first complete the development of the FFAP in Q2 2026 before the Board provides direction to staff regarding the development of new, or amendments to existing Bylaws, policies, and procedures to support the review of developments. This would allow the Board to fully understand the magnitude of the infrastructure upgrades in conjunction with any potential changes in land use before it commits to the development of several tools in support of the review of developments with fire flow deficiencies. This option has the consequence of delaying potential progress on housing needs in areas with fire flow deficiencies, as well as limiting the ability of in-stream development applications to be progressed.

Should the Committee choose to go with Option 2, a recommendation could be considered as follows:

THAT this report be referred to a future Committee of the Whole meeting after the Fire Flow Action Plan and Phase 2 of the Official Community Plan Update Project have been concluded and presented to the Board.

### **FINANCIAL IMPLICATIONS**

All currently anticipated costs associated with the development of the FFAP, including advancing Option 1, can be funded through the FFAP Project approved as part of the 2024 Budget process. Costs related to the actual construction of infrastructure or implementation of updated bylaws and policies are not currently funded.

### **LEGISLATIVE IMPLICATIONS**

If Option 1 were to advance, several amendments to Bylaw 320 would be required in advance of a full review and update in future years. In addition to the development of a policy framework encompassing new policies and procedures, it is anticipated that several associated planning-related policies will need to be updated.

### **STRATEGIC PLAN IMPLICATIONS**

N/A

### **TIMELINE**

Staff will present reports associated with the products resulting from advancing Option 1 by late Q2, 2026.

**COMMUNICATIONS**

**Internal:**

As bylaw amendments and policy framework involves cross-departmental collaboration, affected staff have already been engaged in the formulation of this report. Further information sharing will occur with these staff members following Board direction on the policy framework.

Staff recommend that this report be referred to Advisory Planning Commissions for information/awareness.

**External:**

The SCRD understands that there has been wide interest within the development community in the FFAP. Subject to the decision of the Board, the SCRD will communicate directly with the community of developers through the Sea to Sky chapter of the Canadian Home Builders' Association. An updated policy framework would be prepared to ensure they are aware of the associated updates.

The ongoing engagement with DOS staff on this matter will also continue.

Wider community information sharing will take place once an updated bylaws and policy framework has been approved by the Board.

**SUMMARY AND CONCLUSION**

The purpose of this report is to recommend a clear path forward to address fire flow deficiencies and the relevant tools related to the approval of developments in those areas.

Pending Board decision on the recommendations in this report a plan to address fire flow deficits in SCRD water systems and associated financial implications will be presented to the Board in Q2 2026.

Reviewed by:			
Manager		Finance	X- A. Taylor
GM		Legislative	
CAO	X - T. Perreault	Purchasing/Risk	
		Other	X – R. Michael X - M. O'Rourke

# SUNSHINE COAST REGIONAL DISTRICT

## FIRE FLOW ACTION PLAN

COMMITTEE OF THE WHOLE PRESENTATION

APRIL 9<sup>TH</sup>, 2026



# AGENDA

- Project Objectives
- Water System Level of Service Standards
- Overview of Existing Water System
  - Previous Work Completed
- Stakeholder Engagement
- Project Next Steps
  - Solutions and Prioritization
  - Conclusions and Recommendations



# PROJECT OBJECTIVES



## Purpose

Establish a coordinated, district-wide framework for improving fire protection service levels that are aligned with SCRD capital planning and future growth needs

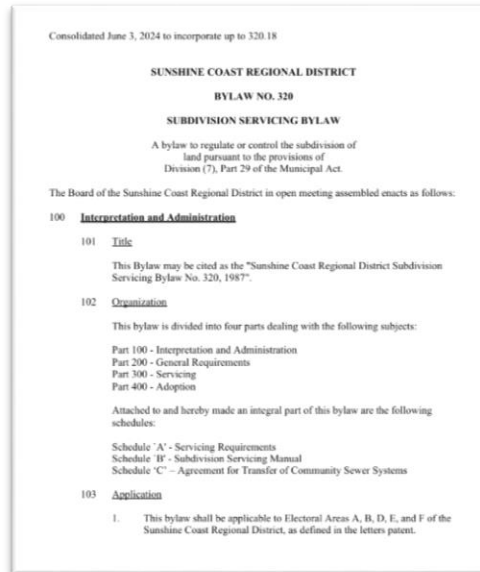
## Objectives

1. Create actionable, prioritized infrastructure and operational improvements to meet the fire flow needs over short-, medium- and long-term planning horizons
2. Create a living document that can be easily updated as the SCRD goals and growth develop, in conjunction with other core planning frameworks such as the OCP

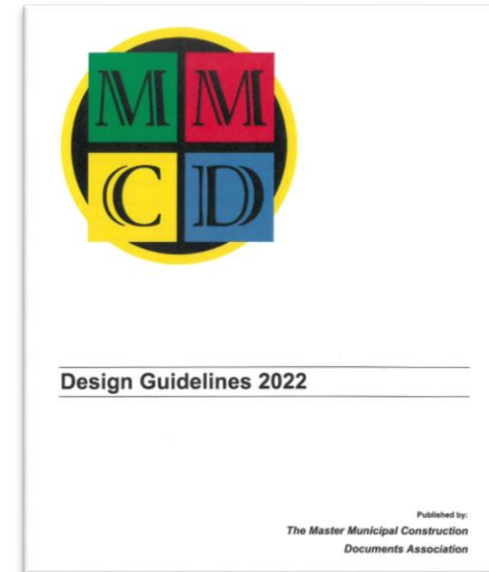
# WATER SYSTEM LEVEL OF SERVICE

- Subdivision Servicing Bylaw
- Water Servicing Bylaw 778
- Master Municipal Construction Documents (MMCD)
- Fire Underwriters Survey (FUS)

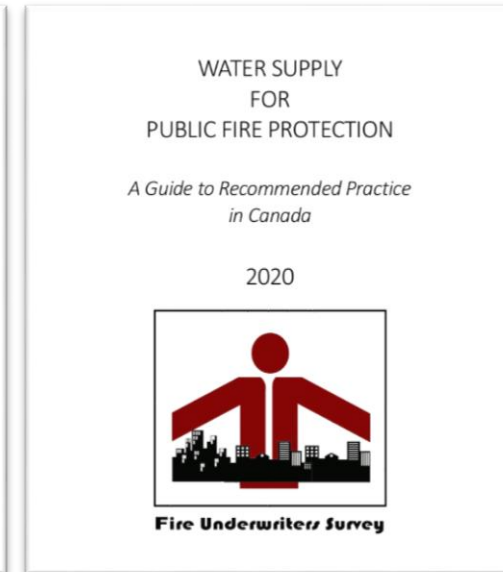
SCRD BYLAW  
320.18 (2024)



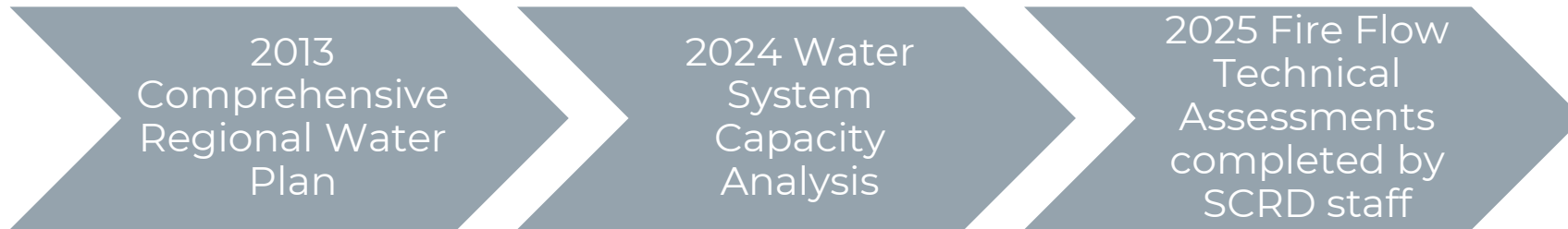
MMCD DESIGN  
GUIDELINES  
(2022)



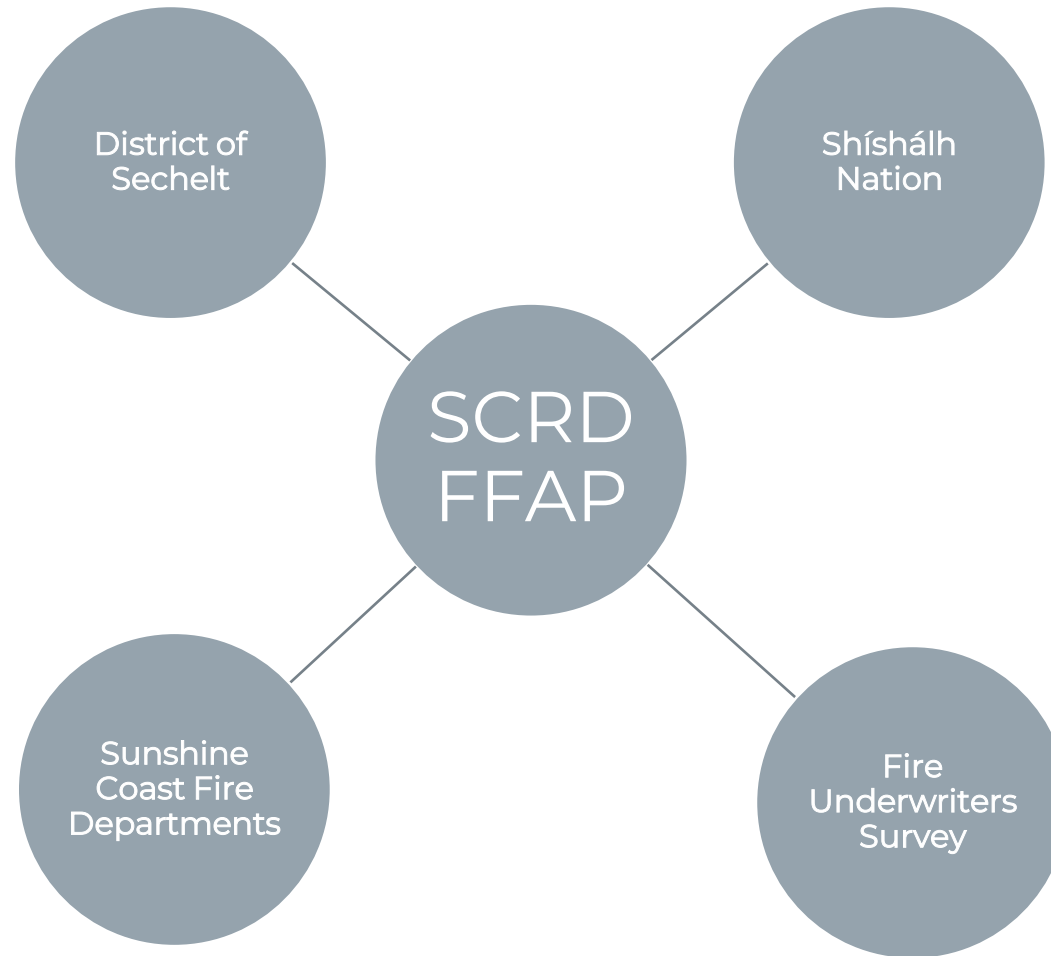
FUS WATER  
SUPPLY FOR  
PUBLIC FIRE  
PROTECTION  
(2020)



# SCRD WATER SYSTEM BACKGROUND - PREVIOUS REPORTING



# STAKEHOLDER ENGAGEMENT



# FIRE DEPARTMENT ENGAGEMENT

## PENDER HARBOUR FIRE DEPARTMENT

- Need additional hydrants to protect areas of the system (e.g. Kleindale) that are within fire service area but not connected to water system, or for developments occurring above the highway in Roberts Creek.

## ROBERTS CREEK FIRE DEPARTMENT

- Upgrade unreliable, small diameter watermain
- Highlighted zoned and actual ICI properties that do not have sufficient fire flow, and/or are too far from a hydrant.

## SECHELT FIRE DEPARTMENT

- Areas that have increased development over 4-stories may see impacts to FUS grade.

## GIBSONS FIRE DEPARTMENT

- Consistent collaboration between SCRD Utilities team and Fire Departments required to address fire flow and FUS grading concerns.
- Colour code hydrants to NFPA standards to identify available fire flow.

# FIRE UNDERWRITERS SURVEY FEEDBACK

- Individual Property Reviews from FUS
  - Can establish specific FF requirements based on land use and building characteristics
  - As opposed to automatically assigning theoretical maximum zoning allowance
- Proximity to Fire Halls (8 km for single family residential, 5 km for other uses)
- Water Storage and Watermain Reliability
- FUS Online Database
- Grading Cycle – 5 years





# NEXT STEPS



# NEXT STEPS: SOLUTIONS AND PRIORITIZATION

1

Identify and verify potential solutions for fire flow deficiencies to support development where needed most (In Progress).

2

Select short list of solutions (maximum 20) to be included in FFAP

3

Prioritize list of solutions into Short, Medium and Long-Term Implementation Horizons using a Prioritization Matrix

# NEXT STEPS – SOLUTIONS AND PRIORITIZATION

## Prioritization Matrix – Evaluation Criteria

### Breadth of Benefit to Existing Fire Flow Deficiencies

Percentage of existing deficient nodes addressed by the project

### Existing Deficiency Severity

Percentage of required fire flow currently available

### Impact on Future Growth

Potential for and likelihood of future growth in the area

### Land Use and Density

Single family, Institutional, Commercial and Industrial (ICI), and the associated density

### Located within specified distance of a Fire Hall

Impacted Nodes are located within 5 km or 8 km of a local fire hall (ICI vs residential - influences FUS grade)

# SUPPLEMENTARY OPTIONS TO EXPLORE

- FUS Insurance Grading Recommendations
- Policy/Bylaw Recommendations
- Further Planning Recommendations

# SUPPLEMENTARY OPTIONS TO EXPLORE – POLICY OPTIONS

## FIRE FLOW LEVEL OF SERVICE LOCAL BYLAW COMPARISON

	District of Sechelt	RD of Nanaimo	City of Surrey	Bowen Island
Minimum Fire Flow Requirements	<p>FUS Standards.</p> <p>When automatic sprinklers are provided in building, min FF may be reduced to greater of: FUS calculated FF based on building characteristics, or min. flow required for sprinklers and other site water uses.</p>	<p>Region dependent.</p> <p>FUS + Min. FF of 75 L/s for 90 mins.</p> <p>Min 20 psi at hydrant, 10 psi in system.</p>	<p>Design and interim Fire Flows assigned per land use.</p> <p>Interim flows can only be used if proven FF can be met with planned or simple upgrades.</p>	<p>Meets FUS requirements for existing and future conditions.</p> <p>Developer to submit FUS calcs for review by Fire Chief for uses other than Single Family.</p> <p>Min. 20 psi at hydrant, 5 psi in system.</p>
When Fire Flows Cannot Be Met	<p>Approving Officer (AO) or Chief Building Official may consider alternative solutions for FF in permit applications.</p> <p>AO must consider most recent FUS evaluation of Sechelt FD.</p>	<p>Where min pressures can't be maintained, a booster pump station and emergency storage shall be provided as part of the distribution system.</p>	<p>If at least 30 L/s FF available, development can proceed if building can meet FUS/NFPA standards, and Owner registers a restricted covenant in favour of the City.</p>	<p>No language provided.</p>



THANK YOU

QUESTIONS?

