

**SUNSHINE COAST REGIONAL DISTRICT**

**WEST HOWE SOUND (AREA F)  
ADVISORY PLANNING COMMISSION MEETING AMENDED AGENDA**

Monday, June 8th, 2026 at 6:30 p.m.

IN ROOM 219 OF THE GIBSONS & AREA COMMUNITY CENTRE AT  
700 PARK RD, GIBSONS, BC

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**1. CALL TO ORDER**

**2. AGENDA**

2.1 Adoption of the Agenda

**3. MINUTES**

3.1 West Howe Sound (Area F) APC Minutes of May 5, 2026 Pages 1 - 2

3.2 Egmont/Pender Harbour (Area A) APC Minutes of May 6, 2026 pp 3 - 6

3.3 Halfmoon Bay (Area B) APC *May 2026 Meeting Cancelled*

3.4 Roberts Creek (Area D) APC *May 2026 Meeting Cancelled*

3.5 Elphinstone (Area E) APC Minutes of May 5, 2026 pp 7 - 8

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

**5. PRESENTATIONS AND DELEGATIONS**

**6. REPORTS**

6.1 OCP Drafting Mandates *Report to follow*

6.2 Preliminary Report on Zoning Bylaw Amendment Options to Address Bill 44  
Compliance pp 9 - 32

6.3 OCP Engagement Phase 2 – What We Heard Report and Community  
Submissions pp 33 - 34

**7. NEW BUSINESS**

**8. DIRECTORS REPORT**

**9. NEXT MEETING**

**10. ADJOURNMENT**

**SUNSHINE COAST REGIONAL DISTRICT**

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

**Tuesday May 5, 2026, 7:45 pm**

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RECOMMENDATIONS FROM THE AREA F ADVISORY PLANNING COMMISSION MEETING HELD IN ROOM 219 OF THE GIBSONS AND AREA COMMUNITY CENTRE AT 700 PARK RD., GIBSONS, B.C.

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

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**CALL TO ORDER** 7:49 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 April 9, 2026

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) Minutes of April 9, 2026
- Halfmoon Bay (Area B) Minutes of April 7, 2026
- Roberts Creek (Area D) APC Minutes of April 7, 2026
- Elphinstone (Area E) APC Minutes of April 9, 2026

## REPORTS

### Fire Flow Action Plan – Review of Fire Flow Standards and Development Approval Tools

#### Key Points of Discussion:

- The purpose of reviewing this report is to give understanding in preparation for OCP renewal.
- The maps show where pressure is adequate and where there are deficits.
- There is concern about the infrastructure required for development.
- Hopkins Landing is an example of a water system whose pipes cannot support modern fire flow standards.
- The Town of Gibsons is part of the overall fireflow needs assessments in terms of the joint Gibsons and Area Fire Service function (Areas E&F) with the SCRD
- There is concern for the area between YMCA Road and Port Mellon where there is not fire protection.
- One of the challenges about expanding into Area F is that there are no pipes or hydrants so new ones would have to meet current standards.
- The SCRD should look at the feasibility of other sources of water such as reservoirs/cisterns for support to areas currently not serviced by fire hydrants. There is going to be a feasibility study that will look at different scenarios in Area F such as tanker trucks and cisterns.
- The SCRD should look at the feasibility of other sources of water such as reservoirs. There is going to be a feasibility study that will look at different scenarios in Area E such as tanker trucks and reservoirs.
- It can be challenging in some areas when more than one hydrant is needed for fire fighting.
- Is the SCRD planning to meet the 2024 standards of the insurance underwriters or will it need to meet new standards?
- This is complex as it involves water supply and wells and is layered with overall water strategy.
- Maps include the Town of Gibsons. Eventually there will be agreements and infrastructure to fully share water along the "rainy side" of Elphinstone watershed to support general water needs including fire flow.
- Larger pieces of property could have dugouts for water for fire protection.

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

**NEXT MEETING** First week in June, date to be confirmed

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

**SUNSHINE COAST REGIONAL DISTRICT**

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

**Wednesday May 6, 2026, 6:00 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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<b>PRESENT:</b>	Chair Members	Gordon Littlejohn (virtual) Jay O’Keeffe Bob Fielding Peter Jones Dennis Burnham Michelle Cunnigham (virtual) Jane McOuat Farrer
<b>ALSO PRESENT:</b>	Electoral Area A Director  Electoral Area A Alternate Director  SCRD Recorder	Leonard Lee (Non-voting Board Liaison) Christine Alexander (Non-voting Board Liaison) Autumn O’Brien
<b>REGRETS:</b>	Members	Catherine McEachern Sean McAllistair Tom Silvey

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**CALL TO ORDER** 6:00 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 April 9, 2026

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of April 7, 2026
- Roberts Creek (Area D) APC Minutes of April 7, 2026
- Elphinstone (Area E) APC Minutes of April 9, 2026
- West Howe Sound (Area F) APC Minutes of April 9, 2026

## REPORTS

### Fire Flow Action Plan – Review of Fire Flow Standards and Development Approval Tools

#### Key points of discussion:

- The Chair noted this report is a referral for information and discussion.
- Was this the result of a recommendation from home insurance companies? It came from the *Fire Underwriters' Survey (FUS)*.
- Member noted that it may be a legislative requirement to comply with the *Master Municipal Construction Documents Association (MMCD) Guidelines*.
- Member expressed two areas of concern:
  - It assumes that every fire is a house/structure fire. There doesn't seem to be much consideration for a forest fire. What areas will be considered for this level of protection?
  - Doesn't consider long term planning for 100 years from now. This is a long time to defer this issue for a community that is growing.
- Member noted that the majority of Area A falls within the Coastal Fire District and they take on the responsibility for fighting wildfires. This doesn't answer the question as to how the fires will be fought near homes.
- Member asked if subdivision development will be stopped until the developer is able to prove fire flow requirement is covered? If so, does not agree with stop in development.
- Member concern for the pressure that this puts on the local fire departments. Even with mutual aid agreement with the BC Wildfire Service, the water flow issue will impact fighting forest fires.
- Group discussion regarding "residential structures with a road travel distance from a fire hall of over 8 kms as being unprotected" and the concern that a lot of homes within Area A are well over the 8km distance. How will these homes be protected?
- Member noted that the report states "upgrades could exceed \$100 million". Suggestion to alleviate the 8km distance for some Garden Bay homes would be to put a connection road between Clayton Road and Oyster Bay Road. This is private property and would require permissions and it may not be wanted by the homeowners.
- Member suggested that the North and South Pender water systems need to be connected for improved water service and fire protection.
- Member asked if the local fire departments have been included in this discussion and process?
- Member noted that this report has useful information for when the APC gets referrals for OCP amendment and development applications.
- Member noted that there is a Fire Plan for every area within the Fire Protection District. The local water sources are documented and available to view onboard the firetrucks.
- Member noted that in Kleindale, the 5 acre lots do not require water sources when being developed. Oyster Bay was used for a water source. Who will pay for this going forward, landowners or taxpayers?
- Member expressed concern regarding the \$250,000 cost for the development of a Fire Flow Action Plan (FFAP) report.

The APC discussed the staff report *OPTION 1 – Prepare an implementation plan for a policy framework to support development in areas with fire flow deficiencies.*

The APC discussed responsibility to pay for the upgrades to the infrastructure for fire flow deficiencies and water servicing for newly developed properties.

- Should the landowner pay or should the developer pay?
- Should the SCRD pay for the infrastructure upgrades?
- If the property is outside the 8km distance, then who pays?
- Should the developer pay if the pipe is too small and needs to be upgraded in order to meet the needs of the subdivision?
- The SCRD should be responsible for the infrastructure upgrades for areas that are outside of the development area. SCRD should look for grants to upgrade the infrastructure to meet the needs of the future development.
- Why would the developer be required to upgrade the pipe if they are not the supplier of the water?
- Developer needs to meet the requirements. SCRD as government needs to provide what is required to deliver the water supply.
- \$100m that was given to shíshálh Nation for reservoirs could be used for upgrading the infrastructure.
- Option 1 keeps the door open for developers to consider developing lands.
- Development proposals could have unattended consequences for water and fire flow.
- Adding another fire department hall could create a burden on the water system.
- What if the developer chooses to develop a parcel of land that is very far away from the infrastructure amenities and then the Regional District is responsible for costly upgrades? ex: Kleindale 5-acre parcels to access wells.
- Build Communities Strong federal grant program could be looked at for this project.
- Development should not be held up while this issue is being worked out.
- Member concern that there could be developers and developments that take advantage of SCRD funding the cost of the infrastructure upgrades.
- Member suggests there be a focus on what is needed to support the development that we have currently have. Not all development is progress.
- Member suggests that future development be focused on the areas that already have access to water or pumps from the lake, centralized cisterns.
- Member noted that the more systems there are, the more chance there is for failure. The pumps don't last for a long time and lake water is not a stable source for fire protection.
- Members would like to see maps that show the fire protection area and the location of the residences that are included in the 8km distance and the ones that are not covered by the 60 L/s fire flow level.
- Discussion around fire protection in Area A and lake access properties.

**Recommendation No. 1** *Fire Flow Action Plan – Review of Fire Flow Standards and Development Approval Tools*

The Electoral Area A APC recommended that an SCRD staff member attend the next APC meeting in-person to provide more information on the Fire Flow Action Plan project.

**NEXT MEETING**      Wednesday June 10, 2026

**ADJOURNMENT**      6:41 p.m.

**SUNSHINE COAST REGIONAL DISTRICT**

**AREA E – ELPHINSTONE  
ADVISORY PLANNING COMMISSION**

**Tuesday, May 5, 6:30 pm**

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RECOMMENDATIONS FROM THE AREA E ADVISORY PLANNING COMMISSION MEETING  
HELD IN ROOM 219 OF THE GIBSONS AND AREA COMMUNITY CENTRE AT 700 PARK RD.,  
GIBSONS, B.C.

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<b>PRESENT:</b>	Chair Members	Arne Hermann Michael Sanderson Devin Arndt Nara Brenchley Leslie MacDonald Catherine Grey
<b>ALSO PRESENT:</b>	Electoral Area E Director  SCRD Recorder Members of the Public	Donna McMahon (Non-voting Board Liaison) Vicki Dobbyn 1
<b>REGRETS:</b>	Members	Ashley St. Clair Connor Wear Clinton McDougall
<b>ABSENT:</b>	Member	Laura Macdonald

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**CALL TO ORDER** 6:35 pm.

**AGENDA**

The agenda was adopted as presented

**MINUTES**

The following minutes were accepted as circulated:

- Elphinstone (Area E) APC Minutes of April 9, 2026

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) Minutes of April 9, 2026
- Halfmoon Bay (Area B) Minutes of April 7, 2026
- Roberts Creek (Area D) APC Minutes of April 7, 2026
- West Howe Sound (Area F) APC Minutes of April 9, 2026

## REPORTS

### Fire Flow Action Plan – Review of Fire Flow Standards and Development Approval Tools

#### Key Points of Discussion:

- Is there an inspection schedule for maintaining clearing around fire hydrants?
- Is this plan going to be made available to public? The presentation is on YouTube, and information in SCRD minutes on the website. SCRD should consider public outreach on fire flow because most people are not educated about what this means.
- SCRD could expand program to help people with water storage.
- The influence of the insurance industry is notable.
- The water system is extensive and future density should be considered in relation to fire flow.
- Chaster Road area fire flow is adequate but the infrastructure is old and will need upgrading.
- When future development applications come forward fire protection should be considered.
- The SCRD can't approve developments if the fire flow is not adequate.
- Should there be a servicing bylaw to address fire flow regulations? Fire flow could be regulated just like road access.
- Is there anything missing from the priority projects?
- Area E is better served than other areas on the coast with two fire halls.
- Three red dots on the Area E map are actually in the Town of Gibsons.
- Pressure and volume are correlated but not the same.
- A concern is fire protection above the highway because of the interface with forest.
- Specific questions can be directed to fire departments.
- OCP can inform bylaws that require fire protection standards.

#### **Recommendation No. 1** *Fire Flow Action Plan – Review of Fire Flow Standards and Development Approval Tools*

The Area E APC recommends that SCRD staff examine the feasibility of creating a program to augment rural fire-fighting capacity by allowing and encouraging home owners to install full-mains pressure hose bibs on their properties, especially properties not near SCRD hydrants.

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

**NEXT MEETING** First week in June. Date and time to be confirmed.

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



# Staff Report Referral for Information

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**TO:** Advisory Planning Commissions: Areas A, B, D, E, F  
**DATE:** June 8, 9 & 10, 2026  
**AUTHOR:** Jonathan Jackson, Manager, Planning and Development  
**SUBJECT:** **Preliminary Report on Zoning Bylaw Amendment Options to Address Bill 44 Compliance**

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## OVERVIEW

### Purpose of Report

The purpose of the attached report is to seek a decision for amending SCRD's Zoning Bylaws No. 337 and 722 with respect to legislative compliance with Bill 44 for Small Scale Multi-Unit Housing (SSMUH).

This report has been referred to APCs for comment and advice, with respect to ensuring that the legislative compliance amendments balance implementing SSMUH in a way that aligns with community vision. The attached report is additionally helpful background information for APCs to consider as part of the OCP Renewal project.

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## BACKGROUND

SCRD had originally been granted an extension to complying with SSMUH legislation (Bill 44), in alignment with the original OCP Renewal project completion timeline. With the extension of the OCP Renewal project timeline to year end, 2027, the province only agreed to extend SCRD's SSMUH compliance deadline to year end, 2026.

The recommended option (Option 1, detailed in the attached report) is for basic legislative compliance with SSMUH, and the proposed zoning bylaw changes can be summarized as follows:

- 1) Permitting secondary suites in wastewater service areas, subject to determination of adequate servicing capacity prior to issuance of a building permit. This affects approximately 700 properties across 16 wastewater service areas, within both Zoning Bylaws 337 and 722,
- 2) Permitting secondary suites where only a two-unit dwelling (duplex) is permitted on a parcel. This only affects some parcels in Roberts Creek Co-Housing and Lily Lake wastewater service areas (Bylaws 337 and 722). Given this change only applies in two wastewater service areas, determination of adequate servicing capacity will also be required prior to issuance of a building permit, and

- 3) Permitting at minimum a secondary suite in all residential zones in Bylaw 337 that are considered restricted by the legislation.

The proposed amendments are considered an interim measure to ensure SCRD complies with provincial SSMUH legislation by the required deadline. It is recommended that other changes beyond basic legislative compliance be referred to the OCP Renewal project, where they can be more broadly considered under the updated land use planning framework that is informed by extensive public engagement and agency referrals.

**ATTACHMENT(S):**

A – May 21, 2026 - Preliminary Report on Zoning Bylaw Amendment Options to Address Bill 44 Compliance



# Staff Report Request for Decision

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**TO:** Electoral Area Services Committee – May 21, 2026  
**AUTHOR:** Jonathan Jackson, Manager, Planning and Development  
**SUBJECT:** **Preliminary Report on Zoning Bylaw Amendment Options to Address Bill 44 Compliance**

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## OVERVIEW

### Purpose of Report:

This report requests Board decision to accept, reject or provide alternate direction with respect to compliance with provincial Small-Scale Multi-Unit Housing (SSMUH) legislation.

### Recommendation(s):

- (1) THAT proposed amendments to Zoning Bylaws 337 and 722 be prepared for consideration in alignment with Option 1 to address Small Scale Multi-Unit Housing compliance;**
  - (2) AND THAT this report be referred to Advisory Planning Commissions for comment related to ensuring legislative requirements are met in a way that aligns with community vision.**
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## BACKGROUND

The SCRD Board adopted the following resolution on April 25, 2024:

112/24 **Recommendation No. 3** *Province Housing Legislation – Implications for SCRD & Small-Scale Multi-Unit Housing Legislation Extension Request*

THAT the report titled Province Housing Legislation – Implications for SCRD & Small-Scale Multi-Unit Housing Legislation Extension Request be received for information;

AND THAT an application requesting an extension to the Small-Scale Multi Unit Housing legislation compliance deadline from June 30, 2024, to June 30, 2026 be submitted to the Ministry of Housing;

AND FURTHER THAT the staff report titled Province Housing Legislation – Implications for SCRD & Small-Scale Multi-Unit Housing Legislation Extension Request be provided to Advisory Planning Commissions as capacity-building information in advance of anticipated work on Official Community Plan renewal.

The SCR D Board adopted the following in-part resolution on February 27, 2025:

061/25 **Recommendation No. 1** *Official Community Plan (OCP) Renewal Project Scope and Timeline Update*

...THAT SCR D request the Province extend the deadline for Small-Scale Multi- Unit Housing zoning compliance until December 31, 2027 in alignment with the OCP Renewal Project timeline...

The SCR D Board adopted the following resolution on April 24, 2025:

114/25 **Recommendation No. 4** *Preliminary Project Considerations for an Early Update to Bylaw 377 to enable ADU's*

THAT a proposal to amend Zoning Bylaw 337 to allow secondary suites in Residential Zones outside of Wastewater Treatment Service Areas be provided to a future Committee.

*History*

The rollout of Bill 44 to enable legislation for Small Scale Multi-Unit Housing (SSMUH) in 2023 and subsequent clarifications brought forward by Bill 25 in late 2025 requires SCR D to permit either a secondary suite or an auxiliary dwelling unit (ADU) in all residential zones that the legislation considers to be a “restricted zone.” A zone is considered restricted if it limits a residential use to be contained in either a single detached (single family) home or duplex. This effectively means that local governments can no longer zone exclusively for single-family or duplex dwellings.

Currently, 74% of parcels in SCR D rural areas are compliant with SSMUH legislation. Additionally, 43% of parcels in SCR D rural areas authorize both a secondary suite and an ADU, exceeding minimum SSMUH legislation requirements.

SCR D applied for an extension to the initial June 30, 2024, compliance deadline under “Category 2 – increased risk to health, public safety or the environment.” The initial extension was granted to align with the original OCP Renewal project timeline, which was to require SSMUH compliance by June 30, 2026. Following the adoption of a revised scope for the OCP Renewal project in Spring 2025, staff corresponded with the Ministry of Housing and Municipal Affairs (MHMA) to action a request for a SSMUH compliance extension until December 31, 2027, in alignment with the project timeline. Two formal letters requesting a further extension were sent, the first in September 2025 and an updated letter in January 2026, following meetings with MHMA. On March 25, 2026, the MHMA advised the SCR D that the request for an **extension was granted until December 31, 2026**; one year less than the requested date.

As a result of the December 31, 2026 compliance deadline set by the province, SCR D must amend Bylaws 337 and 722 to comply with SSMUH by end of year and can no longer wait until a new Zoning Bylaw is adopted as part of the OCP Renewal project at the end of 2027.

## DISCUSSION AND ANALYSIS OF OPTIONS

### *Legislative Analysis*

Through Bill 44, the province is mandating secondary suites and/or accessory dwelling units to be permitted provincewide where 3 units or more are not already required. SCRD is therefore required to ensure either secondary suites and/or accessory dwelling units (ADUs) are permitted in all residential zones restricted to either single-unit dwelling or two-unit (duplex) dwelling uses. This minimum legislated requirement is an “and/or” meaning that permitting one or the other (secondary suite or ADU) in all residential zones considered restricted by the province would satisfactorily implement SSMUH legislation under Bill 44. In compliance with *Local Government Act (LGA)* Section 464(3)(c) a public hearing is prohibited for adoption of the required bylaw changes because the sole purpose relates to residential development. A public information meeting (PIM) can be used to inform residents if desired by SCRD Board.

Zoning allowing multiplexes of three or more units is not required as this is only required for municipalities with a population greater than 5,000 and all areas within an urban containment boundary as established by a regional growth strategy.

SCRD’s noncompliant zoning can be categorized in the following three groups:

- 1) *Wastewater Service Areas*: SCRD zoning bylaws do not permit secondary suites or auxiliary dwelling units in SCRD wastewater service areas, due to the limited capacity of these wastewater systems, beyond the original density they were designed for. This is the primary concern that warranted SCRD’s initial approved extension related to health, public safety and environment. Approximately 700 parcels are zoned for single-detached and/or duplex dwellings and serviced by SCRD’s 15 wastewater treatment facilities. Seven of these facilities are within the jurisdiction of Zoning Bylaw 337 (Area A) and eight are for lands under Zoning Bylaw 722 (Area B, D, E & F). SCRD has completed preliminary studies on existing wastewater service areas and found that there is limited capacity for growth within these systems and many are at capacity. This is because these systems were designed to serve only the original density they were built for. The parcels that are zoned for single detached and/or duplex homes therefore have zoning that is noncompliant with SSMUH. Bylaw amendments addressing the prohibition on secondary suites in wastewater service areas must be considered in both Bylaw 337 and Bylaw 722 to comply with SSMUH legislation.
- 2) *Two-Unit Dwelling (Duplex) Only Zoning*: SSMUH legislation restricts local governments from zoning only for a principal single-unit or two-unit (duplex) dwelling on a parcel. There are two strata development instances, one in each Zoning Bylaw (No. 337 – Lily Lake and No. 722 – Roberts Creek Co-Housing), both of which have site specific CD1 Zoning restricting some parcels of land within the development to being permitted only a two-unit dwelling (duplex). These parcels are within wastewater service areas. Bill 25 has clarified that SSMUH legislation requires these parcels also permit a secondary suite, at minimum.

Two-unit dwelling (duplex) zoning allowances exist elsewhere in both Bylaw 337 and Bylaw 722, but in these cases other housing types, generally in the form of single-unit/family dwellings exist as baseline options (duplexes are a density bonus based on larger lot sizes in these cases). With the proposed zoning changes to permit secondary suites in all single-unit/family dwellings these zones would be compliant by having a base option of permitting a single-unit dwelling with secondary suite.

3) Other SSMUH noncompliant zoning restrictions contained in Bylaw 337 exist, as follows:

- a. Only some residential zones in Bylaw 337 considered restricted by the legislation permit an auxiliary dwelling unit (ADU). An ADU in Bylaw 337 is defined as being either a cottage or suite having a floor area less than the primary dwelling unit and further restricted to a maximum 55 square metres. Currently restricted residential zones in Bylaw 337 facilitate ADU permissions as follows in Table 1:

*Table 1*

Restricted Residential Zones <u>Permitting</u> an ADU	R1, R2, R3, R23A, R3B, R3C, CR1, RU1, RU1B, RU1D, RU2
Restricted Residential Zones <u>Not Permitting</u> an ADU	R1A, R1B, R2A, RU1A, RU1C

The restricted residential zones above that do not permit an ADU as defined by Bylaw 337 must at minimum permit either a secondary suite or an auxiliary dwelling unit to be compliant with SSMUH legislation.

- b. Bylaw 337 further restricts the permission of an ADU (including secondary suites) by parcel size within zones where it is a permitted use. The legislation requires either a secondary suite or auxiliary dwelling unit to be permitted for all parcels in restricted zones, regardless of size. Therefore, to meet minimum SSMUH compliance, a zoning solution could look similar to Bylaw 722 where a secondary suite is permitted in all zones where a single unit dwelling is permitted.

*OCP Renewal Project Interface*

SCRD is midway through renewing its seven existing OCPs and two zoning bylaws into a single OCP document structure with one accompanying zoning bylaw. This project will more broadly consider SCR D’s Housing Needs Report and seek to provide opportunities for residential development in locations, amounts, types and densities that meet anticipated needs while applying a multi-solving approach that integrates the project’s Housing and Climate & Environment Pillars. The project further seeks to align the consideration of new housing with efficient delivery of core SCR D infrastructure and services.

### *Approach to SSMUH Implementation*

Given the OCP Renewal project status and scope, it is recommended that zoning bylaw amendments to comply with SSMUH meet only the minimum legislative requirements. This would leave consideration of permitting additional housing forms that align with the spirit of SSMUH and address SCRD's Housing Needs Report to be determined through the OCP Renewal project.

### *Permitting Secondary Suites in Wastewater Service Areas (Bylaw 337 and 722)*

The proposed draft amendments to Zoning Bylaws 337 and 722 are designed to permit secondary suites on parcels within wastewater service areas, provided that satisfactory wastewater servicing capacity is demonstrated to the satisfaction of the General Manager, Infrastructure Services prior to issuance of a building permit (Attachment A [Section 506(F)] and Attachment B [Section 5.24.5]). This approach ensures that public health and infrastructure capacity are prioritized, while providing landowners with the ability to have a secondary suite if/when wastewater capacity exists, or consider privately funding an approved alternative when capacity does not exist and an owner wishes to construct in advance of planned SCRD upgrades.

### *Permitting Secondary Suites where parcels are restricted to a two-family (duplex) dwelling (Bylaw 337 and 722)*

Proposed draft amendments would apply to the CD-1 zones in Bylaws 337 (Lily Lake) and 722 (Roberts Creek Co-Housing) to comply with SSMUH, and while the draft wording is not site specific, the only two cases for which this applies are the above noted sites (Attachment A [Section 506(a)] and Attachment B [Section 5.24.1]). The same restriction relating to ensuring sufficient wastewater capacity exists prior to issuance of a building permit would apply to this scenario.

### *Permitting Secondary Suites in all other Restricted Residential Zones (Bylaw 337)*

The proposed amendment to Bylaw 337 is consistent with the approach already in place in Bylaw 722 and would facilitate logical integration between the bylaws in preparation for moving to a single Zoning Bylaw format through the OCP Renewal project. It is recommended where already permitted in Bylaw 337, that the option of a 55 square metre detached ADU remains an alternative to a secondary suite located within the principal dwelling unit.

The justification for not expanding ADU use at this time is as follows:

- Adding ADUs where not already expressly permitted may have greater impact on built forms, neighbourhood character, and consideration of lot coverage constraints on smaller parcels,
- The SSMUH Provincial Policy Manual recommends: "to mitigate risks related to groundwater contamination, only secondary suites, not accessory dwelling units, should be permitted on properties less than one hectare in size that are not serviced by sewer systems operated by a local government." While some zones in both Bylaws 337 and 722 SCRD use a current threshold for allowing ADUs on parcels exceeding 2000 m<sup>2</sup>,

- analysis has not been done on the impacts of this historic zoning permission, and
- Due to timeline constraints, requiring SCRD’s compliance by December 31, 2026, fire flow analysis has not been considered in analyzing the potential for implementing zoning changes beyond minimum legislative compliance.

Therefore, consideration of expanding the ADU permissions beyond where already expressly permitted in the bylaw should only be considered in conjunction with appropriate studies and analysis that consider impacts noted above.

Attachment A highlights the required sections requiring amendments to implement secondary suite permissions aligned with those contained in Bylaw 722. These sections include Section 201 (definitions), Section 502 (uses permitted in all zones), Section 506 (auxiliary dwelling units/ secondary suites), Section 517 (off-street parking).

***OPTION 1 – Proceed with minimum SSMUH compliance by permitting Secondary Suites in all zones that are considered “restricted” by the legislation (staff recommendation)***

This option, as detailed in Attachments A and B, would amend SCRD Zoning Bylaws 337 and 722 to implement the minimum compliance with SSMUH by the new deadline of December 31, 2026, by providing for secondary suites where required by legislation. This includes parcels in wastewater service areas. The OCP Renewal Project targets replacing both bylaws by year-end, 2027 where SCRD’s known housing needs and further enabling the spirit of SSMUH guidelines can be comprehensively considered and planned for. The OCP Renewal project is better oriented to using a multi-solving approach to considering further expansion of housing options in alignment with broader studies related to housing need, environment, servicing, and community and regional visions. The minimum compliance approach is recommended to ensure additional zoning changes beyond baseline legislative requirements are considered through the lens of the new OCP.

*Organizational Considerations*

This legislative deadline was not contemplated as part of the Corporate Workplan for 2026. Diversion of existing staff resources is required and can be accommodated.

*Staff Recommendation*

Staff recommend this option. 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 – Changes could be recommended that go beyond minimum legislative compliance***

Proposing zoning changes beyond minimum legislative compliance may create unintended consequences if they do not align with the new land use planning framework being developed through the OCP Renewal Project. Staff are aware that there is some desire in Area A (Bylaw 337) to permit ADUs the same as in Areas B, D, E and F (Bylaw 722), particularly in relation to the larger maximum size of 90m<sup>2</sup> and the ability to also have a secondary suite in instances where an ADU is already permitted on a parcel.

As noted above, both bylaws permit ADUs on parcels smaller than 1-hectare where not connected to a community sewer, in conflict with provincial guideline advice. It is not clear if these historic zoning permissions have had material impact on groundwater. When considering this provincial advice along with fire flow constraints and neighbourhood character concerns, staff recommend that making such changes beyond the minimum legislation be directed to consideration in the OCP Renewal project where they can be evaluated with a multi-solving lens and be supported by public consultation.

There is no available capacity to undertake additional analysis on this topic; resourcing would need to be reallocated or increased.

Staff do not recommend this option at this time.

Should the Committee choose to go with Option 2, an additional recommendation could be added to Option 1, as follows:

THAT in addition to meeting minimum legislative requirements, proposed amendments to Zoning Bylaws 337 be considered, to enable the following changes to further align the permission of ADUs with Bylaw 722:

- a) Consideration of permitting both a secondary suite and an auxiliary dwelling unit where an auxiliary dwelling unit is already permitted,
- b) Consideration of increasing the permitted size of an auxiliary dwelling unit from 55 m<sup>2</sup> to 90 m<sup>2</sup>.

A further supporting recommendation may include:

THAT an SCRD-initiated public information meeting be planned in Q3 to inform on the proposed zoning changes that increase the allowances for suites and ADUs beyond the minimum provincial legislative requirements.

***OPTION 3 – No zoning bylaw amendments be considered to address SSMUH compliance prior to the new deadline of December 31, 2026***

Noncompliance within legislated timelines is an option that some local governments have pursued in response to SSMUH. Examples exist where the province has responded by utilizing its statutory powers to force zoning changes on those local governments.

Staff do not recommend this option. Should the Committee choose to go with Option 3, no motion/resolution is required as no action would be taken.

**FINANCIAL IMPLICATIONS**

There are no direct financial implications to the recommendations attached to this report.

**LEGISLATIVE IMPLICATIONS**

Noncompliance with SSMUH legislation may result in the province enacting its statutory authority to force compliance as seen with other BC local governments.

A public hearing is not permitted in compliance with LGA Section 464(3)(c), as noted above.

**STRATEGIC PLAN IMPLICATIONS**

N/A

**TIMELINE**

Bylaw adoption should occur prior to the deadline of December 31, 2027. A public information meeting in Q3 2026 would enable bylaw amendments to be brought forward in Q4 2026, before the deadline.

**COMMUNICATIONS**

**Internal:** Coordination between Planning & Development and Infrastructure Services is ongoing related to wastewater service area capacity.

**External:** A referral to APCs is advised. A public information meeting may be considered.

**SUMMARY AND CONCLUSION**

The provincewide SSMUH legislation requires compliance by the prescribed deadline, which for SCRD is December 31, 2026. Proposed changes would provide minimum legislative compliance, by providing secondary suites, at minimum, in all scenarios for both Bylaws 337 and 722 where a zone is considered “restricted” by SSMUH. It is recommended that a minimum compliance approach be endorsed to ensure that broader land use changes related to housing can be considered through the OCP Renewal project, which is planned to be completed by year end, 2027.

**ATTACHMENT(S):**

A – Proposed Draft Amendments to Bylaw 337 (enclosed)

B – Proposed Draft Amendments to Bylaw 722 (enclosed)

C – Staff Report from April 18, 2024 EAS

D – Province Extension Letter

Reviewed by:			
Assistant Manager	X - K. Jones	Finance	
GM	X - PD - I. Hall X - IS – R. Rosenboom	Legislative	X – S. Reid
CAO	X – T. Perreault	Other	

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**Attachment A: Proposed Draft Amendments to Bylaw 337**

**Proposed amendment to Bylaw 337, Section 201**

Current Definition:

"auxiliary dwelling unit" means an additional dwelling unit such as a cottage or suite having a floor area less than the primary dwelling.

Proposed Changed Definition:

"auxiliary dwelling unit" means a dwelling unit that has a maximum floor area of 55 m<sup>2</sup> and is detached from and subordinate and auxiliary to the principal single family dwelling(s) located on the same parcel.

Add New Definition:

"secondary suite" means a dwelling unit with a maximum floor area of 55 m<sup>2</sup> and one cooking facility, auxiliary to and located within a building containing a single family dwelling.

**Proposed amendments to Bylaw 337, Section 502**

Add New Permitted Use

- (1) The following uses are permitted in all zones...(a-f)..:
- (g) A secondary suite except in any zone where a single-family dwelling is prohibited

**Proposed amendment to Bylaw 337, Section 506**

Current:

AUXILIARY DWELLING UNITS

The maximum floor area for an auxiliary dwelling unit, where permitted, shall be 55 m<sup>2</sup>.

Proposed Change:

SECONDARY SUITES AND AUXILIARY DWELLING UNITS

- (a) A secondary suite is permitted as an auxiliary use to a single-family dwelling and on a parcel where a duplex is the only dwelling type listed as a permitted use.
- (b) Where otherwise provided in this bylaw an auxiliary dwelling unit not exceeding a floor area of 55 m<sup>2</sup> is permitted as a detached auxiliary use to a single-family dwelling.
- (c) Except as otherwise provided in the bylaw, no more than one secondary suite or auxiliary dwelling unit shall be permitted per parcel.
- (d) The floor area of a secondary suite or an auxiliary dwelling unit shall not exceed 55 m<sup>2</sup>.
- (e) The number of secondary suites permitted on a parcel shall be excluded from the calculation of any required maximum total number of dwelling units of a parcel or a building.

(f) The General Manager, Infrastructure Services, or their delegate, must provide approval confirming sufficient wastewater capacity exists for a proposed secondary suite for parcels within a SCR D wastewater service area, prior to the issuance of a building permit for a secondary suite.

**Proposed amendment to Bylaw 337, Section 517 OFF-STREET PARKING**

Amend Table II, Column I by replacing the “auxiliary dwelling unit” with “Auxiliary dwelling unit or secondary suite”

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**Attachment B: Proposed Draft Amendments to Bylaw 722**

**Proposed Amendment to Bylaw 722, Section 5.24 Secondary Suite**

Current:

5.24.1 A secondary suite is permitted as an auxiliary use to a single-unit dwelling on any parcel except parcels within SCRD wastewater service areas.

5.24.2 Except as otherwise provided in the bylaw, no more than one secondary suite shall be permitted per single-unit dwelling permitted on a parcel.

5.24.3 The floor area of a secondary suite shall not exceed 55 m<sup>2</sup>.

5.24.4 The number of secondary suites permitted on a parcel shall be excluded from the calculation of any required maximum total number of dwelling units of a parcel or a building.

Proposed Change:

5.24.1 A secondary suite is permitted as an auxiliary use to a single-unit dwelling and on any parcel where a two-unit dwelling is the only dwelling type listed as a permitted use.

5.24.2 Except as otherwise provided in the bylaw, no more than one secondary suite shall be permitted per single-unit dwelling permitted on a parcel.

5.24.3 The floor area of a secondary suite shall not exceed 55 m<sup>2</sup>.

5.24.4 The number of secondary suites permitted on a parcel shall be excluded from the calculation of any required maximum total number of dwelling units of a parcel or a building.

5.24.5 The General Manager, Infrastructure Services, or their delegate, must provide approval confirming sufficient wastewater capacity exists for a proposed secondary suite for parcels within a SCRD wastewater service area, prior to the issuance of a building permit for a secondary suite.

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Electoral Area Services Committee – April 18, 2024

**AUTHOR:** Alana Wittman, Planner 2, Community Planning  
Jonathan Jackson, Manager, Planning & Development

**SUBJECT:** **PROVINCIAL HOUSING LEGISLATION – IMPLICATIONS FOR SCRD & SMALL-SCALE MULTI-UNIT HOUSING LEGISLATION EXTENSION REQUEST**

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### RECOMMENDATION(S)

- (1) **THAT the report titled Province Housing Legislation – Implications for SCRD & Small-Scale Multi-Unit Housing Legislation Extension Request be received for information;**
  - (2) **AND THAT the Board supports the submission of an application to the Ministry of Housing requesting an extension to the Small-Scale Multi Unit Housing legislation compliance deadline from June 30, 2024, to June 30, 2026;**
  - (3) **AND FURTHER THAT this report be provided to Advisory Planning Commissions as capacity-building information in advance of anticipated work on Official Community Plan renewal.**
- 

### BACKGROUND

#### *Purpose*

The purpose of this staff report is to seek a decision on an application to the BC Ministry of Housing to request an extension to the Small-Scale, Multi-Unit Housing (SSMUH) legislation compliance deadline.

This report further seeks decision on allocating the remaining balance of the capacity funding the Sunshine Coast Regional District (SCRD) received from the Province, to implement the new legislative changes to the Official Community Plan (OCP) Renewal for the purposes of detailed servicing analysis to understand the opportunities and constraints related to increasing residential densities to comply with SSMUH.

The need to comply with SSMUH requirements is both the most time-sensitive and the last outstanding/unplanned-for implication from recent provincial legislation updates. For a summary of recent legislation and implications for Regional Districts/SCRD see Attachment B.

#### *Background*

In November 2023, the BC Government passed several new laws intended to fulfil the Homes for People plan and increase the affordable housing supply in the province. Bill 44 (*Housing Statutes [Residential Development] Amendment Act*) includes SSMUH legislation which applies to all municipalities and Regional District electoral areas.

The province describes SSMUH as “a range of buildings and housing units that can provide attainable housing for middle-income families”.

Examples of SSMUH include:

- Secondary suites in single-unit dwellings
- Auxiliary dwelling units (ADUs), such as garden suites or laneway homes
- Multiplexes, such as duplex, triplex, or fourplex
- Townhomes

**Under the new legislation, a minimum of one secondary suite and/or one ADU must be permitted in all single unit dwelling residential zones.**

In response, the SCR D will need to amend these regulatory bylaws to ensure compliance with the new requirements of the *Local Government Act (LGA)* as it relates to SSMUH. The Province has set a statutory deadline of June 30, 2024. As discussed below, there are mechanisms for extensions and exemptions included in the new legislation.

#### *Statutory Authority*

- LGA Section 481.3(3) – Zoning bylaws and small-scale multi-family housing.
- LGA Section 582.1 – Provincial policy guidelines related to small-scale multi-family housing.
- LGA Section 785-786 – Extension processes and extended compliance regulations for small-scale multi-family housing

## **DISCUSSION**

### *Extensions to the SSMUH Compliance Deadline*

Local governments can apply for time-based extensions to the June 30th, 2024, compliance deadline under the three categories outlined below.

1. The local government is in the process of upgrading infrastructure that services the specific area or specific lots for which the extension is being requested;
2. The infrastructure that services the area where SSMUH would apply is such that compliance by June 30, 2024, is likely to increase a risk to health, public safety, or the environment in that area; or
3. Extraordinary circumstances exist that otherwise prevent compliance in relation to the area.

The SCR D may be eligible for an extension under category 2. Further, elements of category 1 may also apply, however, staff consider the “increased risk” to be a short-term concern.

A Board resolution is required to authorize requests for extensions, which must be submitted to the Minister by June 1, 2024, for requests related to infrastructure and servicing concerns, or by June 30, 2024, for requests related to extraordinary circumstances.

*Assessing SCRD's Readiness for Compliance*

Category 2 – Increase risk to health, public safety, or the environment

SSMUH compliance under existing SCRD infrastructure conditions would likely increase risk due to:

- **Primary:** Wastewater – The SCRD operates 15 wastewater treatment facilities, which makes up a small proportion of developed land in the electoral areas (approximately 700 parcels). These wastewater treatment facilities were designed, permitted and built for limited capacities as part of specific developments and detailed investigations will be required for each to understand the implications of adding additional effluent load. Permitting a potentially large number of additional units in areas serviced by these systems prior to these studies being done and any required upgrades to infrastructure and permits to be completed could increase health and environmental risk.
- **Additional:** Drinking Water Deficit – The majority of the additional housing units would be connected to a SCRD Water System, several of which face frequent supply concerns. In 6 out of the 9 past years, the most severe water restrictions (a full ban on use of outdoor water) have been required to guarantee adequate supply of potable water to the majority of the residents within the SCRD water systems. This has also resulted in several activations of Emergency Operation Centres and development of Emergency Water Supply Sources. With climate change expected to increase frequency of extreme weather events such as those conditions that lead to such water scarcity situations, it would be premature to make general increases to rural area residential densities until strategic planning work that is underway is completed.
- **Additional:** Fire Flow Deficiencies – In late 2023, fire flow deficiencies in several SCRD water systems were identified. Fire flow is a fire hydrant's ability to deliver water flow continuously for an appropriate duration to control a major fire. Hydraulic modeling of the SCRD water systems identified 40% of hydrants as deficient in their ability to provide sufficient fire flow to control major fires. The SCRD is now working to address fire flow concerns, including the development of a Fire Flow Action Plan that will outline the infrastructure upgrades required to address these concerns within the next 5-10 years.

It is important to clarify that the nature and extent of risk increase is, at this time, unknown. Through further study and analysis, it is likely that many areas can be proven to be suitable for SSMUH without an increased risk to health, public safety or environment. An extension to the deadline would provide the time needed to conduct this analysis.

Directing the balance of Provincial capacity funding to the in-progress OCP Renewal project will enable a detailed study on opportunities and constraints related to increasing residential housing densities to comply with SSMUH within SCRD's existing infrastructure network. This servicing analysis would directly inform the Housing Needs which is being conducted as part of the OCP renewal project. Both the extension and the provision of the balance of Provincial capacity funding to OCP Renewal would provide time and resources to appropriately update growth management regulations, while mitigating asset management and other growth induced risks.

*Analysis – SCRD Policies and Bylaws Current State Relative to SSMUH*  
SCRD Zoning Bylaws 337 and 722

Zoning Bylaw 722 (2022) establishes the zoning for Electoral Areas B (Halfmoon Bay), D (Roberts Creek), E (Elphinstone) and F (West Howe Sound), while Zoning Bylaw 337 (1990) establishes the zoning for Electoral Area A (Egmont/Pender Harbour). Amendments to Zoning Bylaws 722 and 337 are required to meet the Province’s SSMUH requirements (see Table 1).

*Table 1 – SSMUH Legislation Alignment withing SCRD Zoning Bylaws 722 and 337*

<b>SSMUH Unit Type</b>	<b>SSMUH Requirements</b>	<b>SCRD Zoning Bylaw 722</b>	<b>SCRD Zoning Bylaw 337</b>
<b>Secondary Suite</b>	A minimum of 1 secondary suite and/ or 1 ADU must be permitted in Residential Zones in all regional district electoral areas.  The province notes that “only secondary suites (not ADUs) should be permitted on properties less than one hectare in size that are not serviced by sewer systems operated by a local government.”	Secondary suites up to 55 m <sup>2</sup> are permitted in any zone where a single-unit dwelling is permitted, except on parcels within SCRD wastewater service areas.  <i>Zoning Bylaw 722 generally meets (and exceeds) SSMUH requirements for secondary suites.</i>  <i>Amendments are required in cases where a parcel is within an SCRD wastewater service area.</i>	Secondary suites and ADUs are not differentiated between in Zoning Bylaw 337.  An additional dwelling unit (referred to as an ADU in the bylaw) up to 55 m <sup>2</sup> is currently permitted in 11 zones, including R1, R2, R3, R3A, R3B, R3C, CR1, RU1, RU1B, RU1D and RU2. However, not in all “residential zones”.  <i>Zoning Bylaw 337 requires amendments to meet SSMUH requirements for secondary suites and ADUs.</i>
<b>Auxiliary Dwelling Unit (ADU)</b>		ADUs up to 90 m <sup>2</sup> are permitted in eight Zoning Bylaw 722 zones, including R1, R2, CR1, RU1, RU1A, RU2 (Area B & D), RF3 and AG. However, not all “residential zones” currently permit ADUs. Note, permissions for ADUs differ by zone and minimum parcel size.  <i>Given SCRD Zoning Bylaw 722 allows for secondary suites, as noted above, the allowance for ADUs is in addition to (exceeds) SSMUH requirements.</i>	

Note – Bill 44 outlines additional requirements, however, several are not relevant to the SCRD. Attachment A includes further information for optional review.

SCRD OCPs

Based on a preliminary analysis, Bill 44 will allow for density increases that exceed what is currently permitted in SCRD Zoning Bylaws 722 and 337, noting that the province is simultaneously making changes to development financing legislation that guides how growth contributes to public infrastructure and amenities. Existing development permit area requirements will continue to apply. Amendments will be required to implement SSMUH; however detailed infrastructure, risk and OCP analysis is required to determine the appropriateness of the required changes.

The SCRD's OCP Renewal project has been initiated to include a review of land uses, appropriate densities, environmentally sensitive and hazard areas, and much more. Comprehensively updating the SCRD's growth management regulations to meet Bill 44 requirements would fit into the scope of the OCP Renewal project, however, this requires an extension from the province to align the timelines.

### Summary of the Current State

There are many current/existing opportunities for development of SSMUH on the Sunshine Coast. In some areas, development rights relating to ADUs and secondary suites exceed the provincially mandated minimum. SSMUH compliant units are currently permitted on approximately 74% of parcels in SCRD rural areas. BC Assessment data suggests that only 5.2% of parcels currently eligible for a SSMUH under Bylaws 337 and 722 have developed either a secondary suite or ADU. Furthermore, 43% of the parcels where a secondary suite is currently permitted also permit an ADU on the same parcel, and if this total allowance for SSMUH compliant units is considered, the absorption rate drops to approximately 3.7%.

Based on the above analysis, SCRD rural areas have significant unbuilt capacity remaining on parcels where SSMUH is already permitted. Given the amount of existent SSMUH capacity, a request for an extension is the most practical approach to ensure that future SSMUH allowances are aligned with OCP Renewal and current infrastructure projects and do not create risk.

### *Options*

#### **Option 1: Support Proposed Extension Request (Staff Recommendation)**

The SCRD Board supports the submission of an application to the Ministry of Housing requesting an extension to the Small-Scale Multi Unit Housing legislation compliance deadline from June 30, 2024, to June 30, 2026. Staff will provide information to a future Committee regarding infrastructure analysis required to prove feasibility of compliance.

#### **Option 2: Reject Proposed Extension Request and Allocation of the Balance of Provincial Capacity Funding to OCP Renewal**

The SCRD Board directs staff to complete required updates by the established deadline on June 30, 2024. This decision will impact division work plans and remove capacity from planned long range planning, development planning, and infrastructure projects and tasks. It would also introduce unstudied risks related to infrastructure management, especially within community wastewater treatment plant service areas.

### *Financial Implications*

The staff resources required to amend the SCRD's OCPs and Zoning Bylaws to implement Bill 44 is significant.

Staff are assessing the gaps between currently-funded servicing capacity projects and what will be required to prepare recommendations on zoning changes. A report to a future Committee will provide more details.

As a general comment on financial capacity/implications flowing from new provincial legislation and a possible funding source for some of the to-be-determined work: under the Local Government Housing Initiatives funding program, the provincial government has issued \$80,000 + \$5.80/per capita to each Regional District to help meet new legislative requirements. In 2024, the SCRD received \$174,383 to be spent on eligible costs and activities related to legislative requirements arising from Bills 44, 46, and 47. Of these funds, \$80,000 was allocated to projects (housing needs report and related GIS work) in the 2024 Budget. \$94,383 remains.

*Timeline for next steps or estimated completion date*

Should the Board support the recommendation to seek an extension, the proposal is for the amendments to be completed by March 2026 to align with OCP Renewal project timeline, with a 3-month buffer (June 30, 2026). If the extension is granted, the Minister will indicate the new deadline for compliance. If the application is refused, the SCRD will have 90 days after the date set out in the notice of refusal to provide notice that SCRD complied with the SSMUH legislated requirements.

*Communications Strategy*

*Local Government Act* Section 464 asserts that local governments must not hold a Public Hearing for zoning bylaw updates that are initiated for the sole purpose of complying with the SSMUH legislation. Associated public notices of the proposed amendments must be published prior to first reading in accordance with Section 467 of the *Local Government Act*.

**STRATEGIC PLAN AND RELATED POLICIES**

Strategic Plan lenses, and especially the Service Delivery Excellence Lens, were applied to the development of this report.

**CONCLUSION**

Recent changes to Provincial legislation under Bill 44 (*Housing Statutes Amendment Act*) require that residential lots in SCRD electoral areas must now permit a secondary suite and/ or an auxiliary dwelling unit. Local governments are required to adopt bylaw amendments to allow housing at the prescribed density by June 30th, 2024, or may apply for a time-based extension. Staff recommend the Board supports the submission of an application to the Ministry of Housing requesting an extension to the Small-Scale Multi Unit Housing legislation compliance deadline from June 30, 2024, to June 30, 2026. Staff will provide information to a future Committee regarding analysis required to prove feasibility of future compliance.

**ATTACHMENTS**

- Attachment A - Small-Scale Multi-Unit Housing Applicability to SCRD Electoral Areas
- Attachment B - Bills 44, 46, 47 Implications for SCRD

Reviewed by:			
Manager	X - J. Jackson	Finance	
GM	X- I. Hall X - R. Rosenboom	Legislative	
CAO	X - D. McKinley	Other	

# Attachment A- Small-Scale Multi-Unit Housing Applicability to SCRD Electoral Areas

*Small-Scale Multi-Unit Housing Applicability to SCRD Electoral Areas*

<b>Density</b>	<b>SCRD Applicability</b>	<b>Description of requirement</b>
<b>Secondary Suits &amp; ADUs on single-unit-dwelling and duplex zoned lots</b>	Required	A minimum of 1 secondary suite and/or 1 detached auxiliary dwelling unit (ADU) must be permitted in Residential Zones (single-unit-dwelling and duplex zones) in all municipalities and regional district electoral areas.  <i>SCRD is not required to allow additional density in “rural residential” zones.</i>
<b>3 to 4 units on single-unit-dwelling and duplex lots</b>	N/A	Three to four units of small-scale, multi-unit housing must be permitted on each parcel of land if zoned exclusively for single-family or duplex residential in a municipality with a population greater than 5,000 and/or within an Urban Containment Boundary identified in a Regional Growth Strategy.  <i>SCRD does not have a Regional Growth Strategy and therefore does not have Urban Containment Boundaries.</i>
<b>6 units on single-unit-dwelling and duplex lots near frequent bus stops</b>	N/A	Six units of small-scale, multi-unit housing must be allowed near frequent bus service on single-family and duplex residential lots greater than 280 m <sup>2</sup> and within a municipality or regional district with a minimum population of 5,000.  <i>SCRD transit service levels do not meet the frequency threshold defined in Bill 44.</i>

# Attachment B – Bills 44, 46, 47 Implications for SCRD

Qualifying Note: This information is provided based on current best understanding of provincial legislation and policy guidance as of date of drafting. Further updates and guidance continue to be released by the Province that could lead to updated analysis/ recommendations.

Colour Coding:

- Green: In hand, already planned for
- Yellow: Requires decision and/or new action
- Red: Significant concern, requires action

Legislation	Implications for SCRD	How SCRD Proposes to Approach
Bill 35 – <a href="#">Short-Term Rental Accommodations Act</a>	<ul style="list-style-type: none"> <li>• Enables SCRD to regulate STRs and other businesses through licensing, if desired. Would require establishment of a new service.</li> </ul>	<ul style="list-style-type: none"> <li>• It is anticipated that housing, STRs and area character will be central to OCP/zoning bylaw renewal</li> </ul>
	<ul style="list-style-type: none"> <li>• Enables increased bylaw enforcement tickets/fines – maximum \$3,000/day, up from \$1,000/day.</li> </ul>	<ul style="list-style-type: none"> <li>• Bylaw enforcement tickets/fines are being reviewed; staff report planned for Q2 2024</li> </ul>
	<ul style="list-style-type: none"> <li>• New provincial registry, data sharing and platform accountability mechanisms are expected to provide information useful for SCRD bylaw enforcement (and for use by the Province for enforcement).</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring. Province has stated details are coming this spring.</li> </ul>
	<ul style="list-style-type: none"> <li>• Changes may have some impact on MRDT revenue (and share provided to SCRD) as MRDT is collected on STRs.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring</li> </ul>

	<p>Notes:</p> <ul style="list-style-type: none"> <li>• Principal residence requirement does not automatically apply to SCR D; there is an option to opt in</li> <li>• There are exemptions for time shares, home exchanges, strata guest suites, etc.</li> <li>• Legislation does not apply to motels, hotels, RVs, tents, or other temporary shelters</li> </ul>	
<p>Bill 44 – <a href="#">Housing Statutes (Residential Development) Amendment Act</a></p>	<ul style="list-style-type: none"> <li>• By June 30, local governments must have updated their zoning bylaw to accommodate <a href="#">small-scale, multi-unit housing requirements</a> (except in areas where they have <a href="#">applied for an extension</a>).</li> </ul>	<ul style="list-style-type: none"> <li>• Recommending applying for an extension (Category 2) before June 1, 2024.</li> <li>• Promoting current/existing opportunities for SSMUH.</li> </ul>
	<ul style="list-style-type: none"> <li>• By January 1, 2025 local governments must have completed their interim Housing Needs Report.</li> </ul>	<ul style="list-style-type: none"> <li>• Planned for/approved as part of Budget 2024.</li> <li>• Timing holds synergy with OCP renewal project; OCP drafting can ensure compliance with all Bill 44 requirements related to proactive planning.</li> <li>• SCR D applying a coordinated approach with member municipalities with support of Regional Housing Coordinator</li> </ul>
	<p>Note: there is a requirement for <b>municipalities</b> to update their Official Community Plans and zoning bylaws (based on the interim Housing Needs Report) by December 21, 2025. This requirement includes pre-zoning for required housing and planning for ongoing updates.</p>	
	<ul style="list-style-type: none"> <li>• One-off, site-by-site public hearings for rezonings have been phased out for housing projects that are consistent with OCPs (which already have a public hearing).</li> <li>• Public hearings will continue to be required whenever local governments update or develop new OCPs or consider rezonings for projects that are not consistent with the OCP.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring best practice, review of procedure documents.</li> <li>• Synergy with planned/budgeted updates as part of DAPR implementation.</li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="#">Development cost charges</a> (DCC) can now be applied to <u>new</u> categories of growth-related/required infrastructure: fire protection facilities (fire halls), police facilities, solid waste facilities and cost-shared highway projects.</li> <li>• Prescribed process, public engagement and bylaw adoption required.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are reviewing and are in communication with the Province. More information to be provided to the Board in Q2/Q3 2024.</li> </ul>
	<ul style="list-style-type: none"> <li>• <a href="#">Amenity cost charges</a> (ACC) can be levied for new recreation/community centres, daycares, libraries, park development.</li> <li>• Prescribed process, public engagement and bylaw adoption required.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are reviewing.</li> </ul>
	<ul style="list-style-type: none"> <li>• <a href="#">New inclusionary zoning, density bonusing, transportation demand management and tenant protection bylaw</a> (during redevelopment) authorities or clarifications are available.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are reviewing.</li> <li>• Potential for integration with planned OCP, zoning and servicing bylaw updates.</li> </ul>
<p>Bill 47 – <a href="#">Housing Statutes (Transit-Oriented Areas) Amendment Act</a></p>	<ul style="list-style-type: none"> <li>• Does not apply to the Sunshine Coast based on status of our transit system.</li> </ul>	

March 25, 2026

Reference: 191408

Ian Hall  
General Manager, Planning and Development Department  
Sunshine Coast Regional District  
Email: [ian.hall@scrd.ca](mailto:ian.hall@scrd.ca)

Dear Ian Hall:

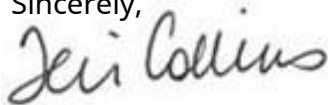
Thank you for your correspondence of September 29, 2025, and January 8, 2026, requesting further reconsideration of the extension deadline for the Sunshine Coast Regional District's (SCRD) compliance with section 481.3 of the *Local Government Act* (LGA).

This letter confirms the amendment of the SCRD's deadline to adopt a zoning bylaw that complies with section 481.3 of the LGA in relation to the areas for which an extension has been previously granted (per the Minister's letter that was sent to SCRD September 16, 2024). SCRD's new deadline is **December 31, 2026**.

This new deadline is informed by your January 8, 2026, letter, identifying that SCRD's next step is to undertake engineering analysis to confirm areas where infrastructure capacity is insufficient, or likely insufficient. The deadline of December 31, 2026, provides additional time for finalizing the engineering work, identifying any deficiencies and initiating necessary upgrades.

Thank you again for taking the time to write.

Sincerely,



Teri Collins  
Deputy Minister  
Ministry of Housing and Municipal Affairs

cc: Sherry Reid, Senior Manager, Administration and Legislative Services / Corporate Officer  
Tina Perreault, Chief Administrative Officer  
Kevin Jones, Assistant Manager, Planning and Development  
Jessica Brooks, Acting Assistant Deputy Minister, Housing and Land Use Policy Division, Ministry of Housing and Municipal Affairs



# Staff Report

## SCRD Referral for APC Information

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**TO:** Advisory Planning Commissions: Areas A, B, D, E, F

**DATE:** June 8, 2026

**AUTHOR:** Julie Clark, Matt Thomson, Senior Planners

**SUBJECT:** **OCP Engagement Phase 2 - What We Heard Report and Community Submissions**

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### OVERVIEW

#### Purpose of Report

The purpose of this report is to provide the results of two forms of feedback received during Official Community Plan (OCP) renewal project engagement (Phase Two) between February 1 and May 4, 2026:

- Phase 2 What We Heard report summarizing SCR D-led engagement during this period
- Feedback received in addition to Board-adopted focus for engagement, including community submissions

Recommendations are not requested.

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### BACKGROUND

On February 27, 2025 the Sunshine Coast Regional District (SCR D) Board endorsed a scope of work for the OCP Renewal project which will run until the end of 2027.

The Phase One 'What We Heard' Report is available on the project Let's Talk page (<https://letstalk.scrd.ca/ocp-renewal>). Phase Two had two staff reports on the May 21, 2026 agenda:

1. **What We Heard Report:** the results of SCR D-led engagement
2. **Community Contributions:** acknowledges contributions from community groups and organizations who conducted their own engagement and/or prepared proposals for SCR D to consider

### NEXT STEPS

#### Next Steps for the Project

In June and July 2026, SCR D Board will provide direction for drafting the OCP, using the results to date from What We Heard Reports and technical input.

Specifically, feedback collected during both Phases 1 and 2 of engagement will be used to inform:

- Draft OCP objectives (Q2 2026, Q3-Q4 refinement)
- OCP policies connected to each objective (Q3, Q4 2026, Q1 2027)
- Land use designations and Zoning Bylaw structure to implement OCP objectives and policy (Q3, Q4 2026, 2027)

Next steps for APCs

In coming months it is anticipated that APCs will be referred SCR D staff reports regarding a proposed OCP drafting mandate: this will include a series of high level decisions to direct the OCP drafting work within the board-approved project scope.

The packages for APC meetings will include a briefing memo to support each decision the Board seeks your feedback on. APC feedback will be considered by SCR D Board and where approved, will be incorporated into the OCP drafting process.

**ATTACHMENT(S):**

SCR D-led Engagement:

- A - [2026-May-21 EAS For Info Official Community Plan Renewal Project Phase 2 Engagement Summary – What We Heard Report, SCR D-led Engagement](#)
- B - [Attachment A – SCR D OCP WWHR – Phase 2 Engagement](#)
- C - [Attachment B – shíshálh Nation – OCP Phase 2 Feedback](#)
- D - [Attachment C – VCH Public Health Input – SCR D OCP Engagement Phase 2](#)
- E - [Attachment C1 – VCH Public Health Input – BC Community Greenspace Policies](#)
- F - [Attachment D – SD46 Feedback on SCR D OCP Renewal](#)
- G - [Attachment E – MOTT – SCR D OCP Phase 2 Feedback](#)

Community Contributions:

- H - [2026-May-21 EAS for Info – OCP Renewal Project – Community Submissions FINAL](#)
- I - [Attachment A 2026-May-21 EAS WWHR Community Submissions – List of Policy Proposals](#)
- J - [28 Total Combined OCP Phase 2 Engagement Submissions Appendix A to Appendix BB](#)

Reviewed by:			
GM	X - I. Hall		