



## PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

Thursday, November 18, 2021

Held Electronically and Transmitted via the  
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

### AGENDA

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CALL TO ORDER            9:30 a.m.

#### AGENDA

1. Adoption of Agenda

#### PRESENTATIONS AND DELEGATIONS

2. Steve Kozuki, Forest Enhancement Society of BC (FESBC) and Dan Buffett, The Habitat Conservation Trust Foundation (HCTF) *Verbal*  
Regarding conservation projects and by educating the public about B.C.'s natural assets.

#### REPORTS

3. Roberts Creek Official Community Plan Amendment Bylaw No. 641.13, 2021 (1220 Lockyer Road) – Consideration of First Reading  
Planner/Senior Planner  
**Electoral Area D (Rural Planning Service) (Voting – A, B, D, E, F)** *ANNEX A  
pp 1 - 9*
4. Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road) Consideration of Amended Second Reading  
Acting Manager, Planning & Development/Senior Planner  
**Electoral Area D (Rural Planning Service) (Voting – A, B, D, E, F)** *ANNEX B  
pp 10 - 14*
5. Community Emergency Preparedness Fund - Application for Evacuation Plan Grants  
Manager, Protective Services  
**Sunshine Coast Emergency Planning (Voting – All)** *ANNEX C  
pp 15 - 16*
6. Water Lease Renewals for Keats Landing, Eastbourne and Vaucroft Docks  
General Manager, Community Services  
**Ports Service (Voting - B, D, E, F)** *ANNEX D  
pp 17 - 18*
7. Assignment of Street Lighting Inventory  
General Manager, Community Services  
Manager, Transit and Fleet  
**Regional Street Lighting (Voting – A, B, D, E, F)** *ANNEX E  
pp 19 - 20*
8. Policing and Public Safety Committee Meeting Minutes of October 21, 2021  
**(Voting – All)** *ANNEX F  
pp 21 - 23*
9. Gibsons & District Fire Protection Commission Meeting Minutes of November 4, 2021  
**(Voting – All)** *ANNEX G  
pp 24 - 25*

## COMMUNICATIONS

10. Darnelda Siegers, Mayor, District of Sechelt, dated October 29, 2021  
Regarding COVID-19 Safe Restart Funds Contribution to SCRD for Sechelt  
Aquatic Center Temporary Fire Protection System  
ANNEX H  
pp 26
11. Nicholas Simons, MLA, Powell River – Sunshine Coast, dated November 1, 2021  
Regarding District Lot 1313  
ANNEX I  
pp 27
12. Union of BC Municipalities, dated November 3, 2021  
Regarding Regulation urged for short-term accommodations industry  
<https://www.ubcm.ca/about-ubcm/latest-news/regulation-urged-short-term-accommodations-industry>

## NEW BUSINESS

## IN CAMERA

## ADJOURNMENT

## **SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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

**AUTHOR:** Julie Clark, Planner 1/ Senior Planner

**SUBJECT:** **Roberts Creek Official Community Plan Amendment Bylaw 641.13, 2021 (1220 Lockyer Road) – Consideration of First Reading**

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### **RECOMMENDATIONS**

**THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw 641.13, 2021 (1220 Lockyer Road) – Consideration of First Reading be received;**

**AND THAT Bylaw 641.13 be abandoned.**

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### **BACKGROUND**

SCRD received an application for an amendment to Roberts Creek Official Community Plan (OCP) to designate 1220 Lockyer Road as a Temporary Use Permit (TUP) area. The application goal is to achieve the designation for a TUP area in order to make a subsequent application for a site-specific Temporary Use Permit enabling use of up to 5 recreational vehicles (RVs) as longer term, temporary accommodation on the property.

This application is an effort by the applicant to legalize a current non-conforming use. Options for seeking retroactive approval for a non-permitted use are to 1) apply for consideration of a permanent amendment to the zoning bylaw and OCP to allow the use, 2) apply for an OCP amendment for Temporary Use Permit Area designation, and if successful, apply for a Temporary Use Permit to allow the use for a fixed time period with conditions.

At this time the decision to be made is whether, by considering first reading of an OCP amendment bylaw, to apply the Temporary Use Permit area to the subject property. The decision of whether or not to approve a TUP for the intended use is a separate, future determination the Board will have to make if the OCP is amended. As the two decisions are linked, this report discusses general considerations and terms associated with a potential future TUP.



Figure 1 – Aerial View, 1220 Lockyer Road, Roberts Creek

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

Authorized Agent:	Jordyn Laxton (owner), Ken Carson (authorized agent)
Civic Address:	1220 Lockyer Rd
Legal Description:	Lot A District Lot 1318 Group 1 New Westminster District (Ref PI 1149)
Electoral Area:	Area D, Roberts Creek
Parcel Area:	2.35 acres / 0.951 hectares
OCP Land Use:	Country Residential
Land Use Zone:	Country Residential 1 (CR1), Zoning Bylaw No. 310
Application Intent:	To designate a Temporary Use Permit Area on the property to allow the use of 5 RVs for long term temporary camp spots for travel trailers

Table 1 - Application Summary

## DISCUSSION

### *Site and Surrounding Uses*

The property is a triangle shaped corner property, bordered by Sunshine Coast Highway to the south, Lockyer Road to the west and backing onto multiple properties off Tanager Rd to the east.

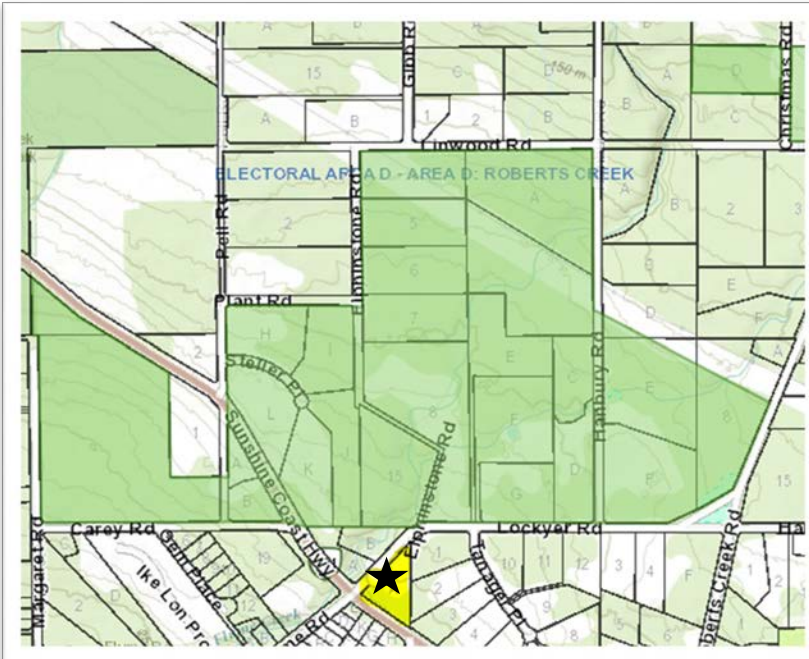


Figure 2 – ALR area

Parcels within the Agricultural Land Reserve (green, Figure 2) and zoned Agricultural are immediately north of Lockyer Road.

North and South of the highway, properties are zoned Country Residential 1 (blue, Figure 3). Further south of the highway, as per the OCP, residential zoning exists that permits smaller lots and higher density of development compared to CR1.

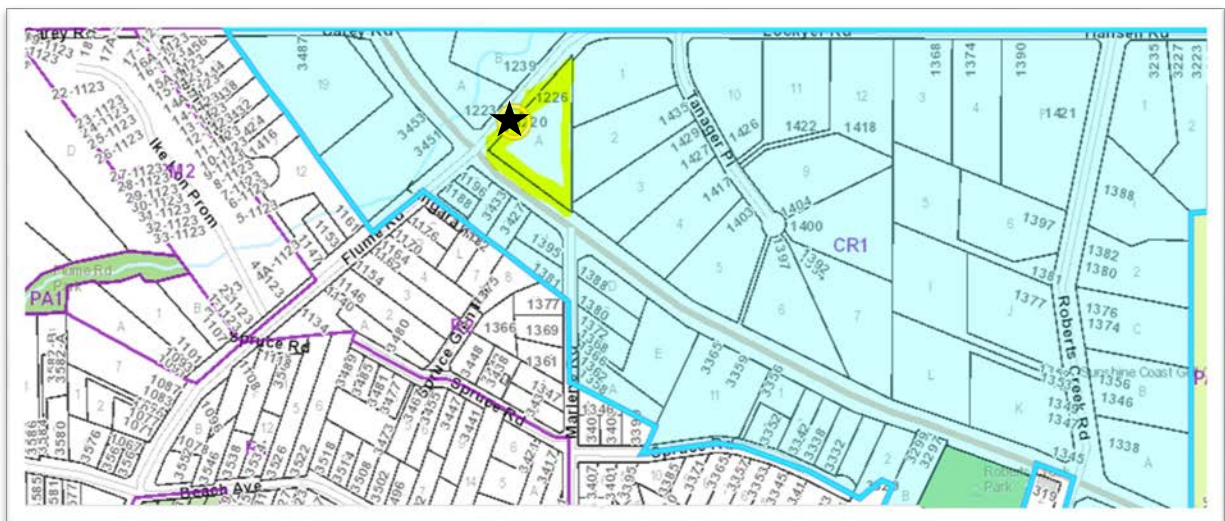


Figure 3 – Country Residential 1 zoning



### *Proposed Uses*

The property has a main dwelling and an auxiliary dwelling which are the maximum density permitted for this size of property in CR1 Zone.

The applicant proposes a temporary land use that includes, as stated in the application, five pads for “longer term, temporary camp spots for travel trailers.”

The OCP amendment bylaw reflecting the proposal can be found in Attachment A.

### *Temporary Use Permit: Overview*

The purpose of a Temporary Use Permit (TUP) is to facilitate a land use that is not currently permitted in zoning, for a limited amount of time, with specified conditions.

- The legislation that governs Temporary Use Permits is the [Local Government Act \(LGA\), Part 492-497](#)
- In order for local governments to administer TUP applications, the subject property/area must first be designated as a TUP area in the corresponding OCP or zoning bylaw
- TUPs are issued for 3 years and are renewable, as per the LGA, or less, as local government specifies
- Some communities have OCPs or zoning bylaws that ‘blanket’ cover their entire jurisdiction as TUP area, a signal that temporary use applications are welcome anywhere
- SCRD Zoning Bylaw No. 310 designates TUP areas in limited areas: the Industrial 9 zone (I9 – Independent Power Plants) and in Agriculture Zone (AG) in Electoral areas B, D and E to facilitate agritourism campgrounds
- As a result of limited TUP designated areas, these are not a frequent application-type for SCRD. SCRD has not reviewed a TUP application in recent years.

AG zoning that is north of Lockyer is designated as a TUP area, which allows TUP applications for agritourism campgrounds, auxiliary to agriculture, on parcels larger than 2 hectares (4.9 acres).

### *Official Community Plan and Bylaw No. 310*

The [Roberts Creek Official community Plan](#) land use designation for the property is Country Residential (policies 17.2-17.16). In summary, policy direction for Country Residential is:

- To encourage and reinforce the country residential, non commercial and non industrial character along the Sunshine Coast Highway
- To maintain larger lots and low density development consistent with rural acreage atmosphere
- To maintain the visual corridor of the Sunshine Coast Highway with natural screening / vegetation
- That opportunities for affordable housing be made available through zoning, for certain types of housing forms, subject to parcel size regulations (17.8)

- Innovative forms of housing will be considered such as units with shared facilities, use of alternative building materials and smaller units subject to rezoning and located where servicing requirements can be met

Regarding the final OCP policy referenced above (“innovative forms of housing”):

- This OCP policy provides direction for amendment applications to facilitate affordable housing and align with OCP
- Where servicing requirements can be met, a zoning amendment proposal to add, for example, small manufactured homes for affordable housing would be aligned with the OCP policy and considered through the rezoning process
- This application option was discussed during pre application meetings and rejected by the applicant

Country Residential 1 zoning for the subject property implements the OCP land use designation. The zone permits low density development on larger rural lots. Campground is not a permitted use.

Long term RV camp spots are not consistent with Roberts Creek OCP Country Residential land use designation or Zoning Bylaw No. 310.

*Other Policy Considerations: RVs and local government authority*

There are broader context and Provincial policy questions at play relating to RVs used as dwellings when considering this application for OCP amendment: the housing crisis, BC Building Code, tenancy rights for RV dwellers.

In British Columbia, real estate market pressures continue to increase and affordable housing needs continue to rise steeply. The Sunshine Coast Housing Needs Assessment and Implementation strategy document the needs and affordability gap on the Sunshine Coast. Many local governments, like Sunshine Coast are working to update their own local regulations and processes, to enable the housing types specified in the HNAs in the areas that Official Community Plans specify. In response, currently SCRD staff are:

- Drafting procedure bylaw amendments to prioritize/fast-track development applications that align with identified housing needs;
- Preparing to issue an RFP for a regional housing coordination contract, using MRDT OAP funding;
- Preparing to proceed with a development approval process review, with the support of grant funding;
- Advancing a budget proposal related to updating land use bylaws, with a specific focus on housing.

In the absence of having adequate supply of housing options that are affordable, RVs are a compelling option for some residents.

One challenge for local governments: RVs are not buildings and RV safety is not within local government jurisdiction. Recreational Vehicles are regulated under the *Motor Vehicle Act* and the *Safety Standards Act*, they are not recognized by BC Building Code as a building. *BC Building Code* regulates site-built and factory-constructed buildings and associated alteration, removal, demolition and change of uses.

*SCRD Building Bylaw No. 687* authorizes SCRD to administer the BC Building Code. Local government Building Officials do not have authority to require permits or inspections relating to the safety of RVs that are used as dwellings. This presents potential safety risks in neighbourhoods where RVs are being used as dwellings.

The question of what to do about RVs used as dwellings is facing local governments around BC and Canada, who are caught in a bind between resident's affordability needs, limiting Provincial legislation, and a time of extreme housing need.

There is a wish to address the housing crisis quickly and at the same time there is debate about whether legalizing RVs as a form of housing is an appropriate response and land use decision. There are concerns to resolve at the policy level about health and safety for occupants, for neighbouring people and environment. Where the use has been evaluated as a neighbourhood fit, TUPs are being considered by some local governments willing to regulate and test this use.

*Other Policy Considerations: RVs and Manufactured Home Tenancy Act*

Where RVs are being used for long term stays, questions about tenancy rights are being raised in community and legal discussion. This is relevant in the case of local government land use decision-making because it appears there is a discrepancy between two guiding statutes. The *BC Building Code* does not recognize RVs as buildings. The *Manufactured Home Tenancy Act* (MHTA) does not appear to rule out RVs as dwellings:

"manufactured home" means a structure, other than a float home, whether or not ordinarily equipped with wheels, that is

- (a) designed, constructed or manufactured to be moved from one place to another by being towed or carried, and
- (b) used or intended to be used as living accommodation;

*SCRD Building Bylaw No.687* defines Manufactured Homes more specifically than the *MHTA* as:

Manufactured Home means a mobile home, labelled CSA Z240 MH Series and a modular home labelled CSA A277.

This definition does not include RVs. There may be circumstances where *The Manufactured Home Tenancy Act* supersedes local building and zoning bylaws.



### *Options*

Summary of analysis and possible options to consider:

**Option 1:     Abandon the proposed bylaw.**

This is staff's recommended option. The surrounding community is characterized by larger rural properties with low density. The proposed use of the property shifts the character away from the community's expressed intention in the OCP for where density should grow. This proposed amendment implicitly introduces precedent for a 'leap' in land use change from Country Residential to an RV park-type use.

If this option is chosen, the application process is complete. SCRD would pursue land use compliance through the Board's adopted policy.

Work as described above on affordable housing strategies within SCRD's service areas would continue.

**Option 2:     Proceed with First Reading, to be followed by a Public Information Meeting and referral to agencies.**

Staff do not recommend this option for the reasons stated in option 1. The public information meeting can be used to seek community thoughts and feedback on acceptance and conditions of a future TUP, in addition to the standard requirements described in Organization Implications section below. For example, conditions may include (but are not limited to) the duration of the TUP, the term of stay, onsite management, lighting, landscaping/screening, drainage requirements and more.

### *Organization and Intergovernmental Implications*

Standard requirements apply to all development proposals. The OCP amendment process includes referrals to internal divisions of SCRD and external agencies to ensure that the proposal can conform to all standard development requirements (SCRD internal referral to Solid Waste, Finance, GIS, Roberts Creek Fire, Utilities. External agencies: Vancouver Coastal Health, First Nations, MOTI). Referrals, including to APC and OCPC, would take place after first reading of the bylaw.

A decision in favour of this application could have policy and precedent implications for the organization, for rural areas and for the Sunshine Coast as a whole. It is not certain that SCRD has authority to permit the use of RVs as dwelling units in contravention of the Building Code. This may be characterized as regulating buildings by relaxing the applicable building standards, which is exclusively an area of provincial jurisdiction. Further, as RVs are not designed to be used as a full-time residence and do not meet the Code standards, expressly allowing such a use creates potential life safety concerns for occupants and increases potential liability. Should the application proceed, staff would conduct further research and recommend policy options, potentially expressed through conditions on the TUP to respond to these issues.

*Financial Implications*

There are no financial implications associated with the recommendations as stated. Should the application proceed, further assessment would be made, including alignment with the financial and solid waste management plans.

*Timeline for next steps or estimated completion date*

If the Bylaw proceeds, a Public Information Meeting will be required to be hosted by the applicant between first and a potential second reading.

*Communications Strategy*

In addition to Public Information meeting if the Bylaw were to proceed neighbour notification and a Public Hearing would be required after second reading.

**STRATEGIC PLAN AND RELATED POLICIES**

There is no specific relationship between the strategic plan and this application.

**CONCLUSION**

SCRD received an application for OCP amendment to designate a Temporary Use Permit Area for 1220 Lockyer Road in Roberts Creek. The application goal is to facilitate a future Temporary Use Permit application for 5 RV pads for longer term, temporary camp spots for travel trailers. Staff recommend abandoning this bylaw as the proposed use of the property shifts the character away from the community's expressed intention in the OCP for where density shall grow. This proposed amendment implicitly introduces precedent for a 'big leap' in land use change from Country Residential to mini campground or RV Park.

**ATTACHMENTS**

Attachment A - Roberts Creek Official Community Plan Amendment Bylaw No. 641.13, 2021

Reviewed by:			
Manager	X – Y. Siao	Finance	
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	X – R.Cooper

**ATTACHMENT A**

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 641.13**

A bylaw to amend the *Roberts Creek Official Community Plan Bylaw No. 641, 2011*

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The Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

**PART A – CITATION**

1. This bylaw may be cited as *Roberts Creek Official Community Plan Amendment Bylaw No. 641.13, 2021*.

**PART B – AMENDMENT**

2. *Roberts Creek Official Community Plan Bylaw No. 641, 2011* is hereby amended as follows:

*Insert the following section immediately after Section 17.16:*

17.17 Lot A District Lot 1318 Group 1 New Westminster District (Ref PI 1149) is designated a Temporary Use Permit area for the purpose of permitting up to five recreational vehicles to be used for long-term, temporary accommodation.

**PART C – ADOPTION**

READ A FIRST TIME this	DAY OF MONTH ,	YEAR
PURSUANT TO SECTION 475 OF THE LOCAL GOVERNMENT ACT CONSULTATION REQUIREMENTS CONSIDERED this	DAY OF MONTH,	YEAR
READ A SECOND TIME this	#### DAY OF MONTH,	YEAR
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE LOCAL GOVERNMENT ACT this	#### DAY OF MONTH,	YEAR
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	#### DAY OF MONTH,	YEAR
READ A THIRD TIME this	#### DAY OF MONTH,	YEAR
ADOPTED this	#### DAY OF MONTH,	YEAR

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Corporate Officer

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Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

**AUTHOR:** Yuli Siao, Acting Manager, Planning & Development / Senior Planner

**SUBJECT:** **Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road)**  
**Consideration of Amended Second Reading**

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### RECOMMENDATIONS

1. **THAT the report titled Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road) Consideration of Amended Second Reading be received;**
  2. **AND THAT the revised Zoning Amendment Bylaw No. 310.192, 2020 be forwarded to the Board for Amended Second Reading;**
  3. **AND THAT a second Public Hearing to consider the revised Zoning Amendment Bylaw No. 310.192, 2020 be scheduled for.....;**
  4. **AND FURTHER THAT Director Toth be affirmed as the delegated Chair and Director Tize be affirmed as the delegated Alternate Chair to conduct the second Public Hearing.**
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### BACKGROUND

On May 27, 2021 the SCRD Board adopted the following resolution (in part):

150/21 **Recommendation No. 2** *Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road)*

...AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.192, 2020* be forwarded to the Board for First and Second Readings;

AND THAT a Public Hearing to consider *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.192, 2020* be arranged; ...

On September 9, 2021 the SCRD Board adopted the following resolution (in part):

248/21 **Recommendation No. 3** *Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road)*

...AND THAT a second Public Hearing to consider *Zoning Amendment Bylaw No. 310.192, 2020* be arranged;

AND FURTHER THAT Director Toth be delegated as the Chair and Director Tize be delegated as the Alternate Chair to conduct the Public Hearing.

This report provides a brief summary of the first public hearing regarding the proposed bylaw, presents the applicant's proposal to revise the bylaw and information regarding Pixton Road maintenance, and recommends consideration of amended second reading of the revised bylaw, and holding of a second public hearing to consider the revised bylaw.

## **DISCUSSION**

### Concerns Raised during Public Consultation

As referenced in a staff report to the May 20, 2021 Planning and Community Development Committee ([see Annex B](#)), potential impacts on roads, infrastructure, privacy, spatial separation, precedent setting and rural character were raised during public consultation for this application.

### First Public Hearing

The first public hearing was held on June 22, 2021 electronically by Zoom, and live-streamed to the internet with approximately 15 people attending and viewing the meeting. Regrettably, there were defects in staff's handling of written submissions received. The Board directed that the public hearing be repeated in order to ensure a fair and comprehensive process aligned with provincial legislation.

### New Information and Revised Proposal

#### *Pixton Road Maintenance*

The Ministry of Transportation and Infrastructure (MOTI) has confirmed that Pixton Road is a road being maintained by MOTI through its contractor Capilano Highways. The road is currently classified as 8F in the MOTI system for administrative purpose. Class 8F roads are typically unconstructed and not often maintained, but MOTI is in the process of updating the class of Pixton Road to reflect its status of being maintained. MOTI has no concerns with the impact of the proposed development on road maintenance.

#### *Revised Proposal by Applicant*

In consideration of the public consultation feedback and what was heard at the first public hearing and in order to further reduce negative impacts perceived by some of the neighboring residents, the applicant proposes to reduce the residential density from the originally proposed second dwelling with a floor area of 130 m<sup>2</sup> to an auxiliary dwelling with a required maximum floor area of 55 m<sup>2</sup> according to the current zoning bylaw. This would have the effect of decreasing the spatial density of residential buildings on the parcel.

Staff support this proposal and note it could enhance housing affordability for the property. The analysis included in the May 2021 staff report linked above remains relevant.

The proposed change is reflected in the revised bylaw in Attachment A.

### Second Public Hearing

As a previous Board Resolution (248/21) already directs a second public hearing, should the Board proceed to give amended second reading to the revised bylaw, the proposed changes may be considered at the second public hearing.

The applicant is aware that it is the SCRD Board's decision to provide, or not, amended second reading.

### **STRATEGIC PLAN AND RELATED POLICIES**

The zoning bylaw amendment process supports the SCRD's strategy for engagement and collaboration.

### **CONCLUSION**

In response to community input received through the first public hearing process, the applicant proposes to change the proposed development from a second dwelling to an auxiliary dwelling on the property to reduce residential density and potential impacts on the neighbourhood.

Staff recommend that the revised bylaw receive amended second reading and that the second public hearing be held to gather further community input.

### **ATTACHMENTS**

Attachment A – Zoning Amendment Bylaw No. 310.192, 2020 (Revised for Amended Second Reading)

Reviewed by:			
A/Manager	X – Y. Siao	CFO/Finance	X - T. Perreault
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – D. McKinley	Solid Waste	



**ATTACHMENT A (Revised for Amended Second Reading)**

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 310.192**

A bylaw to amend the *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987*

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The Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

**PART A – CITATION**

1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.192, 2020*.

**PART B – AMENDMENT**

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended as follows:

Insert the following section immediately following Section 1000A.6:

**Site Specific Uses**

1000A.7 Notwithstanding Section 1000A.3 and Section 1000A.4, on Lot B, District Lot 1621, Group 1 New Westminster District, Plan EPP34685, one auxiliary dwelling is permitted subject to all of the following provisions:

- (1) maximum building height: 7 metres
- (2) minimum setback from the east side parcel line: 15 metres
- (3) minimum setback from the front parcel line: 15 metres
- (4) minimum setback from the rear parcel line: 170 metres
- (5) minimum setback from the west side parcel line: 70 metres
- (6) Bed and breakfast is not permitted within the auxiliary dwelling

**PART C – ADOPTION**

READ A FIRST TIME this	27TH	DAY OF MAY ,	2021
READ A SECOND TIME this	27TH	DAY OF MAY ,	2021
FIRST PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	22ND	DAY OF JUNE ,	2021
READ A SECOND TIME AS AMENDED this	DAY OF	MONTH	YEAR

SECOND PUBLIC HEARING HELD PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this

DAY OF      MONTH      YEAR

READ A THIRD TIME this

DAY OF      MONTH      YEAR

APPROVED PURSUANT TO SECTION 52 OF  
THE *TRANSPORTATION ACT* this

DAY OF      MONTH      YEAR

ADOPTED this

DAY OF      MONTH      YEAR

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Corporate Officer

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Chair

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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

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

**SUBJECT:** **COMMUNITY EMERGENCY PREPAREDNESS FUND – APPLICATION FOR EVACUATION PLAN GRANTS**

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**RECOMMENDATION(S)**

**THAT the report titled Community Emergency Preparedness Fund – Application for Evacuation Plan Grants be received;**

**AND THAT a grant application for Evacuation Route Planning be submitted on behalf of the Sunshine Coast Regional District.**

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**BACKGROUND**

The Community Emergency Preparedness Fund (CEPF) is a suite of funding streams intended to enhance the resiliency of local governments, and First Nations communities in responding to emergencies. Funding is provided by the Province of BC and is administered by the Union of British Columbia Municipalities (UBCM).

Funding up to a maximum amount of \$25,000 is currently available for the development of an Evacuation Route Plan.

**DISCUSSION**

An application to the CEPF has been drafted to seek funding for the development of an evacuation plan for the community of Egmont to enhance the SCRD Emergency Program.

The community of Egmont was selected for this evacuation plan as it is at the greatest risk of wildfire according to provincial Wildland Urban Interface data. A similar grant application was submitted in 2020 to fund an evacuation plan but the SCRD was unsuccessful in that grant application.

*Organizational and Intergovernmental Implications*

As each jurisdiction is permitted to submit one application, the Sunshine Coast Emergency Program (SCEP) has also prepared a grant application on behalf of and in coordination with the District of Sechelt which focuses on an evacuation plan for the community of Tuwanek.

Should Sechelt be successful with their grant application, staff will coordinate on an arrangement for SCEP to complete the project on Sechelt's behalf.

*Financial Implications*

The grant is expected to cover 100% of the eligible costs associated with the development of the evacuation plan for Egmont. A future financial plan amendment will be required to accept the grant, if approved.

*Timeline for next steps or estimated completion date*

The application deadline for the grants is November 19, 2021 with the results of the application expected by February 19, 2022.

The SCRD will need to provide a certified Board Resolution in support of the application. This resolution can be submitted after the application has been submitted.

The District of Sechelt will submit its own application and certified Council Resolution.

**STRATEGIC PLAN AND RELATED POLICIES**

This grant application is consistent with the SCRD Financial Sustainability Plan, seeking alternative funding for SCRD projects.

**CONCLUSION**

An application to the CEPF has been drafted seeking funding for evacuation planning to enhance the SCRD's Emergency Program. The application for grant funding requires a Board resolution to support the application.

Reviewed by:			
Manager	X - M. Treit	CFO/Finance	X – T.Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

**AUTHOR:** Shelley Gagnon, General Manager, Community Services

**SUBJECT:** WATER LEASE RENEWAL FOR KEATS LANDING, EASTBOURNE AND VAUCROFT DOCKS

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### RECOMMENDATIONS

**THAT the report titled Water Lease Renewal for Keats Landing, Eastbourne and Vaucroft Docks be received;**

**AND THAT the SCRD apply to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development for a replacement tenure to the following leases:**

- Lease No. 241681 File No. 0187728 for the Keats Landing Dock;
- Lease No. 243437 File No. 0135677 for the Eastbourne Dock;
- Lease No. 243730 File No. 0124896 for the Vaucroft Dock;

**AND THAT the length of the lease terms be for 5 years;**

**AND FURTHER THAT the delegated authorities be authorized to sign the replacement tenures.**

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### BACKGROUND

The SCRD's lease for the Keats Landing dock expired on April 1, 2021 and the SCRD's lease for the Eastbourne dock and Vaucroft dock expired on June 29, 2021.

In August, the Ministry of Forests, Lands, Natural Resources Operations and Rural Development contacted the SCRD to submit replacement applications. A requirement of the applications is to include an SCRD Board resolution endorsing the applications.

### DISCUSSION

In order to maintain the docks for public wharf purposes, it is recommended that applications for a replacement tenure be submitted to the Ministry. A management plan for the Keats Landing, Eastbourne and Vaucroft docks will also be submitted as part of the application requirements.

#### *Options and Analysis*

The application requires selection of the period of proposed use as follows:

- 2 years or less
- 2 - 5 years
- 5 - 10 years
- 10 - 30 years
- More than 30 years

Most recently, the SCRD has renewed dock leases for 5 years. The Ministry has expressed preference for longer than 5-year leases due to administrative resources. However, as the financing and sustainability of the SCRD's ports service is regularly reviewed, it is recommended that the length of the lease term be maintained at the current practice of 5 years.

*Organizational and Intergovernmental Implications*

None. Renewing the lease will maintain status quo service.

The Ministry of Forests, Lands, Natural Resources Operations and Rural Development invitation for renewal letter states that:

*"This review includes applying the policy of the day and the First Nations consultation process. Additionally, we are experiencing a large backlog of applications for review. As a result, the timeline to complete a replacement application is approximately two years from the time that we receive a complete application package."*

The Vaucroft dock is located within the shíshálh swiya (traditional territory). Staff have requested information from the Province and shíshálh Nation on how best management practices for moorage facilities will apply to legacy community docks owned/operated by local governments. Through the advice of engineering and environmental professionals, SCRD considers best practices for the design and maintenance of our docks, within our approved service level.

*Financial Implications*

The application fee of \$210.00 (per renewal) can be accommodated within the operating budget.

Future financial implications as a result of new public sector accounting standards for asset retirement obligations will be further explored once the final lease is received from the province. As this is a water lease, the implication is unknown at this time.

*Communications Strategy*

None planned; status quo service will be maintained.

**STRATEGIC PLAN AND RELATED POLICIES**

Renewal of this lease aligns with SCRD's strategic priority around Infrastructure Management, ensuring that built assets serve residents.

**CONCLUSION**

The lease for three SCRD docks has expired and requires renewal in order to continue operating the dock for public wharf purposes. It is recommended that the replacement applications be submitted to the Ministry indicating a 5-year period of proposed use.

Reviewed by:			
Manager		Finance	X – T. Perreault
GM	X – S. Gagnon	Legislative	X – S. Reid
CAO	X – D. McKinley	Risk Management	X – V. Cropp



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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

**AUTHOR:** Shelley Gagnon, General Manager, Community Services  
James Walton, Manager, Transit and Fleet

**SUBJECT:** ASSIGNMENT OF STREET LIGHTING INVENTORY

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### RECOMMENDATION(S)

**THAT the report titled Assignment of Street Lighting Inventory be received;**

**AND THAT staff bring forward a Budget Proposal to Round 1 of the 2022 Budget to include eighteen additional Street Lights into the Regional Street Light Service [320] and the Fircrest Road Street Light Service [332].**

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### BACKGROUND

The SCRD first established the Regional Street Lights Service for the provision of regional lighting of intersections and areas of public use for all electoral areas in 1971. Since then, several community specific street light service Bylaws have been adopted with a total inventory of 173 street lights. Ownership of the infrastructure along with the responsibility for repairs and maintenance is retained by BC Hydro, however, the SCRD is invoiced for the associated operational costs and also serves as the conduit for customer service issues.

Earlier this spring, BC Hydro contacted the SCRD to inform us they were tasked with confirming their street light data, ensuring all lights were properly assigned and aligned with their invoicing. They identified eighteen (18) street lights that appeared to fall within the jurisdiction of the SCRD, but had not been captured in previous inventories or billings, and asked the SCRD to review and confirm if we wanted to assume them within our inventory. It is important to note that these are existing street lights that have been in place for many years.

The purpose of this report is to seek direction from the Board regarding the 18 ‘un-assigned’ street lights.

### DISCUSSION

#### *Analysis*

The SCRD reviewed the location of the 18 additional street lights and determined that they all fall within the SCRD electoral boundaries (Appendix B). Sixteen (16) of the lights fall within the category of Regional Street Lighting, making a positive contribution to road safety along an intersection or areas of public use, while the other two (2) fall within the Fircrest Street Lighting Bylaw Area.

BC Hydro has indicated that if they are unable to assign a customer to the lighting, it will be removed.

*Options:*

Option #1: That staff bring forward a Budget Proposal in round 1 for the consideration of the SCRD including the additional 16 street lights under the OIC 727 Regional Street Light Service and 2 street lights under Bylaw 283 Fircrest Road Street Light Service.

Option #2: That the SCRD does not include the additional 18 street lights in its inventory, thereby indicating to BC Hydro that the streetlight may be removed

*Financial Implications*

It is estimated that the annual operating costs to for the eighteen (18) lights are:

Regional Street Light Service \$4,700

Fircrest Street Light Services \$600

Staff recommends Option 1, that staff bring forward a Budget Proposal in Round 1 for the consideration of the SCRD to include an additional 16 street lights under the Regional Street Light Service [320] and 2 street lights under the Fircrest Road Street Light Service [332].

*Communications Strategy*

At this time, residents in the area of the 18 lights are unaware of this issue.

Communication to the community would occur through the Budget process, with subsequent communications with BC Hydro which would be reflective of the decision made through budget deliberations.

**STRATEGIC PLAN AND RELATED POLICIES**

The provision of Regional Street Lights falls under OIC 727 and various community specific Street Light Bylaws including Bylaw 283 Fircrest Road Street Light.

**CONCLUSION**

The provision of street lighting falls within existing approved services. The Regional Street Light Service is intended to provide lighting at intersections and areas of public use for all Electoral Areas, while the Fircrest Road Street Lighting is intended for lights falling within a specific community boundary.

The eighteen (18) unassigned street lights identified by BC Hydro fit within either the Regional Street Light Service and the Fircrest Road Street Light Service. Staff is recommending that the SCRD accept these lights into its inventory.

Reviewed by:			
Manager		CFO/Finance	X – T. Perreault
GM	X - S. Gagnon	Legislative	
CAO	X – D. McKinley	Other	

**SUNSHINE COAST REGIONAL DISTRICT  
POLICING AND PUBLIC SAFETY COMMITTEE**

**October 21, 2021**

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MINUTES OF THE SUNSHINE COAST POLICING AND PUBLIC SAFETY COMMITTEE  
MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM OF THE  
SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

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**PRESENT:**

(Voting Members)

Director, Electoral Area F, Chair  
Director, Electoral Area A  
Director, Electoral Area D  
Director, Electoral Area E  
Mayor, District of Sechelt  
Councillor, District of Sechelt  
Councillor, Town of Gibsons  
SD46  
SD46

Mark Hiltz  
Leonard Lee  
Andreas Tize  
Donna McMahon  
Darnelda Siegers  
Alton Toth  
David Croal (Alt.)  
Paul Bishop  
Sue Girard

**ALSO PRESENT:**

(Non-Voting)

Acting Detachment Commander RCMP  
Acting Chief Administrative Officer  
General Manager, Community Services  
Corporate Officer  
Executive Assistant / Recorder  
Media  
Public

Sgt. Don Newman  
Tina Perreault  
Shelley Gagnon  
Sherry Reid  
Tracey Hincks  
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0

**CALL TO ORDER****2:00 p.m.****AGENDA**

The agenda was adopted as presented.

**MINUTES****Recommendation No. 1***Minutes*

The Sunshine Coast Policing and Public Safety Committee recommended that the minutes of July 15, 2021 be received for information.

**REPORTS****Recommendation No. 2***Select Committee Review – Referral from Board Meeting*

The Policing and Public Safety Committee recommended that the report titled Select Committee Review – Referral from Board Meeting be received for information.

**ROUNDTABLE**

*Discussion ensued about how to proceed with getting policing updates into the new Community Services Committee structure. The members were polled on how to proceed.*

**SD46 Feedback**

*SD46 is involved in policing and public safety for a number of reasons. History was included in agenda package but could have gone back further. Speeding in school zones is a concern. School District appreciates the communication from RCMP and connection with everyone around the table. Restorative justice was discussed in earlier meetings. Value in connections.*

Quarterly meetings were discussed with a delegation of approximately half an hour to the Community Services Committee would work for SD46.

**RCMP Feedback**

*RCMP is a service provider and the SCRD should determine what they need from RCMP. Challenge to meet community benchmarks. Quarterly is doable. Wants delegations to be meaningful and have an impact. Would like to see a standardization of stats to local governments and coordinate timing of statistic deadlines. Mental Health is an important part of what we do. It was recommended that the RCMP separate stats from community policing discussions. Quarterly stats could be used for all local governments. Quarterly delegation at Community Services would be okay.*

**Town of Gibsons**

*After the 2022 census is released, changes will occur for the Town of Gibsons with respect to policing. Structure of local government meetings may work for addressing community policing issues and possibly transportation issues. The number of meetings is onerous and condensing may find efficiencies.*

**District of Sechelt**

*Two pieces happening. 1. Suggests the meetings be held in a public meeting as a delegation. 2. Community forum for roundtable discussion. If RCMP isn't able to come to a meeting, it needs to be communicated and postponed.*

**RCMP**

*Do you want an RCMP Report card? Or community and local governments to come to RCMP for questions. Needs clarification of scheduling. It has been an anomaly for the past 9 months.*

**Town of Gibsons**

*No sense having a policing meeting if police aren't available.*

**Area F**

*Hybrid meetings. What is preference for attendance?*

**SD46**

*Zoom meetings are helpful. Loved participating in person however hybrid provides the best flexibility. Good to have opportunity to provide input. SD46 is also looking to provide hybrid meetings.*

**SCRD**

*Subject to procedures both provincial and our own procedure bylaw. Hybrid meetings require IT and administrative support.*

**RCMP**

*Suggested they be the leader of the meetings but contract back to District of Sechelt, SCRD or Town of Gibsons for administrative and IT services.*

**District of Sechelt**

*Anyone can host a zoom meeting. If it isn't a government meeting then it doesn't need to be available to the public.*

**RCMP**

*Provide delegations to Town of Gibsons and District of Sechelt already. Doesn't want to bog down RCMP with more non-policing activities. Internal staffing issues and COVID have changed this year.*

**District of Sechelt**

*Community liaison may be in a good position to be the point person to pull the various groups together to handle the community policing and public safety meeting transition.*

**Recommendation No. 3**      *Select Committee Review - Quarterly Police Statistics*

The Policing and Public Safety Committee recommended that quarterly police statistics be included on the Community Services Committee agendas;

AND THAT an open invitation be extended to the RCMP to attend and present the quarterly police statistics at Community Services Committee meetings;

AND FURTHER THAT the Policing and Public Safety Select Committee be dissolved.

*Policing and Public Safety committee members may bring policing and public safety concerns forward as delegation topics to the Community Services Committee.*

**Recommendation No. 4**      *District of Sechelt / RCMP Liaison*

The Sunshine Coast Policing and Public Safety Committee recommended that the District of Sechelt consider liaising with the RCMP to develop a strategy to continue a Policing and Public Safety Community Roundtable to ensure there is community input;

AND THAT the District of Sechelt include the other Local Governments on the Sunshine Coast in the new Policing and Public Safety Community Roundtable.

*Contacts from this Committee to be shared with RCMP and new District of Sechelt committee.*

**ADJOURNMENT**      3:12 p.m.

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Committee Chair

**GIBSONS & DISTRICT FIRE PROTECTION COMMISSION****November 4, 2021**


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MINUTES OF THE GIBSONS & DISTRICT FIRE PROTECTION COMMISSION MEETING HELD  
AT THE GIBSONS #1 FIRE HALL, 790 NORTH ROAD, GIBSONS, B.C.

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**PRESENT:**

(Voting Members)

Director, Electoral Area F  
Director, Electoral Area E  
Councillor, Town of Gibsons

Mark Hiltz  
Donna McMahon  
David Croal

**ALSO PRESENT:**

(Non-Voting)

Gibsons & District Fire Protection Commission  
Chair  
Sunshine Coast Regional District  
GM of Planning & Development  
Gibsons & District Volunteer Fire Department  
Fire Chief / Recorder  
Sunshine Coast Regional District  
Chief Administrative Officer  
Public

Marilyn Pederson  
Ian Hall  
Rob Michael  
Dean McKinley  
0

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**CALL TO ORDER** 9:15 a.m.**AGENDA** That the agenda be adopted as presented.**MINUTES****Recommendation No. 1** *Minutes*

The Gibsons & District Fire Protection Commission recommended that the minutes of April 29, 2021 be received.

**REPORTS****Recommendation No. 2** *2021 GDVFD Third Quarter Report*

The Gibsons & District Fire Protection Commission recommended that the 2021 Gibsons & District Volunteer Fire Department Third Quarter Report be received.

**Recommendation No. 3** *Rural Fire Flow Requirements*

The Gibsons & District Fire Protection Commission recommended that the Rural Fire Flow Requirements Report be received.



**Recommendation No. 4**     *2022 Budget Proposals*

The Gibsons & District Fire Protection Commission recommended that Gibsons & District Volunteer Fire Department 2022 Budget Proposals be referred to Round 1 Budget Process.

**ADJOURNMENT**            11:15 a.m.



District of  
**SECHELT**

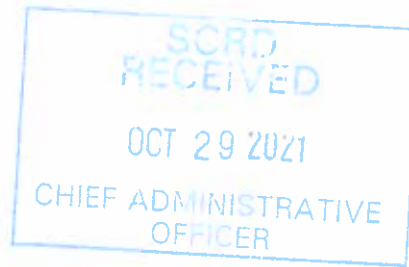
**ANNEX H**

604 885 1986  
PO Box 129,  
5797 Cowrie St, 2nd Floor  
Sechelt, BC V0N 3A0  
sechelt.ca

October 29, 2021

BY EMAIL: [info@scrd.ca](mailto:info@scrd.ca)

Sunshine Coast Regional District  
Attn: Lori Pratt, Chair



File No. 400-50

Dear Lori,

**RE: COVID-19 Safe Restart Funds Contribution to SCRD for  
Sechelt Aquatic Center Temporary Fire Protection System**

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At the September 22, 2021 Special Council meeting, District of Sechelt Council passed the following resolution in support of contributing funding towards the Sechelt Aquatic Center:

"That Council approve contributing \$21,376 of the District of Sechelt's COVID-19 Safe Restart Funds to the Sunshine Coast Regional District for the Sechelt Aquatic Center Temporary Fire Protection System Project."

We are pleased to contribute towards the funding needed to keep our facility in operation.

Sincerely,

A handwritten signature in black ink, appearing to read "Darnelda Siegers".

Darnelda Siegers  
Mayor

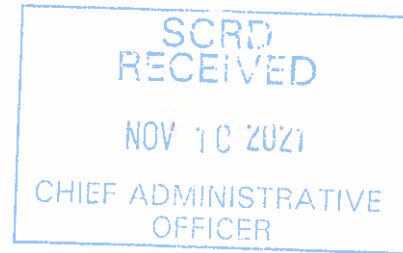


LEGISLATIVE ASSEMBLY  
of BRITISH COLUMBIA

Nicholas Simons, MLA  
Powell River-Sunshine Coast  
#5-4720 Sunshine Coast Hwy  
Sechelt, B.C.  
604 741 0792

November 1, 2021

Donna McMahon  
Area E Director  
1975 Field Rd  
Sechelt, BC V0N 3A1



Sent by email: [Donna.McMahon@scrd.ca](mailto:Donna.McMahon@scrd.ca)

Dear Donna,

Re: District Lot 1313

I am pleased to provide the following information on District Lot 1313 (DL1313), the subject of a lot of community discussion over the past decade.

As was pointed out in correspondence to me, DL1313 was included in the Timber Harvest Area in 2013 without any notice to local government or residents of the Sunshine Coast.

Because of the outcry of citizens and the involvement of local government, I urged British Columbia Timber Sales (BCTS) -through the government of the day- to delay any timber sale in order to provide the Sunshine Coast Regional District (SCRD) to pursue options to protect DL1313.

In 2019, BCTS deferred harvest plans for DL1313 at the urging, once again, of local governments, local citizens and me. This began new engagement with the SCRD, the Squamish Nation, stakeholders and residents.

In the spring of 2021, BCTS resumed engagement with the local residents, and a field visit was conducted by BCTS staff and a hydrologist to listen to concerns. Because the engagement process is still underway, delayed by the pandemic, no sale has been developed. To allow adequate time for a fulsome engagement process, it is not expected that a timber sale to be ready for advertising before the spring of 2023.

In requesting information from staff of the Ministry of Forest Lands, Natural Resource Operations and Rural Development (FLNRORD), I discovered that the SCRD has not, to date, applied to change the land use designation for DL1313.

Solutions to protect DL1313 are for the SCRD to make the application for either a Sponsored Crown Grant for park (or other) purposes, or a Conditional Withdrawal designation (Land Act, Section 17) for conservation purposes. These would be pursued through FrontCounter BC.

Regards, and see you soon,

Nicholas Simons, MLA  
Powell River-Sunshine Coast

.cc Dean McKinley