



PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

Thursday, December 14, 2017
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PETITIONS AND DELEGATIONS

2. Ruth Simons, Executive Director, Future of Howe Sound Society *Verbal*
Troy Speedie, Chair, McNab Creek Strata
Lea Bancroft, Member, Burrard Yacht Club
Regarding Impacts of Proposed Burnco Aggregate Project at McNab Creek
3. Rob Bone, Applicant, Development Variance Permit DVP00025 *Verbal*
Regarding Development Variance Permit Application DVP00025

REPORTS

4. Planner – Development Variance Permit Application DVP00025 (Bone) *Annex A*
Electoral Area E (Rural Planning Service) (Voting – A, B, D, E, F) pp 1 - 15
5. General Manager, Planning and Community Development – Gambier Harbour *Annex B*
Float Replacement – Value Add Opportunities pp 16 - 18
(Ports Services) (Voting – B, D, E, F)
6. Manager, Planning and Development – Naming of John Phare Lake *Annex C*
(Regional Planning Service) (Voting – All) pp. 19 - 20
7. Senior Planner - Roberts Creek Official Community Plan Amendment Bylaw No. *Annex D*
641.6, 2017 and Zoning Amendment Bylaw No. 310.167, 2017 for a Camping pp. 21 - 28
and Temporary Accommodation Establishment – Consideration for Third
Reading
Electoral Area D (Rural Planning Service) (Voting – A, B, D, E, F)
8. Senior Planner – Elphinstone Official Community Plan Amendment Bylaw No. *Annex E*
600.5, 2017 (Ocean Beach Esplanade Policies) – Public Hearing Report and pp 29 - 42
Consideration for Third Reading and Adoption
Electoral Area E (Rural Planning Service) (Voting – A, B, D, E, F)
9. Senior Planner - District of Sechelt Referral Regarding Public Consultation for *Annex F*
OCP Amendment 492-21, 2017 (Spectrum of Care) pp 43 - 57
(Regional Planning Service) (Voting – All)

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| <p>10. Planner – Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.168, 2016 (Penonzek) - Public Hearing Report and Consideration for Third Reading and Adoption
 Electoral Area E (Rural Planning Service) (Voting – A, B, D, E, F)</p> | <p>Annex G
pp. 58 - 73</p> |
| <p>11. Senior Planner and Planner – Twin Creeks Official Community Plan Bylaw No. 711, 2017 for Consideration of First Reading
 Electoral Area F (Rural Planning Service) (Voting – A, B, D, E, F)</p> | <p>Annex H
pp. 74 - 119</p> |
| <p>12. Senior Planner – Referral from Metro Vancouver Regional District regarding MVRD Electoral Area A Official Community Plan
 (Regional Planning Service) (Voting – All)</p> | <p>Annex I
pp. 120 - 124</p> |
| <p>13. Planning Technician – Development Variance Permit DVP00024 (Hayward)
 Electoral Area F (Rural Planning Service) (Voting – A, B, D, E, F)</p> | <p>Annex J
pp. 125 - 135</p> |
| <p>14. Parks Planning Coordinator - Public Consultation Summary Report Trail Network Task Force Gambier Island
 (Community Parks) (Voting – A, B, D, E, F)</p> | <p>Annex K
pp. 136 – 179</p> |
| <p>15. Chief Administrative Officer - Sunshine Coast Tourism and Municipal and Regional District Tax (MRDT)
 (Voting – All)</p> | <p>Annex L
pp. 180 - 240</p> |
| <p>16. Ports Monitors (POMO) Committee Meeting Notes of September 19, 2017
 (Ports Services) (Voting – B, D, E, F)</p> | <p>Annex M
pp. 241 - 246</p> |
| <p>17. Electoral Area A (Egmont/Pender Harbour) APC Minutes of November 29, 2017
 Electoral Area A (Rural Planning Services) (Voting – A, B, D, E, F)</p> | <p>Annex N
pp. 247 - 248</p> |
| <p>18. Electoral Area B (Halfmoon Bay) APC Minutes of November 28, 2017
 Electoral Area B (Rural Planning Services) (Voting – A, B, D, E, F)</p> | <p>Annex O
pp. 249 - 251</p> |
| <p>19. Electoral Area D (Roberts Creek) APC Minutes of November 20, 2017
 Electoral Area D (Rural Planning Services) (Voting – A, B, D, E, F)</p> | <p>Annex P
pp. 252 - 253</p> |
| <p>20. Electoral Area F (West Howe Sound) APC Minutes of November 28, 2017
 Electoral Area F (Rural Planning Services) (Voting – A, B, D, E, F)</p> | <p>Annex Q
pp. 254 - 255</p> |

COMMUNICATIONS

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <p>21. <u>Jo-Anne Frank, Corporate Officer, District of Sechelt, dated November 3, 2017</u>
 Regarding District of Sechelt Council Resolution – Regional Growth Strategy Plan.</p> | <p>Annex R
pp. 256</p> |
| <p>22. <u>Ruth Simons, Howe Sound Biosphere Region Initiative Society, dated November 23, 2017</u>
 Regarding Howe Sound Biosphere Region Status Report</p> | <p>Annex S
pp. 257 - 280</p> |
| <p>23. <u>Gibsons Senior Society</u>
 Regarding Request for Letter of Support for Rural Dividend Funding Application</p> | <p>Annex T
pp. 281 - 307</p> |

NEW BUSINESS

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (i) and (k) of the *Community Charter* – “the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages...”

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 14, 2017

AUTHOR: Lesley-Ann Staats, Planner

SUBJECT: DEVELOPMENT VARIANCE PERMIT APPLICATION DVP00025 (BONE) – ELECTORAL AREA E

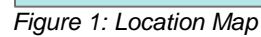
RECOMMENDATIONS

1. **THAT the report titled Development Variance Permit Application DVP00025 (Bone) – Electoral Area E be received;**
 2. **AND THAT Development Variance Permit Application DVP00025 be issued, as per Option 1, with the following conditions, as shown on Attachment B:**
 - a. **Section 601.4(1) is varied to allow the following building setbacks:**
 - i. **0.5 metres on front parcel line B**
 - ii. **2.0 metres on front parcel line C**
 - iii. **1.5 metres on front parcel line D**
 - iv. **3.5 metres on front parcel line E**
 - b. **Section 506(1)(a) is varied to allow the following eave setbacks:**
 - i. **0 metres on front parcel lines A and B**
 - ii. **0.5 metres on front parcel lines C, D and E**
 - c. **The maximum height of the single family dwelling shall be 6 metres.**
 - d. **The maximum floor area for the single family dwelling shall be 185 square metres.**
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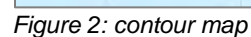
BACKGROUND

SCRD has received a Development Variance Permit application for a property located at 1952 Ocean Beach Esplanade, Elphinstone, as shown in Figure 1. The variance request is to relax the front parcel line setback adjacent to Ocean Beach Esplanade to enable construction of a new house in the same general location as the existing dwelling. Attachment A provides the owner's reasons for the variance and conceptual plans.

The purpose of this report is to recommend a decision on the Development Variance Permit request.



The property fronts Ocean Beach Esplanade to the south. The toe of the steep bluffs are located approximately 15 metres behind the existing house.



The house has been located on the property since it was purchased by family members of the current owner in approximately the 1950s. The house was originally built straddling the property line on public road allowance, as shown in Figure 3 on the following page.



PLAN

BLOCK 1

3

4

5

6

OCEAN BEACH ESPLANADE

PINE STREET

DL 906

1342

121°29'11" 30.475

121°29'11" 30.475

121°29'11" 30.475

112°07'10" 0.838

19.938 121°29'11"

SEE EPP/1866 164.32/20 0.375

E PLAN 1342

POSTING PLAN DF G57458

A

2100.7m2

POSTING PLAN LMP25820

CLOSED ROAD PLAN EPP61906

(29)

121°41'31" 4.088

15.149

121°41'31" 11.480

31°41'31" 5.500

31°41'31" 5.500

31°41'31" 5.500

31°41'31" 5.500

30.477 121°41'31" (BEARING D)

66.360 31°41'31"

66.432 31°32'18"

BLOCK 2

1

PLAN 1342

LEGEND

Figure 4: survey of subject property

A summary of the application is provided on the following page.

Owner / Applicant:	Robert Bone
Civic Address:	1952 Ocean Beach Esplanade, Elphinstone
Legal Description:	Lot A District Lot 906 Group 1 New Westminster District Plan EPP61907
Electoral Area:	E (Elphinstone)
Parcel Area:	2100.7 m ²
OCP Land Use:	Residential B
Land Use Zone:	R1 (Residential One)
Application Intent:	Build a new house in the same general location as the existing house

Table 1 - Application Summary

DISCUSSION

Elphinstone Official Community Plan

The Elphinstone Official Community Plan (OCP) designates the property as Residential B which includes steep bluffs above the western part of Ocean Beach Esplanade that are subject to natural hazard constraints. Policies are in place that support the development of a single-family dwelling and auxiliary dwelling on properties over 2000 m² in the Residential B designation.

The subject property is located within Development Permit Area (DPA) 1B: Coastal Slopes. Development within the Coastal Slopes DPA requires a geotechnical assessment to ensure the proposed development is safe from slope stability issues on oceanfront slopes.

The owner provided a report completed by a geotechnical engineer, dated March 19, 2014, which included recommendations for safe development. Additionally, the owner provided a letter from a geotechnical engineer, dated October 28, 2017, which ensures the geotechnical conditions on the site are the same as in 2014 and that the report recommendations are still valid.

A Development Permit must be issued prior to issuance of a Building Permit.

Zoning Bylaw No. 310, 1987

The property is zoned R1 (Residential One) which allows one single-family dwelling, an auxiliary dwelling, a home office, a bed and breakfast and horticultural product sales. The parcel coverage is 35%.

Part 5, Section 601.4(1) of Bylaw 310 requires a 5-metre building setback from a front parcel line. The owner is requesting to relax the 5-metre front parcel line setback to 0 metres to enable building a new house in its current general location.

Part 5, Section 506(1)(a) of Bylaw 310 permits a 2 metre setback reduction for eaves to project beyond the face of a building on the front parcel line. The owner is requesting a 5 metre setback reduction (to enable building up to the property line) for eaves.

The Proposal

The owner is requesting to relax the 5 metre front parcel line setback to allow the following building and eave setbacks, as shown on the Site Plan below (Figure 5).

1. Vary section 601.4(1) to allow the following building setbacks:
 - a. 0.5 metres on front parcel line B
 - b. 2.0 metres on front parcel line C
 - c. 1.5 metres on front parcel line D
 - d. 3.5 metres on front parcel line E
2. Vary section 506(1)(a) to allow a 0 metre setback for eaves on front parcel lines A, B, C, D and E.

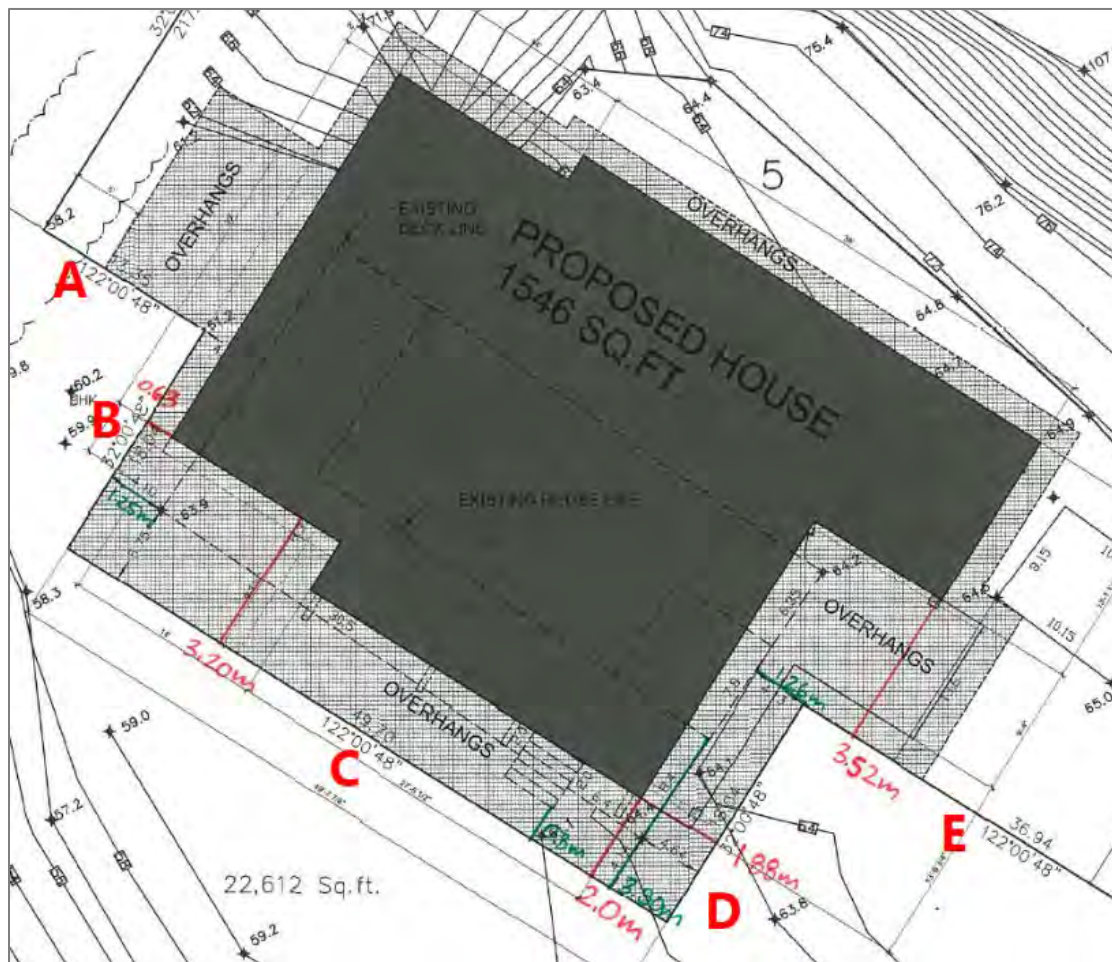


Figure 5: Site Plan as proposed – front parcel lines labeled A, B, C, D and E. Solid grey shows building footprint and the hatch shows overhangs up to the property line.

Consultation

The following table is a summary of referrals to date:

Referral	Comments
SCRD Building Department	Variance must be issued prior to approval of building permits.
Ministry of Transportation and Infrastructure	Referral sent October 5, 2017. No comments received. The applicant is waiting to receive a setback permit from MOTI.
Skwxwú7mesh Nation	Referral sent October 5, 2017. No comments received to date.
Elphinstone Advisory Planning Commission	Considered on October 25, 2017. Recommends support for issuance as proposed.
Neighbouring Property Owners/Occupiers	One letter of support One letter of no objection Two inquires noting concern about impacts to view One inquiry noting concern about geotechnical hazards, no objection. One inquiry requesting more details, no objection

After APC consideration, Staff notified neighbours within a 50-metre radius of the subject property on November 8, 2017, and November 21, 2017, as per the Planning and Development Fees and Procedures Bylaw 522 and Section 499 of the *Local Government Act*.

Two neighbours indicated concern over potential impacts to views if the eaves were closed in. An aerial image (Figure 6) of the subject property (in the middle) shows neighbouring houses on either side.

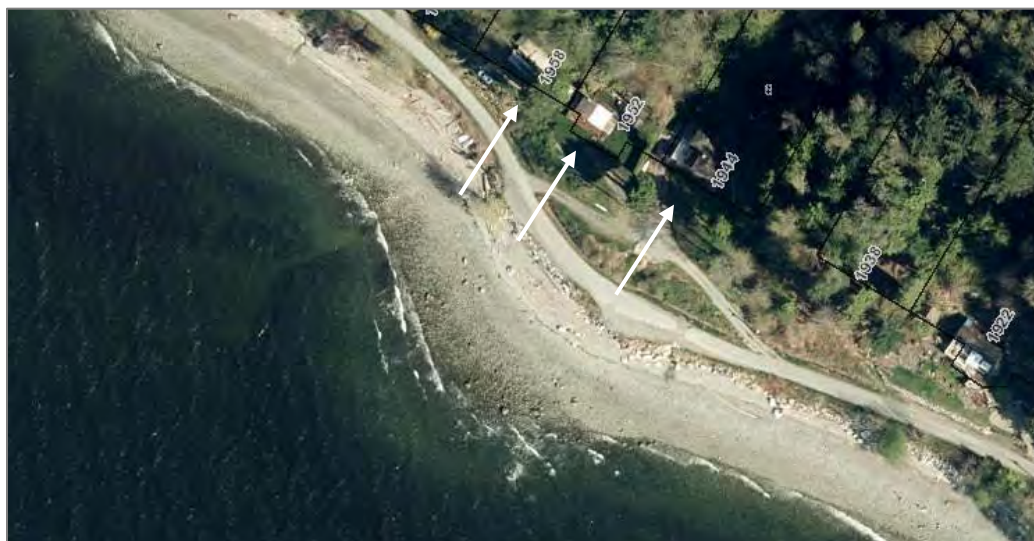


Figure 6: aerial image of subject property

Analysis

Given the building constraints on the property with the septic field on the east and geotechnical hazards from the steep slope behind the house and the consideration that a house has been in the general building location for decades, staff consider a variance request reasonable.

The existing house is located 3.8 metres from front parcel line C, with the deck sited 1.26 metres from front parcel line C.

The requested proposed house has a lower profile (one storey) than the existing (two storey) house. However, the building is also set closer to the front parcel line than the existing building.

Immediate neighbours do not have the same opportunity to build as far forward because the subject property received a 5.5 metre “addition” to the front parcel line. However, neither adjacent neighbour has a house as close to the bluff as the applicant.

A Development Permit with geotechnical engineering is required to build into the bluff, as proposed. Staff note that it is important to identify a safe building location as a result of this and the subsequent development permit process.

To protect encroachment into the side view corridors, Planning Staff recommends adjusting the proposed request by ensuring the eaves from the proposed house are not closer than 0.5 metres from the property line instead of 0 metres as requested.

Providing limits on the height and floor area of the new house is intended to maintain the character of the neighbourhood.

Options

Staff are providing three options to consider:

Option 1: Issue the permit with revisions to the proposal, shown on Attachment B.

This option would enable building a new house, similar to what has been requested, except with the eaves setback 0.5 metres from the property line instead of 0 metres as requested. The intent of this is to ensure immediate neighbour view corridors are not negatively impacted.

If issued, a development permit and building permits will be applied for.

To ensure the new-build meets the character of the neighbourhood and protects immediate neighbour views, the following conditions shall be included in the Permit:

1. Section 601.4(1) is varied to allow the following building setbacks:
 - a. 0.5 metres on front parcel line B
 - b. 2.0 metres on front parcel line C

- c. 1.5 metres on front parcel line D
- d. 3.5 metres on front parcel line E
- 2. Section 506(1)(a) is varied to allow the following eave setbacks:
 - a. 0 metres on front parcel lines A and B
 - b. 0.5 metres on front parcel lines C, D and E
- 3. The maximum height of the single family dwelling shall be 6 metres.
- 4. The maximum floor area for the single family dwelling shall be 185 square metres.

Staff recommends this option.

Option 2: Issue the permit as requested.

This would enable rebuilding a new house as requested in the proposal section above. If issued, a development permit and building permits will be applied for.

To ensure the new-build meets the form and character of the neighbourhood, Staff recommend including the following conditions in the Permit:

- 1. The maximum building height for the single family dwelling shall be 6 metres.
- 2. The maximum floor area of the single family dwelling shall be 185 square metres.
- 3. The single family dwelling must generally conform to the site plan (Figure 5) attached to and forming part of the Development Variance Permit.

Staff do not recommend this option.

Option 3: Deny the permit.

This would not enable the rebuild of a new house in the same location as the existing house. The house would be required to meet the 5-metre front parcel line setback. Staff do not recommend this option due to building constraints on the property.

Timeline for next steps or estimated completion date

A Board Resolution issuing or denying the Development Variance Permit will determine whether Building Permits may be obtained for the development as proposed. In addition to the Development Variance Permit, a Development Permit is required to ensure all geotechnical hazards are addressed.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The variance request is to relax the 5-metre front parcel line setback fronting Ocean Beach Esplanade to enable building a new house in the same general location as the existing house.

Given the building constraints on the property and the consideration that a house has been in place for decades, Staff recommends that DVP00025 be issued as per option 1, subject to conditions listed in the Recommendations.

Attachments

Attachment A – Variance Criteria and concept plans

Attachment B – Revisions to proposal

Attachment C – Draft Development Variance Permit

Reviewed by:			
Manager	X – A. Allen	Finance	
GM	X – I. Hall	Legislative	
CAO	X – J. Loveys	Other	

Variance Criteria:

All new development should meet the Regional District's applicable bylaw standards. A variance is considered only as a last resort. An application for a development variance permit should meet most, if not all, of the following criteria, in order to be considered for approval:

- ① The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw. Please elaborate how the requested variance meets this criteria:

I have a very small bdg area due to the mountain behind me. I purchased a small amount of road allowance and would require a setback in order to build a small place.

I need to keep an area behind structure clear to construct retaining wall & removal of any debris

- ② The variance should not adversely affect adjacent or nearby properties or public lands. Please elaborate how the requested variance meets this criteria:

I would basically be building on the same footprint as the existing structure & deck. Therefore there would be no impact upon the neighbors

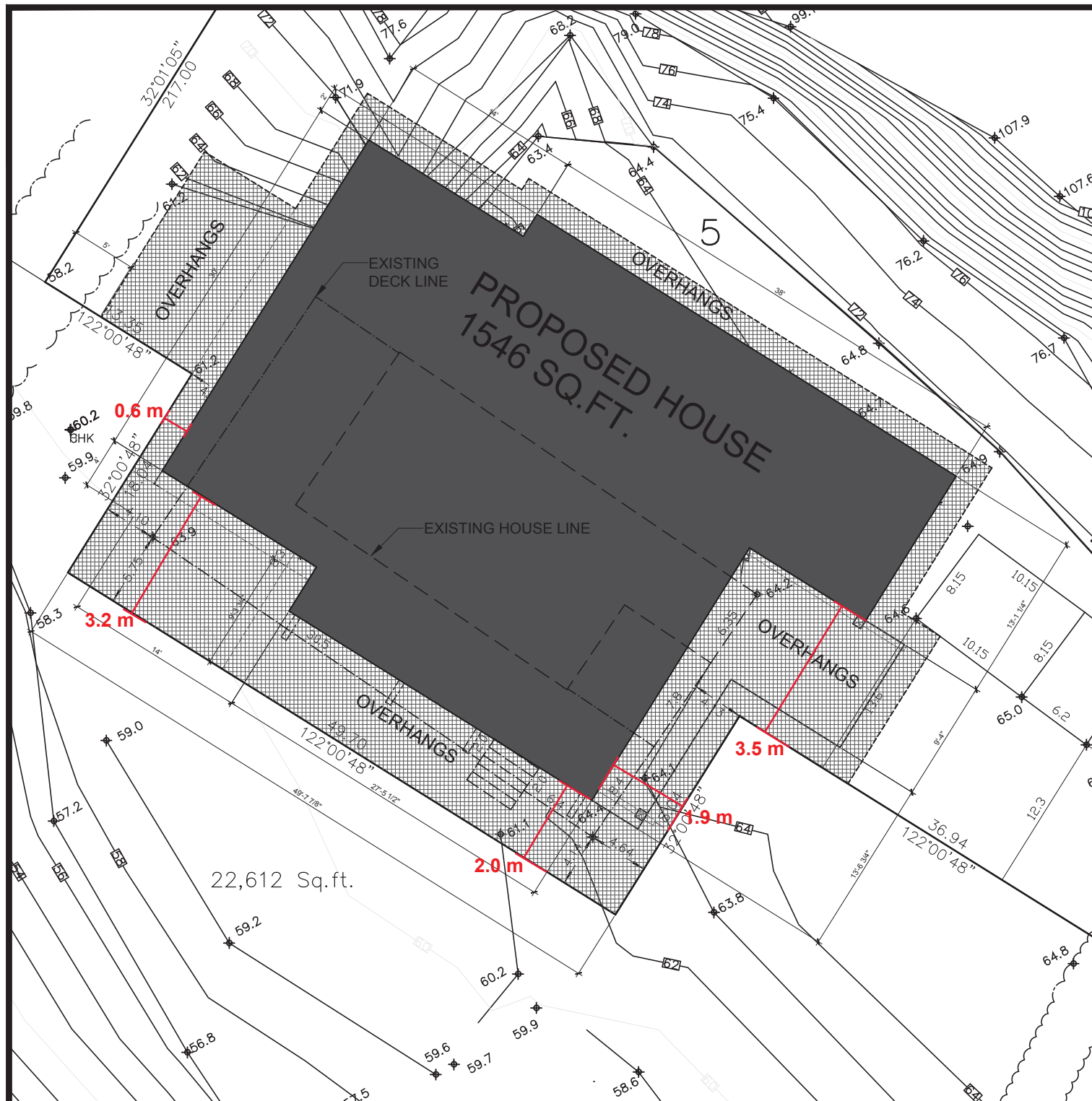
- ③ The variance should not be considered a precedent, but should be considered as a unique solution to an unusual situation or set of circumstances. Please elaborate how the requested variance meets this criteria:

A small bdg area

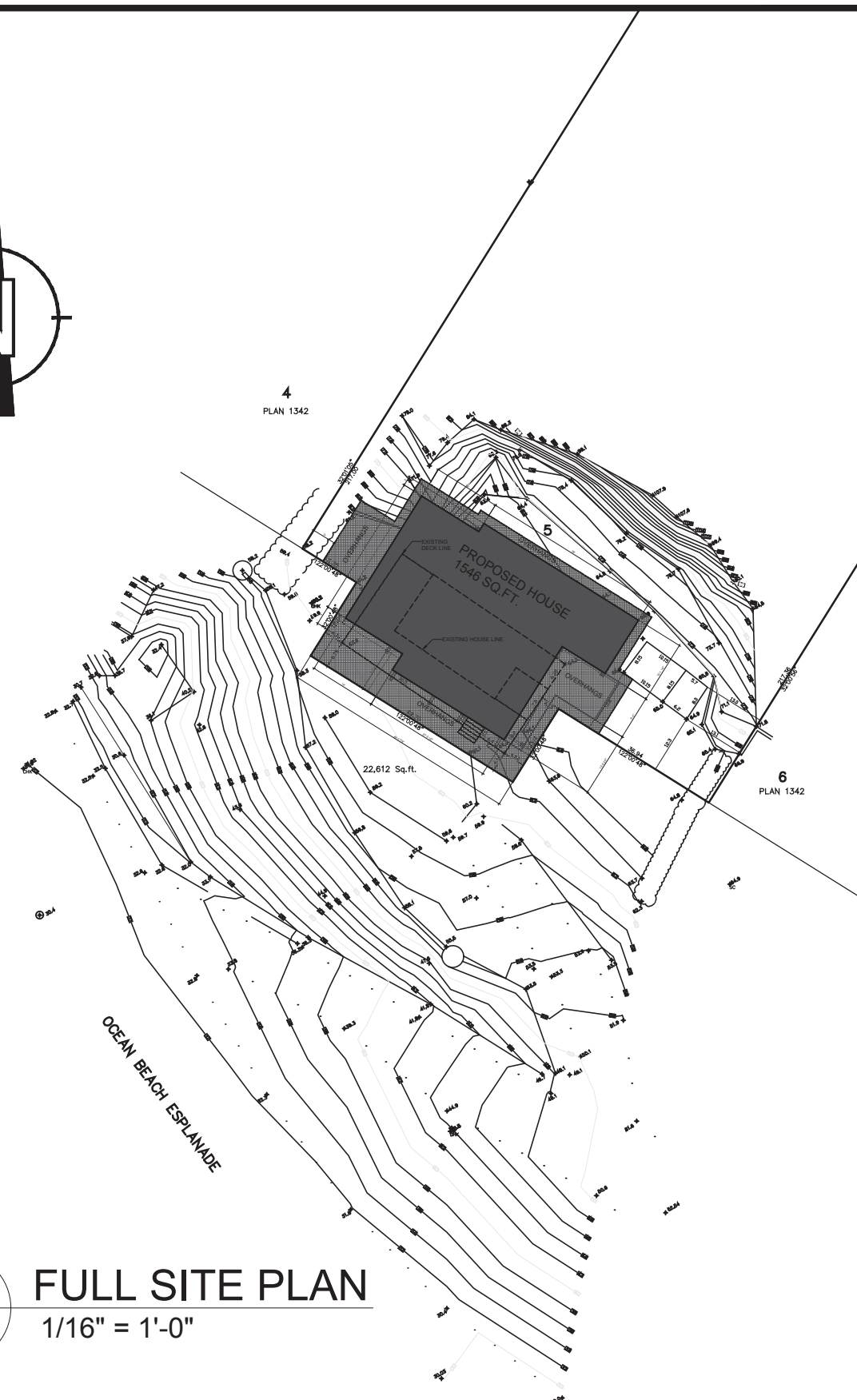
- ④ The variance represents the best solution for the proposed development after all other options have been considered. Please elaborate how the requested variance meets this criteria:

- ⑤ The variance should not negatively affect the natural site characteristics or environmental qualities of the property. Please elaborate how the requested variance meets this criteria:

I do not want to dig into bank behind structure
I would build a 12-14' wall to retain bank
& have room to get a machine in the future



PARTIAL SITE PLAN

$$3/16'' = 1'-0''$$


FULL SITE PLAN

$$1/16'' = 1'-0''$$

NOTES:

ALL CONSTRUCTION SHALL CONFORM TO
ALL APPLICABLE LOCAL CODES AND
BYLAWS. DESIGN OF FOUNDATION AND
FOOTINGS TO BE MODIFIED TO SUIT LOCAL
SOIL CONDITIONS AS REQUIRED.
DO NOT SCALE DRAWINGS. WRITTEN
DIMENSIONS SHALL TAKE PRECEDENCE.
STRUCTURAL DRAWINGS SHALL TAKE
PRECEDENCE.
CONFORMS TO 2012 BC BUILDING CODE

ADDRESS

1952 OCEAN BEACH
ESPLANADE, GIBSON,
B.C.

LEGAL ADDRESS

LOT A, DISTRICT LOT 906,
PLAN EPP61907, PID
030-186-811, GROUP ONE
NEW WESTMINSTER
DISTRICT

[illegible]

REVISIONS	
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PROJECT ENGINEER

SEAL

DATE _____



TAMLIN INTERNATIONAL HOMES CO. LTD.
26020 - 31B AVENUE
ALDERGROVE, B.C., CANADA V4W 2Z6
PHONE: (604) 856-1190 FAX: (604) 856-1193

PROJECT NO.

CUSTOMER

ROB BONE

SHEET TITLE

SITE PLAN

DATE	NOV 17, 2017
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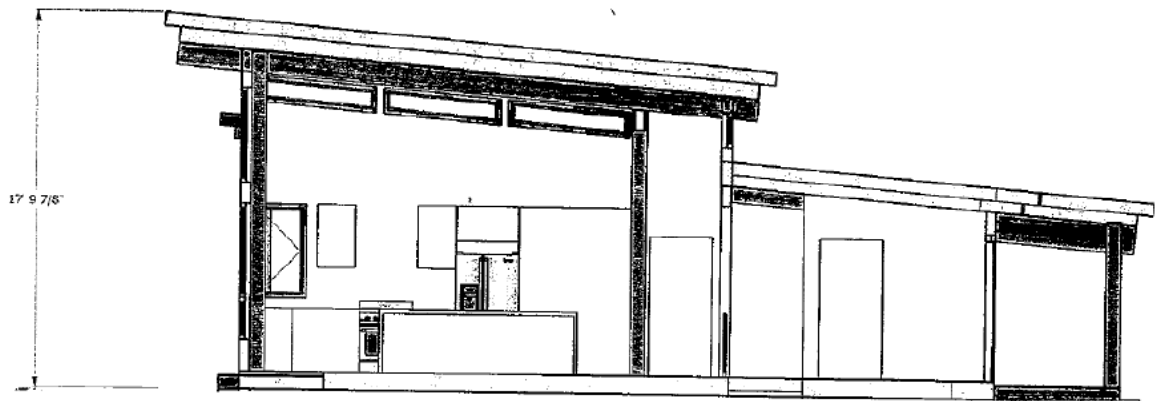
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DRAFT

**SUNSHINE COAST REGIONAL DISTRICT
DEVELOPMENT VARIANCE PERMIT
DVP00025**

TO: Rob Bone

ADDRESS: 1952 Ocean Beach Esplanade, Elphinstone

This Development Variance Permit is issued subject to compliance with all of the Bylaws of the Sunshine Coast Regional District applicable thereto, except those specifically varied or supplemented by this Permit.

This Development Variance Permit applies to those lands within the Sunshine Coast Regional District described below:

Legal Description: LOT A DISTRICT LOT 906 NEW WESTMINSTER
DISTRICT GROUP 1 PLAN EPP61907

P.I.D.: 030-186-811

Civic Description: 1952 Ocean Beach Esplanade, Elphinstone

The lands described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.

This Development Variance Permit is issued pursuant to Section 498 of the *Local Government Act* for the purpose of building a single-family dwelling on those lands described herein, and Sunshine Coast Regional District (Electoral Area E) Zoning Bylaw No. 310, 1987 is specifically varied as follows, as shown on the site plan attached to and forming part of this permit:

To vary the front parcel line setback, as required in Section 601.4(1) of Zoning Bylaw 310, 1987, as follows:

1. Section 601.4(1) is varied from 5 metres to allow the following building setbacks:
 - a. 0.5 metres on front parcel lines B and D
 - b. 3.8 metres on front parcel line C
 - c. 3.5 metres on front parcel line E

To vary the siting of eaves, as outlined in Section 506(1)(a) of Zoning Bylaw 310, 1987, as follows:

2. Section 506(1)(a) is varied to allow the following eave setbacks:
 - a. 0 metres on front parcel line A, B and D
 - b. 0.5 metres on front parcel line C
 - c. 1.5 metres on front parcel line E

This Development Variance Permit is not a Building Permit. No construction shall commence without prior written consent of the Building Inspector.

If the Permittee does not commence the development permitted by this Permit within two (2) years of the date of this permit, this Development Variance Permit shall lapse.

This Development Variance Permit is issued subject to compliance with the following terms and conditions:

GENERAL CONDITIONS:

- (1) The maximum building height for the single family dwelling shall be 8.5 metres.
- (2) The maximum floor area for the single family dwellings shall be 250 square metres.
- (3) Adhere to the design specified in the site plan, attached to and forming part of this permit as Appendix A.
- (4) Adhere to the guidelines and recommendations in the report prepared by Western Geotechnical Consultants Ltd, attached to and forming part of this permit as Appendix B and dated March 19, 2014.

Except as specifically provided above, this Development Variance Permit in no way relieves the owner or occupier of the responsibility of adhering to all other legislation of responsible authorities, which may apply to the land.

AUTHORIZING RESOLUTION NO. ### PASSED BY THE SUNSHINE COAST REGIONAL DISTRICT BOARD THE ##TH DAY OF MONTH, YEAR.

ISSUED THIS ##TH DAY OF MONTH, YEAR.

Ms. Angie Legault, Corporate Officer
SUNSHINE COAST REGIONAL DISTRICT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 14, 2017

AUTHOR: Ian Hall, General Manager, Planning and Community Development

SUBJECT: GAMBIER HARBOUR FLOAT REPLACEMENT – VALUE ADD OPPORTUNITIES

RECOMMENDATION(S)

THAT the report titled Gambier Harbour Float Replacement – Value Add Opportunities be received;

AND THAT the Gambier Harbour Float Replacement project be increased to \$107,758 through additional funding of \$8,164 from Ports [345] 2017 base operating budget;

AND FURTHER THAT the 2017-2021 Financial Plan be amended accordingly.

BACKGROUND

On February 23, 2017 the Board directed Staff to proceed with the Gambier Harbour Float Replacement project using an approved budget of \$99,594. The project would see the main float (approximately 20m x 4m) at Gambier Harbour, which is at end of life, replaced with a steel pontoon float.

In the spring and summer of 2017, design and engineering work for this project was completed. In fall 2017, the Ports Monitors (POMO) committee provided feedback on the design which has been incorporated into the revised design, which is now ready for construction.

Through the design process, two value-added opportunities have been identified. As these opportunities come at a cost, and as this budget amendment would cause the project cost to exceed \$100,000, Board direction and approval is required, per SCRD Delegation By-law No. 532 and Purchasing Policy.

DISCUSSION

Foam Filling of pontoons

Both the contracted constructor and the reviewing engineer have identified that the reliability and anticipated useful life of the float could be extended by filling the steel pontoons with expanded foam. Such a filling prevents the ingress of water from minor leaks/perforations that might emerge over decades of use and thus provides more durable and reliable flotation. Because the foam is encased in a welded steel pontoon, the risk of negative environmental impacts is considered negligible. Appropriate reuse, recycling or disposal would take place at the end of the float's life. Foam filling was not included in the project scope of work.

Degradation of flotation is a significant vulnerability of dock floats. Foam filling will provide greater assurance that if something untoward happens (like a pinhole or a crack or a boat impact) that the structure continues to float and does not end up listing badly or sinking to the bottom.

This option is recommended and would add \$7,122 to the project budget. Proceeding with this option will not impact project timelines.

Trial of Anti-slip Grip Strips

This opportunity was suggested by members of POMO and involves the installation of metal/rubber composite grip strips on the float.

POMO has identified that the SCRD's typical anti-slip material (asphalt roofing roll) requires frequent maintenance (replacing/resetting nails, replacing material as it wears and tears), has a useful life of just 1-2 years and presents a risk of pieces of asphaltic material entering the ocean as the material degrades. On members' specific recommendation, SCRD would trial two versions of anti-slip grip strips and seek community feedback on performance while monitoring maintenance requirements. If successful, the material(s) could become a new SCRD standard.

Anti-slip covering was not included in the project scope of work. This was perhaps an omission at the time scope was developed, or it was intended to be installed during routine maintenance activities conducted outside the scope of the project.

The cost of this option offsets a future requirement to install anti-slip (estimated at \$500 for asphalt roof roll). As an essential component of the float, it is appropriately included in the project. If successful, this alternative material is anticipated to reduce future maintenance costs.

This option is recommended and would add \$1,042 to the project budget. Proceeding with this option will not impact project timelines.

Financial Implications

Funding to proceed with either or both of these opportunities is available within the current Ports [345] base budget. The Financial Plan would be amended to reflect the revised project budget.

Timeline for next steps or estimated completion date

Construction and installation of the replacement float will be completed by March 31, 2018.

Communications Strategy

If approved, the grip strip trial would be communicated to dock users through signage and email list, with feedback invited.

STRATEGIC PLAN AND RELATED POLICIES

Prudent investments to enhance useful life of assets; and innovation in design to reduce maintenance both contribute to the Strategic Priority of Ensure Fiscal Sustainability.

Consulting community/considering community input contributes to the Strategic Priority of Facilitate Community Development.

CONCLUSION

Two value-added opportunities have been identified through the design phase of the Gambier Harbour Float Replacement project: foam filling of pontoons and use of grip strips. These options would add \$7,122 and \$1,042 respectively to the current project budget of \$99,594, for a total of \$107,758. Staff recommend proceeding with both opportunities; funding is available from current Ports [345] base budget.

Reviewed by:			
Manager		CFO	X - T.Perreault
GM	X - I. Hall	Legislative	
CAO	X – J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee - December 14, 2017

AUTHOR: Andrew Allen, Manager, Planning and Development

SUBJECT: NAMING OF JOHN PHARE LAKE

RECOMMENDATIONS

THAT the report titled Naming of John Phare Lake be received;

AND THAT SCRD confirm with the District of Sechelt their intention to make a formal application for naming of a geographical feature;

AND THAT the Board write a letter of support to name John Phare Lake to be included in a formal submission to the Geographical Names Office Heritage Branch of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development pursuant to British Columbia's Geographical Naming Principles, Policy and Procedures;

AND FURTHER THAT the Board's letter indicate support for an exemption from Use of Personal Names Policy E: Geographical features are not named to commemorate the victim(s) or to mark the location of mishaps, accidents or tragedies to enable this proposed name change to occur.

BACKGROUND

In 2015 local forestry worker John Phare lost his life in the vicinity of the un-named lake locally known as Wormy Lake assisting in the efforts to contain the Old Sechelt Mine Wildfire. In 2016 the District of Sechelt Council passed a resolution supporting the naming of this lake to John Phare Lake to commemorate the memory of John Phare. Staff are also aware of community interest to support the naming of the lake.

The lake is located within Electoral Area B, however it is not within a regional district park or land directly owned or controlled by SCRD. It is within the SCRD boundary but not specifically within an area of SCRD influence or control.

Applications to name geographic features must be made to the Provincial government and specifically to the Geographical Names Office Heritage Branch of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development pursuant to British Columbia's Geographical Naming Principles, Policy and Procedures. An application may come from an individual or local government and the District of Sechelt has expressed interest in pursuing the application.

A letter of support from SCRD can strengthen the application and potentially expedite the request. The Geographical Names Office Heritage Branch may choose to conduct additional consultation with SCRD, District of Sechelt, *shíshálh* nation and other groups with interests in the area. The review and approval process rests with the Geographical Names Office Heritage Branch.

DISCUSSION

The Geographical Names Office Heritage Branch has a policy respecting place name changes titled "British Columbia's Geographical Naming Principles, Policy and Procedures". This outlines the approval process for selecting place names. There is a section in the policy pertaining to use of personal names and this section states that geographical features are not named to commemorate victims or to mark the location of mishaps, accidents or tragedies. It therefore appears that the suggested name change is not consistent with this policy.

Should the Board choose to write a letter of support to be included in a future name change application the Board could include a request for the Geographical Names Office Heritage Branch to waive this section of the policy. The policy is available on the internet at the following web link: https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/our-history/historic-places/documents/heritage/geog_naming_policy_2017.pdf

The following statement from the policy is important for the future applicant to consider when preparing an application package:

"Underlying the naming process is the recognition that not all features need a name at this time; to preserve and enhance the aesthetic appeal of wilderness areas in the province, and to allow future generations the opportunity and privilege to name landscape features, proponents are asked not only to explain the significance and meaning of the proposed name, but also to provide a valid reason for naming the particular feature."

If an application is made to officially name the lake John Phare Lake attention must be given to the existing policy and justification given to the importance and overall support from the community for the name.

STRATEGIC PLAN AND RELATED POLICIES

Facilitate Community Development: Collaborate with community groups and organizations to support their objectives and capacity.

CONCLUSION

District of Sechelt has expressed interest in seeking to name the lake un-officially known as Wormy Lake by officially naming it John Phare Lake. SCRD should confirm the District of Sechelt's intention to apply. Once confirmed, in advance of an application to the Geographical Names Office Heritage Branch SCRD Board may choose to write a letter of support. Such a letter can be submitted with a formal application and may serve to strengthen an application.

Reviewed by:			
Manager	X - A. Allen	Finance	
GM	X - I. Hall	Legislative	
CAO	X - J. Loveys	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 14, 2017

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017 and Zoning Amendment Bylaw No. 310.167, 2017 for a Camping and Temporary Accommodation Establishment – Consideration for Third Reading

RECOMMENDATIONS

1. THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017 and Zoning Amendment Bylaw No. 310.167, 2017 for a Camping and Temporary Accommodation Establishment – Consideration for Third Reading be received;
 2. AND THAT the Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017 be forwarded to the Board for Third Reading;
 3. AND THAT the Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.167, 2017 as further amended to prohibit cooking and sanitary facilities in the sleeping cabins and forbid any person from occupying any cabins for more than ten days in any calendar month be forwarded to the Board for Third Reading;
 4. AND FURTHER THAT prior to consideration of adoption of Bylaw No. 641.6, 2017 and Bylaw No. 310.167, 2017 the following condition be met:
 - a. The subject property owner obtains a Provincial water license under the *Water Sustainability Act* for all uses on the subject property including the proposed temporary accommodation facilities.
-

BACKGROUND

On November 9, 2017 the Board adopted the following resolution:

Recommendation No. 1 *Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017 and Zoning Amendment Bylaw No. 310.167, 2017*

The Planning and Community Development Committee recommended that the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.6, 2017 and Zoning Amendment Bylaw No. 310.167, 2017 for a Camping and Temporary Accommodation Establishment – Public Hearing Report and Consideration for Third Reading be received;

AND THAT staff report to the December 14, 2017 Planning and Community Development Committee meeting to clarify intent of the bylaw amendment wording “to limit the temporary use of sleeping cabins to not more than 15 consecutive days in any calendar month”.

In response to this resolution, this report provides clarification on how the zoning amendment bylaw can be revised to more effectively regulate temporary accommodation for the sleeping cabins.

DISCUSSION

Through the previous public consultation process and Planning and Community Development Committee meetings, it has become clear that the main concern surrounding the proposed sleeping cabins in the forested area of upper Roberts Creek is the possibility of their becoming long-term housing and how to prevent this from happening.

First of all, this can be addressed by the current Zoning Bylaw (Bylaw No. 310, 1987). Under the Zoning Bylaw, up to 4 dwellings are permitted on the subject property with a size of 4.2 hectares. With one dwelling already existing on the property, no more than 3 additional dwellings are permitted, whether by conversion of sleeping cabins or by constructing new buildings.

To further inhibit the sleeping cabins from being used for long-term accommodation and provide more definitive regulation for the zoning amendment bylaw, rather than simply limiting the temporary use of sleeping cabins to not more than 15 consecutive days in any calendar month, the following special regulations are recommended.

1. *No cooking or sanitary facilities shall be contained within any sleeping cabin.*

This regulation will eliminate kitchen and bathroom facilities within the cabins, making long-term stay difficult and less attractive. The applicant does not intend to provide indoor plumbing or electrical connection in the cabins; instead, a common cooking pavilion and a few outdoor showers and composting toilets will be provided outdoors. This regulation would inhibit future conversion of the cabins for long-term accommodation.

2. *No person shall occupy any sleeping cabins for transient accommodation for more than 10 days in any calendar month.*

This regulation will prevent any person from staying in any cabin (one or more than one) for more than 10 days, consecutively or cumulatively in any calendar month. The maximum duration of continual stay can be 20 consecutive days if a person chooses to stay for the last 10 days of a month and the first 10 days of the next. Nevertheless this does not constitute long-term accommodation.

Summary of Bylaw Revision

The following is the recommended revision to the Zoning Amendment Bylaw (Attachment B). No revision is recommended for the OCP Amendment Bylaw (Attachment A).

Site Specific Uses

1011.10 A maximum of 10 sleeping cabins are permitted on Block 2 District Lot 3380 Plan 4341, subject to the following regulations:

1. No cooking or sanitary facilities shall be contained within any sleeping cabin.
2. No person shall occupy any sleeping cabin for transient accommodation for more than 10 days in any calendar month.

STRATEGIC PLAN AND RELATED POLICIES

The following SCRDC Strategic Plan objectives and success indicators relate to the subject of this report:

- Incorporate land use planning and policies to support local economic development.
- Collaborate with community groups and organizations to support their objectives and capacity.
- Create and use an “environmental lens” for planning, policy development, service delivery and monitoring.

The subject of this report is also aligned with the following land use principles of the Regional Sustainability Plan: ‘We Envision’ for the Sunshine Coast:

- We envision a continued vitality in the urban-wild dynamic, unique to our region, through the conservation and enhancement of biodiversity, natural spaces, parks and recreation opportunities for all residents.

CONCLUSION

This report discusses how the concerns regarding the temporary use of the proposed sleeping cabins can be addressed by more definitive zoning amendment bylaw regulations as recommended.

Staff recommend that the amended Bylaws be presented to the Board for third reading, and the recommended condition be met before consideration of adoption of the Bylaws.

Attachments

Attachment A – OCP Amendment Bylaw 641.6, 2017

Attachment B – Zoning Amendment Bylaw 310.167, 2017 (amended for third reading)

Reviewed by:			
Manager	X – A. Allen	Finance	
GM	X – I. Hall	Legislative	
CAO	X – J. Loveys		

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

12TH DAY OF SEPTEMBER, 2017

READ A THIRD TIME this

DAY OF MONTH YEAR

ADOPTED this

DAY OF MONTH YEAR

Corporate Officer

Chair

SUNSHINE COAST REGIONAL DISTRICT

BYLAW No. 310.167

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

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 the *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.167, 2017*.

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 1011.9:

Site Specific Uses

1011.10 A maximum of 10 sleeping cabins are permitted on Block 2 District Lot 3380 Plan 4341, subject to the following regulations:

1. No cooking or sanitary facilities shall be contained within any sleeping cabin.
 2. No person shall occupy any sleeping cabins for transient accommodation for more than 10 days in any calendar month.
3. Schedule A of Zoning Bylaw No. 310, 1987 is hereby amended by rezoning Block 2 District Lot 3380 Plan 4341 from “RU1 Zone (Rural One)” and “RU2 Zone (Rural Two)” to “RU2 Zone (Rural Two)”, as depicted on Appendix ‘A’ to this bylaw.

PART C – ADOPTION

READ A FIRST TIME this 27TH DAY OF APRIL, 2017

READ A SECOND TIME this 27TH DAY OF JULY, 2017

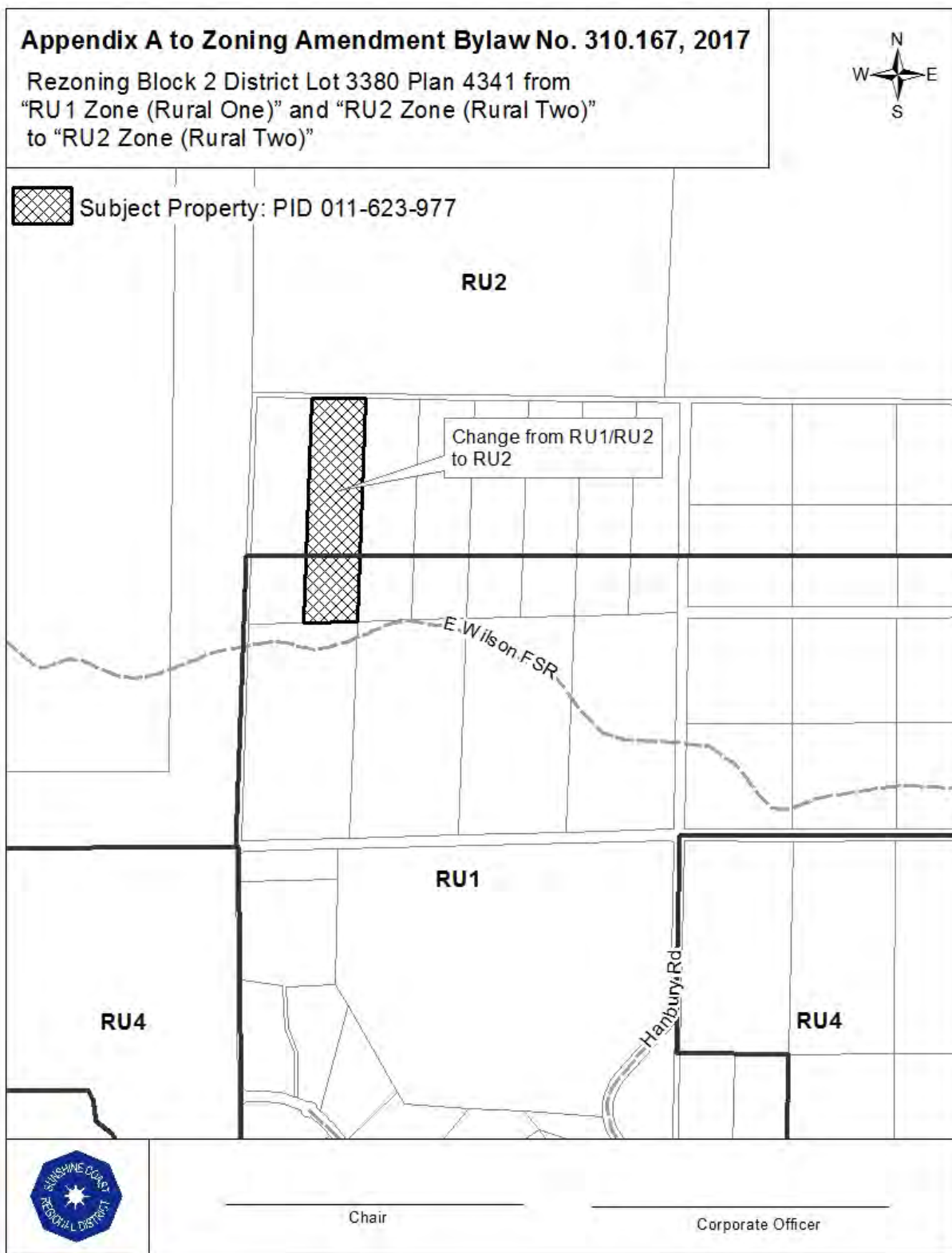
PUBLIC HEARING HELD PURSUANT TO
THE *LOCAL GOVERNMENT ACT* this 12TH DAY OF SEPTEMBER, 2017

READ A THIRD TIME this DAY OF MONTH YEAR

ADOPTED this DAY OF MONTH YEAR

Corporate Officer

Chair



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 14, 2017

AUTHOR: Yuli Siao, Senior Planner

SUBJECT: **ELPHINSTONE OCP AMENDMENT BYLAW NO. 600.5, 2017 (OCEAN BEACH ESPLANADE POLICIES) – PUBLIC HEARING REPORT AND CONSIDERATION FOR THIRD READING AND ADOPTION**

RECOMMENDATIONS

THAT the report titled Elphinstone OCP Amendment Bylaw No. 600.5, 2017 (Ocean Beach Esplanade Policies) – Public Hearing Report and Consideration for Third Reading and Adoption be received;

AND THAT the Elphinstone Official Community Plan Amendment Bylaw No. 600.5, 2017 as amended be forwarded to the Board for Third Reading and Adoption.

BACKGROUND

On October 12, 2017, the SCRD Board adopted the following Resolution:

271/17 **Recommendation No. 10** *Elphinstone OCP Amendment Bylaw No. 600.5, 2017 (Ocean Beach Esplanade Policies) - Consideration for Second Reading and Public Hearing*

THAT the report titled Elphinstone OCP Amendment Bylaw No. 600.5, 2017 (Ocean Beach Esplanade Policies) – Consideration for Second Reading and Public Hearing be received;

AND THAT the revised *Elphinstone Official Community Plan Amendment Bylaw No. 600.5, 2017* be forwarded to the Board for Second Reading;

AND THAT *Elphinstone Official Community Plan Amendment Bylaw No. 600.5, 2017* is consistent with the SCRD's 2017-2021 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT a Public Hearing to consider *Elphinstone Official Community Plan Amendment Bylaw No. 600.5, 2017* be scheduled for 7:00 pm, October 18, 2017, at Chaster House, located at 1549 Ocean Beach Esplanade, Elphinstone;

AND FURTHER THAT Director Lebbell be delegated as the Chair and Director Lewis be delegated as the Alternate Chair for the Public Hearing.

Following the second reading of the bylaw, a public hearing was held on October 18, 2017. This report summarizes comments received from the public hearing, and recommends amendments to the Bylaw which will be forwarded to the Board for Third Reading and Adoption.

DISCUSSION

Public Hearing Summary

Six area residents attended the public hearing. The Public Hearing Report can be found in Attachment A. Some attendees of the meeting asked the SCRD to consider revising parts of the Bylaw to permit redevelopment or renovation of encroaching structures of different conditions, while others requested protection of public access to the beach and improvement of maintenance of the esplanade. No written submissions were received prior to the closing of the public hearing. The following is a summary of key issues and options to proceed.

Encroaching structures of various conditions

A few residents ask the SCRD to consider allowing encroaching structures of conditions other than being substantially damaged or destroyed. It is too difficult to define and validate what is considered substantially damaged. Not all encroaching structures along the Esplanade are substantially damaged or destroyed. Some may be old or unsightly but remain functional and safe. If they are allowed to be restored, it will provide an incentive for property owners to rebuild and renovate them and that will help to enhance the property and the adjacent streetscape.

Staff consider this request reasonable and it has the benefit of providing an opportunity to improve structures of varying conditions. However, the originally recommended guidelines for redeveloping encroaching structures and features should still apply. Property owners should still first explore all possibilities of relocating such structures entirely or partially back onto the property, and only after exhausting all possibilities should they consider making a road closure or encroachment permit application. The priority for road closure consideration should still be placed on the principal dwelling, with other auxiliary structures or features to be accommodated by encroachment or setback permits.

And most importantly, the approval by MOTI for road closure or encroachment or setback permit must be in place before any development proposal can be considered by the SCRD.

Criteria for redevelopment

One resident considers that the criteria for redevelopment are too restrictive and the requirement for technical studies of the impacts of sea level rise and major earthquakes on the subject property and adjacent public space is too onerous and costly for the property owner.

The requirements to confine redevelopment to the original footprint and height and limit on-street parking are consistent with MOTI guidelines, and are necessary and important for preventing further encroachments. The technical studies are important for ensuring the function and safety of any proposed development, and are requirements for the existing development permit areas. These studies are especially critical for the coastal areas of southern British Columbia that are prone to global sea level rise and major earthquakes. It cannot be ignored that the high risk of sea level rise and major earthquake is well recognized by the provincial government and scientific community. As the property owner must take responsibility for the acquired road closure and redevelopment, the costs of these studies should be borne by the owner.

Beach access and maintenance

With respect to concerns regarding beach access and maintenance of the Esplanade, as discussed in the September staff report, these are under the domain of MOTI and not directly related to the proposed OCP amendment bylaw. The SCRD's interest in the Esplanade's beaches is limited to Chaster Park.

Proposed amendments to the bylaw

Bases on the above analysis, it is recommended that a number of amendments be made to the Bylaw (Attachment B). A number of text changes are also recommended to enhance the clarity, conciseness and coherence of the policies. The changes are highlighted by the strike-out text (to be deleted) and underlined text (to be added) below.

2. Restoration or rebuilding of existing ~~substantially damaged or destroyed~~ structures, or features including but not limited to parking pads, driveways, decks, patios, retaining walls and landscaping that are encroaching onto the public right-of-way is permitted only if a road closure or an encroachment or setback permit has been granted by the Ministry of Transportation and Infrastructure and it can be determined through a development permit that there are no other feasible locations on the property for these structures or features, and the redevelopment can be safely carried out without negative impact on the function, safety, use and appearance of the adjacent public space.
3. The following guidelines shall be used to guide the Regional District's response to referrals by the Ministry of Transportation and Infrastructure concerning road closure and encroachment and setback permit applications to facilitate redevelopment of structures or features encroaching onto the Ocean Beach Esplanade. However, it is recognized that the final decision on these applications rests solely with the Ministry of Transportation and Infrastructure.
 - (a) Road closure should be considered for the encroaching principal dwellings only. Encroachment or setback permits may be considered for auxiliary structures and other features, including but not limited to parking pads, driveways, decks, patios, retaining walls and landscape features.
 - (b) Wherever possible, the redevelopment of an existing structure or feature should incorporate parts of the parent parcel and be designed to minimize the area necessary for road closure or encroachment ~~and the need for additional features on the road right-of-way including but not limited to auxiliary buildings, parking structures or pads, driveways, decks, patios, retaining walls, landscape features.~~
 - (c) The area proposed for road closure should be limited to the footprint of the existing principal dwelling plus a 1-metre buffer around the footprint.
4. The following guidelines shall be used in evaluating development permit applications for structures or features encroaching onto the Ocean Beach Esplanade.
 - (a) Restoration or rebuilding of existing ~~substantially damaged or destroyed~~ structures or features should be limited to the original footprint and height ~~and massing~~.

- (b) The redevelopment should help to enhance the safety of all users of the Esplanade (including motorists, cyclists and pedestrians). Design of buildings and landscape features should consider proper vehicle turning radius and driveway visibility and slope and limit private parking on the road right-of-way.
- (c) Architectural and/or landscaping design plans should accompany the development permit application illustrating how the development can fit into the surrounding environment, and complement the private and public space along the Esplanade.
- (d) Geotechnical and environmental reports prepared by qualified professionals must be submitted with the development permit application confirming that the redevelopment is safe from landslide, erosion and flood hazards, and has no negative impact on the drainage and natural environment in the surrounding areas and technical functions and safety of the adjacent public right-of-way.
- (e) The geotechnical reports must consider the impacts of major earthquakes on the subject properties and adjacent road right-of-way and provide recommendations on damage mitigation and risk prevention measures. The environmental reports must consider future sea level rise and its potential impacts on the subject properties and adjacent road right-of-way and provide recommendations on damage mitigation and risk prevention measures.

STRATEGIC PLAN AND RELATED POLICIES

The following SCRD Strategic Plan objectives and success indicators relate to the subject of this report:

- Incorporate land use planning and policies to support local economic development.
- Collaborate with community groups and organizations to support their objectives and capacity.
- Create and use an “environmental lens” for planning, policy development, service delivery and monitoring.

CONCLUSION

Through the public hearing, several comments were made by area residents concerning the proposed bylaw. Staff consider it reasonable and beneficial to expand the permission of redevelopment to encroaching structures of other conditions subject to the same rigorous criteria as previously reviewed, and recommend making several amendments to the Bylaw to reflect this change and enhance clarity and consistency of the text.

Staff recommend that the revised Bylaw be presented to the Board for Third Reading and Adoption.

Attachments

Attachment A – Public Hearing Report

Attachment B – OCP Amendment Bylaw 600.5 (amended) for Third Reading

Reviewed by:			
Manager	X – A. Allen	Finance	
GM	X – I. Hall	Legislative	
CAO	X – J. Loveys		

Attachment A Public Hearing Report

SUNSHINE COAST REGIONAL DISTRICT

REPORT OF A PUBLIC HEARING HELD AT
CHASTER HOUSE
1549 Ocean Beach Esplanade, Elphinstone, BC
October 18, 2017

Elphinstone Official Community Plan Amendment Bylaw No. 600.5, 2017

PRESENT:	Chair, Area D Director Alternate Chair, Area E Director	M. Lebbell L. Lewis
ALSO PRESENT:	Senior Planner Recording Secretary Members of the Public	Y. Siao A. Ruinat 6

CALL TO ORDER

The public hearing for *Elphinstone Official Community Plan Amendment Bylaw No. 600.5, 2017* was called to order at 7:00 pm.

M. Lebbell, Chair

The Chair introduced staff in attendance and read prepared remarks with respect to the procedures to be followed at the public hearing. The Chair then indicated that following the conclusion of the public hearing the SCRD Board may, without further notice or hearing, adopt or defeat the bylaw or alter and then adopt the bylaw providing the alteration does not alter the use or increase the density. He then asked Yuli Siao, Senior Planner, Planning & Development, to introduce *Elphinstone Official Community Plan Amendment Bylaw No. 600.5, 2017*.

PURPOSE OF BYLAW

Yuli Siao, Senior Planner, SCRD Planning and Development began by reviewing the bylaw amendment process to date. The proposed bylaw received First Reading on April 27, 2017. A public information meeting was held on June 29, 2017. The bylaw was referred to the following agencies: Elphinstone Advisory Planning Commission, Ocean Beach Esplanade Stewardship Committee, Elphinstone Electors Community Association, Skwxwú7mesh Nation and the Ministry of Transportation and Infrastructure. The bylaw received Second Reading on October 12, 2017. Following the Public Hearing, a staff report on the hearing and recommendations will be provided to the SCRD Planning and Community Development Committee.

The Senior Planner summarized the comments received to date regarding the proposed bylaw:

Support for the bylaw: Solve longstanding problem of inflexibility

Concerns for the bylaw: Vehicle speeding, Traffic congestion, Un-authorized encroachment, Overgrown road side, Illicit parking / camping, Lack of signage, Damage to vegetation, Un-maintained trails, Flooding, Shoreline erosion.

The concerns for the bylaw are themed by the maintenance and control of Ocean Beach Esplanade and public demand for stronger presence of government. The Province and Ministry of Transportation and Infrastructure have jurisdiction over road maintenance, road closure and encroachment permits and the rest of the esplanade and foreshore. The SCRD only owns the property of Chaster House and Chaster Park.

The control and measures of the SCRD include the Development Permit process (slope stability, coastal flooding, riparian vegetation, fish habitat) and Tree Cutting Permit process.

The intent of the OCP amendment is to fix inflexibility of existing policies. The OCP amendment provides an opportunity to restore damaged and encroaching structures and lays out criteria on redevelopment. The OCP amendment does not intend to guide improvement of the esplanade nor control maintenance of the esplanade.

The OCP bylaw amendment was revised for Second Reading as follows:

- Restructured to clarify the roles of SCRD and MOTI
- Permission of redevelopment of encroaching properties subject to conditions
- Guidelines for response to MOTI referrals of road closure and encroachment permits
- Guidelines for evaluating development permits for restoration of damaged and encroaching structures

Guidelines for Responses to MOTI referrals of road closure and encroachment permits:

- a) Limit to Principal dwelling
- b) Incorporate parent parcel
- c) 1m buffer

Guidelines for evaluating development permits for restoration of damaged and encroaching structures:

- a) Limit to original footprint
- b) Vehicle turning
- c) Slope
- d) Geotechnical report and environment report
- e) Consider impact and mitigation

The Approval Process will require two government agency processes. Property owners apply to MOTI for a Road Closure (purchasing portion of public road); Encroachment permit; Setback permit. MOTI send the referral to SCRD for comments. SCRD process is to provide a response to MOTI referrals, review Development permit and Variance where applicable.

The Senior Planner noted that there were no public submissions received prior to the Public Hearing.

The Chair called a first time for submissions.

PUBLIC SUBMISSIONS

Rob Bone

1952 Ocean Beach Esplanade

Requested clarification regarding a specific property map referenced in the presentation. Stated that what would be proposed would not be possible, due to the mountain behind the property. The Ministry of Transportation and Infrastructure's policy is restoration of principal dwelling. The bylaw wording of "restoration of substantially damaged or destroyed structures" would be problematic for restoration of dwellings that are old and not in very good condition. Expressed concern about the difficulty for property owners to restore or rebuild dwellings that are not "substantially damaged or destroyed". Suggestion for alternative wording to align with MOTI policy of "restoration of principal dwelling".

Bob Morris
1922 Ocean Beach Esplanade

Expressed concern that the bylaw wording may create challenges for property owners who would like to do major improvements on older dwellings along the Esplanade. Although the dwellings are not seriously damaged and have been maintained over the years, property owners will want to do major upgrades to ensure the building is livable.

Brian Thicke
1654 Ocean Beach Esplanade

Expressed agreement with Points 2 and 3 of the bylaw as it will improve flexibility for home owners.

Expressed concern that Point 4 places government restrictions on home owner's ability to improve their private property. Feels that the restrictions to stick with the same footprint and height and footprint and mass will hinder the potential improvements a property owner may wish to do. Does not agree with Section B which states limiting private parking on road right of way. Expressed disappointment that property owners would be limited from parking on the road allowance surrounding their property but open it up for the public to be able to park there. Is generally supportive of Section C as it runs along with what is already required. Feels that Section D and E are in the wrong place, unclear if it is upper or lower part of the Esplanade. It is more onerous on the residents that a geotechnical and environmental report needs to be done for every development. Feels that all of Point 4 is already covered by other bylaws and permits and overall puts too many restrictions on development. The restrictions and increase in cost for development will result in cottages that are not in great shape along the Esplanade.

Dianne Sanford
3394 Beach Ave

Commented on Section 4 and noted that the foreshore area is a sensitive area. Forage fish area and support for marine life has been documented. Suggested that for redevelopment, maintaining the original footprint is important for properties close to foreshore areas. When approvals are given for re-design/renovation, the design should consider the sensitivity of the area. Feels that the geotechnical and environmental reports are crucial to ensure that no further sensitive areas are damaged by development. Noted that building on a flat area or a hillside can have an impact in two different ways – shoreline abridgement, erosion coming down on the bluff, can create problems with natural systems. Drainage is an issue on the Esplanade. Expressed concern regarding restrictions to public access to beaches. Would like to state on the

record that maintaining public beach access is an important consideration during the bylaw amendment process.

The Chair called a second time for submissions.

Rob Bone
1952 Ocean Beach Esplanade

Asked for clarification about the changes to procedure in relation to the proposed bylaw versus what they are now. Asked if, procedurally everything stays the same and that if the only major change would be that the process would not impede the Official Community Plan policies. The Senior Planner noted that yes, the SCRD would still provide comments to MOTI regarding the referral, using the OCP policies as a guideline. MOTI is the final approving authority for the road closure application and may allow the purchase of land even if the SCRD and Advisory Planning Commission recommends to deny the application.

Rob Bone asked if the proposed OCP policies would make the process easier for applicants to get the development variance permit.

The Senior Planner stated the process would remain the same, but there would be clearer guidelines for these applications.

Brian Thicke
1654 Ocean Beach Esplanade

Agreed that open access to the beach is important, particularly on Ocean Beach Esplanade. Commented on the existing bylaw Subsection 3 which is proposed as Subsection 5, is saying that the SCRD will approach MOTI about controlling the foreshore. Asked if there are any intentions to put in place more signs regarding activities on the beach (no overnight camping, parking restrictions) in order to protect the foreshore from further damage. Has the SCRD approached MOTI regarding this historically?

Director Lewis noted that in the past the SCRD has leased portions of Ocean Beach Esplanade as park land. When the lease ran out and dialogue about renewal began, MOTI took a much more penalizing view of liability. The SCRD decided not to renew the lease, due to liability and risk associated with sea level rise.

Brian Thicke asked for clarification on the intent of the proposed bylaw to require home owners (rather than MOTI or SCRD) to do the geotechnical and environmental assessment reports if wanting to build on Ocean Beach Esplanade in order to protect the foreshore. Expressed concerns around the costs for the reports being incurred by the homeowner. Feels that this is too onerous on homeowners.

Director Lewis replied by stating that MOTI's responsibility is to maintain Ocean Beach Esplanade. Director Lewis has approached MP Nicholas Simons regarding measures to protect the sensitive nature of the foreshore along Ocean Beach Esplanade. Director Lewis stated that there is no intention to off load the responsibility of geotechnical and environmental assessments to homeowners.

There were discussions regarding high tides, sea level rise and implications for Ocean Beach Esplanade.

Brian Thicke expressed concerns regarding Section 4e of the proposed bylaw which states: “The environmental reports must consider sea level rise and potential impact on the subject property and adjacent road right-of-way and provide recommendations of damage mitigation and risk prevention measures”.

Expressed concerns that this makes the condition of the road right of way the responsibility of the homeowner. Has concerns about the inclusion of the words “subject property and *adjacent road right-of-way*”.

Director Lewis clarified with Mr. Thicke that the concern is with interpreting the bylaw wording as the property owner taking on responsibility for the road right of way.

Brian Thicke confirmed that this was a concern, and in addition the onerous task of homeowners to conduct the studies and negative impact on property values in the future.

Dianne Sanford
3394 Beach Ave

Asked for clarification regarding the concern of the member of the public around responsibility for both their property and the adjacent road right of way which is owned by MOTI.

Brian Thicke stated that he was concerned with MOTI requesting homeowners take care of their property when he can’t even use it. He would not be able to park his car on the right of way, but would need to take care of that road right of way.

The Senior Planner clarified the provision was written as such to consider the adjacent road right of way that a homeowner would be applying to MOTI to acquire. The studies would address what impact the construction may have.

The Senior Planner clarified the purpose of the policy does not mean that a homeowner would have to take responsibility to maintain that road right of way, but rather determine the impact the development may have.

The Senior Planner stated the most of the Ocean Beach Esplanade is included in the Development Permit Area (DPA). The DPA requirements are already in place for this area. A geotechnical report is already required for properties within the DPA area. This bylaw applies more vigorous criteria because the encroachment is closer to the sensitive foreshore area.

This policy is for the properties which are encroaching on the road right of way.

It was suggested that a note should be added to the proposed bylaw to clarify that this policy is only for those properties that are non-conforming.

Janice Thicke
1654 Ocean Beach Esplanade

Asked for clarification regarding the specific area of Ocean Beach Esplanade that is implicated by the proposed bylaw.

The Senior Planner stated that the focus is on the west portion of the Esplanade. The east portion does not actually have a road.

Janice Thicke noted that MOTI has responsibility for the road up to high tide line and has concerns that the Ministry is not adequately maintaining the road. Homeowners in the area all know of the areas for concern and feels frustrated that the provincial government is not taking care of their jurisdiction while putting restrictions on homeowners. Both parties (Ministry and homeowners) are responsible for protecting the foreshore but is concerned that MOTI is not being held responsible for what they should be doing to prevent any further erosion. Expressed concerns that there is no representative from MOTI at the public hearing. Feels frustrated by the lack of response from MOTI after writing numerous letters on this specific topic.

The Chair called a third time for submissions.

The Chair asked for clarification around how “mass” is measured.

The Senior Planner noted that “mass” refers to the assembly of shape, volume and mass of a structure, and that this can also be referred to as massing.

The Chair commented that shoreline issues is a growing theme on the Sunshine Coast and the SCRD Board will consider this when making its decision.

CLOSURE

The Chair called a final time for submissions. There being no further submissions, the Chair announced the public hearing for proposed Elphinstone Official Community Plan Amendment Bylaw No. 600.5, 2017 closed at 7:58 p.m.

The Chair thanked everyone for attending the public hearing.

Certified fair and correct:

Prepared by:

APPROVED – SIGNATURE TO FOLLOW

SIGNATURE TO FOLLOW

M. Lebbell, Chair

A. Ruinat, Recording Secretary

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 600.5, 2017

A bylaw to amend the *Elphinstone Official Community Plan Bylaw No. 600, 2007*

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 the *Elphinstone Official Community Plan Amendment Bylaw No. 600.5, 2017*.

PART B – AMENDMENT

2. *Elphinstone Official Community Plan Bylaw No. 600, 2007* is hereby amended as follows:
 - i. Replace sub-section 2 of Section “B-10.5 Ocean Beach Esplanade Policies” with the following sub-sections:
 2. Restoration or rebuilding of existing structures, or features including but not limited to parking pads, driveways, decks, patios, retaining walls and landscaping that are encroaching onto the public right-of-way is permitted only if a road closure or an encroachment or setback permit has been granted by the Ministry of Transportation and Infrastructure and it can be determined through a development permit that there are no other feasible locations on the property for these structures or features, and the redevelopment can be safely carried out without negative impact on the function, safety, use and appearance of the adjacent public space.
 3. The following guidelines shall be used to guide the Regional District’s response to referrals by the Ministry of Transportation and Infrastructure concerning road closure and encroachment and setback permit applications to facilitate redevelopment of structures or features encroaching onto the Ocean Beach Esplanade. However, it is recognized that the final decision on these applications rests solely with the Ministry of Transportation and Infrastructure.
 - (a) Road closure should be considered for the encroaching principal dwellings only. Encroachment or setback permits may be considered for auxiliary structures and other features, including but not limited to parking pads, driveways, decks, patios, retaining walls and landscape features.

- (b) Wherever possible, the redevelopment of an existing structure or feature should incorporate parts of the parent parcel and be designed to minimize the area necessary for road closure or encroachment on the road right-of-way.
 - (c) The area proposed for road closure should be limited to the footprint of the existing principal dwelling plus a 1-metre buffer around the footprint.
- 4. The following guidelines shall be used in evaluating development permit applications for structures or features encroaching onto the Ocean Beach Esplanade.
 - (a) Restoration or rebuilding of existing structures or features should be limited to the original footprint and height.
 - (b) The redevelopment should help to enhance the safety of all users of the Esplanade (including motorists, cyclists and pedestrians). Design of buildings and landscape features should consider proper vehicle turning radius and driveway visibility and slope and limit private parking on the road right-of-way.
 - (c) Architectural and/or landscaping design plans should accompany the development permit application illustrating how the development can fit into the surrounding environment, and complement the private and public space along the Esplanade.
 - (d) Geotechnical and environmental reports prepared by qualified professionals must be submitted with the development permit application confirming that the redevelopment is safe from landslide, erosion and flood hazards, and has no negative impact on the drainage and natural environment in the surrounding areas and technical functions and safety of the adjacent public right-of-way.
 - (e) The geotechnical reports must consider the impacts of major earthquakes on the subject properties and adjacent road right-of-way and provide recommendations on damage mitigation and risk prevention measures. The environmental reports must consider future sea level rise and its potential impacts on the subject properties and adjacent road right-of-way and provide recommendations on damage mitigation and risk prevention measures.
- ii. Renumber sub-section 3 of Section “B-10.5 Ocean Beach Esplanade Policies” as sub-section 5.

PART C – ADOPTION

READ A FIRST TIME this 27TH DAY OF APRIL, 2017

PURSUANT TO SECTION 475 OF THE *LOCAL GOVERNMENT ACT* CONSULTATION REQUIREMENTS CONSIDERED this 27TH DAY OF APRIL, 2017

READ A SECOND TIME this 12th DAY OF OCTOBER, 2017

CONSIDERED IN CONJUNCTION WITH THE
SUNSHINE COAST REGIONAL DISTRICT
FINANCIAL PLAN AND ANY APPLICABLE WASTE
MANAGEMENT PLANS PURSUANT TO
THE *LOCAL GOVERNMENT ACT* this

12th DAY OF OCTOBER, 2017

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

18th DAY OF OCTOBER, 2017

READ A THIRD TIME this

DAY OF MONTH YEAR

ADOPTED this

DAY OF MONTH YEAR

Corporate Officer

Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 14, 2017
AUTHOR: Yuli Siao, Senior Planner
SUBJECT: District of Sechelt Referral Regarding Public Consultation for OCP Amendment 492-21, 2017 (Spectrum of Care)

RECOMMENDATIONS

THAT the report titled District of Sechelt Referral Public Consultation for OCP Amendment 492-21, 2017 (Spectrum of Care) be received;

AND THAT the SCRD Board has no objection to the public consultation for OCP Amendment 492-21, 2017 (Spectrum of Care) of the District of Sechelt;

AND THAT this report be forwarded to the District of Sechelt for consideration;

AND THAT the District of Sechelt be requested to continue to engage the SCRD for input throughout the application process of OCP amendment 492-21, 2017;

AND FURTHER THAT this Recommendation be forwarded to the December 14, 2017 Regular Board meeting.

BACKGROUND

The SCRD received a referral from the District of Sechelt regarding the public consultation process for an amendment to the District of Sechelt Official Community Plan (OCP) to add policies for care facilities. The referral requests feedback in advance of the District's drafting an OCP amendment. No specific amendments are proposed at this time. A response by December 7, 2017 is requested. The referral letter and related report are included in Attachments A and B.

DISCUSSION

The District of Sechelt has been receiving an increasing number of development proposals for a spectrum of care facilities, from independent living to long-term care. According to the referral, the District found its current OCP policies inadequate in dealing with these facilities, and initiated an OCP amendment process to create policies to guide this type of development. The referral from the District of Sechelt includes a report with respect to a public consultation strategy for the OCP amendment and an analysis of the District's current OCP policies.

SCRD OCP policies encourage the provision of special needs housing which can include a range of housing and care facilities. The development of care facilities in Sechelt would not only benefit residents of the District of Sechelt, but also those in the rural areas of the Sunshine Coast. Initiating an OCP amendment and a public consultation process is a logical step toward devising a set of comprehensive policies to guide the orderly development of such facilities. The subject of the referral (public consultation) has no direct impact on the SCRD at this time.

Various SCRD departments have reviewed the referral and provided the following general comments. These comments should be taken into consideration for the preparation of the District of Sechelt OCP amendment.

Solid Waste

Each individual care facility has an impact on solid waste due to generating waste that would be directed to the Sechelt Landfill. Considerations include:

- Ensuring adequate space during construction to “house” or “contain” receptacles for separating recyclables or organics from garbage (e.g. cardboard, paper, metal & plastic containers, organics)
- Encouraging source-separation of recyclables (materials for recycling identified above)
- Ensuring that medical waste is segregated and disposed appropriately (e.g. needles and medication cannot be disposed as garbage)

Finance

Once one or more of these care facilities proceed to development, the SCRD could expect pressure related to infrastructure and service costs and assessment impact to the region and District of Sechelt.

Infrastructure

The SCRD would ask any large development (specifically for multi-story developments) to provide water modeling which will show if there is adequate water pressure and flows for the new development and if not what would be required. Specific water issues should be addressed on a case-by-case basis with each development application.

Transit

When dealing with large housing developments, consider the following:

- Committing in advance to fund transit service to a development once it exceeds a defined density and population threshold (subject to BC Transit support).
- Committing to pursue developer partnerships in bringing transit service to areas or projects of higher density and affordability.
- Offering taxation-based incentives for developers building higher density or infill housing in areas currently served by transit, for the purpose of maintaining affordability.

Recreation

Leisure and fitness opportunities contribute to wellness and quality of life for all members of the community. When planning for care facilities, consideration of access to recreation facilities should be made. SCRD invites dialogue with developers relating to complimentary or supportive recreation programming. As part of this dialogue process input from community programming partners and health agencies may also be appropriate.

CONCLUSION

SCRD staff have no objection to this referral at this stage of the OCP amendment process, and recommend that the District of Sechelt consider the above comments in preparing the OCP amendment, and continue to engage the SCRD for further input throughout the public consultation process. Due to the requested deadline for response, Staff recommend that these recommendations be forwarded to the December 14, 2017 Board for adoption.

Attachments

Attachment A – District of Sechelt Referral letter (File No. 3370-20 2017-01)

Attachment B – District of Sechelt Report (File No. 3370-20 2017-01)

Reviewed by:			
Manager	X - A. Allen X – K. Preston	CFO	X-T.Perreault
GM	X - I. Hall	Infrastructure	X - S. Walkey
CAO	X - J. Loveys	Solid Waste	X – R.Cooper
		Transit	X - G. Dykstra

Attachment A District of Sechelt Referral (File No. 3370-20 2017-01)



November 7, 2017

File No: 3370-20 2017-01

To whom it may concern:

Re: Invitation to Spectrum of Care Consultation

Mayor and Council recently endorsed the public consultation for an amendment to the District's Official Community Plan (OCP) regarding care facilities. The proposed amendment would seek to add policies surrounding care facilities along a spectrum of care from independent supported living to long-term residential care. See the attached staff report for further background information.

We anticipate that the Spectrum of Care consultation will provide feedback on the following questions:

- What are the forms of care facilities and where do they belong on the spectrum of care?
- Are some uses more appropriate in residential designated areas or institutional areas?
- Where each kind of facility should be located in Sechelt?
- To what density should these facilities be developed to?
- What should these facilities look like?
- What kind of amenities should be provided?
- How should affordability be addressed?
- How should accessibility be addressed?

We invite you and your organization to provide feedback about the proposed OCP amendment. You can provide us comments:

In writing: District of Sechelt
Attention: Planning and Development Services Department
PO Box 129
Sechelt, BC, V0N 3A0

By email: developmentservices@sechelt.ca


District of Sechelt – Second Floor, 5797 Cowrie Street, PO Box 129, Sechelt, BC, V0N 3A0
T: (604) 885-1986, F: (604) 885-7591, www.Sechelt.ca

Page 2 of 2

Please note that this consultation opportunity does not preclude or replace the opportunity to provide comment or additional comment thorough any future Public Hearing process of any amendment bylaw that may be created with regards to a spectrum of care.

Sincerely,

DISTRICT OF SECHELT



Aaron Thompson
Interim Community Planner

Attachment:

Report from the Interim Community Planner dated July 13, 2017

Attachment B District of Sechelt Report (File No. 3370-20 2017-01)



REQUEST FOR DECISION

TO: Planning and Community Development Committee

REPORT DATE: July 13, 2017

TARGET DECISION DATE: July 26, 2017

FROM: Aaron Thompson, Interim Community Planner

RE: Public Consultation for Official Community Plan Amendment Bylaw No. 492-21, 2017 (Spectrum of Care)

FILE NO: 3370-20 2017-01

RECOMMENDATIONS

1. That the report from the Interim Community Planner dated July 13, 2017 regarding the Public Consultation for Official Community Plan Amendment Bylaw No. 492-21, 2017 (Spectrum of Care).
2. That Council confirms that the following persons, organizations, and authorities may be affected by the Official Community Plan Amendment Bylaw No. 492-12, 2017 (Spectrum of Care) and that consultation in respect of the Official Community Plan Amendment Bylaw No. 492-12, 2017 (Spectrum of Care) pursuant to s. 475 of the *Local Government Act* is only required with the following persons, organizations, and authorities:
 - a. Sunshine Coast Regional District;
 - b. Sechelt Indian Government District;
 - c. Town of Gibsons;
 - d. District of Sechelt Advisory Planning Commission;
 - e. District of Sechelt Accessibility Advisory Committee;
 - f. Vancouver Coastal Health;
 - g. Ministry of Health;
 - h. Seniors Planning Table;
 - i. BC Housing;
 - j. All District of Sechelt Community Associations; and
 - k. Applicants with current development applications for housing targeted at seniors including:
 - i. Spani Development Ltd.;
 - ii. Clayton Family Lands Ltd.;
 - iii. SSC Properties Ltd.; and
 - iv. Trellis Seniors Services for Sawarne Lumber Co. Ltd;

3. That staff be authorized to schedule an open house consultation session for Official Community Plan Amendment Bylaw No. 492-21, 2017 (Spectrum of Care).

OPTIONS & ALTERNATIVES

1. That the Committee add or remove persons, organizations, and authorities from the those who should consulted regarding Official Community Plan Amendment Bylaw No. 492-21, 2017 (Spectrum of Care).
2. That the Committee recommends additional consultation in the form of an open house, dialogue session, or other format for Official Community Plan Amendment Bylaw No. 492-21, 2017 (Spectrum of Care).
3. That the Committee directs staff to find another model other than the spectrum of care to address the proposed OCP amendment.

PURPOSE

The purpose of the report is to present the Planning Departments initial findings and present the proposed public engagement process for Official Community Plan Amendment Bylaw No. 492-21, 2017 (Spectrum of Care) and confirm persons, organizations, and authorities that should be consulted regarding the Official Community Plan (OCP) Amendment.

CONTEXT & BACKGROUND

At the June 7, 2017 regular Council meeting, Council authorized staff to draft an OCP Amendment to further develop policies regarding long-term residential care. This motion came from a recommendation contained in a report from the Interim Community Planner regarding the Trellis Seniors Services' application for a Zoning Bylaw Amendment and OCP Amendment. In that report, the Interim Community Planner identified shortcomings within the current OCP and the policies surrounding long-term residential care facilities.

Staff have conducted research on long-term care facilities and how they fit into other communities in BC. Through this initial research, staff have concluded that long-term residential care should be viewed as one form of care on a "spectrum of care". The spectrum of care ranges from independent living to palliative care or acute care. The table below is a simplified spectrum of care:

Independent Living	Independent-Supported Living	Assisted Living	Long-term Care	Hospice & Palliative Care	Acute Care & Short-term Care
Typical housing model for healthy or able-bodied people. No care is provided.	Housing with some support services, such as personal care and cleaning.	Housing with support services, meal preparation, medication reminders, recreation and social activities.	Housing with nursing care. Includes 24-hour personnel.	End of life care.	Also known as hospitalization. Short-term, includes medical treatment, emergency care, and critical care.

More Residential ←-----→ More Institutional
 Less Care Provided ←-----→ More Care Provided

Staff plan to flesh out this basic model through the public consultation process with comments from the community and best practices found throughout the province and beyond.

STRATEGIC PLAN

The following goals of the Strategic Plan relevant to this project include:

- 1.4 To have effective and respectful relationships with all local governments on the Coast;*
- 3.1 To have policies, practices, and regulations that promote quality development consistent with the District's Vision and Official Community Plan.*
- 3.3 To improve our physical environment with spaces and places that engage the community.*
- 4.1 To increase affordable housing within the District of Sechelt.*
- 4.2 To advocate for a range of housing types and services that supports a diverse community.*

SUSTAINABILITY ACTION PLAN

The following guiding principles of the Sustainability Action Plan are relevant to this project:

- Long Term Thinking – Recognize the enduring and long-lasting effects of our choices that will affect many generations to come.*
- Living Well – Develop safe, accessible, and inclusive neighbourhoods to encourage interaction.*

OFFICIAL COMMUNITY PLAN

Before reviewing the OCP on a policy by policy level it is important to review the vision for Sechelt as presented in Part Two – Community Vision of the OCP (Attachment 1).

Although the proposed amendment changes the OCP, the amendment should remain consistent with the vision for the community.

The following consists of relevant OCP policies and their relationship to the proposed amendment:

1.1 New residential and commercial development will be focused within the Urban Containment Boundary shown on Schedules B and C. These areas provide more than 20 years supply of residential land to accommodate a mix of housing types in various neighbourhood settings, and to allow the District to concentrate infrastructure spending and community amenities within or near the Downtown.

1.3 The majority of new growth, particularly higher density residential uses, shall be located in close proximity to the Downtown as shown on Schedules B and C. This approach will reinforce the role of the Downtown as the primary business, cultural and service centre for Sechelt.

Any form of housing on the Spectrum of Care should be located within the Urban Containment Boundary. Based on this policy, the uses closer to the residential side of the spectrum should be located within or near the Downtown.

1.4 Vibrant neighbourhood centres with a mix of residential housing types, local commercial services and civic/community uses that serve the local neighbourhood, but are limited in scale, are supported with the Neighbourhood Centres shown on Schedules B and C.

Neighbourhood centres also provide an opportunity for care-focused housing. If long-term care is considered a community use, neighbourhood centres may be a suitable location for these facilities.

1.6 The general sequence of residential development within the Urban Containment Boundary will be as follows, and as illustrated generally on Schedule B:

a) Priority Growth Areas – lands in the Downtown/ Village, West Sechelt and West Porpoise Bay will accommodate the majority of new development in the next 5-10 years. These areas are within the municipal sewer service area and are the priority for new and infill development at urban densities.

(b) Secondary Growth Areas – Lands in East Porpoise Bay and Selma Park/Davis Bay/Wilson Creek are attractive for infill development due to the waterfront setting and proximity to services. Most growth will consist of infill development at current lower densities. These neighbourhoods may accommodate higher densities or mixed uses within the Neighbourhood Centres if sanitary sewer service becomes available (generally because of developer constructed sewer extension). Lands in Sandy Hook/Tuwanek have some opportunity for lower density residential infill as well as tourist/recreation development in accordance with OCP policies.

Until such a time that sanitary sewer services is expanded, Sechelt Village, West Sechelt, and West Porpoise Bay are the most likely neighbourhoods to have care-focused housing.

5.3 Creating higher quality, attractive and livable residential areas is a key goal of the OCP. All multiple family, intensive residential, Special Infill areas, Village Residential Infill or mixed residential/commercial uses require a Development Permit, subject to the guidelines in Part Eight so that design and appearance can be carefully managed.

As municipalities cannot control the form or character of institutional developments, careful consideration should be given to what forms of housing on the spectrum of care are considered residential and which are considered institutional.

5.4 The current zoning bylaw density provisions will be reviewed, and new floor area ratio (FAR) standards introduced to regulate overall mass of buildings. This is particularly important for higher density housing forms and infill forms of development.

Utilizing a FAR for the more institutional developments on the spectrum of care would be more appropriate than measuring density based on a per unit or per bed basis.

5.6 To encourage a mix of housing types and intensification, lands designated Residential also allow for intensive residential use, which may include two family (duplex), small lot single family subdivisions, laneway cottages or carriage house, or ground-oriented attached housing forms such as townhouses or row houses. These housing forms will generally require a parent parcel size of 0.4 hectares (1.0 acre) or larger. Smaller sites may be considered where the development is compatible with surrounding uses. Rezoning is needed for these intensive housing types, and Development Permits will be used to ensure the new development fits with the existing character of established neighbourhoods.

The residential designation may allow for some low density form of independent-supported living, subject to specific Zoning Bylaw Amendments that respect the existing neighbourhood.

5.11 Multifamily/Mixed Residential areas provide for attached and detached housing forms, but at a higher density than Residential areas. Housing forms include intensive residential uses, as well as apartments and stacked townhouses, within the density range described in Fig. 17. New multiple family uses should generally be located near transit, commercial and community services and major roads.

The Multifamily/Mixed Residential designation most likely provides the best opportunity for the housing forms towards the more residential side of the spectrum. Dependent on the public feedback, independent-supported living and assisted living facilities may fit in this designation.

5.13 Seniors housing covers a range of housing and care options that address the safety, convenience, autonomy, dignity and comfort of older adults. Developments that contain a mix of residential, care and/or commercial uses will be supported within the Downtown or Neighbourhood Centres close to transit,

shopping, and medical, social, cultural and other services. Seniors housing developments may include a comprehensive mix of independent and/or supported residential units, care beds or assisted living/complex care units. Adaptive design guidelines will apply. Independent and/or supported housing for low income seniors may be identified as special needs housing under affordable housing policies. Developments that include assisted living units or care beds will also be considered as community facilities within the Civic, Institutional and Utilities designation.

Currently, this policy is the main policy addressing seniors housing and care options in the District. Based on this policy, all the care facilities on the spectrum of care belong in areas designated for Civic, Institutional, and Utilities. Based on initial feedback by some members of the public as well as developers, this designation may not be the best location or accurately reflect what the community wants. It is worth investigating to determine where each form of care facility should be located by further developing this policy. It is also clear from this policy that these facilities should be located near transit, with shopping, medical, social, and cultural opportunities available.

5.17 Council encourages proponents of all new developments to include community amenities in their proposals as voluntary contributions.

Are these specialized forms of housing and care options expected to provide the same level and types of community amenity contributions as other, independent living residential developments? The level of expected community amenity contributions for increased density may incentivize or disincentivize these types of developments.

5.21 Sechelt supports initiatives to create more accessible and adaptable housing to accommodate aging in place and for people with permanent or temporary mobility issues.

Based on this policy, all housing forms on the spectrum of care should be adaptable or accessible.

5.24 The District of Sechelt supports bonus densities for residential developments in exchange for the provision of Affordable Housing and Community Amenities. Council may allow a density bonus only within the framework of the policies below.

Under the *Local Government Act*, additional density can be given in exchange for Affordable Housing and Community Amenities with all types of developments, not just residential. This can include institutional care facilities. What type and quantity of community amenities for non-residential density increases will be expected?

5.26 Affordable Housing requirements will be part of any residential development that is granted a density bonus. At least 20% of any density bonus units (or density "lift") in a development will consist of Affordable Housing for Groups in Need. This means the housing must be affordable to low or moderate income households or have special features that the private market does not typically provide.

Related to the other community amenity policies above, is this rate of affordable housing contribution expected for density bonuses in non-residential developments? If not, what should it be?

5.28 In order to provide a range of housing, the housing forms and densities listed in Fig. 17 are supported in the areas identified on Schedule C. The lower density figures are considered the "base" density; higher density up to the maximum density shown in Fig. 17 may be achieved through provision of additional open space, affordable or special needs housing or other amenities as outlined in policies 5.17 to 5.27. Site-specific density and building forms, amenity/affordable housing contributions and other appropriate conditions, will be determined through the rezoning process.

This table should be further supplemented to address the base density and maximum density for all the housing types along the spectrum of care. Staff would propose developing these densities through the public consultation process and investigating best practices used in other municipalities.

6.2 Downtown Sechelt will continue to serve as the institutional and community services centre for the Sunshine Coast. Council will actively support initiatives to strengthen these public sectors (education, health care, justice, government and social services).

Based on this policy, the more institutional forms of housing on the spectrum of care belong in Downtown Sechelt.

10.3 The social and cultural aspects of development decisions will be considered by Council, including the determination of appropriate amenities that will benefit the community and social needs.

10.8 Physical accessibility will be maximized in the design of public buildings, parks and residential areas to enable people to function at their maximum level of independence.

A possible community amenity contribution for developments on the spectrum of care could be upgrading or retrofitting existing public facilities to make them more universally accessible, providing a benefit for existing residents and future residents of these facilities.

10.9 A density bonus will be provided for developments that include accessible and adaptable housing units (see Residential policies).

Should adaptability or accessibility for housing types on the spectrum of care be considered a voluntary amenity or a requirement?

FINANCIAL PLAN

The proposed OCP amendment should have no immediate impacts on the financial plan. Long-term growth patterns will have an impact on the future tax base within the District of Sechelt as well as the impact on services.

Costs associated with the consultation session may include: refreshments, producing materials and media, and staff time.

COMMUNICATION STRATEGY

OCP Amendments that can have community wide impacts should have a community wide consultation process. The first step is identifying who should be consulted. Please see below for the persons, organizations, and authorities who are recommended to be consulted and a brief reasoning why:

- When people are in need of some level of care, the majority of the time will seek the closest place to receive that care. For many people, this means leaving their current community and moving to an adjacent community. Some facilities proposed under the spectrum of care may also be regional facilities. To better understand how the District of Sechelt's policies may affect other communities in the region, it is recommended that the Sunshine Coast Regional District, the Sechelt Indian Government District, and the Town of Gibsons be consulted.
- The proposed amendment is within the mandate of the Advisory Planning Commission and the commission should be consulted.
- People with disabilities may need to access some form of care in their life and should be able to access that care without barriers. Therefore it is recommended that the Accessibility Advisory Committee be consulted.
- Vancouver Coastal Health, the Ministry of Health, and BC Housing are all provincial bodies which provide funding or authorize care facilities and should be consulted.
- The Community Associations within the District can provide a voice to the local residents and can provide input on where care facilities should be located, what form they should take, and how they will impact the existing residents. The Community Associations also act as a messaging board; getting the word out to the community and allowing more people to be engaged in the OCP Amendment process. Therefore it is recommended that all the Community Associations be consulted.
- Finally, it is recommended that those applicants who currently have a development application that seeks to create housing targeted at seniors and/or a care facility should be consulted. They may have knowledge and experience about what makes a successful care facility. This includes Spani Development Ltd., Clayton Family Lands Ltd., SSC Properties Ltd., and Trellis Seniors Services for Sawarne Lumber Co. Ltd.

The above mentioned persons, organizations, and authorities will be sent a referral explaining the purpose of the OCP amendment, what it is expected to entail, and requesting their feedback. They will also be notified of the open house public engagement session and invited to attend.

The vision for the open house public engagement session is a two hour event in the early evening either 4:00 pm to 6:00 pm or 5:00 pm to 7:00 pm to allow retirees and people in the workforce an opportunity to participate. The session will be an open house style with information boards, take-home materials, and staff members present to answer any questions and record comments. There will also be opportunities for people to submit their own comments or fill out a response sheet. Council would be welcomed and encouraged to attend to hear comments directly from residents, but this is not a

formal public hearing. At this point staff are investigating potential dates in late August or early September.

At the moment it is recommended that a single public engagement session will be sufficient. Depending on the level of engagement, Council may wish to do further sessions or try a different approach.

Following the public engagement process, staff will prepare the bylaw amendment for Council consideration. A Public Hearing for that bylaw will be required after 1st reading, giving another formal chance for public comments.

ANALYSIS & APPLICATION OF RECOMMENDED COURSE OF ACTION

Without public consultation it is difficult to provide details of what the proposed amendment will look like and what it will mean for the future of Sechelt. From the existing OCP policies there are specific questions that are unanswered. Therefore, it is recommended that Council decides who should be consulted and in what form so the process can be started. It is possible to expand or constrict the scope of the consultation outlined above to suit Council's wishes. As well, if Council is unsatisfied with the basic "spectrum of care" model proposed, staff can do further research on other suitable models.

Respectfully submitted,

Aaron Thompson, Interim Community Planner

Attachments:

1 - *Community Vision*

REVIEWED

By Andrew Taites (ajtaite@sechelt.ca) at 4:04 pm, Jul 11, 2017

REVIEWED

By Jo Anne Frank (jfrank@sechelt.ca) at 1:47 pm, Jul 18, 2017

REVIEWED

By Doug Munger (Ddmunger@sechelt.ca) at 8:28 pm, Jul 24, 2017

Part Two - Community Vision

Sechelt's Vision for the Future

The following guiding principles provide a statement of Sechelt's priorities and broad vision for its future.² They provide an overall framework to guide future decisions on land use and development and other aspects of community life within the District of Sechelt.

- **Managed Growth** - Sechelt ensures that growth and development, including redevelopment and renewal, are planned, managed and sustainable.
- **Compact Development** - Sechelt seeks to limit sprawl and will support approaches to development, including redevelopment, renewal and adaptive reuse, that will create a more compact and well- designed community.
- **Diverse Age Groups** - Sechelt will recognize and support all age groups in the community, particularly initiatives to retain youth in the community and become an intergenerational community with a balanced age profile.
- **Caring and Accessible Community** - Sechelt will be an accessible and inclusive community that provides opportunities for residents of all ages and abilities.
- **Downtown First** - Sechelt has a vibrant Downtown that acts as a focal point for the entire community.
- **Protect and Enhance the Environment** - Sechelt is developed in harmony with its unique natural environment, and protects its natural ecosystem.

- **Waterfront Access** - Sechelt will continue to provide and improve public access to its many waterfront areas.
- **Create a Strong Local Economy** - Sechelt will maintain and expand its diverse, stable and sustainable economy.
- **Create Walkable Neighbourhoods** - Sechelt facilitates a variety of transportation modes that link neighbourhoods, with more sidewalks, bicycle routes and transit.
- **Provide a Range of Housing Opportunities** - Sechelt supports the development of diverse housing types to increase affordability, and to meet the needs of the changing demographics in the community.
- **Building Green and Sustainably** - Sechelt supports and encourages innovative building design and green infrastructure;
- **Diverse Heritage and Arts Community** - Sechelt celebrates its arts and preserves its rich cultural heritage;
- **Foster Communications** - Sechelt will continue to collaborate with other jurisdictions to ensure coordinated planning.

² These guiding principles were developed in consultation with Sechelt residents as part of the Vision Plan process.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 14, 2017

AUTHOR: Lesley-Ann Staats, Planner

SUBJECT: **SCRD ZONING AMENDMENT BYLAW 310.168, 2016 (PENONZEK) – PUBLIC HEARING REPORT AND CONSIDERATION FOR THIRD READING AND ADOPTION – ELECTORAL AREA E**

RECOMMENDATIONS

THAT the report titled **SCRD Zoning Amendment Bylaw 310.168, 2016 (Penonzek) – Public Hearing Report and Consideration for Third Reading and Adoption – Electoral Area E** be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw 310.168, 2016* be forwarded to the Board for Third Reading;

AND FURTHER THAT prior to Adoption of *Sunshine Coast Regional District Zoning Amendment Bylaw 310.168, 2016*, an amended covenant pertaining to wastewater treatment system requirements, park improvements and an updated site plan registered on Title of the property.

BACKGROUND

On October 12, 2017, the SCRD Board read Bylaw No 310.168, 2016 a second time and adopted Resolution 272/17, Recommendation No. 10 as follows:

272/17 **Recommendation No. 10** *SCRD Zoning Amendment Bylaw No. 310.168, 2016 (Mobile Home Park and Strata Development)*

THAT the report titled SCRD Zoning Amendment Bylaw No. 310.168, 2016 (Mobile Home Park and Strata Development) – Consideration for Second Reading – Electoral Area E be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw 310.168, 2016* be forwarded to the Board for Second Reading;

AND THAT the offer of \$15,000 of land improvements in the park area in-lieu of a \$15,000 deposit for future park development work be accepted;

AND THAT the wastewater treatment system requirements Agreement be finalized prior to consideration for Third Reading;

AND THAT a Public Hearing to consider *Sunshine Coast Regional District Zoning Amendment Bylaw 310.168, 2016* be scheduled for 7:30 p.m.,

November 7, 2017, at Chaster House, located at 1549 Ocean Beach Esplanade;

AND FURTHER THAT Director Winn be delegated as the Chair and Director Lewis be delegated as the Alternate Chair for the Public Hearing.

The purpose of this report is to report back with feedback from the Public Hearing, clarify the details of the wastewater treatment requirements Agreement, and to recommend forwarding the Bylaw to the Board for Third Reading.

DISCUSSION

Public Hearing Feedback

On November 7, 2017 a Public Hearing was held at the Chaster House, located at 1549 Ocean Beach Esplanade in Elphinstone. Thirteen members of the public attended. Two written submissions were received before the Public Hearing. The Public Hearing Report is enclosed as Attachment A.

To summarize the comments, generally there was support for residential development in place of the industrial cement plant, and for the proposed Bylaw amendment.

There were also questions about the previous 2009 rezoning and comments on the potential impacts from it. Of these, a concern was raised regarding the left-turn off Veterans Road intersecting Highway 101 and the impacts increased development may have on this intersection, which is perceived by some members of the community as dangerous.

Staff advised Ministry of Transportation and Infrastructure staff about this concern.

A resident raised a concern about impacts of the development on Chaster Creek and the ravine as it is a well-used wildlife corridor. The developer addressed the concern by explaining the 47 percent greenspace dedication along the creek and ravine to ensure the wildlife corridor is maintained.

Given the feedback from the Public Hearing and current need for additional housing options to meet present and future housing demands, Staff recommends that *Sunshine Coast Regional District Zoning Amendment Bylaw 310.168, 2016* be forwarded to the Board for Third Reading.

Wastewater Treatment System Requirements

Staff worked with the developer to prepare the following technical wording for the wastewater treatment system requirements to ensure effluent quality targets are met:

1. The proposed sewage system will be designed, sealed by a professional engineer and constructed to the satisfaction of the Vancouver Coastal Health (VCH) and Sunshine Coast Regional District (SCRD).

2. The transferor agrees that it will not hold SCRD liable for the ownership or operation of the system.
3. The system shall be monitored, maintained and tested in perpetuity, to ensure it meets the following output requirements:

BOD5 = 10mg/l, TSS = 10mg/l, TKN <30mg/l.
4. Reports are to be submitted monthly to VCH and will be copied to SCRD prior to the end of the following month. Once 24 consecutive months of acceptable results are achieved, the testing and reporting requirement will commence quarterly. If two consecutive quarterly results are unacceptable, testing will revert to monthly until successful results are achieved for two successive months.
5. As a condition of subdivision approval there will be an agreed upon operating and maintenance plan approved by both VCH and SCRD. The operating and maintenance plan will ensure that the sewage treatment plant will operate, in perpetuity, at the above referenced output level.

These effluent quality requirements ensure the development will not have negative impacts on Chaster Creek and SCRD's Chaster Well.

Timeline for next steps or estimated completion date

Upon Third Reading, Ministry of Transportation and Infrastructure must approve the bylaw, per Section 52 of the *Transportation Act*.

Upon Adoption, the developer may apply for subdivision. SCRD will review and provide comments on the subdivision application.

Staff recommends that prior to Adoption of *Sunshine Coast Regional District Zoning Amendment Bylaw 310.168, 2016*, an amended covenant pertaining to wastewater treatment system requirements, park improvements and an updated site plan registered on Title of the property.

STRATEGIC PLAN AND RELATED POLICIES

The Regional Sustainability Plan lends support to the creation of a wide selection of affordable housing options to meet present and future demands. The implementation of this development plan supports adding housing options in the form of mobile homes and single-family dwellings to the supply of housing in Elphinstone.

CONCLUSION

Feedback from the Public Hearing was generally positive with a few concerns regarding increased traffic from the increased density and impacts to the Chaster Creek wildlife corridor.

Effluent quality requirements are provided to ensure the development will not have negative impacts on Chaster Creek and SCRD's Chaster Well.

Staff recommends forwarding the Bylaw to the Board for Third Reading, and prior to Adoption, an amended covenant be drafted and approved by Staff.

Attachments

Attachment A – Public Hearing Report

Attachment A – *SCRD Zoning Amendment Bylaw No. 310.168, 2016*

Reviewed by:			
Manager	X – A. Allen	Finance	
GM	X – I. Hall	Legislative	
CAO	X – J. Loveys	Infrastructure	X – S. Walkey

SUNSHINE COAST REGIONAL DISTRICT

REPORT OF A PUBLIC HEARING HELD ON NOVEMBER 7, 2017 AT CHASTER HOUSE, 1549 OCEAN BEACH ESPLANADE, ELPHINSTONE, BC.

Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.168, 2016

PRESENT	Chair, Area F Director	I. Winn
	Alternate Chair, Area E Director	L. Lewis
ALSO PRESENT	SCRD Planner	L. Staats
	SCRD Manager, Planning and Development	A. Allen
	SCRD Recording Secretary	A. Ruinat
	Members of the Public	13

CALL TO ORDER

The public hearing for Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.168, 2016 was called to order at 7:30 p.m.

I. Winn, Chair

The Chair introduced staff in attendance and read prepared remarks with respect to the procedures to be followed at the public hearing. The Chair then indicated that following the conclusion of the public hearing the SCR D Board may, without further notice or hearing, adopt or defeat the bylaws or alter and then adopt the bylaws providing the alteration does not alter the use or increase the density. He then asked Lesley-Ann Staats, Planner, Planning and Development, to introduce Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.168, 2016.

PURPOSE OF BYLAW

The Planner began by stating that the subject property is located at 1327 Fitchett Road, Elphinstone, BC. Legal Description: South ½ of DL 908, Group 1 New Westminster District Except Part in Plan 15254.

The subject property is 10.88 hectares (26.88 acres). It is currently used as an industrial gravel and concrete production operation (known as Gibsons Ready Mix), which is a grand-parented use in the residential neighbourhood. Chaster Creek ravine is located along the west side of the property.

The Surrounding Uses of the property are Single Family Residential and Multiple Residential (Poplars Mobile Home Park).

BACKGROUND

Previous Successful Bylaw Rezoning

In 2009, SCR D approved a bylaw amendment to allow a multi-family residential development on the subject property. The northern half was rezoned to allow a 19-lot residential strata development. The southern half was rezoned to allow a mobile home park with up to 60 mobile home spaces.

As community amenity contributions, the following was covenanted:

- 47% of the site dedicated to Park and greenspace along the Chaster Creek ravine.
- A housing agreement to protect affordability of mobile home park.
- A proposed pedestrian bridge across Chaster Creek.
- A stormwater management plan.

PROPOSED REZONING AMENDMENT

The Site Plan of current proposal was presented. The parcel is split-zoned. Add parcel of land to the park. Southern portion, subdivide the lot off the property, exclude it from the mobile home park development.

There are two parts for the amendment, land use zoning and subdivision districts. Cleans up the zoning cadastral and mapping.

Land Use Zoning Amendment

Current:

- (Park) R2 permits one single family dwelling with a floor area ratio.
- (Lot C) RM3 permits a mobile home park.

Proposed:

- (Park) R2A This is not a necessary change because is it Park land, but would provide consistency in the zoning cadastral and mapping.
- (Lot C) RU1 - intended to be a rural residential lot, similar to lots surrounding it

Subdivision Districts Amendment

Current:

- (Park) C – minimum 2000 m² lots
- (Lot C) RM3 – 15 bare land strata parcels per hectare; 20 bare land strata parcels per hectare Bonus Density Option (would come with affordable housing agreements).

Proposed:

- (Park and Lot C) A – minimum 1000 m²
- This would allow proposed Lot C to be excluded from the mobile home park development.

As part of the Zoning amendment proposal there will be an amendment to Covenant BB1085551. In 2009, a covenant (legal agreement) was registered on the property that restricts the use and development of the land.

Current Covenant requirements are as follows:

- subdivision layout design
- sewage treatment system requirements
- stormwater management plan requirements
- a Statutory Right of Way over the roads – for water main maintenance and to allow public access
- an affordable housing agreement (for a density bonus option)
- construct a pedestrian foot-bridge across Chaster Creek with \$15,000.

Proposed Covenant Amendments are as follows:

- update subdivision layout design
- update sewage treatment system design
- remove pedestrian foot-bridge requirement
- in-lieu of pedestrian bridge, add park improvements and development (such as removing danger trees and improving access)

Work would be complete before the update of the subdivision.

Update Subdivision Design as follows:

- Added park dedication
- Proposed lot C
- Four extra mobile home spaces

Update Sewage treatment system design as follows:

- Instead of one large wastewater treatment system designed for the entire property, the developers are proposing a design that separates the treatment system into four smaller systems – one for the strata development and three for the mobile home park development. This allows the developer to manage the separate ownership over the systems.

Pedestrian bridge

- The bridge was intended to be built in partnership with SCRD at the time of subdivision with \$15,000 from the developer.
- Due to the lack of feasible access routes for the bridge, the applicant has proposed to provide improvements to the park area to a sum of \$15,000 in-lieu of the bridge.
- This would include improving the access road, clearing and seeding the level area near the creek (approximately 0.5 acres) and removing danger trees within these areas.
- Work is to be complete prior to registration of the subdivision.

CONSULTATION

The application was referred to the Elphinstone Advisory Planning Commission, Ministry of Transportation and Infrastructure, Vancouver Coastal Health and Skwxwú7mesh Nation. Referral comments were as follows:

- Elphinstone Advisory Planning Commission - Support
- Ministry of Transportation and Infrastructure - MOTI responded with no concerns. Final approval per Section 52 of the *Transportation Act* is required before adoption.
- Vancouver Coastal Health - VCH provided initial comments including requirements for Proposed Lot C (must connect to sewage system), sewage disposal and wastewater treatment requirements, and supports affordable housing. VCH supports a covenant amendment to reflect the new wastewater treatment design.
- Skwxwú7mesh Nation - No Comments
- Ministry of Environment and Climate Change Strategy - Confirmed that the sewage system design as proposed is within the jurisdiction of VCH

MILESTONES

The major milestones of the bylaw zoning amendment proposal were outlined. The November 7, 2017 Public Hearing is the final opportunity to provide comments and no further submissions will be received after tonight.

A report of the public hearing would be forwarded to the December 14, 2017 Planning and Community Development Committee meeting. The proposed bylaws will then go to the SCRD Board for consideration of Third Reading, covenants would then be registered on title and the SCRD Board may then adopt or defeat the Bylaw.

SUBMISSIONS PRIOR TO PUBLIC HEARING

Two submissions were received prior to public hearing and form part of the public record and public hearing report as Appendix A and B. The Planner summarized the submissions as follows:

Joanne Segate (Appendix A) 1296 Judith Place

Opposed to multiple dwellings due to concerns including water, roads, flow through traffic, disaster planning and evacuation, and governance.

Kathleen Johnston (Appendix B) 1371 Sunshine Coast Hwy

Concerns include maintenance to proposed park, park boundary, potential trespassers, and garbage.

The Planner concluded the presentation and the Chair called a first time for submissions.

SUBMISSIONS AT PUBLIC HEARING

Wanda Selzer 1047 Fircrest Road

Spoke in favour of the application. Appreciates that this proposal creates more housing. Questions of covenant and affordable housing. Feels this is a positive proposal. Noted the benefits to having an access point/bus stop for seniors and those with disabilities. Asked for clarification regarding the public access to the park.

The Planner stated that the public access point to the park will be through Fitchett Road. There will be a statutory right of way to have access to the park. The road conditions will be improved for pedestrian access. There is potential access to Kearton Road. The small piece will be added to a larger portion of the park negotiated in 2009.

Asked the name of the developer who is putting forward the proposal is?

The Planner stated that Larry Penonzek is the applicant for the proposal.

Mike Doyle
417 King Road

Expressed support for the change in use of the property and have the concrete operations removed from the property.

Catherine Nicholls
1355 Kearton Road

Expressed support for the end of the cement plant currently on the property. Has concerns about the turn-around at Veterans Road. The left turn onto the highway is challenging. Has concerns about the increase in traffic to this intersection. Would like to request some form of traffic control at this corner.

Bill Price
1322 Judith Place

Asked for clarification regarding the location of the septic system for Lot A.

The Planner noted the location of the septic system on the site plan. It will be a shared septic system.

Bob Small
1418 Stardust Place

Stated that his property located at Lot 41/42 backs onto top part of the subject property by way of bush, green space. Noted that this land is R2 zoning and could be purchased to potentially add onto property size. This portion of green space is unusable steep cliff land. Expressed support for separating out the southern portion of the property through subdivision process. Expressed support for the development of affordable housing on this property. Supports the strata lots, as it fits in with the homes already in the area. Feels this is a good fit for the neighbourhood and good process.

Catherine Nicholls
1335 Kearton Road

Asked for clarification regarding the creek that runs along the creek. Asked if there is a 30m setback due to creek/fisheries.

The Planner noted the Riparian Area (RAR) regulations applies to any creek, stream or fish bearing body of water. The Planner confirmed that the creek on Kearton Road would be subject to the 30m assessment area.

The Manager, Planning and Development clarified the difference between a RAR assessments versus setback requirements.

Lesley Thompson
1418 Sunrise Place

Expressed concerns with respect to the ravine and creek being a wildlife corridor. Would like assurance from the developer that this sensitive area will be respected in terms of minimal tree cutting and responsible disposal of building materials. Expressed desire to see the wildlife corridor protected and preserved.

Larry Penonzek, Applicant
70 Head Road

Expressed confirmation that the development will preserve the natural habitat and wildlife corridor. There is no plan to remove any trees or dispose of building materials near or in the creek. Due to the steep, ravine like land, the proponent will not use the sensitive space for development. This area will be preserved for public use.

Anne Marie Stahl
1312 Judith Place

Asked for clarification if Castle Road would continue through to the condominiums on King Road.

The Planner noted that there is some road work happening in that area with another subdivision application. At this point there are no plans through the subject rezoning application to extend Castle Road.

Asked for clarification regarding the height of the buildings.

The Planner noted that the height limit in the strata development is two storey buildings.

The Planner presented the subdivision plan. The two storey single family dwellings will be on bare land strata development land. The Planner confirmed that the homes will extend down as far as Fitchett Road.

The Chair called a second time for submissions.

CLOSURE

The Chair called a third and final time for submissions. There being no further submissions, the Chair advised that there being no further submissions from the public, announced the public hearing for proposed Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.168, 2016 closed at 8:06 p.m.

The Chair thanked everyone for attending the public hearing.

Certified fair and correct:

Prepared by:

APPROVED – SIGNATURE TO FOLLOW

SIGNATURE TO FOLLOW

Ian Winn, Chair

A. Ruinat, Recording Secretary

Subject: Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.168, 2016

From: Joanne Segate

Sent: Tuesday, October 31, 2017 10:08 AM

To: Lesley-Ann Staats <LesleyAnn.Staats@scrd.ca>

Cc: info@sechelt.ca; info@gibsons.ca; nicholas.simons.MLA@leg.bc.ca

Subject: Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.168, 2016

With reference to the above notice of Public Hearing on District Zone Amendment Bylaw No. 310.168, 2016, I, Joanne Segate, the homeowner at 1296 Judith Place, Gibsons, B.C. V0N 1V5,

Am categorially opposed to the amendment, and further am opposed to any multiple dwelling planning within the area of my residence.

The governments of the Sunshine Coast have continued to approve developments when a total disregard to the need for an upgrade to the infrastructure that supports development. This include, but are not limited to,

1. Water

We have been struggling on the Coast for 2 long years without any resolution to the water crisis on the coast. The people elected to provide the infrastructure to the residence of this coast have, in my opinion, abandoned their priorities by allowing development to continue without adequately providing for the most basic needs of the residents—water, being the most dire need.

I would suggest that an immediate moratorium be establish on all building and development until such time as the residents of the Sunshine Coast can be provided with sufficient water to meet their needs.

2. Roads

The current road system in the immediate areas of Veteran's, Fitchett, King and all the secondary road off these main roads, need major upgrades. We have only seen very short upgrades to these roads. To sustain the amount of possible increase in traffic from this development and a further development that straddles King and Veteran's, the roads need to be upgraded, expanded with increased curbs and bicycle paths, along with adequate stopping space for public transportation, and for mail pick-up. I have written to the people in charge of the mail box area identifying the desperate need for an upgrade to the area around the postal boxes. There is a giant pot hole and insufficient space more than one car to stop. I received absolutely no response to my request. If a simple response such as this is beyond a government agency to respond to then how can we as residents expect our best interests to be addressed with the increased influx of more residents.

3. Flow through traffic

The current situation of residents trying to get onto Highway 101 is an absolute disaster. We have traffic flowing into our area from Bonniebrook Heights and the residences in between. Again, poor infrastructure planning for a major housing development in the Bonniebrooke area limited entry and exit to Highway 101 only through Veteran's Road. Traffic on Highway 101 reached it's worse this summer. It is impossible, at high peak periods, to make a left turn. To make a left turn, I have started turning right and turning around farther down the road, when it is safe to do so. With two further developments and the added residences, the current chaotic situation at Veteran's and Highway 101 is a disaster waiting to happen.

4. Disaster planning and Evacuation

Again, the infrastructure needs to adequately support the residents of the Sunshine Coast should there be a need for disaster relief and evacuation. Given the problems with inadequate water supplies, inadequate road systems, and inadequate traffic flow, how is the Regional District meeting the most basic safety needs of the current residents, let alone another 100 plus in this area alone.

5. Multiple levels of Government for the Sunshine Coast

As I talk to people or hear discussions on our current water crisis, the questions comes up about how our tax monies are being spent through multiple governments that seem to be totally at odds with each other.

Is it not time for one government for the Sunshine Coast. The wastage of tax dollars to provide multiple mayors, councillors, and administration could be better spent in ensuring adequate infrastructure planning is maintain on the coast, rather fiefdom fights about who is in charge.

I again, categorically oppose any further development in this area until such time as all the infrastructure needs of the current residents are met.

Joanne M. Segate

From: Kathleen Johnston

To: <LesleyAnne.Staats@scrd.ca>

Date: Sun, 5 Nov 2017 14:00:37 -0800

Subject: Public Hearing Notification Bylaw No.310.168,2016

We are Rod and Kathy Johnston, our South border is against the North border in this amendment. We share the creek and ravine. We have put up a fence, but because we can't fence the creek, we are very worried about people from the new park wandering on to our property. We would like to know what your plans are to set the boundary of the park. Who will be picking up the garbage? Who is charge of damages to neighbours property? If our fence are ripped down again who will fix it? I have lived on this ravine for 40 years and have thousands of dollars damage by people living along this ravine. People cut down trees our banks fall in, they pipe water and sewer into the creek, they set fires, party and smash glass into the creek and not once has the scrd helped us. Now we will have to worry about people wandering in to our yard, I think that you should take some time to think about a way that we will not be burdened with more damage. A lot of people live around the property in this public hearing, they have a right to a stress free life, and not be bothered by people trespassing on property up and down Chaster Creek

Thank You

Rod and Kathy Johnston

1371B Sunshine Coast Hwy. Gibsons B.C. VON1V5

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 310.168, 2016**

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

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 the *Sunshine Coast Regional District Zoning Amendment Bylaw 310.168, 2016*.

PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended as follows:
 - a. Amend Schedule 'A' by rezoning two parts of The South ½ of District Lot 908, Group 1 New Westminster District, Except Part in Plan 15254 from R2 to R2A and RM3 to RU1 as shown on Appendix A to this bylaw;
 - b. Amend Schedule 'B' by rezoning two parts of The South ½ of District Lot 908, Group 1 New Westminster District, Except Part in Plan 15254 from Subdivision District C to Subdivision District A and RM3 to Subdivision District A as shown on Appendix B to this bylaw;

PART C – ADOPTION

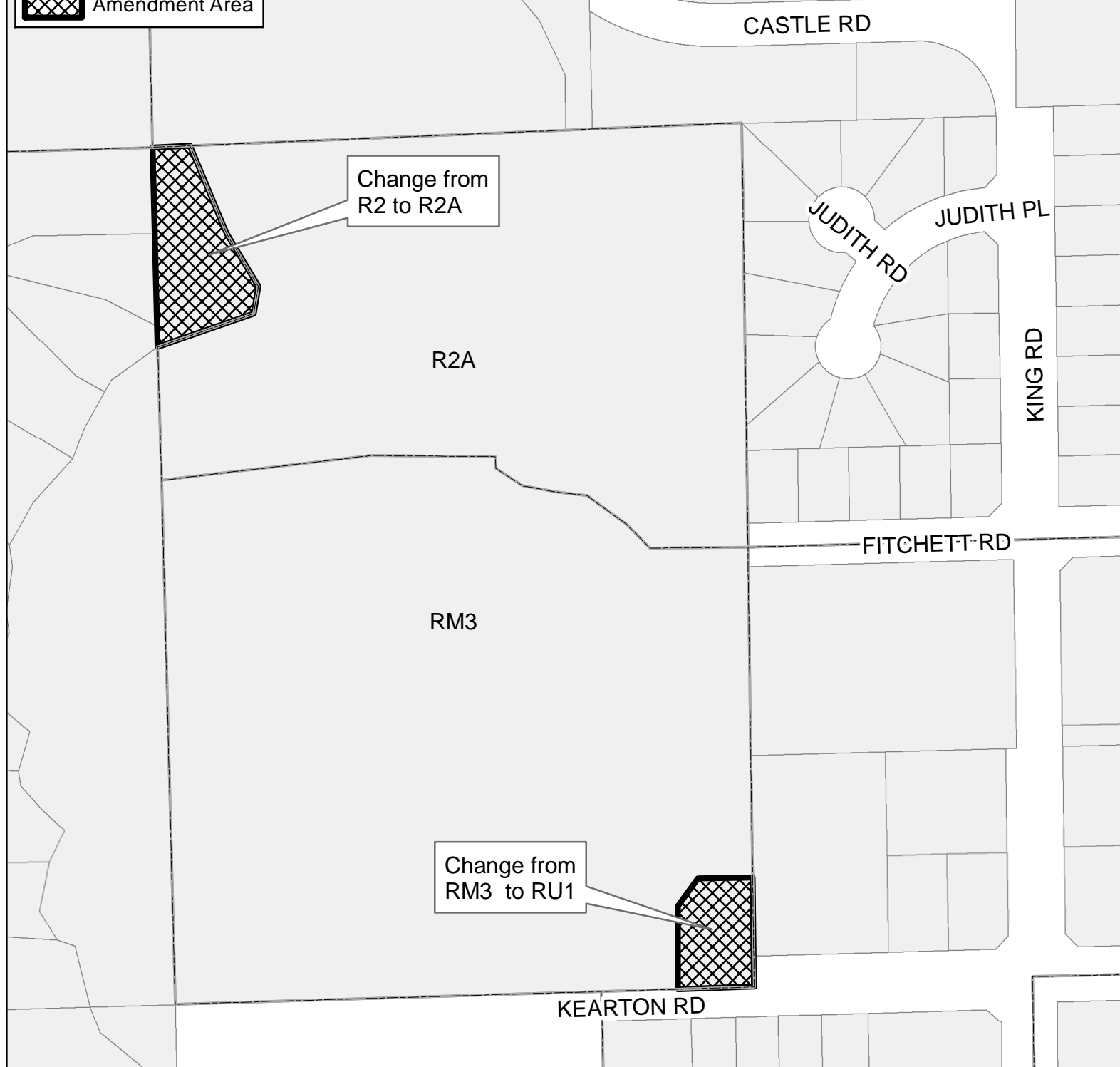
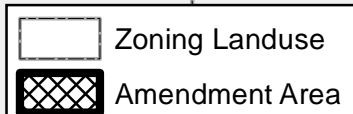
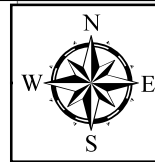
READ A FIRST TIME this	12	DAY OF JANUARY ,	2017
READ A SECOND TIME this	26	DAY OF OCTOBER ,	2017
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	7	DAY OF NOVEMBER ,	2017
READ A THIRD TIME this	####	DAY OF MONTH ,	YEAR
APPROVED PURSUANT TO SECTION 52 OF THE TRANSPORTATION ACT this	####	DAY OF MONTH ,	YEAR
ADOPTED this	####	DAY OF MONTH ,	YEAR

Corporate Officer

Chair

Appendix A to Zoning Amendment Bylaw 310.168, 2016

Rezoning the northwest part of subject property from R2 to R2A and the southeast part RM3 to RU1, as shown on hatched portions below



Chair

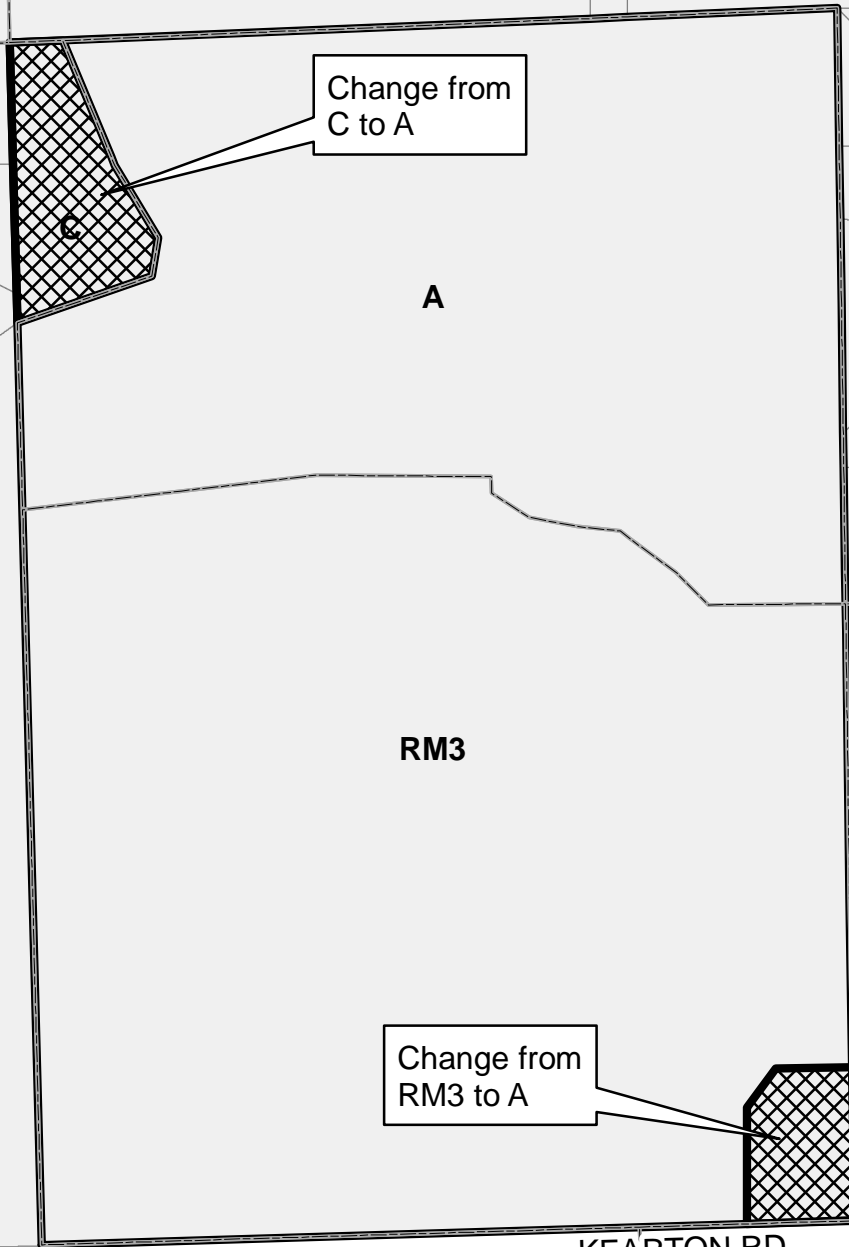
Corporate Officer

Appendix B to Zoning Amendment Bylaw No. 310.168, 2016

Rezoning the northwest part of subject property from Subdivision District C to A and the southeast part from RM3 to A, as shown on hatched portions below



- Subdivision District Boundary
- Amendment Area



Chair

73

Corporate Officer

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 14, 2017

AUTHOR: David Rafael, Senior Planner and Lesley- Ann Staats, Planner

SUBJECT: TWIN CREEKS OFFICIAL COMMUNITY PLAN BYLAW No. 711, 2017 FOR
CONSIDERATION OF FIRST READING

RECOMMENDATIONS

THAT the report titled Twin Creeks Official Community Plan Bylaw No. 711, 2017 for Consideration of First Reading be received;

AND THAT Twin Creeks Official Community Plan Bylaw No. 711, 2017 be forwarded to the Board for First Reading;

AND THAT pursuant to Section 475 of the *Local Government Act*, Bylaw No. 711, 2017 be referred to the following as part of the early and on-going consultation:

- i. West Howe Sound Advisory Planning Commission
- ii. Skwxwú7mesh Nation
- iii. Ministry of Transportation and Infrastructure
- iv. Vancouver Coastal Health Authority
- v. Ministry of Forests Lands, Natural Resource Operations and Rural Development
- vi. Islands Trust
- vii. Agricultural Land Commission
- viii. Town of Gibsons
- ix. Squamish Lillooet Regional District
- x. Metro Vancouver Regional District
- xi. School District #46
- xii. BC Hydro

AND FURTHER THAT pursuant to Section 477 of the *Local Government Act*, Bylaw No. 711, 2017 is consistent with the SCRD's 2017-2021 Financial Plan and 2011 Solid Waste Management Plan.

BACKGROUND

The purpose of this report is to introduce the new Twin Creeks Official Community Plan (OCP), recommend the First Reading, and initiate referrals. The new OCP (Attachment A) is intended to replace the existing Twin Creeks OCP, adopted in 2005.

An OCP represents a vision for the future of a community and provides a framework to guide growth and decisions about the use and management of land and water resources. An OCP describes how and where forestry, industrial activity, residential and commercial types of development will occur; it guides the provision of necessary transportation and utility infrastructure; and provides policies concerning environmental, economic and community health and well-being.

The purpose and content of an OCP are formally outlined in the [*Local Government Act*](#) as "...a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government."

The Review Process

The review of the Twin Creeks OCP began in early 2016. A working group composed of community members and the Electoral Area Director as an ex-officio member, with SCRD Staff supporting, was established to provide insight into the vision, goals, objectives and policies which shape the Plan. The first meeting was held on June 8, 2016. Nine working group meetings and two site visits have been held to date.

Cross-functional inter-departmental opportunities were used in drafting many of the chapters, including Part 3 (Setting the Stage), Part 3 (Land Use Designations), and Part 4 (Development Permit Areas).

DISCUSSION

The Twin Creeks OCP Layout

The OCP identifies a vision, goals, objectives, and policies.

- The vision is the ideal future state we aspire to achieve.
- The goals are the desired outcomes once the Plan is fully implemented.
- Objectives are the changes that must take place to realize the goals. Objectives outline what is important to the residents and landowners in the Plan area.
- Policies are the actions that relate directly to achieving the goals and objectives of the Plan. Policies provide specific direction to the Board, the community, and provincial and federal agencies on the future land and surface-of-water use in the Twin Creeks plan area.

The OCP is divided into five Parts:

- Part 1 provides the context, background, vision, and goals for the OCP.
- Part 2 provides the broad framework for the OCP.
- Part 3 covers the land use designations. Each designation contains an overview and information on existing conditions, as well as opportunities and challenges, objectives, and policies.
- Part 4 includes the Development Permit Areas.
- Part 5 provides definitions.

To support the Plan text, the four maps are included:

- Map 1 – Land Use Designations
- Map 2 – Development Permit Areas
- Map 3 – Transportation Networks and Recreation
- Map 4 – Aggregate

What's New

A variety of people are interested in reading OCP's. Generally, planners, developers, land-owners, qualified professionals, architects, and interested citizens use an OCP the most. During drafting, Staff worked to ensure the document would be user-friendly, and easy to follow and implement.

The following parts of the OCP are new:

1. The Vision. The Vision was originally a lengthy, three-paragraph statement. The working group and staff worked together to consolidate the themes into a concise vision statement. The new vision is stated as follows:

A coastal community with a mix of industrial, forestry, rural, residential, agricultural, and recreational uses in close proximity; where natural assets and cultural heritage are highly valued; and a future where local and diversified economic opportunities are abundant.

2. Skwxwú7mesh Nation section. This section supports protecting Skwxwú7mesh Nation heritage and early and ongoing engagement on land use applications.
3. Climate Change and Greenhouse Gas Emission Reduction Targets. This section outlines objectives and policies to reduce greenhouse gas emissions as required by the *Local Government Act*.

4. Under the Land Use Designations section, the following three sections are new:
 - a. Marine Land Use Designation is divided into Industrial Marine and General Marine.
 - b. Forestry Land Use Designation combines Private Managed Forest Lands and Provincial Forest lands into one section.
 - c. Rural-Industrial Land Use Designation is a new buffer area between Industrial designated lands and Residential designated lands. The Rural-Industrial lands are intended to allow a mixed-use of light industrial and residential.
5. Development Permit Areas (DPA's). The original OCP has Geotechnical Assessment Areas, which are areas identified as hazardous, although assessments are not required. The updated hazardous areas are now aligned with Kerr Wood Leidel Associates Ltd. Consulting Engineers 2015 assessment with recommendations on the safe use of these lands. There are three new geotechnical hazard DPA's: Coastal Flooding, Slope Hazards, and Creek Hazards. These DPA's are aligned with other SCRD OCP's.

OCP Goals

The OCP is organized around the vision and goals. The five goals are:

1. A vibrant and diversified economy.
2. A sustainable forestry industry.
3. A healthy natural environment.
4. Enhanced collaboration with the Squamish (Skwxwú7mesh) Nation and other jurisdictions.
5. A sustainable mix of land and marine uses.

Organization and Intergovernmental Implications

As the OCP Bylaw moves toward adoption process referrals are made to ensure the plan is consistent with other plans, studies and requirements of external agencies and groups. Many of the referrals to Provincial ministries and First Nations are prescribed by the *Local Government Act*. Other referrals to the West Howe Sound Advisory Planning Commission and departments within the SCRD are conducted as a matter of effective planning practice.

Staff recommends referring the OCP to the following as part of the early and ongoing consultation process and in order to fulfil legislative requirements:

- West Howe Sound Advisory Planning Commission
- Ministry of Transportation and Infrastructure
- Vancouver Coastal Health
- Skwxwú7mesh Nation

- Ministry of Forests, Lands, Natural Resource Operations and Rural Development
- Islands Trust
- Agricultural Land Commission
- Town of Gibsons
- Squamish Lillooet Regional District
- Metro Vancouver Regional District
- School District #46
- BC Hydro

The plan area is outside SCRD's fire protection and refuse collection service area. Objectives and policies in the plan are consistent with SCRD's current Solid Waste Management Plan.

Financial Implications

The Manager, Financial Service / Deputy Financial Officer has reviewed the OCP and determined that it is consistent with the five-year Financial Plan (2017-2021).

Timeline for next steps or estimated completion date

Upon First Reading, Staff will refer the OCP to organizations to begin the process of early and ongoing consultation. Staff will report back to this Committee with feedback from the consultation.

Communications Strategy

The strategy applied to involve stakeholders and property owners was the establishment of the Twin Creeks OCP Review working group. Referrals to the organizations above will supplement the consultation process. The OCP will be posted on SCRD website. A public information meeting is anticipated to be organized in 2018 Q1.

A public hearing will also be conducted prior to consideration of adoption. Additional engagement opportunities may be explored upon direction from the Board.

STRATEGIC PLAN AND RELATED POLICIES

The OCP review process and the Plan itself reflect many of the strategic priorities outlined within SCRD's Strategic Plan including Enhance Collaboration with the Skwxwú7mesh Nation, Support Sustainable Economic Development, Facilitate Community Development, Ensure Fiscal Sustainability, and Embed Environmental Leadership.

The OCP reflects strategic values of collaboration, environmental leadership, and transparency.

CONCLUSION

This report introduces the new Twin Creeks Official Community Plan, which includes objectives and policies to guide decisions on planning and land use management in the Twin Creeks area. The document was reviewed by a working group that met nine times over a year and a half. New and updated components of the OCP include the vision, a section on the Skwxwú7mesh

Nation, climate change and greenhouse gas reduction targets, some new land use designations, and revised Development Permit Areas. Staff recommends a First Reading of the Bylaw and initiating referrals to begin the process of early and ongoing consultation and to ensure the plan is consistent with other plans, studies and requirements of external agencies and groups.

Attachments

Attachment A – Twin Creeks Official Community Plan Bylaw No. 711, 2017 for First Reading

Reviewed by:			
Manager	X – A. Allen	Finance	X – S. Zacharias
GM	X – I. Hall	Legislative	X – A. Legault
CAO	X – J. Loveys	Solid Waste	X – R. Cooper

DRAFT: Twin Creeks Official Community Plan
Bylaw No. 711, 2017



Witherby Point. Photo by Jim Green

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PART ONE: INTRODUCTION

Acknowledgements

- 1 Sunshine Coast Regional District (SCRD) sincerely appreciates the time and valuable contribution made by community members, the Board, and staff. The Twin Creeks Official Community Plan (OCP) was prepared during the elected term of Ian Winn, Director for Electoral Area F – West Howe Sound and his Alternate Director Kate-Louise Stamford. A review committee was established to assist in guiding the public engagement process and providing insight into the vision, goals, objectives and policies which shape this Plan.

Twin Creeks Official Community Plan Review Committee

Jordan Cosulich	David Rafael, SCRD Senior Planner, Chair
Jim Green	Ken Sneddon
Mark Hiltz	Lesley-Ann Staats, SCRD Planner
Andy Koberwitz	Hugh Willson
Rob Linden	Lisa Wilcox, Skwxwú7mesh Nation
Jon McRae	Chief Bill Williams, Skwxwú7mesh Nation
	Director Ian Winn, Member Ex Officio

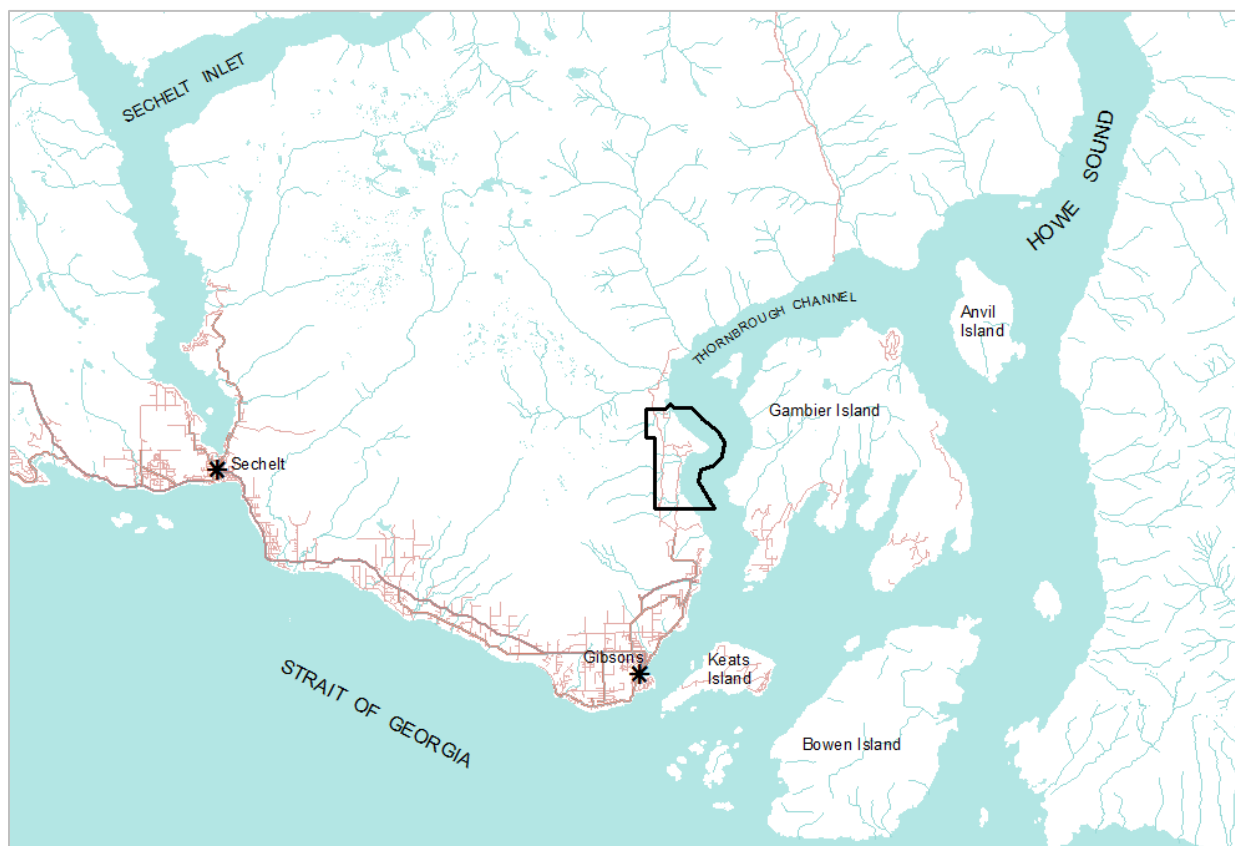
The review committee and SCRD acknowledge the earlier work completed on the original OCP which provided a foundation for this Plan.

Bylaw Adoption

- 2 Twin Creeks Official Community Plan Bylaw No. 711, 2017
⇒ Insert Signed Bylaw here

Twin Creeks Community: The Plan Area

- 3** The Twin Creeks area is a coastal community approximately 10 km north of the Town of Gibsons and approximately 2 km south of the Howe Sound Pulp and Paper Mill at Port Mellon. It extends south to the boundary of the West Howe Sound Official Community Plan area, north to the Hillside – Port Mellon Industrial Area Official Community Plan area, west along the slopes of Mount Elphinstone to include land within the Sechelt Provincial Forest, and east to incorporate part of Thornbrough Channel in Howe Sound.



SCRD acknowledges and respects that the Plan area lies within the territory of the Skwxwú7mesh (Squamish) Nation.

The Plan area is approximately 1054 hectares in size. The land portion is approximately 594 hectares and the marine portion covers approximately 460 hectares of the area over the water, which extends approximately 750 metres from the shoreline.

Twin Creeks is defined by its well-established forest-related industry, its waterfront industrial land, and its proximity to the industrial area of Hillside to the north.

The primary uses in the area are in the forestry and industrial sectors, with few residential properties and less than 20 residents. At the time the Plan was written, there were less than 20 landowners and the majority of the land was owned by 5 property owners.

What is an Official Community Plan?

- 4** An Official Community Plan (OCP) represents a vision for the future of the community and provides a framework to guide growth and decisions about the use and management of land and water resources. An OCP describes how and where forestry, industrial activity, residential and commercial types of development will occur; it guides the provision of necessary transportation and utility infrastructure; and provides policies concerning environmental, economic and community health and well-being.

The purpose and content of an OCP are formally outlined in the [Local Government Act](#) of British Columbia as “...a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government.”

The [Local Government Act](#) requires local governments to provide consultation throughout the development of the plan and outlines the adoption procedure for the bylaw respecting the OCP.

Once adopted as a bylaw, an OCP becomes “official” and all future land use decisions made by the Regional District must be consistent with the objectives and policies outlined in the OCP. It is important to note that an OCP is strictly a policy document. In order for an OCP to be effective, several tools are required to implement an OCP’s policies and objectives. This includes the use of regulations or guidelines such as those contained in a zoning bylaw, development permits, capital expenditures planning, development cost charges and subdivision control. After adoption, all bylaws enacted or works undertaken by the Regional District, must be consistent with the OCP.

While it provides guidance and an amount of certainty for the community and investors, an OCP is not intended to be a static document. It is a living document and should respond to new, unanticipated conditions and circumstances. As such, following careful consideration by the Regional District Board, policies and land use designations in an OCP may be revised through the adoption of an amending bylaw following the provisions outlined within the [Local Government Act](#), including public consultation. OCP’s are typically reviewed periodically to assess whether the goals, objectives and policy directions remain valid.

Organization of the Plan

- 5** The Twin Creeks OCP, referred to simply as the ‘Plan’, is organized around the vision and goals. It includes text and corresponding maps. The following maps are included:

Map 1 – Land Use Designations

Map 2 – Development Permit Areas

Map 3 – Transportation Networks and Recreation

Map 4 – Aggregates

This Plan identifies a vision, goals, objectives, and policies. The vision is the ideal future state we aspire to achieve. The goals are the desired outcomes once the Plan is fully implemented. Objectives are the changes that must take place to realize the goals. Objectives outline what is

important to the residents and landowners in the Plan area. Policies are the actions that relate directly to achieving the goals and objectives of the Plan. Policies provide specific direction to the Board, the community, and provincial and federal agencies on the future land and surface-of-water surface use in the Plan area.

The Plan is divided into Five Parts:

Part 1 provides the context, background, vision, and goals for the OCP.

Part 2 provides the broad framework for the OCP.

Part 3 covers the land use designations. Each designation contains an overview and information on existing conditions, as well as opportunities and challenges, objectives, and policies.

Part 4 includes the Development Permit Areas.

Part 5 provides definitions.

Vision

- 6** The vision of this Plan is the ideal future state we aspire to achieve.

A coastal community with a mix of industrial, forestry, rural, residential, agricultural, and recreational uses in close proximity;

where natural assets and cultural heritage are highly valued;

and a future where local and diversified economic opportunities are abundant.

Goals

- 7** The goals are the desired outcomes once this Plan is fully implemented.
1. A vibrant and diversified economy.
 2. A sustainable forestry industry.
 3. A healthy natural environment.
 4. Enhanced collaboration with the Squamish (Skwxwú7mesh) Nation and other jurisdictions.
 5. A sustainable mix of land and marine uses.

PART TWO: SETTING THE STAGE

The Planning Process

- 8** This plan is based on the community's values, concerns, and wishes. A Twin Creeks OCP Review Committee composed of nine residents, two Planners, one Director, and two members of the Skwxwú7mesh Nation guided the process and provided input into the draft materials. The Committee met eight times over a year to determine what changes needed to be made to the original Plan, which provided a foundation for this Plan. This Plan builds on the work of the original Twin Creeks OCP that was created with the assistance of a public advisory group.

The successful implementation of this Plan is dependent on the collaboration of individuals, organizations, First Nations, and government bodies. Working together, the results of our collaborative efforts will build a strong, sustainable future for the residents that live, work and play around the Twin Creeks area.

Regional Context Statement

- 9** As a community within the Sunshine Coast Regional District, the Twin Creeks plan area works to achieve regional objectives identified in the [Regional Sustainability Plan "We Envision"](#) and the [Community Energy and Emissions Plan](#).

The Plan area is entirely within the Skwxwú7mesh Nation's territory. SCRD is committed to working with Skwxwú7mesh Nation to protect cultural and archaeological resources within the Twin Creeks OCP area.

Skwxwú7mesh Nation

- 10** The Skwxwú7mesh Nation has focused most of their attention on portions of their territory that is outside of SCRD's jurisdiction. The Xay Temíxw (Sacred Land) Land Use Plan does not contain specific policies or designations for the Plan area.

Skwxwú7mesh Nation Objectives

1. SCRD will work with the Skwxwú7mesh Nation to ensure that its heritage is protected under the [Heritage Conservation Act](#) and through cooperation on the Provincial land use and planning processes.
2. Encourage early and ongoing engagement with the Skwxwú7mesh Nation for any proposals to amend land use policies in the Twin Creeks OCP.

Skwxwú7mesh Nation Policies

1. Advise applicants and developers to contact the Skwxwú7mesh Nation early in the application process for consideration of a development.
2. SCRD will refer applications to amend the Twin Creeks OCP and the Zoning Bylaw to the Skwxwú7mesh Nation for comment.

3. SCRD will collaborate with applicants and the Skwxwú7mesh Nation to work towards resolving issues before the SCRD Board considers adopting amendments.
4. SCRD will collaborate with the Skwxwú7mesh Nation in land and marine planning for Howe Sound.

Climate Change and Greenhouse Gas Emission Reduction Targets

- 11** In 2007, the Province passed the [Greenhouse Gas Reductions Target Act](#). The Act establishes targets for the province as a whole: to reduce Greenhouse Gas (GHG) emissions by at least 33% below 2007 levels by 2020 and reduce GHG emissions by 80% in relation to 2007 by 2050.

BC's [Local Government Act](#) requires all OCPs to set targets for GHG emission reduction, as well as policies and actions to achieve the targets.

In 2009, SCRD partnered with local governments on the Sunshine Coast to develop the [Community Energy and Emissions Plan](#) (CEEP) to determine the source and amount of GHG's emitted on the Sunshine Coast. The GHG emission sectors that apply to the Twin Creeks Plan area are Industry, Transportation, Forestry, Rural, Residential, Commercial, and Solid Waste.

As is to be expected in rural communities where the private automobile is the primary mode of transportation, transportation has the highest sector output of GHG emissions (about 65 %) across the Sunshine Coast, followed closely by land use patterns. For the Twin Creeks Plan area, focusing actions and initiatives towards transportation and industrial land use will support the biggest emissions reductions.

Climate Change and Greenhouse Gas Emission Reduction Objectives

The climate change and energy objectives of the OCP are as follows:

1. Reduce greenhouse gas emissions.
2. Increase awareness of the risks of climate change and encourage measures to reduce risks.
3. Integrate considerations related to climate change and energy into relevant procedures, processes, and decision-making by encouraging:
 - a. monitoring and managing community energy consumption and generation;
 - b. climate change adaptation planning to reduce future impacts on public health, property and the natural environment;
 - c. conservation of water and energy;
 - d. waste reduction and diversion; and
 - e. increasing the energy efficiency of existing and new buildings.
4. Enhance partnerships with federal, provincial, regional and local governments, other public agencies, the Skwxwú7mesh Nation, community organizations, and businesses for the efficient and effective coordination of climate change and energy resiliency plans,

policies and initiatives including greenhouse gas reporting and risk and vulnerability assessment of local climate change impacts.

Climate Change and Greenhouse Gas Emission Reduction Policies

The climate change and energy policies of the OCP are as follows:

1. Continue to work towards a target of 32% reduction in greenhouse gas emissions by 2030 and 39% by 2050, as set out in the Community Energy and Emissions Plan.
2. Support renewable energy and low carbon fuel development proposals and business activities that can sequester carbon or reuse materials.
3. Support development proposals with a district energy system.
4. Protect seagrasses and tidal marshes for sequestering and storing carbon from the atmosphere and oceans.
5. Encourage the development of Waste Management Plans for new commercial and industrial development.

Sustainable Economic Development

12 This Plan supports sustainable economic development activities provided environmental integrity is not compromised. Twin Creeks is suitably located for the resource, industrial, and commercial uses, which are economic generators on the Sunshine Coast. The Plan promotes compatibility between various land uses in adjacent areas. To support economic development, the Plan aims to capitalize on the unique qualities of the area including:

1. Opportunities to develop waterfront industrial lands;
2. Physical attributes that are suitable for a possible transportation transfer point for moving between land and water;
3. Location which is somewhat removed from the more densely developed residential parts of the Sunshine Coast;
4. Accessibility to markets by deep water vessels;
5. A well-established forest-related industry;
6. Proximity to Hillside and Port Mellon industrial area, which provides an opportunity to link into the industrial area to the north.

Temporary Use Permits

13 A Temporary Use Permit (TUP) is a useful tool to allow activities that are not permitted under zoning, to support a development, or test an activity for a temporary term. It may help demonstrate an activity's compatibility with an area and provide support for a rezoning application. Local governments may issue a TUP for periods of up to 3 years, which can be renewed once before a new permit is required. An opportunity for public comment is a legislated requirement before the TUP can be issued. A TUP can set out conditions for each application.

The Plan area is designated as a Temporary Use Permit area for forestry, industrial or commercial uses.

Temporary Use Permit Objective

1. Recognize that Temporary Use Permits for forestry, industrial and commercial use can support economic activity.

Temporary Use Permit Policies

1. A Temporary Use Permit for forestry, industrial or commercial uses may be supported subject to the following criteria:
 - a. No permanent structures shall be constructed in conjunction with a temporary use.
 - b. All Temporary Use Permit applications must conform to the requirements of Provincial and Federal agencies.
 - c. A report completed by a qualified professional(s) shall determine measures to be met to protect the environment, biodiversity, and Species and Ecosystems at Risk.
 - d. Financial security may be required to ensure that temporary structures are removed upon expiration of a permit and that the land is restored to a satisfactory condition if it has been altered.
 - e. A natural vegetative buffer or berm of 300 metres in width shall be maintained between an asphalt batch plant operation and any dwelling not located on the subject parcel.
 - f. Temporary Use Permits shall not be supported for uses such as storage of toxic waste including PCBs, chromium manufacturing and similar high-impact chemical plants, and fish/animal processing plants.

PART THREE: LAND USE DESIGNATIONS

- 14** Land use designations are shown on the Land Use Designations map (Map 1).

Industrial

- 15** The Plan recognizes Twin Creek's historic role as a major industrial center and also looks to diversify the industrial land base with new uses that increase local employment and supports the local economy. It is currently comprised of about 100 hectares of land in three separate areas near the mouths of Ouillet Creek, Twin Creeks, and Bear Creek.

The Industrial land use designation is intended to accommodate industrial development and employment centres. The designation is intended to remain flexible for future industrial and commercial land uses. There is support for expanding industrial areas, especially in the Forestry land use designation that, over time, may no longer be required for forestry.

While the present activity is primarily forestry-related industries, the Plan supports a variety of industrial uses. Challenges in expanding the industrial land base include lack of community water and sewage services, topography, road networks, and several relatively narrow parcels. Consolidation of small parcels may provide more industrial opportunities.

Industrial Objectives

1. Provide adequate, serviced industrial land supply.
2. Encourage a flexible and wide variety of industrial uses within the Industrial designation.
3. Recognize the needs of natural resource activities and acknowledge that forestry and extraction activities are important economic contributors to the local economy.
4. Recognize the importance of the Twin Creeks Area to accommodate future industrial growth in West Howe Sound and as a possible future transportation hub with respect to the transfer of goods and associated storage.
5. Recognize that economic development needs to respond to the changing global and regional economy.
6. Protect industrial lands from conflicting rural-residential land uses.
7. Establish sufficient land areas for the development of a diversified economy and employment base to serve local, Canadian and international markets.
8. Protect natural environmental features such as watercourses or habitat areas within industrial areas.
9. Ensure that economic activity is compatible with the surrounding area to minimize conflicts between industry, resource activities and other uses.

Industrial Policies

1. Uses in the Industrial designation include processing, industry, manufacturing and assembly operations, storage, warehousing, and distribution.
2. Prohibited uses that result in significant negative impacts to air or water quality include:
 - a. storage or disposal of hazardous, contaminated, biomedical and toxic waste including PCBs;
 - b. chromium manufacturing and similar high impact chemical plants;
 - c. petrochemical refining and bulk storage, not including auxiliary storage required for industrial operations;
 - d. explosives/ammunition manufacturing; and
 - e. metal smelting/electroplating.
3. General retail uses will only be permitted within the Industrial designation when they are needed to provide services to area employees.
4. Support auxiliary retail sales for industrial uses.
5. Waterfront lots adjacent to an Industrial designation are designated for marine-dependent industrial uses.
6. Industrial businesses are encouraged to use available technology to reduce/eliminate noise, odours, and other emissions.
7. Support may be given to developing an eco-industrial network to build efficiencies in energy, resource use, and waste management.
8. SCRD may consider the rezoning of partial or entire parcels for refuse disposal uses subject to a comprehensive environmental review.
9. SCRD may consider the rezoning of partial or entire parcels for biodiesel and battery manufacturing uses subject to a comprehensive environmental review.
10. SCRD may consider the rezoning of partial or entire parcels in the Forestry designation to provide new or expanded industrial uses subject to:
11. A comprehensive study demonstrating that the Forestry designation is no longer required;
 - a. A conceptual plan demonstrating that the development is compatible with surrounding properties, with consideration of impacts such as noise, buffering, on-site stormwater/drainage management and impacts of light;
 - b. A comprehensive traffic study identifying the potential impacts of increased vehicle volumes, needed improvements to the existing road network to accommodate an increase in traffic and improvements to the road network to access the site. All traffic studies shall be referred to the Province;

- c. A report completed by a qualified professional(s) determining measures to protect the environment, biodiversity, and Species and Ecosystems at Risk;
 - d. A report completed by a qualified professional(s) determining measures to protect development from natural hazards including sea level rise;
 - e. A report completed by a qualified professional(s) determining adequate water supply and a sewage disposal area is available for the proposed development;
 - f. Federal and provincial authorities support the proposal; and
 - g. Environmental compensation, if required, should be provided locally.
12. SCRD may consider rezoning of lands in this designation to allow development of a new marine terminal/deep sea dock with associated upland storage subject to SCRD and other interested agencies having an opportunity to review a conceptual development plan and understand the scope of studies and public consultation that should be provided as part of any rezoning application, including consideration of the following studies or reports:
- a. A comprehensive traffic study identifying the potential impacts of increased vehicle volumes, needed improvements to the existing road network to accommodate an increase in traffic and improvements to the road network to access the site. All traffic studies shall be referred to the Province;
 - b. A report completed by a qualified professional(s) determining measures to protect the environment, biodiversity, and Species and Ecosystems at Risk;
 - c. A report completed by a qualified professional(s) determining measures to protect development from natural hazards including sea level rise;
 - d. A report completed by a qualified professional(s) determining adequate water supply and a sewage disposal area is available for the proposed development;
 - e. Federal and provincial authorities (such as Fisheries and Oceans Canada) support the proposal; and
 - f. Environmental compensation, if required, should be provided locally.

Sand and Gravel Extraction

- 16** The management of mineral resources falls primarily under provincial jurisdiction, such as sand and gravel extraction. However, processing activities such as crushing, sorting and cleaning, are subject to local government zoning regulations.

The Provincial Government, through the *Sunshine Coast Aggregate Potential Mapping Project (2002)*, identified the parts of the Plan area with primary, secondary and tertiary aggregate potential, as shown on Map 4 – Aggregates. This is the first approximation of aggregate potential and is not a substitution for independent exploration and assessment. It is meant to delineate areas that possess characteristics that are conducive to hosting natural aggregate deposits.

Sand and Gravel Objectives

1. Protect known viable resources from development that may render the resource unviable or inaccessible.
2. Minimize conflicts between extraction activities and adjacent land uses.
3. Minimize the impact of extraction and processing activities on the natural environment and natural assets.
4. Encourage site rehabilitation and reclamation of mined landscapes for subsequent productive use and environmental and aesthetic values.
5. Protect water quality to sustain environmental integrity and domestic consumption.

Sand and Gravel Policies

1. Applications for zoning bylaw amendments or Temporary Use Permits to allow aggregate processing and Provincial referrals for aggregate extraction shall be considered subject to:
 - a. A strategy to address impacts of the aggregate extraction proposal:
 - i. on the site and on adjacent parcels;
 - ii. on existing land uses in the area, with an emphasis on existing on-site industrial activity; and
 - iii. the potential for relocation and returning the site to future industrial use;
2. A report completed by a qualified professional(s) determining the feasibility of removing the resource, including impacts of transport by road or barge;
3. A report completed by a qualified professional(s) determining measures to protect the environment, biodiversity, and Species and Ecosystems at Risk, and environmental compensation, if required, should be provided locally;
4. An assessment completed by a qualified professional(s) determining natural hazard protection measures to address sea level rise and flooding; and
5. A site remediation plan to return the site to a usable state (such as for industrial development or revegetation for forestry).
6. Proposed mining operations that drain into residential areas where domestic water licences are on creeks in the drainage area shall:
 - a. Define a management strategy for proposed mining operations to protect drinking water; and
 - b. Implement Best Management Practices with the goal of achieving zero turbidity, sediment and pathogen input into nearby creeks or streams.

Marine Water

- 17** The Marine Water designations include the foreshore and surface of the water in Thornbrough Channel, Howe Sound, which extends 750 metres seaward from the shoreline's natural boundary. There are two marine water designations: Industrial Marine and General Marine.

Deep marine water in the area has the potential to support deepwater vessel transportation, which is located adjacent to the industrial uplands. This provides an opportunity for industrial growth in the Plan area. Challenges include balancing the various marine uses such as industry, recreation, and sustenance foraging.

SCRD supports partnering with the Skwxwú7mesh Nation in developing a Marine Use Plan for Howe Sound. Overall, Howe Sound has seen environmental improvements as some heavy industries (such as the Britannia Mine) have closed and reclamation efforts have taken effect.

Trails BC has developed a Sea to Sky Marine Trail in Howe Sound to support active recreation such as kayaking and stand-up-paddle boarding. Despite the area being home to active log dumps/sorts, the trail route passes through the Twin Creeks area.

Marine seagrasses, such as eelgrass beds, are sensitive, near-shore habitats that provide food and shelter for a wide range of marine species. These coastal marine ecosystems sequester and store carbon from the atmosphere and oceans. Development on the foreshore should be designed to protect marine foreshore health.

Industrial Marine

- 18** Industrial marine uses contribute to the economic diversity of the Sunshine Coast community. This designation includes the foreshore and surface of the water in Howe Sound, as well as Provincial tenures that are currently being used for industrial activities.

The majority of the foreshore in Thornbrough Channel is licensed for uses related to timber harvesting and processing activities. Provincial tenures have been issued for uses that require a transfer of goods, including storage, between water and land.

The intent of this designation is to recognize its use for log booming and storage and other marine transportation purposes.

Industrial Marine Objectives

1. Retain Industrial Marine areas.
2. Recognize that Industrial Marine areas are vital to resource and industrial activities that take place on the adjacent upland properties.
3. Recognize that Industrial Marine areas pose certain hazards to recreational users and that the general public should take extra care when using these waters.
4. Include the consideration of the industrial nature of the Twin Creeks area in the Skwxwú7mesh Nation Marine Use Plan.

Industrial Marine Policies

1. Uses in the Industrial Marine designation shall include:
 - a. log booming and sorting including the storage and maintenance of log booming and sorting equipment;
 - b. transfer and storage of forestry and industry related goods;
 - c. marine ways;
 - d. moorage of marine transportation vessels; and
 - e. boat ramp for launching and removing marine craft.
2. Prohibited uses include marine aquaculture.
3. Provincial tenure expansion referrals for marine industrial uses shall be located within the Industrial Marine designation.
4. Support for zoning bylaw amendments may be considered to allow a commercial or industrial marina, marine terminal and services, or deep sea dock subject to:
 - a. A comprehensive report prepared to address impacts of the marina/marine terminal/deep-sea dock on existing industrial uses, such as log sorting and booming, with consideration of impacts such as noise, buffering, and impacts of light;
 - b. A comprehensive marine assessment completed by a qualified professional(s) that supports the proposal and identifies measures to protect or compensate for impacts to the seabed, seagrasses, marine environment, marine biodiversity, and Species and Ecosystems at Risk;
 - c. Environmental compensation, if required, should be provided locally;
 - d. A comprehensive traffic study identifying the potential impacts of increased vehicle volumes, needed improvements to the existing road network to accommodate an increase in traffic and improvements to the road network to access the site. All traffic studies shall be referred to the Province;
 - e. A report completed by a qualified professional(s) to determining measures to protect development from natural hazards including sea level rise and flooding;
 - f. A report completed by a qualified professional(s) determining adequate water supply and sewage disposal is available for the proposed development;
 - g. Federal and provincial authorities (such as Fisheries and Oceans Canada) support the proposal.
5. Provincial tenure referrals for marine development shall include a marine assessment completed by a qualified professional(s) that supports the proposal and identifies measures to protect or compensate for impacts to the seabed, seagrasses, and marine environment.

6. Upon request, SCRD will work with the Skwxwú7mesh Nation on the development of its Marine Use Plan to include reference to the marine industrial considerations of the Twin Creeks area.
7. Support may be provided to fill or dredge the foreshore for the purpose of providing additional industrial use, subject to:
 - a. A strategy addressing the impacts of foreshore fill on existing adjacent uses;
 - b. A comprehensive marine assessment completed by a qualified professional(s) that supports the proposal and identifies measures to protect or compensate for impacts to the seabed, seagrasses, marine environment, marine biodiversity, and Species and Ecosystems at Risk;
 - c. Environmental compensation, if required, should be provided locally.
 - d. An assessment completed by a qualified professional(s) determining natural hazard protection measures to address sea level rise and flooding;
 - e. A report completed by a qualified professional(s) determining adequate water supply and sewage disposal is identified in the proposal;
 - f. Federal and provincial authorities are provided with an opportunity to comment on the proposal.

General Marine

- 19** The General Marine designation is land and water that is important for public use for foreshore and marine-based recreation and foraging, and marine transportation.

The General Marine designation includes the foreshore and surface of the water in Howe Sound along the Witherby Point properties. The foreshore and water fronting Witherby Beach Road and Rusty Scupper Road is not currently under tenure and is identified for public use.

General Marine Objectives

1. Protect the foreshore and marine environment.
2. Establish areas for public use that is compatible with surrounding industrial uses.
3. Protect marine safety.
4. Maintain public access to the foreshore and marine waters, especially at the end of Rusty Scupper Road.

General Marine Policies

1. The general marine designation shall include the following uses:
 - a. a residential private mooring facility
 - b. a shared residential private moorage facility
 - c. a public boat ramp for launching and removal of marine craft

- d. a park
2. Shared residential private moorages are supported to reduce the cumulative impacts of numerous moorages along the shoreline, even where an upland residential use is not established.
3. Prohibited uses include the installation and use of marine ways.
4. Moorage structures shall be designed to:
 - a. maintain public use of and access to foreshore areas
 - b. protect aquatic habitats such as eelgrass beds and sponge reefs
 - c. preserve the natural environment
5. Activities that prevent public access to the water at the end of Rusty Scupper Road will not be supported.
6. Provincial tenure referrals for marine development shall include a marine assessment completed by a qualified professional(s) that supports the proposal and identifies measures to protect or compensate for impacts to the seabed, seagrasses, and marine environment.

Forestry

20 The majority of land in the Plan area is used for forestry and forestry-related activities and is the primary location on the Sunshine Coast for log sorting. Forestry contributes to the economic viability of the region and provides employment opportunities for Sunshine Coast residents. The management of forestry biomass materials provide a challenge but is also a resource for future economic opportunity.

The Forestry land use designation is identified to protect the land base for sustainable forest management practices. Sustainable forest management practices balance economic benefits with community values and environmental protection.

Forestry designated land is also used for recreation and harvesting of non-timber forest products including fruits, nuts, vegetables, medicinal plants, barks and fibres, mushroom products, and game animals. This designation includes privately managed forest lands and Provincial forest lands.

Privately managed forest lands are regulated by the [*Private Managed Forest Land Act*](#) which protects the landowners' right to harvest and use the land for forest management activities.

Forestry on provincial land is regulated by the [*Forest and Range Practices Act*](#) and the Province has jurisdiction over provincial land use. Most provincial forest lands in the Plan area is under tenure for timber-harvesting and forest management activities.

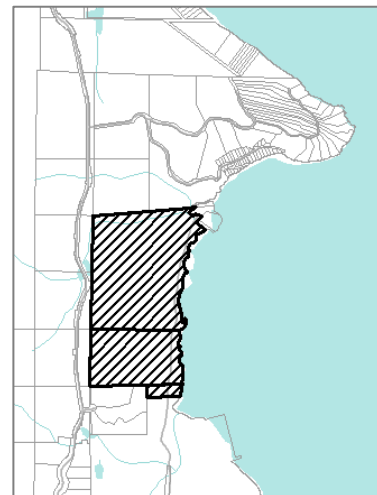
Woodlots that combine private-managed forest land and provincial land have the opportunity to increase an annual allowable cut, which increases the economic viability of the industry.

Forestry Objectives

1. Acknowledge that a sustainable forest industry is an important economic contributor to the local economy.
2. Ensure forest lands are managed on a sustainable yield basis.
3. Protect forest lands and the natural resource land base for its resource value and renewable resource potential.
4. Recognize opportunities for multiple uses of land that do not reduce its primary forestry use.
5. Retain large land holdings for its forestry-related economic value.
6. Protect water quality to sustain environmental integrity and domestic consumption.
7. Protect riparian zones, fish habitat, and species and ecosystems at risk.
8. Maintain public use of provincial land for recreational use and enjoyment.

Forestry Policies

1. Uses for Forestry designated land shall include forest management activities such as growing and harvesting timber and other forest products, forest-based outdoor recreation, restoration and enhancement of the natural environment, and integrated resource management.
2. Auxiliary uses may include log booming, sorting and storage of timber harvested on the same parcel, wood processing of timber harvested on the same parcel, in the forms of sawmills, shake mills and wood chippers, and a dwelling.
3. Compatible land uses that do not reduce its primary forestry use include agriculture, forest or wilderness recreation, outdoor natural science education or research, and non-timber harvesting.
4. Outdoor recreation is permitted on Forestry designated lands unless there are hazards or the need has been identified to protect environmentally sensitive features.
5. The minimum parcel size of newly subdivided lots shall be 100 hectares in order to minimize the potential for fragmentation and alienation of land from the working forest land base.
6. Support for a bylaw amendment may be considered to allow industrial use and 4-hectare minimum parcel sizes on District Lots 1405, 1439, and 1440, (shown on left Figure) subject to a comprehensive study completed by a qualified professional(s) demonstrating that forestry is no longer viable.



7. Forest stewardship plans and operation plans should be shared with SCRD and community groups well in advance of proposed harvest dates to obtain community feedback on proposed operations.
8. Forest management activities shall:
 - a. Maintain or improve freshwater quality within the drainage system of watercourses, lakes or wetlands;
 - b. Protect the visual integrity and aesthetic appeal of the Plan area;
 - c. Protect riparian zones, fish habitat, and species and ecosystems at risk;
 - d. Determine the sustainable yield for timber harvesting;
 - e. Manage soil erosion and sediment runoff from properties downstream.
9. Forest management activities that drain into residential areas where domestic water licences are on creeks in the drainage area shall:
 - a. Define a management strategy for proposed forestry operations to protect drinking water; and
 - b. Implement forest practices and Best Management Practices with the goal of achieving zero turbidity, sediment and pathogen input into nearby creeks or streams.

Rural Residential

- 21** According to the [Local Government Act](#), an Official Community Plan must contain statements and land use designations to indicate the location, amount, type and density of residential development to meet anticipated needs for a period of at least 5 years.

The Plan area has very few full-time residents. It contains some residential development in the Witherby Road/Witherby Beach Road area and Latona Road/Port Mellon Highway area. Many residential properties were vacant at the time this Plan was adopted. Developing vacant properties will provide housing that contributes to the 5-year supply and second dwellings may provide additional options for affordable, rental, and workers' housing needs.

Residential and other types of urban development uses are encouraged to locate nearer to existing commercial, institutional and recreational facilities and where services are already available. Within the West Howe Sound Electoral Area, significant contributions to the housing supply are set out in the West Howe Sound OCP. For this reason, the Twin Creeks area is not anticipated to provide a significant contribution to SCRD's overall housing supply.

There may be scope to incorporate new residential as part of mixed-use development and the focus should be on providing housing for workers within Twin Creeks or the Hillside/Port Mellon area. Another form of housing that may be provided within Twin Creeks is caretaker/watchman accommodation auxiliary to industrial development.

Lands within the Rural Residential designation typically have an independent water supply and wastewater is treated and disposed of on-site through ground disposal septic systems. Some

properties within the Rural Residential designation are provided with domestic water from surface or groundwater sources.

Challenges in developing in the Rural Residential area is the lack of a community domestic water system or community sewage system. The expansion of a community water or sewer service in the Plan area is not anticipated.

The area is not within an SCRD fire protection area, nor the refuse collection service area.

Rural Residential Objectives

1. Maintain the low-density, rural character of the Rural Residential designation.
2. Support home occupations and auxiliary small-scale employment opportunities that are compatible in scale with rural residential development.
3. Minimize residential conflicts between rural residential development and industrial, forestry, silviculture and resource extraction activities.
4. Encourage a range of housing types and opportunities to address affordable, rental, and worker's housing needs.
5. Protect residential development from hydrological and geotechnical hazards.
6. Protect the supply and quality of groundwater and surface water for domestic consumption and use.
7. Support the consolidation of small parcels on DL 1637.

Rural Residential Policies

1. Uses in the Rural Residential designated land includes residential, home occupations and small-scale commercial, industrial, and agricultural uses.
2. Affordable, rental, and workers' housing needs shall be implemented through zoning allowing a variety of low-density housing types including auxiliary dwellings, secondary suites, mobile homes, temporary accommodation, bed and breakfasts and short-term rentals, subject to parcel sizes and limitations.
3. A minimum parcel size of 4 hectares for subdivision shall be maintained to discourage an increase in residential density in the Plan area.
4. Support the consolidation of small parcels in DL 1637 to a 2000 m² minimum to allow each parcel to be serviced with on-site domestic water and sewage treatment.
5. Community water or community sewer systems managed by SCRD for DL 1637 is not supported.
6. Support measures to minimize impacts from adjacent industrial and resource development on the Rural Residential designated land.
7. Establish buffer zones between rural residential development and industrial, forestry, silviculture and resource extraction activities to minimize conflicts.

Rural-Industrial

- 22** The Rural-Industrial land is intended to be a buffer between the heavy industrial and rural residential lands. The Rural Industrial designated lands support light industrial uses as well as residential uses.

This land use designation provides opportunities for workers to live on site and expand industrial businesses on site. Challenges in the area include the lack of services such as domestic water, sewage treatment, mobile phone reception, and fire protection.

Rural-Industrial Objectives

1. Support an integrated residential community based primarily on enhancing the industrial nature/culture of the surrounding lands.
2. Provide a buffer between Industrial and Residential uses.
3. Encourage light industrial uses with a provision to provide workers housing in the form of sleeping units.
4. Recognize opportunities for small-scale industrial activities as home occupations.

Rural-Industrial Policies

1. Uses in the Rural-Industrial designation include light industry, agriculture, forestry, low-impact recreation, and residential uses.
2. The maximum number of dwellings is two per parcel to limit residential density in a light industrial area.
3. The average size of newly subdivided parcels in the Rural-Industrial designation shall be 4 hectares with a minimum 2-hectare parcel size.
4. Support innovative development proposals that maximizes land for industrial use.
5. Support for bylaw amendments may be considered to increase the Rural Industrial land base subject to:
 - a. Measures to prevent conflicts between residential and non-residential uses such as screening and locating dwellings away from industrial uses within the parcel;
 - b. A provision for housing for workers in the local Twin Creeks and Hillside area, secured by a legal agreement;
 - c. A covenant registered on title noting the primary use of the surrounding area as non-residential with elevated noise levels; and
 - d. Sewage disposal and water supply accepted by SCRD and Provincial authorities.

Agriculture

- 23** The Agriculture land use designation is identified to protect and enhance the agricultural land base and to provide food security and employment. There are approximately 35 hectares of

land in the Agricultural Land Reserve (ALR) which includes District Lot 3498 and a portion of District Lot 1463. The ALR has approximately a 12% slope from north to south, however, there are flat areas in the southern portion of District Lot 3498 below Witherby Beach Road. Cut Creek flows along the west side of the ALR.

The [Agricultural Land Commission Act](#) and regulations establish activities that are permitted in the ALR and identify those that a local government may regulate or exclude. The Agricultural Land Commission regulations identify farm uses, which includes timber production, harvesting, silviculture and forest protection.

Agriculture Objectives

1. Preserve land in the Agricultural Land Reserve.
2. Maintain a secure and a productive land base for agricultural uses.
3. Encourage farming on agricultural land.

Agriculture Policies

1. Uses in the Agriculture designation include those set out in the [Agricultural Land Commission Act](#) and SCRD may introduce regulations or exclude specific activities.
2. SCRD does not support the exclusion of lands from the Agricultural Land Reserve except where it is determined by the Agricultural Land Commission that it supports an exchange for other lands of similar size and better agricultural quality to be added to the Agricultural Land Reserve.
3. In order to allow for a broad range of agricultural operations, the minimum size of newly subdivided lots shall be four hectares.
4. SCRD supports agricultural development proposals that promote food production and supply throughout the Plan area.
5. SCRD supports Industrial-agricultural uses in this area, including medical marihuana production facilities, breweries and agricultural product processing. The uses must be approved by the Agricultural Land Commission.

Parks and Recreation

- 24** There are currently no parks located within the Plan area. There is one beach access located at the end of Rusty Scupper Road, as shown on Map 3. No additional parks are proposed in the Plan area.

Marine trails exist around Bowen Island and along the coast of the Plan area. Marine trail users should use caution when recreating near industrial marine areas for safety.

Parks and Recreation Objectives

1. Acknowledge marine recreation uses, such as the Sea to Sky Marine Trail, are in close proximity to industrial activities in the Twin Creeks area.

Parks and Recreation Policy

2. Respond to referrals and work with trail groups to ensure recreation areas accommodate the industrial nature of the Twin Creeks area to ensure public safety.
3. Support the development of a public trail on DL 1736 on SCRD's Statutory Right of Way to provide a beach access.

Transportation

25 The transportation network is shown on Map 3.

Port Mellon Highway runs through the Plan area linking Hillside/Port Mellon on the north to the rest of the Coast on the south. It is used heavily by large, heavy vehicles and can suffer regular damage.

Some sections of the Port Mellon Highway have been widened on the shoulders to accommodate logging trucks. There are peak use periods linked to the business hours as staff come and go, however, traffic volumes in this area are generally low.

Not all road dedications line up with roads used in the Plan area due to topography.

As development along this section results in increased traffic volumes, developers should contribute to upgrading the roadway in the vicinity of their developments, based on required Traffic Impact Study findings and recommendations.

There are few access roads from the Highway into the properties towards the ocean due to the area's topography and the lack of recent subdivision activity that would allow the Province to require dedication of rights-of-way and development of roads within them. The road network needs to be improved to better serve the land uses within the Plan area.

The Plan area is not serviced by public transit, nor is there infrastructure for alternative transportation such as a park and ride or bicycle infrastructure.

The 2014 Transit Future Plan for the Sunshine Coast supports exploring car or van-pool services in Port Mellon in support of Howe Sound Pulp and Paper and Hillside Industrial Park commuters (in the short-term) and targeted transit service to Port Mellon and Hillside Industrial Park (as a long-term implementation priority).

Transportation Objectives

1. Work cooperatively with the Province to plan a road system that effectively serves existing and future industrial and commercial uses, including forestry-related activities located inside and outside the Plan area.
2. Encourage the location of transportation rights-of-way on lands where feasible to minimize the disruption on forestry uses.
3. Promote improvements to street signage, highway dedication, and safe transportation routes in the Plan area.
4. Encourage clean energy transportation initiatives.

Transportation Policies

1. A detailed road network study should be undertaken to confirm future road requirements to serve the land uses within the Plan area.
2. Collaborate with the Province to acquire the necessary rights-of-way or road widening as land is subdivided or developed along the designated transportation routes, and redeveloping/developing the road as warranted by use and safety factors.
3. Support highway dedication providing public access to District Lots 1405, 1439 and 1440.
4. Support maintenance and upgrades to the Port Mellon Highway as a priority to improve traffic safety and efficiency.
5. Support clean energy transportation initiatives and alternatives to the private automobile such as increasing access to public transit, electrical vehicle charging infrastructure, active transportation corridors for walking and cycling commuters, and park and rides.
6. Collaborate with the Province to address transportation safety issues specifically related to:
 - a. undersized culverts under Port Mellon Highway;
 - b. deposition of sand and gravel in culverts under Port Mellon Highway;
 - c. possible susceptibility of the bridge over Twin Creek to damage from erosion or impact; and
 - d. public health and safety issues related to the highway crossings of Bear Creek, Twin Creek and Middle Ouillet Creek.

Utilities and Services

26 Utilities include hard infrastructures such as community water and wastewater systems, hydro infrastructure, telephone and cellular infrastructure, natural gas supply lines, and fibre optics. These services are essential to community development. The main transmission corridor that serves the Sunshine Coast runs along the western boundary of the Plan area, mainly through the Provincial land.

The main natural gas line runs through Hillside/Port Mellon to the north and turns inland away from the Twin Creeks area, thus, not servicing the Plan area.

Neither community water supply, sewage disposal, refuse collection, nor fire protection is provided by SCRD in the Plan area.

There is an intermittent cellular reception in some areas of the Plan area and no cellular reception in other areas. This proves a challenge for those who live, work and/or play in the area.

Utilities and Services Objectives

1. Maintain environmental qualities and aesthetics by utilizing common utility corridors.

2. Promote the expansion of utilities and services in the Plan area including water supply, fire protection, high-speed internet, cellular phone service, and other technological improvements.
3. Support the development of renewable and green energy production.
4. Promote fire protection.
5. Encourage the location of utility rights-of-way on lands where feasible to minimize the disruption on forestry uses.

Utilities and Services Policies

1. New utility infrastructure is permitted throughout the Plan area subject to impact assessment requirements and community consultation.
2. Support the expansion of utilities and services in the Plan area including water supply, natural gas services, fire protection, high-speed internet, cellular phone service, and other technological improvements.
3. Support the expansion of natural gas to service the industrial designations in the Plan area.
4. To reduce the threat of property damage and spread of wildfires, property and business owners are encouraged to carefully manage vegetation near buildings and structures and coordinate fire protection on a volunteer basis.
5. Require sewage disposal and water supply for proposed developments as acceptable to SCRD and Provincial authorities.

Institutional Uses

- 27** There are no schools or other public institutional uses in the Plan area. The area is not suitable for institutional because it is not located near any dense residential areas and is primarily an industrial and resource area.

PART FOUR: DEVELOPMENT PERMIT AREAS

28 Development Permit Areas (DPA) outline restrictions on the use of land in each area.

Geotechnical Hazard DPA's, designated under section 488(1)(b) of the [Local Government Act](#), are identified for the protection of development from hazardous conditions. Environmentally Sensitive DPA's, designated under section 488(1)(a) of the [Local Government Act](#), are identified for the protection of the natural environment, its ecosystems and biological diversity. The following DPA's are mapped:

Geotechnical Hazard Development Permit Areas

1A – Coastal Flooding: sea level rise and coastal flooding

1B – Slope Hazards: landslide and rock falls, erosion and instability of oceanfront slopes

1C – Creek Hazards: flooding, debris flow, and slope instability

Environmental Protection Development Permit Areas

2 – Riparian Areas

29 A development permit is required on all lands identified in Development Permit Areas on Map 2 for the following activities:

1. Subdivision as defined in the [Land Title Act](#) and [Strata Property Act](#);
2. Building permits;
3. Land alteration, which includes, but is not limited to, the removal and deposition of soils and aggregates, paving, removal of trees, and the installation of septic fields; and
4. Building on the foreshore, which includes, but is not limited to, docks and mooring facilities.

Geotechnical Report Requirements

30 The following outlines requirements for geotechnical reports.

1. Development or alteration of land within geotechnical hazard areas as identified on Map 2 shall require a geotechnical report, prepared by a BC registered professional engineer with experience in geotechnical engineering and preferably also with experience in hydraulic engineering.
2. The report shall include an analysis of the land located within the development permit area as well as an analysis of the proposed developments including, but not limited to, building footprint, septic field and land alteration, including tree removal.
3. The geotechnical report will determine the conditions and requirements of the Development Permit and shall certify that the land may be used safely for the use intended.

4. The geotechnical report shall include the signature and seal of a BC registered professional engineer with experience in geotechnical engineering.
5. The geotechnical report shall take into consideration provincial requirements and the *Guidelines for Legislated Landslide for Proposed Residential Development in BC*, from APEGBC, 2010.
6. The report shall include additional field definitions and requirements outlined in specific hazard zones below.

Development Permit Exemptions

31 A development permit is not required for:

1. A proposed construction that involves a structural change, addition, or renovation to existing conforming or lawfully non-conforming buildings or structures, provided that the footprint of the building or structure is not expanded and provided that it does not involve any alteration of land.
2. The planting of native trees, shrubs, or groundcovers for the purpose of enhancing the habitat values and/or soil stability within the DPA.
3. The removal of invasive plants provided there is replanting of native vegetation in its place.
4. A subdivision or rezoning application, where an existing or proposed covenant with reference plan based on a qualified professional's review of the subject DPA, is registered on title or its registration secured by a solicitor's undertaking.
5. Construction commencing on a property within two years of an issued development permit.
6. Construction commencing on a property with a covenant registered on title which outlines development limitations regarding the Development Permit Area.
7. Emergency procedures to prevent, control, or reduce erosion, or other immediate threats to life and property provided they are undertaken in accordance with the provincial [*Canada Water Act*](#), [*Canada Wildlife Act*](#), and the [*Fisheries Act*](#), and are reported to the Regional District.
8. Lands subject to the [*Forestry Act*](#), [*Forest and Range Practices Act*](#) or [*Private Managed Forest Land Act*](#); and

In addition to the list above, a geotechnical hazard development permit is not required for:

9. "Low Importance" structures or buildings that represent a low direct or indirect hazard to human life in the event of failure, including low human-occupancy buildings, where it can be shown that collapse is not likely to cause injury or other serious consequences.
10. The removal of up to 2 trees over 20 centimetres, measured at 1.5 metres in height, or 10 square metres of vegetated area per calendar year per lot, provided there is replanting of 4 trees or re-vegetation of the same amount of clearing.

11. Sundeck additions or other projecting features of non-habitable portions of a building within Development Permit Area 1A (Coastal Flooding).

Geotechnical Hazard Development Permit Areas

- 32** In 2015, Kerr Wood Leidel Associates Ltd. Consulting Engineers (KWL) conducted an inventory of hazardous lands within the Plan area and provided recommendations on the safe use of these lands.

Coastal Flooding – Development Permit Area 1A

- 33** Coastal flooding includes flooding of lower-lying coastal terrain, which may arise as a result of astronomic tides, storm surges, wave run-up, and sea level rise.

Provincial Guidelines prepared by Ausenco Sandwell in 2011 establish the flood control guidelines.

The Coastal Hazard DPA extends from:

1. the ocean to eight metres Canadian Geodetic Datum; and
2. 15 metres seaward

Objectives

1. Minimize the risk to people and property from coastal flood hazards such as astronomic tides, storm surges, wind and wave run up and set up, and sea level rise.
2. Develop safely and minimize the impacts on or near coastal flood zones.
3. Reduce coastal flood hazards to people and property by carefully managing development and construction practices on or near coastal lands.

Guidelines to Address Objectives

1. A geotechnical report, prepared by a BC registered professional engineer with experience in geotechnical engineering and preferably also with experience in hydraulic engineering, shall include an analysis of the coastal flood hazard including:
 - a. An estimation of coastal flood levels for the expected life of the development;
 - b. An outline of all protective measures required to achieve the Flood Construction Level (e.g. engineered fill or foundations or coastal bank protection or building envelope design);
 - c. For development on areas on properties below 8 metres Canadian Geodetic Datum (CGD) a coastal flood hazard assessment must include estimation of coastal flood levels, consideration of future sea level rise and wave run-up effects as outlined in Provincial Guidelines; and
 - d. Mitigation measures.

Slope Hazards – Development Permit Area 1B

- 34** Slope hazards include slope failure, landslides, rock falls and erosion and instability of oceanfront slopes. Hazards may arise as a result of coastal erosion (e.g. undermining of the toe), poor or mismanaged drainage, gradual weakening, or seismic shaking. This DPA encompasses areas in the Plan where slope hazards have the highest probability to occur.

The potential for open slope failures in the Plan area was identified where there are areas of moderately steep and steep terrain. Potential landslide impact areas were estimated for slopes of 10 metres in height or greater. Impact areas were estimated based on the landslide travel angle details. Open slope crests are mapped where initiation of a landslide may occur.

Slope hazards may occur in other areas not identified in the DPA as a result of changes in land use, land disturbance, or extreme precipitation events.

Seismic-initiated slope hazard (earthquake) areas are not identified as DPA's and need to be considered under current guidelines for assessment of slope hazards developed by APEGBC.

The Coastal Hazard DPA extends from:

1. the future estimated natural boundary to a horizontal distance of at least 3 times the height of the bluff
2. Slopes of 10 metres in height or greater
3. Bluffs higher than 10 metres

Objectives

1. Minimize the risk to people and property from slope hazards such as slope failure/landslide, rock falls, wind and wave run up and set up, coastal erosion (e.g. undermining of the toe), poor or mismanaged drainage, gradual weakening, and seismic shaking.
2. Develop safely and minimize the impacts on or near steep or coastal slopes or bluffs.
3. Reduce slope hazards to people and property by carefully managing development and construction practices on or near steep slopes and high bluffs.

Guidelines to Address Objectives

1. A geotechnical report, prepared by a BC registered professional engineer or professional geoscientist with experience in geotechnical engineering, shall include an analysis of the slope hazard, and as appropriate for the site:
 - a. A landslide risk assessment.
 - b. Slope profiles with documentation of the limits of slope instability. Consideration shall be given to the limits and types of instability and changes in stability that may be induced by forest clearing. The down-slope impact of forest clearing and land development shall also be considered. Slope stability assessments shall consider potential coastal erosion under conditions of future sea level rise.

- c. A detailed stability assessment indicating foreseeable slope failure modes and limiting factors of safety, and stability during seismic events.
- d. An assessment of shallow groundwater conditions and the anticipated effects of septic systems and footing drains on local slope stability.
- e. A recommendation of required setbacks based on slope height, erosion susceptibility, and stability from the crest of steep slopes and/or toes of steep slopes, and a demonstration of suitability for the proposed use.
- f. Appropriate land use mitigation measures, such as restrictions on tree cutting, surface drainage, filling and excavation.
- g. If required, the definition of the site-specific rock-fall shadow area, including an indication of the appropriate buffer zone and required protective works.

Creek Hazards – Development Permit Area 1C

35 Creek hazards include flooding, debris floods, debris flow, and slope instability associated with ravine sidewalls. There are three categories within this DPA: creek corridor, ravines, and floodplain. Creeks in the Plan area were examined by the KWL consulting engineers; each creek contains its own set of potential hazards.

Alluvial fans or low channel confinement areas are either current or former deposition zones that provide opportunities for channel avulsions (significant erosion) to occur.

Most Creek Hazard DPA's are also within the Riparian Areas DPA's.

The Creek Hazard DPA is located within:

- 1. Streams and creeks
- 2. 30 metres from the streamside natural boundary
- 3. 30 metres from ravine crests
- 4. Alluvial fans or areas of low channel confinement, typically at the mouth of a creek

**A Creek Hazard development permit is not required for sundeck additions or other projecting features of non-habitable portions of a building within the Creek Hazards DPA.*

Objectives

- 1. Minimize the risk to people and property from creek hazards such as flooding, debris floods, debris flow, and slope instability associated with ravine sidewalls.
- 2. Develop safely and minimize the impacts on or near creek corridors.
- 3. Reduce creek corridor, ravine and flood hazards to people and property by carefully managing development and construction practices on or near coastal lands.

Guidelines to Address Objectives

1. A geotechnical report, prepared by a BC registered professional engineer or professional geoscientist with experience in geotechnical engineering and preferably also with experience in hydraulic engineering, shall include an analysis of the creek hazard, and as appropriate for the site:
 - a. Flood and debris flow hazard assessments shall include a survey of the natural boundary of the creek, and the degree of confinement (e.g. typical cross-sections) and shall consider upstream channels and floodways, debris dams, culverts, sources of debris (channels and eroded banks) and related hydrologic features.
 - b. The analysis shall include an estimate of the 200-year return period peak flow and corresponding flood elevation.
 - c. Consideration shall be given to the potential for overbank flooding due to blockages in the creek, such as at upstream road crossings, or areas where debris accumulates.
 - d. A recommendation of required setbacks from the ravine crests and/or toes of a ravine or other steep slopes, and a demonstration of suitability for the proposed use.
 - e. Appropriate land use mitigation measures such as recommendations relating to construction design requirements for the development, on-site stormwater drainage management and other appropriate land use recommendations.

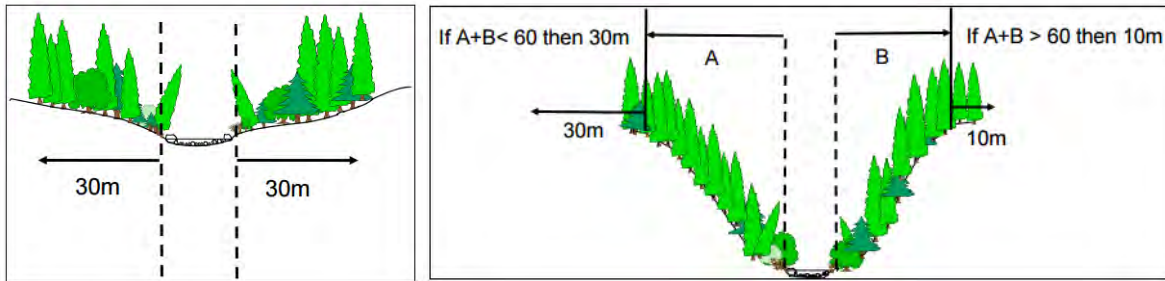
Environmentally Sensitive Development Permit Area

Riparian Areas – Development Permit Area 2

36 Riparian areas link water to land. They border streams, lakes, and wetlands. The blend of the streambed, water, trees, shrubs and grasses in a riparian area provides fish habitat and directly influences it. Riparian Assessment Areas apply to streams, tributaries, wetlands and lakes connected to fish and fish habitat pursuant to the Provincial [Riparian Areas Regulation](#). There is a 30-metre assessment area along watercourses, which must be considered by a Qualified Environmental Professional prior to land alteration and development.

The Riparian Areas DPA is located within:

1. All mapped and un-mapped streams, tributaries, wetlands and lakes connected to fish and fish habitat;
2. 30 metres from the natural boundary of a stream/lake;
3. for a ravine less than 60 metres wide, a strip on both sides of the stream measured from the natural boundary to a point that is 30 metres beyond the top of the ravine bank; and
4. for a ravine 60 metres wide or greater, a strip on both sides of the stream measured from the natural boundary to a point that is 10 metres beyond the top of the ravine bank;



Objectives

1. To protect fish and fish habitat.
2. To protect features, functions and conditions that are vital for maintaining stream health and productivity, including:
 - a. Sources of large organic debris, such as fallen trees and tree roots;
 - b. Areas for stream channel migration;
 - c. Vegetative cover to help moderate water temperature;
 - d. Provision of food, nutrients and organic matter to the stream;
 - e. Streambank stabilization; and
 - f. Buffers for streams from excessive silt and surface run-off pollution.

Guidelines to Address Objectives

1. Development or alteration of land within riparian areas as identified on Map 2 shall require a report, prepared by a qualified environmental professional with experience in assessing impacts on fish habitat, preferably with knowledge of federal and provincial guidelines for the protection of freshwater/marine environments which will include:
 - a. An analysis of the proposed development including, but not limited to, building footprint, septic field and land alteration, including vegetation and tree removal.
 - b. The determined Streamside Protection and Enhancement Area (SPEA) with an associated map.
 - c. Conditions, recommendations and mitigation measures to protect the SPEA.
 - d. The signature of the qualified environmental professional.

PART FIVE: GLOSSARY OF TERMS

37 The following is a list of definitions:

“Canadian geodetic datum” also known as the Canadian Geodetic Vertical Datum 2013 (CGVD2013) means the coastal mean sea level for North America, defined by the equipotential surface ($W_0=62636856,0\text{m s}^{-2}$).

“low importance structures or buildings” means low human-occupancy buildings or structures less than 10 square metres in floor area including minor storage buildings that represent low direct or indirect hazard to human life in the event of failure.

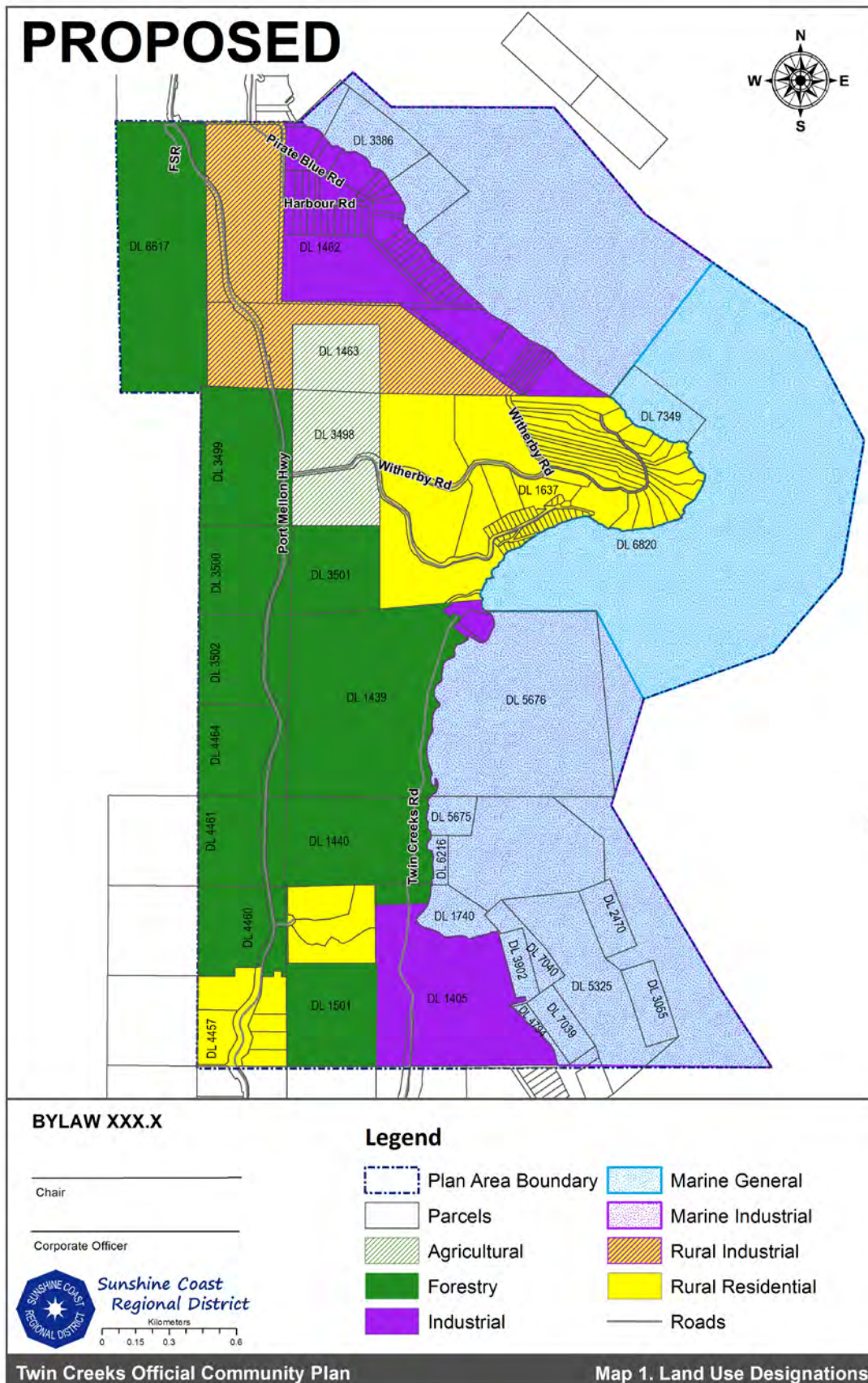
“qualified environmental professional” means an applied scientist or technologist, acting alone or together with another qualified environmental professional, if

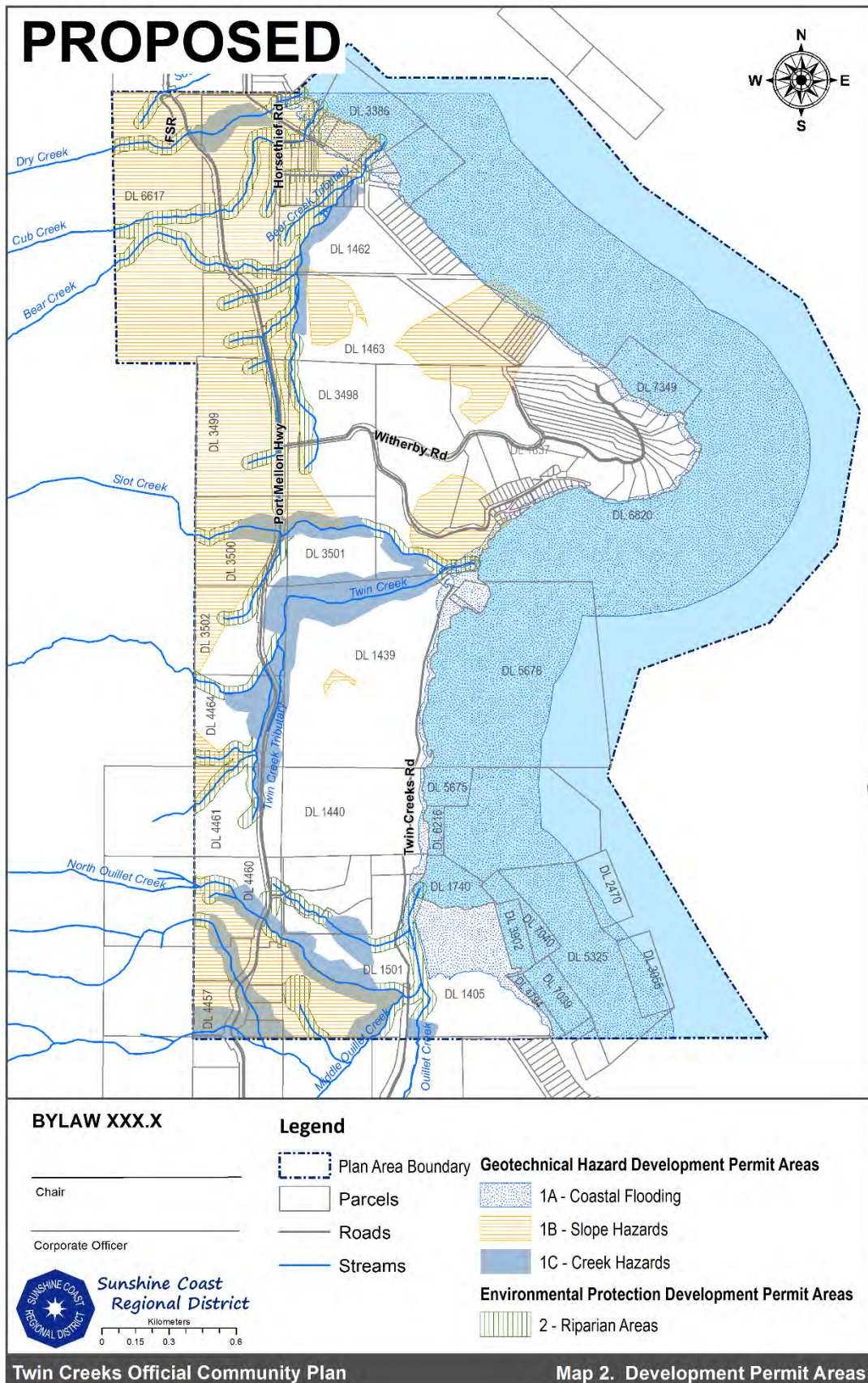
1. the individual is registered and in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association,
2. the individual's area of expertise is recognized in the assessment methods as one that is acceptable for the purpose of providing all or part of an assessment report in respect of that development proposal, and
3. the individual is acting within that individual's area of expertise;

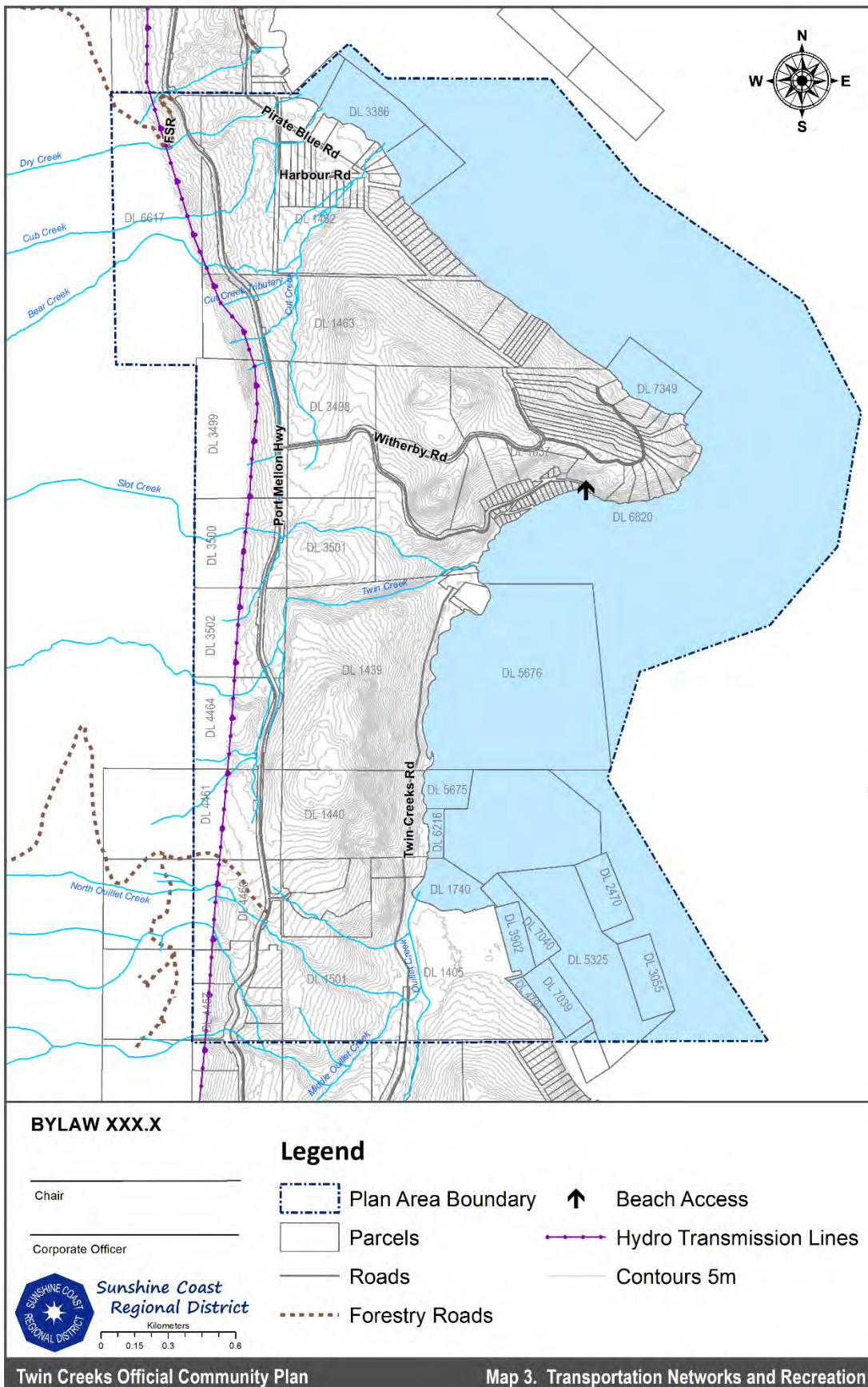
“qualified professional” means an individual who can demonstrate expertise in the relevant subject matter that is to be exercised, if the individual is registered and in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association.

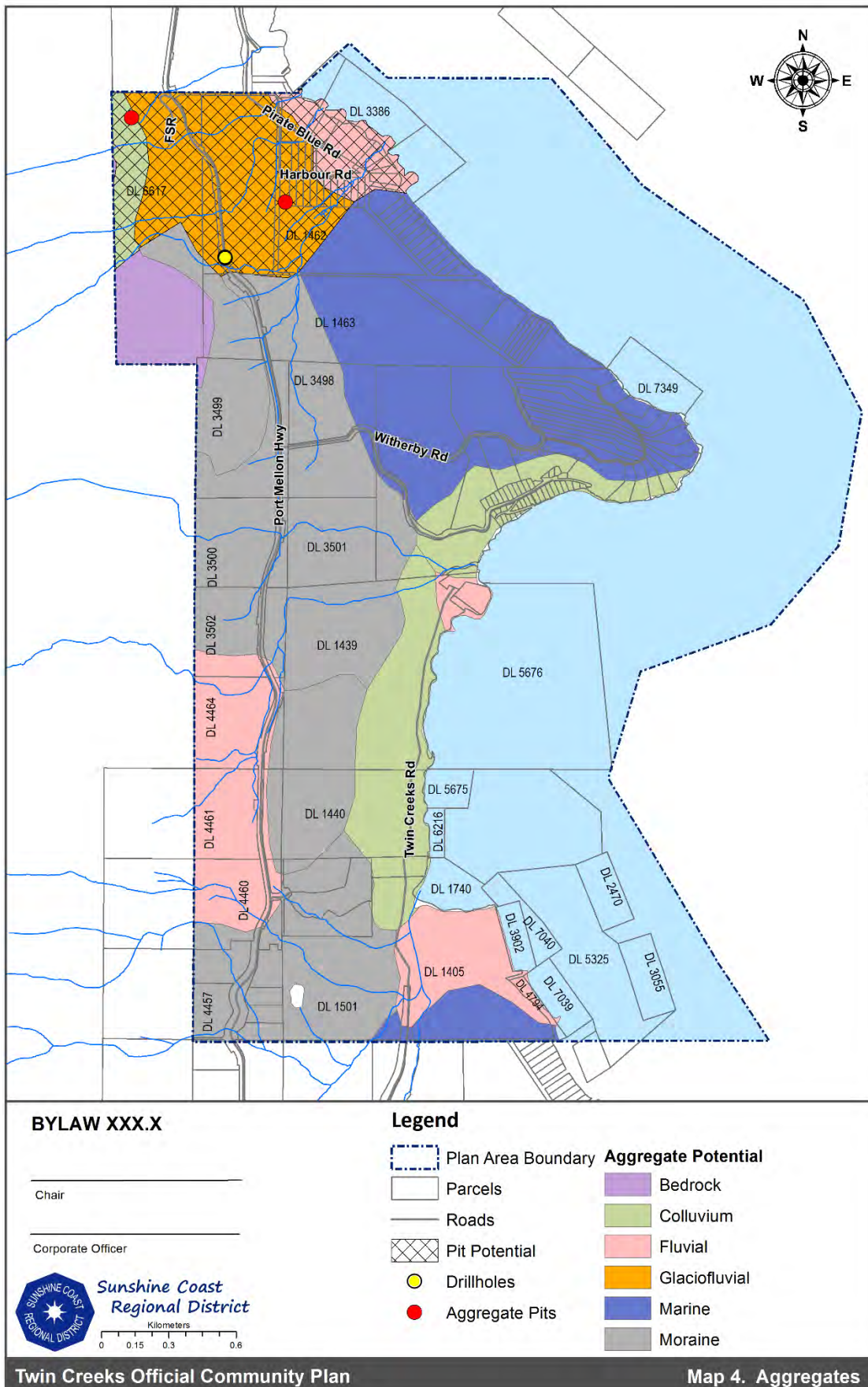
“streamside protection and enhancement area” means an area

1. adjacent to a stream that links aquatic to terrestrial ecosystems and includes both existing and potential riparian vegetation and existing and potential adjacent upland vegetation that exerts an influence on the stream, and
2. the size of which is determined according to this regulation on the basis of an assessment report provided by a qualified environmental professional in respect of a development proposal, and
3. vegetation must be considered to be "potential" if there is a reasonable ability for regeneration either with assistance through enhancement or naturally, but an area covered by a permanent structure must be considered to be incapable of supporting potential vegetation.









SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 14, 2017

AUTHOR: David Rafael, Senior Planner

SUBJECT: REFERRAL FROM METRO VANCOUVER REGIONAL DISTRICT REGARDING MVRD
ELECTORAL AREA A OFFICIAL COMMUNITY PLAN

RECOMMENDATIONS

THAT the report titled Referral from Metro Vancouver Regional District regarding MVRD Electoral Area A Official Community Plan be received;

AND THAT a letter from the Sunshine Coast Regional District Board be sent to the Metro Vancouver Regional District Board with the following comment:

1. The proposed *MVRD Area A Official Community Plan Bylaw No. 1250, 2017* has no impact on SCRD interests.
-

BACKGROUND

The SCRD received a referral from Metro Vancouver Regional District (MVRD) regarding its proposed Electoral Area A Official Community Plan (OCP) Bylaw No. 1250. The proposed OCP covers an area from Pitt Lake in the west to the eastern coast of Howe Sound around but excluding Lions Bay. Area A also includes Barnston Island, Boulder Island and Carraholly Point (Attachment A). The OCP does not cover the UBC Endowment Lands, Bowyer and Passage Islands or First Nation Reserves, nor does it include Horseshoe Bay. Bylaw No. 1250 received First Reading on September 22, 2017.

MVRD has requested that comments be received by January 12, 2018.

The purpose of this report is to provide information on the referral and obtain direction for providing comments to MVRD.

DISCUSSION

Analysis

The *Local Government Act*, Section 475, requires that during the development of an official community plan, the proposing local government must consider whether consultation is required with the board of any regional district that is adjacent to the area covered by the plan. MVRD has determined that consultation the SCRD Board is required.

The MVRD Area A OCP has six core themes:

- Protect natural assets and resources
- Manage land development to maintain character
- Ensure reliable basic services

- Ensure safety for residents and property
- Manage access
- Meet governance responsibilities

The OCP identifies sub-areas including Howe Sound Communities which consist of three communities along Howe Sound: Ocean Point, Strachan Point, and Montizambert Wynd. The OCP vision statement for the Howe Sound Communities is:

Howe Sound

“Our oceanside homes on a forested mountain– sharing sunsets.

Howe Sound is envisioned as a quiet and peaceful area to live and to access marine and mountain recreational opportunities. Residents feel protected against threats from fire, highway traffic and rail movement. New development is limited, as this area has servicing and access constraints, and falls beyond the urban containment boundary. Any activity causing disturbance to the natural environment considers the local waterfront / mountainside character and impacts on drinking water and highway access.”

Land use designations for the Howe Sound Communities sub-area are shown on a map in Attachment A. Most of the area is designated as natural resource or park; the uses include low intensity recreation, conservation and essential servicing. Within the natural resource designation resource use such as water pumping and hydro-electric generation are supported. Mineral extraction and forestry are not supported in Howe Sound.

The designations along the coast include:

- Rural – supported uses include conservation, low-intensity recreation, and large rural residential lots which may include accessory sleeping quarters, and other accessory uses such as live-work, boarding, bed and breakfast, and uses for essential servicing of the region (water, sewer, electrical, telephone and similar services);
- Suburban residential - supported uses include existing residential uses and may include secondary dwelling units and accessory uses such as live-work, boarding, bed and breakfasts, where supported by parking, and sewer and water servicing. Where existing in Ocean Point, townhouses are supported. Development that is primarily occupied or intended to be occupied as living accommodation (not short-term rentals) is supported; and
- Transportation/utilities - Supported uses are those associated with the movement of goods and people, and providing services.

Section 5.6 (Meet Governance Responsibilities) includes policies to work closely with other local governments and to continue to participate in the Howe Sound Community Forum.

The OCP does not include any reference to new solid waste facilities such as an incinerator.

Islands Trust

The MVRD Area A OCP was also referred to the Islands Trust who will respond directly to the MVRD.

Impact on SCRD

There are no OCP proposals to introduce industry into the area and the OCP is silent on new solid waste facilities such as an incinerator. The proposed OCP includes policies to work with local governments and to continue membership in the Howe Sound Community Forum. The OCP does not include references to a fixed link to the Coast, marine trails or regional disaster planning.

There are no obvious impacts on SCRD interests as the proposed OCP area contains relatively low impact uses such as natural resources/park and rural.

Staff recommend that a letter be sent to Metro Vancouver Regional District stating that the proposed Electoral Area A OCP Bylaw No. 1250 has no impacts on SCRD interests.

Organization and Intergovernmental Implications

There are no impacts on the SCRD and providing feedback on referrals is an important aspect of maintaining intergovernmental relationships.

Timeline for next steps or estimated completion date

MVRD requested that comments be received by January 12, 2018. This is after the Regular Board meeting on January 11, 2018.

STRATEGIC PLAN AND RELATED POLICIES

Providing a response to the referral supports the Strategic Plan's Value of Collaboration.

CONCLUSION

The SCRD received a referral regarding Metro Vancouver Regional District Area A Official Community Plan Bylaw No. 1250, 2017.

Staff recommend that a letter from the SCRD Board be sent to the MVRD Board noting that there are no impacts on SCRD interests.

Attachment A – Metro Vancouver Regional District Area A Official Community Plan map
schedules.

Reviewed by:			
Manager	X – A. Allen	Finance	
GM	X – I. Hall	Legislative	
CAO	X – J. Loveys	Solid Waste	X - K. McDougall



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 14, 2017

AUTHOR: Sven Koberwitz, Planning Technician

SUBJECT: DEVELOPMENT VARIANCE PERMIT APPLICATION DVP00024 (HAYWARD) - AREA F

RECOMMENDATIONS

THAT the report titled Development Variance Permit Application DVP00024 (Hayward) - Area F be received;

AND THAT Development Variance Permit DVP00024 to vary the setback to a side parcel line contiguous with a public road from 4.5 metres to 1.5 metres, as per Section 601.4(3) of Zoning Bylaw No. 310, 1987, be issued subject to:

1. Obtaining a permit to reduce building setback less than 4.5 metres from the property line fronting a provincial highway.

BACKGROUND

The Sunshine Coast Regional District has received a development variance permit application to vary the setback to a side parcel line contiguous with a public road from 4.5 metres to 1.5 metres to enable the addition of a second storey to an existing single family dwelling (See Attachment A).

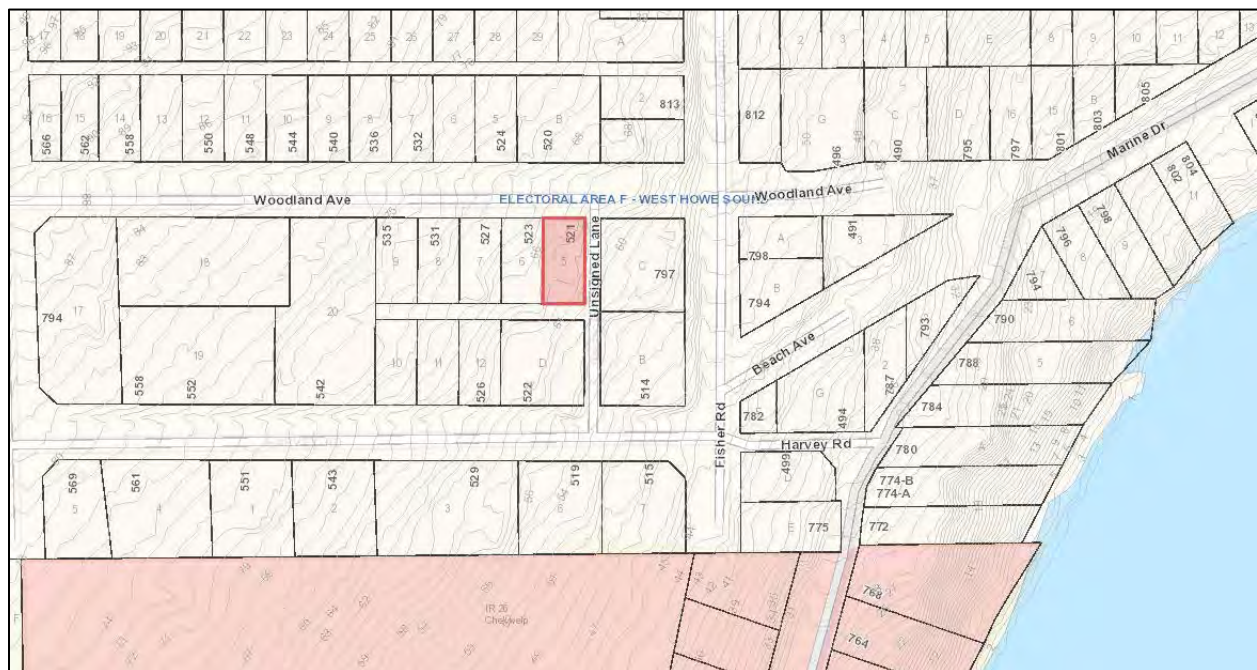


Figure 1 - Location of subject property

The subject property is accessed from Woodland Avenue with a gravel lane adjacent to the east parcel line and an undeveloped road right of way adjacent to the rear parcel line to the north. It is approximately 473 sq. m in size and contains an existing single family dwelling with a floor area of 56 sq. m. A portion of the existing home and a deck is sited within the 4.5 m side parcel line setback to the east.

The applicant is proposing to raise the building and add a lower storey. The addition and alteration will result in the non-conforming building further contravening the zoning bylaw by further encroaching into the 4.5 m side parcel line setback. Increasing the height of the building within the setback is considered further encroachment since the mass of the non-conforming building is being increased. Therefore the applicant is applying to vary the setback in order to enable the proposed addition and alteration.

Owner / Applicant:	Timothy Hayward
Civic Address:	521 Woodland Avenue
Legal Description:	Lot 5 Block 9 District Lot 687 PID: 010-319-867
Electoral Area:	West Howe Sound - Area F
Parcel Area:	473.8 sq. m
OCP Land Use:	Residential
Land Use Zone:	R1
Application Intent:	To vary the setback to a side parcel line contiguous with a public road from 4.5 metres to 1.5 metres, as per Section 601.4(3) of Zoning Bylaw No. 310, 1987, to enable the addition of a second storey to an existing single family dwelling.

Table 1 - Application Summary

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

DISCUSSION

Analysis

The SCRDC has no records of a building permit being issued for the existing home. The dwelling was likely constructed prior to 1972 when building permits were regulated. Therefore the siting and dimensions of the existing building are considered non-conforming.

The proposed alteration from one to two storeys will be accomplished both by raising the existing structure and lowering the existing grade. This will result in an overall increase in height of 1.3 m over the existing 6 m for a total of 7.3 m. This is within the maximum allowable height of 8.5 m (See Attachment A - Elevations). The increase in floor area from 56 sq. m to 112 sq. m is also within the maximum permitted floor area of 142 sq. m.

The gravel lane to the east is intended to provide rear lane access to the surrounding neighbours. A limited amount of traffic utilizes this local lane and it is not maintained by the Ministry of Transportation and Infrastructure. The second storey addition does not create

additional footprint in proximity to the lane. There are no anticipated impacts that would affect the continued public use of the lane.

The existing building foundation is sited at 4.14 m from the east parcel line. The proposed variance would allow a setback of 1.5 m for the deck and 4.1 m for the building. The proposed setback figures have been relaxed slightly from survey figures to allow for some variation during the construction process.

The applicant will also be required to obtain a permit from the Ministry of Transportation and Infrastructure to site a building within 4.5 m of a public road right of way. This will be a condition of issuance for the development variance permit.

Planning staff do not expect the proposed addition and alteration to adversely affect neighbouring properties considering the increase in height is well within the permitted 8.5 m. The footprint of the building is not increasing and no further encroachment towards the lane is proposed.

Planning staff support this development variance permit application.

Options

Possible options to consider:

Option 1: Issue the permit.

This option would enable the applicant to proceed with applying for a building permit for the proposed additions and alterations.

Planning Staff recommend this option.

Option 2: Deny the permit.

The applicant could submit a building permit application that conforms to the 4.5m setback regulation as per Zoning Bylaw No. 310.

Organization and Intergovernmental Implications

The development variance permit has been referred to the following agencies and department for comment:

Referral	Comments
SCRD Building Department	All construction must adhere to BC Building Code.
<i>Skwxwú7mesh</i> Nation	No comments have been received to date.
West Howe Sound Advisory Planning Commission	Referred to October 24, 2017 meeting where a motion was made supporting the application.
Property Owners/Occupiers with 50 metres	Notifications were distributed to owners and occupiers of properties within a 50 metre radius of the subject property on October 26, 2017. No comments have been received to date.

CONCLUSION

The SCRCD has received a development variance permit application to vary the setback to a side parcel line contiguous with a public road from 4.5 metres to 1.5 metres to enable the addition of a second storey to an existing single family dwelling.

No further encroachment towards the east parcel line is proposed and planning staff do not believe the additional height increase of 1.3 m within the 4.5 m setback will significantly impact the surrounding neighbourhood.

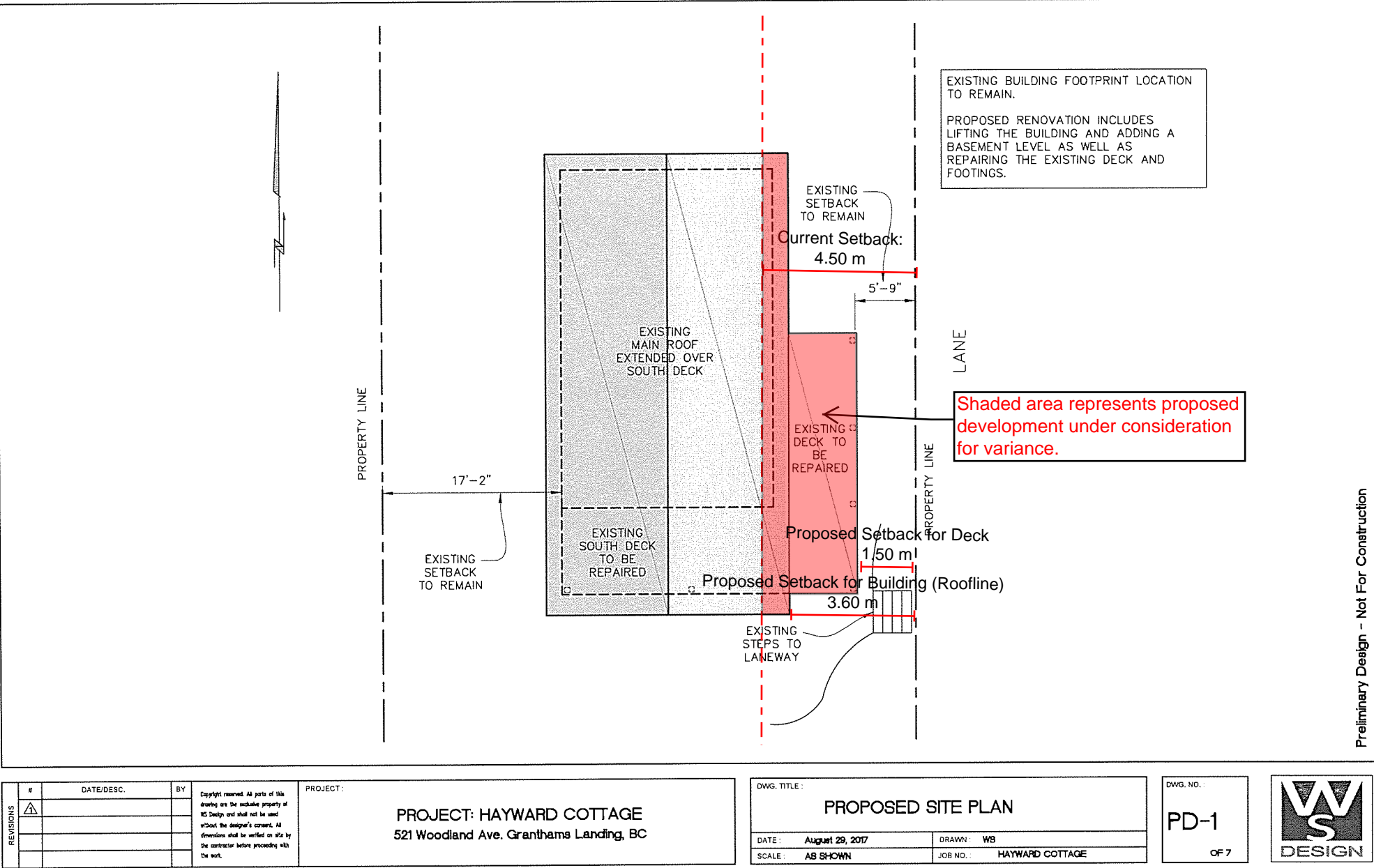
Planning staff support this development variance permit.

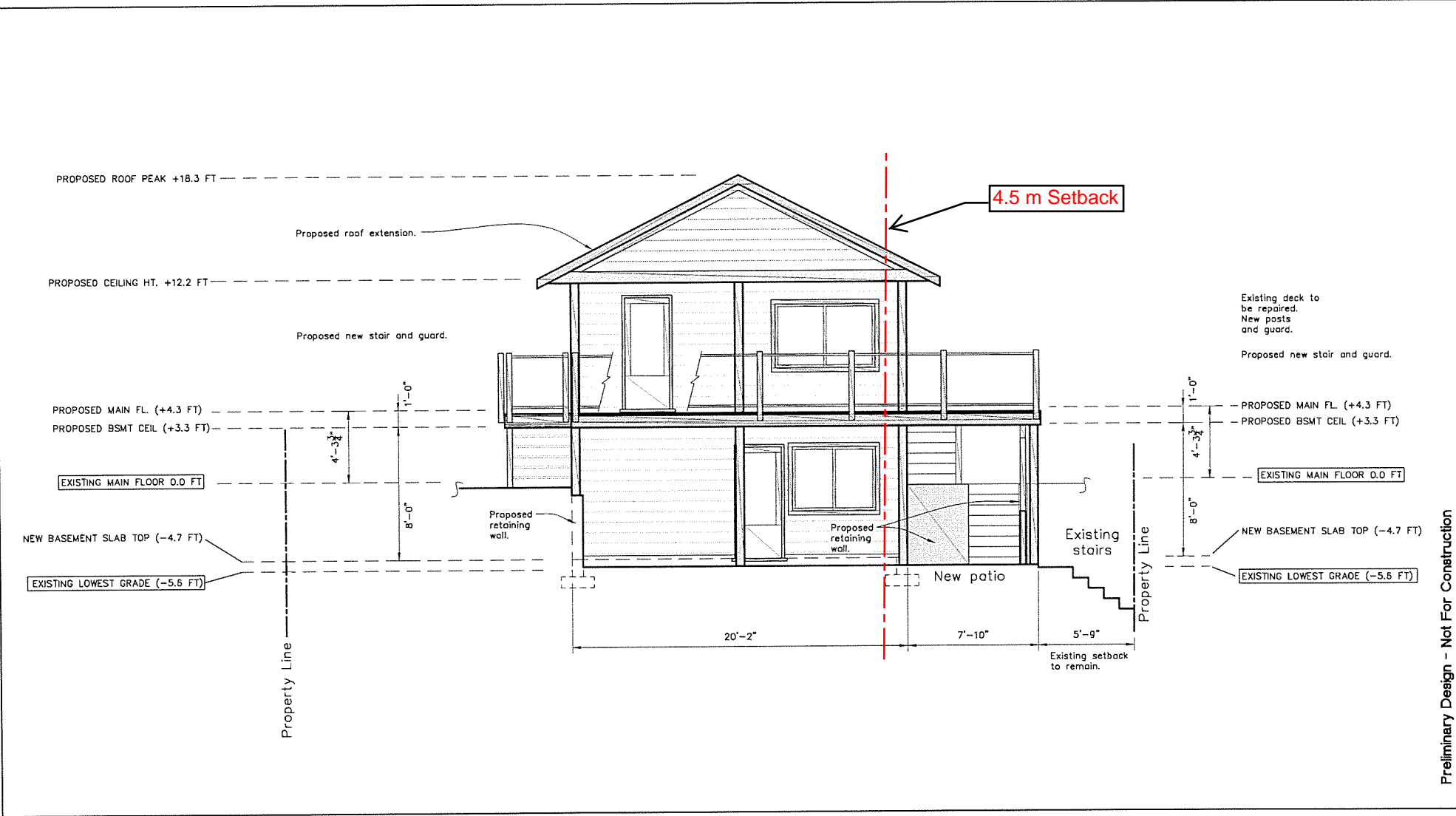
Attachments

Attachment A - Site Plan and Elevations
 Attachment B - Topographic Survey
 Attachment C - Variance Criteria

Reviewed by:			
Manager	X - A. Allen	Finance	
GM	X - I. Hall	Legislative	
CAO	X - J. Loveys	Other	

Attachment A - Site Plan and Elevations





Preliminary Design - Not For Construction
WS Design - 1489 Henderson Rd., Roberts Creek, BC, Canada V0N 2W2 tel: (604) 312-6550 email: info@ws-design.ca

REVISIONS	#	DATE/DESC.	BY
	1		

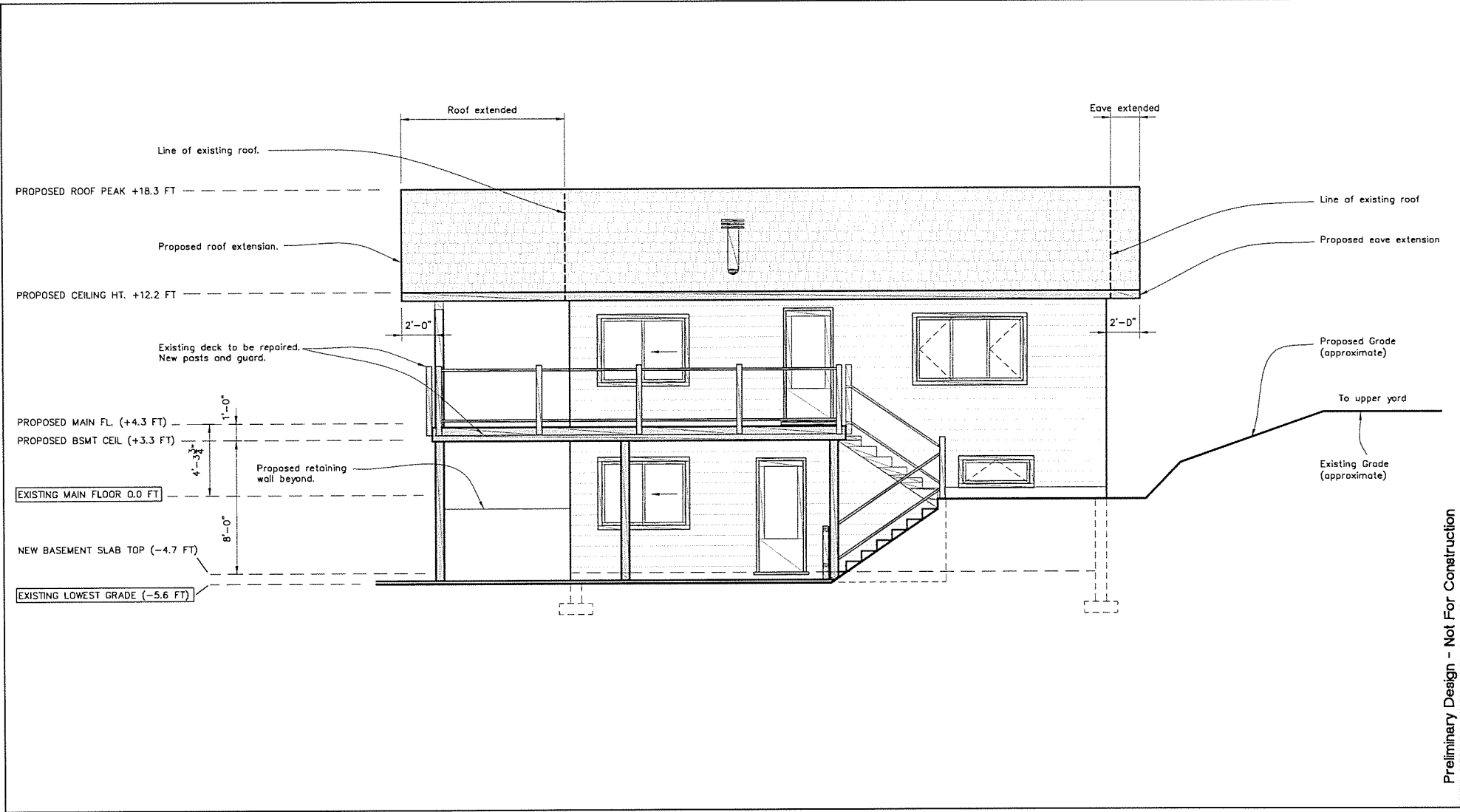
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PROJECT:	PROJECT: HAYWARD COTTAGE 521 Woodland Ave. Grantham Landing, BC
----------	--------------------------------------------------------------------

DWG. TITLE:		PROPOSED SOUTH ELEVATION	
DATE:	August 29, 2017	DRAWN:	WS
SCALE:	AS SHOWN	JOB NO.:	HAYWARD COTTAGE

DWG. NO.:	PD-4
	OF 7





Preliminary Design - Not For Construction
WS Design - 1489 Henderson Rd., Roberts Creek, BC, Canada V0N 2W2 tel: (604) 312-6550 email: info@ws-design.ca

REVISIONS	#	DATE/DESC.	BY

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PROJECT:

PROJECT: HAYWARD COTTAGE
521 Woodland Ave. Granthams Landing, BC

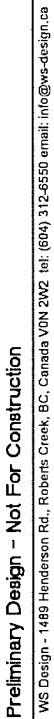
DWG. TITLE:	
PROPOSED EAST ELEVATION	
DATE: August 29, 2017	DRAWN: WS
SCALE: AS SHOWN	JOB NO.: HAYWARD COTTAGE

DWG. NO.:

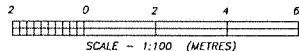
PD-5

OF 7



132

Attachment B - Survey



WOODLAND AVENUE

NORTH

NOTE:

- DENOTES A STANDARD IRON POST FOUND
- ⊙ DENOTES A POWER POLE
- ✕WS DENOTES A WATER SERVICE
- 98.30 DENOTES A 1X2 WOODEN STAKE SET WITH A GROUND ELEVATION OF 96.30m

ALL DISTANCES ARE IN METRES.

DIMENSIONS OF THE LOT ARE FROM FIELD TIES TO SURVEY MONUMENTS AND FROM PLAN 7285 AND PP 00137811.

ELEVATIONS ARE ON AN ASSUMED LOCAL DATUM BEING 100M ON THE IRON POST AT THE NORTHWEST CORNER OF LOT 5.

LOCATION: 521 WOODLAND AVE, GIBSONS, BC
PID: 010-319-867

THIS PLAN WAS PREPARED FOR TIM HAYWARD.
COPYRIGHT 2017.

DL

6
PLAN

C
7825

687

HARVEY ROAD

Attachment C - Variance Criteria

521 Woodland Ave - Granthams Landing Variance Application



This original cottage is the last remaining original house in this neighborhood. My intention is to renovate the existing structure to maintain its original character, while at the same time increasing its suitability as a year round residence. This involves strengthening the existing foundation, which I propose to do by lifting the house within current height allowances, building a basement/foundation, and lowering the house back onto the foundation within the existing foot print. All movement to the house will be vertical, with the horizontal footprint remaining unchanged.

This variance application is in consideration that the deck footings of the existing structure are 1.58 and 1.62 meters from the laneway, which does not meet 2017 standards.

The location of the property is at the end of Woodland, with the aforementioned laneway seldom used by vehicle traffic. The location of the structure and proposed changes do not encroach in any way on residents, neighbors, lane traffic, or alter the neighborhood in any substantial way.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 14, 2017

AUTHOR: Sam Adams – Parks Planning Coordinator

SUBJECT: TRAIL NETWORK TASK FORCE – GAMBIER ISLAND SOUTH WEST PENINSULA - PUBLIC CONSULTATION REPORT

RECOMMENDATION

THAT the staff report titled Tail Network Task Force – Gambier Island South West Peninsula – Public Consultation Report be received for information.

BACKGROUND

The Board adopted the following recommendation at the meeting held on November 24, 2016:

430/16 cont. **Recommendation No. 5** *Gambier Island – South West Peninsula Community Trail Development*

THAT the staff report titled Gambier Island – South West Peninsula – Community Trail Development be received;

AND THAT a Terms of Reference to establish a volunteer community Task Force to assist in the development of a trails network plan for the SW Peninsula of Gambier Island, as described in Option 1 of the staff report be prepared.

The Board adopted the following recommendation at the meeting held on February 23, 2017:

080/17 cont. **Recommendation No. 12** *Gambier Island – South West Peninsula - Trail Network Task Force Terms of Reference*

THAT the report titled Gambier Island – South West Peninsula - Trail Network Task Force Terms of Reference be received;

AND THAT the Gambier Island – South West Peninsula Trail Network Task Force Terms of Reference be approved.

This report presents the findings of a community consultation process regarding local community trail planning and development on the South West (SW) Peninsula of Gambier Island.

As part of that consultation process a Trail Questionnaire was conducted in the summer of 2016 and a subsequent community follow-up meeting was held on to present the findings. The results of that consultation were documented in a previous Public Consultation Report provided to the Board (October 2016).

The SCRD Board then recommended the establishment of a Trail Network Task Force whose purpose was to act on the results of the 2016 Questionnaire and engage in the creation of trail development guidelines as well as a prioritized list of trails to be developed.

DISCUSSION

Staff conducted a public engagement process to enable the community, working through a Task Force, an opportunity to provide input with respect to the development of a trail network plan for the SW Peninsula of Gambier Island.

The report included in Attachment A outlines the process and input.

Following best practices, this report represents the public input portion of the process and a following Staff Report will provide the technical analysis of staff (planned for Q1 2018).

STRATEGIC PLAN AND RELATED POLICIES

The attached Public Consultation Report – Gambier Island Trails Questionnaire – is a demonstration of the SCRD Public Participation Program.

Engaging with the Community reflects the priority to Facilitate Community Development.

CONCLUSION

A task network task force was established to help develop a trail network plan for the South West Peninsula of Gambier Island as part of a community consultation process.

Following best practices, this report represents the public input portion of the process and a following Staff Report will provide the technical analysis of staff (planned for Q1 2018).

This report is submitted for the Committee's information.

Attachment:

Attachment A - Trail Network Task Force – Gambier Island South West Peninsula Public Consultation Report

Reviewed by:			
Manager	X – A. Allen	Finance	
GM	X – I. Hall	Legislative	
CAO	X – J. Loveys	Other	

Sunshine Coast Regional District

Trail Network Task Force – Gambier Island South West Peninsula

Public Consultation Report

Report to the Planning and Community Development Committee

December, 2017

S. Adams, Parks Planning Coordinator – Sunshine Coast Regional District

Trail Network Task Force – Gambier Island SW Peninsula

Sunshine Coast, British Columbia

Report Date: December, 2017



SUNSHINE COAST REGIONAL DISTRICT

PUBLIC CONSULTATION REPORT

Trail Network Task Force Gambier Island SW Peninsula

Sunshine Coast, British Columbia

December, 2017

Public Consultation Summary Report

The purpose of this report is to present the key findings of the Trail Network Task Force Gambier Island SW Peninsula. The task force was the result of a need to engage in deeper public consultation around trails on Gambier Island's South West Peninsula. The purpose of the task force as expressed through Terms of Reference was to:

- Act on results from a public Questionnaire conducted in summer 2016;
- Engage in the development of trail development guidelines as well as a prioritized list of trails to be developed.

Background - Gambier Island's South West Peninsula and SCRD Trails

Gambier Island is a large island located at the eastern end of the Sunshine Coast Regional District in Area F, West Howe Sound. There are approximately 200 full-time and 800 part-time or seasonal residents on the island. The South West Peninsula is the largest community on Gambier Island (Appendix 1 – Gambier Island Overview Map). The Islands Trust is responsible for land use planning on Gambier Island while the SCRD is responsible for regional parks and trails.

Currently SCRD manages and maintains seven trails and beach accesses on the South West Peninsula with the support of a local contractor.

From 2014 to 2015 the SCRD was working with the Gambier Island Community Association Parks and Trails Sub-Committee to develop trails on the South West Peninsula of Gambier Island. Several community meetings held in 2015 indicated a difference of opinion around trail development on the South West Peninsula. Further public consultation was required.

The SCRD conducted a Trails Questionnaire in 2016. A public presentation of Questionnaire results was made summarizing the responses from 101 people.

A task force composed of South West Peninsula community members was the next step in the public engagement process in order to enable focused work over a defined period of time to develop a trail network plan. The terms of reference for the task force were adopted by the SCRD Board in February, 2017 (See Appendix 2 for Trail Network Task Force Gambier Island South West Peninsula Terms of Reference)

Trail Network Task Force – Gambier Island SW Peninsula

Sunshine Coast, British Columbia

Report Date: December, 2017

General Observations on the Task Force Process

- There was a high engagement rate during the task force process with over 70 residents and property owners attending meetings and the open house during this process.
- Over 30 members of the community turned up for the “Walk and Talk” meeting where the Task Force and community members visited and discussed potential trails on location.
- The Task Force did not recommend developing trails on the South West Peninsula at this time.
- Many Task Force members indicated their thankfulness for having the opportunity to provide input during the consultation process.

Overview of the 2017 Task Force Process

February	Task Force Terms of Reference adopted by the SCRD Board.
March	Advertisement for membership through newspaper and Island email distribution list.
April	6 Task Force members selected.
May - October	Task Force met a total of 6 times and held a public open house.

In keeping with the terms of reference:

- Meetings were open to the public.
- Meeting times and dates publicly posted at the New Brighton dock and advertised to the community through a community-wide email distribution list;
- All meetings were held at the Gambier Island Community Hall with the exception of the “Walk and Talk” event which visited the specific trail locations being considered.
- The SCRD provided a minute taker and meeting minutes from all meetings are available online at www.scrd.ca/major-projects .

Results

The Task Force developed 6 principles that address the overarching themes raised in the 2016 Questionnaire around privacy, fire safety, water quality, amenities and emergency services. Each principle is also accompanied by a set of actions.

The task force then filled in a matrix to help prioritize trails for development, made recommendation for trail development and provided rationale for the recommendations.

Trail Network Task Force – Gambier Island SW Peninsula

Sunshine Coast, British Columbia

Report Date: December, 2017

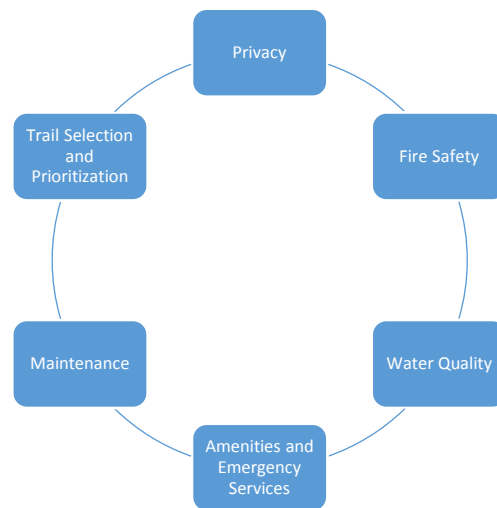


Figure 1 – Visual of overarching themes addressed by Task Force

Principles for Trail Development on Gambier Island

Principle 1: Privacy

Engage potentially affected residents (property owners) early in the consultation process. Employ design features such as trail location and topography to help enhance and preserve privacy for trail neighbours.

Action Item:

- *When circumstances warrant, consider screening or other materials as a method to help preserve privacy*

Principle 2: Fire Safety

When building trails on the South West Peninsula extra care should be given to design, construction, and maintenance to help mitigate fire hazards. Community-level fire safety education and awareness are also important.

Action Items:

- *Where applicable construct trails with 0.5-1metre of exposed mineral soil or other similar surface and clear fine fuels to 2 metres on either side of the trail during construction;*
- *Work with the community and Squamish Nation to install a large “Fire Hazard” sign at the New Brighton Dock to educate residents and visitors to hazards or conditions. Install these signs at other public docks on the South West Peninsula (Gambier Harbour, West Bay);*
- *Work with the Community and the Squamish First Nation, and emergency services stakeholders to conduct public “fire safety” open houses and provide information to residents and visitors;*
- *Work with emergency stakeholders to align and enhance emergency and evacuation transpiration routes incorporating trails where applicable;*
- *Explore the possibilities and authority to shut down trails during high fire season (such as SCRD Parks Bylaw amendment or through the Province).*

Trail Network Task Force – Gambier Island SW Peninsula

Sunshine Coast, British Columbia

Report Date: December, 2017

Principle 3: Water Quality

Protect potable water and the environment by using a robust environmental screening tool to evaluate and guide potential trail locations (see [Provincial Trail Environmental Screening Tool](#) as an example).

Action Item:

- *Involve a Qualified Environmental Professional (QEP) in the project scoping phase when riparian conditions exist.*

Principle 4: Amenities and Emergency Services

Inform visitors and potential visitors about the lack of amenities on Gambier Islands South West Peninsula by working with BC Ferries, the Squamish Nation, and other stakeholders. Offer clear signage and routes to get visitors to the backcountry.

Action Items:

- *Provide signage and markers to help guide visitors through the community and to backcountry designated route(s).*
- *Use multiple communication platforms to inform visitors and potential visitors.*

Principle 5: Maintenance

SCRD Trails on Gambier Island, once developed, will be maintained at a level which is appropriate for their location and use. To facilitate the trail maintenance program the SCRD has developed a [trail inspection checklist](#)

Action Item:

- *Standards for trail maintenance and inspection will be adopted and implemented and will apply to all SCRD trails on the South West Peninsula.*

Principle 6: Trail Selection and Prioritization

Potential trails will be evaluated and their development prioritized in accordance with an evaluation matrix (see following section for details) taking into consideration important criteria such as environment, community needs, and cost. High priority trails may be developed incrementally within the context of local/regional process reflective of the community's desires and SCRD funding.

Action Item:

- *Design features should align with local character and limit motorized access.*

Trail Network Task Force – Gambier Island SW Peninsula

Sunshine Coast, British Columbia

Report Date: December, 2017

Matrix – Criteria for Prioritization Trail Selection and Development

To help evaluate and prioritize trail development the task force developed a matrix.

General Overview of Matrix

- Matrix adapts and expands the list of Principles for practical evaluation of potential trails;
- The Principles remain the overarching considerations for a trail network program and potential trail development.
- Each matrix criteria is measured as follows: High (5) Medium (3) Low (1) The higher the score the more desirability the trail has.

Criteria For Prioritizing Trail Selection and Development Matrix Template

Trail Name	Network Contribution	Privacy	Accessibility	Appeal	Environmental Impact	Safety	Cost	Total Score
Trail X (Example)	3	3	1	1	3	5	5	21

Table 1 Matrix Template

Matrix Criteria Definitions

- **Network Contribution:** Would the trail connect with other trails or road systems, either existing or proposed?
- **Privacy:** Will a nearby dwelling be in sight of the trail?
- **Accessibility:** Are there existing physical barriers to accessing the potential trail?
- **Appeal:** Does the trail increase accessibility to desirable locations?
- **Environmental Impact:** Are there environmental issues that could be impacted by trail development?
- **Safety:** Are there safety concerns with this trail?
- **Cost:** What is the anticipated construction costs? (low (\$10,000 – \$15,000), medium (\$15,000- \$25,000) or high (\$25,000+))

Trail Network Task Force – Gambier Island SW Peninsula

Sunshine Coast, British Columbia

Report Date: December, 2017

Trails Considered

The task force considered the specific trails identified by the community in the 2016 Questionnaire and in previous public consultation processes such as the 2007 SCRD Parks Division Trail Network Plan (See Attachment 4 for map of SCRD trail locations – existing and proposed).

Considered trails were non-motorized trails that if built would improve or enhance walking connectivity between communities on the South West Peninsula of Gambier.

The 4 trails considered were:

- **Dulcie Road Central** – Connecting West Bay to Gambier Harbour
- **Dulcie Road South** – Connecting West Bay to Gambier Harbour
- **Mountain Road To Austin Trails** – Connecting Austin Trails to West Bay
- **West Bay Connector** – Connecting West Bay to Community Center

The Task Force hosted a community walk and talk that visited the 4 trail corridors on August 13, 2017. Over 30 community members, the 6 task force members and three SCRD staff and a minute taker participated.

Task Force Completed Matrix

Following the “Walk and Talk” the task force populated the matrix during their final meeting on September 2, 2017 and then provided rationale and made recommendations for trail development.

Criteria For Prioritizing Trail Selection and Development Matrix*								
(Task Force Completed September 2, 2017)								
Trail Name	Network Contribution	Privacy	Accessibility	Appeal	Environmental Impact	Safety	Cost	Total Score
<i>Mountain Road to Austin Trails</i>	3	1	3	1	2**	5	5	20
<i>West Bay Connector</i>	4	1	5	3	1	3	3	20
<i>Dulcie Road Central</i>	3	***	1	1	1	3	1	10
<i>Dulcie Road South</i>	1	1	1	1	3	1	1	9

Table 2 Matrix – Task Force Completed September 2, 2017

* Each criterion should be measured as follows: High (5) Medium (3) Low (1). Higher scores indicate more desirability.

** Where Task Force opinions were divergent an average of the measurements was used.

** Task Force was unable to visit the length of this trail and was therefore unable to evaluate privacy for Dulcie Road Central.

Trail Network Task Force – Gambier Island SW Peninsula

Sunshine Coast, British Columbia

Report Date: December, 2017

Task Force Rational and Recommendations

Dulcie Road Central – Total Matrix Score 10

Rationale for Scores:

- Environmental Impact – wetlands, requirement for a bridge, Grennan Creek headwaters
- Cost – would be high as a survey is needed, QEP, cost of materials, labour for constructing boardwalks.
- There is an Islands Trust covenant on a property in the vicinity of this considered trail corridor.

The Task Force does not recommend pursuing this trail option.

Dulcie Road South – Total Matrix Score 9

Rationale for Scores:

- The Task Force consensus was that this is not a viable trail to be developed due to cost, accessibility, appeal and low network contribution.

The Task force does not recommend perusing this trail option.

Mountain Road – Total Matrix Score 20

Rationale for Scores:

- The Task Force agreed on a score of 3 for network contribution as it would complete a full circle of the road and trail network. A QEP is required.
- The Task Force feels that the safety issues and cost would be minimal.
- The Task Force noted concerns with wildlife (cougar) and safety concerns.
- Privacy and impact on adjacent owners was noted as a concern from Task Force and community members.
- It was noted by the Task Force that feedback from Austin Heights and West Bay residents indicated that there is not much desire for this trail.

The Task Force does not recommend pursuing this trail option at this time.

West Bay Connector – Total Matrix Score 20

Rationale for Scores:

- Could act more as a shortcut to get to the Community Hall, gathering place.
- The Task Force agreed to a score of 4 for network contribution as it could also be used for emergency services access.
- There may be a bog in this area and would require a QEP.
- Would require stairs for the slightly steep sections.

The Task Force generally concluded that this was a good trail option but recommended not to pursue it at this time due to privacy concerns. Could be considered in the future.

Trail Network Task Force – Gambier Island SW Peninsula

Sunshine Coast, British Columbia

Report Date: December, 2017

Open House and Feedback

- An Open House was held October 28, 2016 at the Gambier Island Community Center to present the Task Force findings (Appendix 5 Open House Presentation).
The Open House was advertised through the Gambier Island Community Association email list and through other interested stakeholders. About 30 residents were in attendance. In addition 2 SCRD staff, the Electoral Area F SCRD Director and two Islands Trustees for the Gambier Island Trust Areas were in attendance. Public feedback forms were provided at the meeting.
- The Open House material was also available online for those residents and property owners who were unable to make the meeting in person. The online option was advertised again on October 30, 2017 through the Gambier Island Community Associations email list.
- The window of opportunity for providing feedback was 3 weeks from day of the open house October 28, 2017 until November 20, 2017.
- The feedback form contained three questions:
 - *What are the benefits or concerns associated with the task force principles?*
 - *What are the benefits or concerns associated with the task force's trail development recommendations.*
 - AND
 - *Additional Comments.*

Overview of Written Feedback

A total of 5 hardcopies of the feedback form were received at the Open House event and one hand written copy was received subsequently at the SCRD Field Road offices.

Overview of Email Submissions

A total of 10 feedback submissions were received by email.

Feedback

The three questions on the feedback form are listed below with a general summary of the 30 pages of responses received:

1. *What are the benefits or concerns associated with the task force principles?*

- More emphasis should be placed on landowners directly affected by potential trails due to potential direct impacts on their safety and quality of life.
- Some property owners are at significant risk [from potential trail development] and are relying on government to protect them and their property.
- Property owners directly affected must be given much more consideration;
- 6 principles are reasonable and address the concerns of potential trail development on the SW Peninsula.
- 6 principles are a good guiding tool.
- 6 principles are fine in "principle" but don't address needs like better and shorter trails to different parts of the community.

Trail Network Task Force – Gambier Island SW Peninsula

Sunshine Coast, British Columbia

Report Date: December, 2017

- There is a need for circuits for dog owners and walkers to get off road especially in dusty conditions during summer.
- Fire, litter, trail head parking, unauthorized use of quads and motorcycles, inflow [of new people] with no infrastructure, privacy and theft are all concerns.
- Principles are based on concerns of property owners to demonstrate the abandoning of the idea of trail development.
- Six principles do not adequately address those directly affected.
- SCRD planning department thinks concerns can be mitigated [by principles].
- Idealistic to think people will follow rules.
- No enforcement will lead to people taking matters into their own hands.
- Harmonious living on islands like Gambier is a delicate matter.
- Agree with principles but would add a quality of life principle.
- Crown lands, other parts of island need to be accessed by other means than vehicles.
- Cost of maintenance/development is important but will be less now than in future.
- Principles are generally good.
- There could be a principle 7 – increase public access and appreciation of the beauty and natural resources of the island and 8 – provide more off road pleasant access rather than dusty roads.
- Principle 1 – is important but subject to interpretation – what one person considers privacy another may not.
- Principle 4 – could include Amenities and Emergency Services such as developing public potable water by drilling a well for example.
- 6 principles are well thought out.
- Can the SCRD shut down trails in extreme fire hazard?
- Sign on main docks describing fire hazards levels would be useful.
- Trail checklist (principle 5) seems to be working well.
- Agree with principle 6 – that motorized vehicles should be limited on trails. Because MoTI considers island roads remote access ATV's and motorbike users are more likely to drive on road as it is considered novel.

2. What are the benefits or concerns associated with the Task Force's trail development recommendations.

- Analysis used to weight the various trail options is faulty and leads to faulty conclusions. For example the Appeal category is a subjective and arbitrary P.R. concept not appropriate for project evaluation;
- The "Network Contribution" category of the Matrix is redundant with the "Appeal" category which skews results away from directly impacted landowners.
- The "Safety" ranking of the Matrix for "West Bay" is misrepresentative of the level of risk which directly affected property owners may incur.

Trail Network Task Force – Gambier Island SW Peninsula

Sunshine Coast, British Columbia

Report Date: December, 2017

- Environment includes far more than water quality and includes cutting through wilderness, falling trees and excavating.
- Trails will increase garbage and chance of forest fires.
- There are enough gravel roads on Gambier Island to the community center.
- The task force has reasonably assessed the development recommendations. The matrix results have made it simple to decide which trails are viable for our community.
- Great deal of time and consideration went into recommendations;
- Disappointed that after so much effort in the past and present there is no recommended trail to go forward.
- Two trails with highest score deserve to be looked at further (Mountain Road and West Bay Community Connector).
- Some development of marked trails would help keep people off of private property.
- West Bay Community Connector could be essential in emergency as hall is gathering point if earthquake washes out main road.
- Agree with task force recommendations to not proceed with any trails at this time.
- Concerned that there are a few people driving trail development without asking those directly affected. I also see staff pushing things beyond their limits they should be impartial.
- Would like to see West Bay Community connector developed to encourage people not to drive and take pressure off of parking issues.
- Proper planning, consultation, education and planting trees should help with privacy issues.
- Would like to see Mountain Road developed to which would serve residents of Austin trails by reducing trespassing with defined trails.
- Some principles should be reflected in the matrix.
- Two of the principles may be in conflict – Privacy and Appeal.
- Not sure how much cost should fit in as there are short term and long term concerns.
- Concerned that a stronger sense of value has not been expressed for West Bay Community connector due to shortening walking distances, less grade of walking, less icy in winter.
- Junction of New Brighton Road at Gannon Creek crossing is unstable and could be damaged in earthquake leaving West Bay Community Connector as only path to designated emergency gather place [Gambier Island Community Center].
- Clear there are but few options to provide useful trails on road right of way.
- Disagree that Mountain Road is not considered popular by West Bay Residents. This trail should be considered as an option.
- West Bay Community Connector should be considered as a small trail by SCRD with provision the QEP should look at effect trail may have on neighbor's property and that neighbors participate in walk with QEP.
- Agree that privacy is important for people who live and recreate on Gambier but that right needs to balance with the safe and respectful access to public areas.

Trail Network Task Force – Gambier Island SW Peninsula

Sunshine Coast, British Columbia

Report Date: December, 2017

- Hope that biases [of task force members] would be taken into consideration when SCRD discusses recommendations.

3. *Additional Comments.*

- The 2016 Questionnaire was flawed. Due to leading and biased questions.
- A reasonable conclusion would be to not develop the West Bay connector.
- Would like to see the SCRD go ahead with the West Bay Community Connector trail due to ease of daily access as well as safety (if the New Brighton Road was deactivated this would be the only land way to the community center.
- Task force consisted of some individuals who had quite a strong biased and whose opinions did not change through the process.
- Voices in favour of trails feel overwhelmed as naysayers get their way again.
- Thanks to SCRD and Staff for involvement in such a contentious issue.
- Task force was seriously compromised as the majority were opposed to trails prior to becoming members of the group.
- Small group of people and off island hikers to benefit from trails.
- Would like to see tax dollars spent in other places.
- Is SCRD divestment of New Brighton Dock to Squamish Nation an indication of level of commitment to community?
- Trail development is waste of time and money
- Thank you for opportunity to provide feedback.
- Does not want Mountain Road trail developed as it will affect personal and neighbours privacy.
- Trust that recommendations of task force will be followed by SCRD.
- Worry that pro-trail lobby will convince SCRD to develop trails regardless of task force recommendations.
- People should use existing road system and not hidden trails.
- Warmer summers, drought conditions and unknown maintenance costs make trails serious liability.
- Pro trail is minority but opposition to change always occurs and then people adjust and even begin to enjoy.
- Some additional trails should be considered in the long term and could require the purchasing of right of way (examples include connection of West Bay and Gambier Harbour and Sir Thomas Lipton Park).

Trail Network Task Force – Gambier Island SW Peninsula

Sunshine Coast, British Columbia

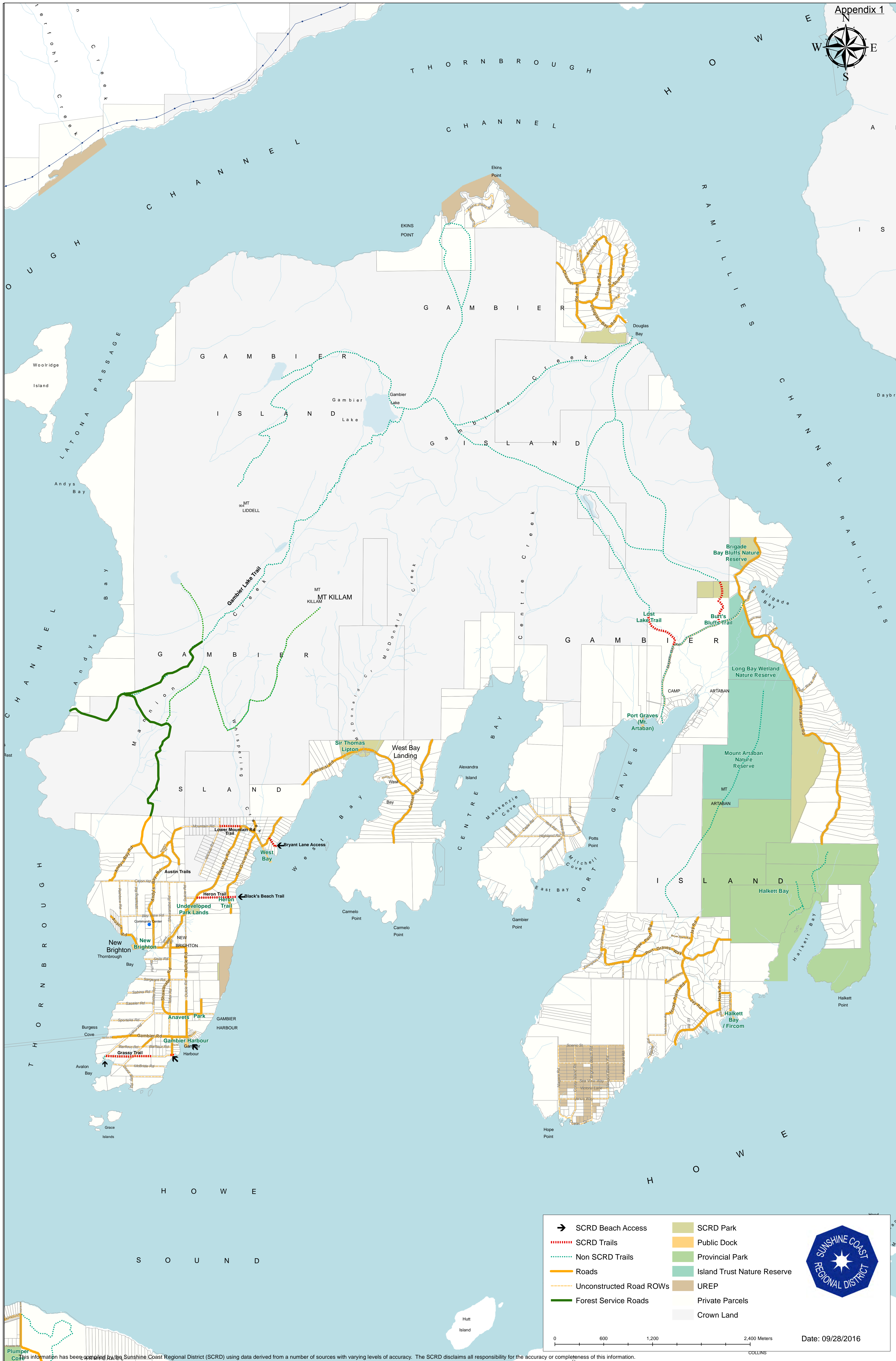
Report Date: December, 2017

Supporting Documents

The following documents are attached to this report:

- Appendix 1: Gambier Island Overview Map
- Appendix 2: Task Force Terms of Reference
- Appendix 3: Advertisements for the Task Force, Walk and Talk and Open House
- Appendix 4 SCRD Trail Locations – Existing and Proposed
- Appendix 5: Open House Presentation

GAMBIER ISLAND OVERVIEW MAP



TERMS OF REFERENCE

Sunshine Coast Regional District Trail Network Task Force

Gambier Island SW Peninsula

February 2017

1. Purpose

The purpose of the Sunshine Coast Regional District Trail Network Task Force Gambier Island SW Peninsula (Trail Network Task Force) is to provide input toward the development of a Trail Network Plan for the South West (SW) Peninsula of Gambier Island by:

- a. Acting on results from public survey conducted in summer 2016;
- b. Engaging in the development of trail development guidelines as well as a prioritized list of trails to be developed.

2. Duties

2.1 The Trail Network Task Force will:

- a. Review background information on priorities and challenges relating to trail development;
- b. Provide technical recommendations to the SCRD for future trail development and management strategies to mitigate concerns related to:
 - i. privacy and security
 - ii. water quality
 - iii. fire hazards
 - iv. trail maintenance and
 - v. limited amenities and facilities.
- c. Provide prioritized recommendations for the implementation of the trail network plan.

2.2 The Trail Network Task Force will be dissolved upon completion of a trail network plan for the Gambier Island SW Peninsula expected to occur in October, 2017.

3. Membership

3.1 The Trail Network Task Force is comprised of the following members:

- a. Seven residents of the SW Peninsula area. Members will be made up of a diversity of relevant interests, expertise and knowledge. Knowledge of local geography/land use, environmental stewardship, landscape architecture and/or watershed management is preferred. Consideration will be given to a diversity of residential perspectives including full-time, part-time and weekend residence.
- b. Members shall be appointed for a term of six months.

3.2 Regional District staff will be assigned to serve technical expert and leadership capacity. The role of the staff liaison will include:

- a. providing information and professional advice
- b. facilitating and chairing meetings
- c. write reports and recommendations to the Board
- d. bringing such matters to the task force's attention as are appropriate for it to consider in support of Regional District Board direction
- e. serving as one of the communication channels to and from the Board and
- f. providing advice to the SCRD Board that may be at variance to a task force recommendation.

4. Operations

4.1 A majority of the voting members of the task force, as listed in section three will constitute a quorum.

4.2 The Trail Network Task Force will meet a maximum of six scheduled meetings and attend one open house to complete its mandate.

4.3 The Trail Network Task Force meeting location will be in a central location which facilitates maximum attendance by members. The meeting time and location are to be determined upon selection of the committee.

4.4 All Task Force meetings must be open to the public except where the task force resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.

4.5 The authority of the Task Force is limited as follows:

- a. The Trail Network Task Force does not have the authority to bind the SCRD in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCRD.

- b. The Trail Network Task Force may communicate with external organizations and agencies to collect information and make inquiries.
 - c. Where the Trail Network Task Force wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from the SCRD Board.
- 4.6 Task Force members are encouraged to:
 - a. attend and participate in meetings of the Task Force
 - b. share experiences and ideas while maintaining an open mind to others' perspectives
 - c. report back to the appropriate Standing Committee and Regional District staff
 - d. be able to dedicate approximately 20 hours per month to the work of the Task Force
- 4.7 Members who are absent for two consecutive regularly scheduled meetings will be deemed to have resigned their position unless the absence is because of illness or injury or is with the leave of the SCRD Board.
- 4.8 In carrying out its mandate, the Task Force will work towards conducting operations in a way that:
 - a. improves the economic, environmental and social well-being for present and future generations
 - b. encourages and fosters community involvement
 - c. enhances the friendly, caring character of the community
 - d. maintains an open, accountable and effective operation
 - e. preserves and enhances the unique mix of natural ecosystems and green spaces in the SCRD
 - f. is consistent with the goals and objectives of the SCRD's strategic plan and
 - g. recognizes advisory committees are one of many channels that the Regional Board may utilize to obtain opinions and advice when making decisions.
- 4.9 The SCRD will provide a recording secretary whose duties may include:
 - a. distributing meeting agendas to the Task Force members in advance of the meeting
 - b. preparing minutes of all meetings using SCRD standard practices
 - c. forwarding the approved minutes to the Trail Network Task Force for further consideration and approval.
- 4.10 Unless otherwise provided for, meetings shall be conducted in accordance with the rules of procedure set out in the SCRD Procedures Bylaw No. 474.

- 4.11 Task Force members are subject to the Conflict of Interest legislation outlined in Section 100 – 109 of the *Community Charter*. The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.
- 4.12 Committee members must respect and maintain the confidentiality of the issues brought before them.
- 4.13 Committee members serve without remuneration but may be eligible to have reasonable expenses reimbursed in accordance with the SCRD Policy on Committee Volunteer Meeting Expenses.

5. Reference Documents

- 5.1 SCRD Procedure Bylaw No. 474
- 5.2 *Community Charter*, Section 100 – 109 – Conflict of Interest
- 5.3 *Community Charter*, Section 90 – Open/Closed Meeting
- 5.4 Islands Trust Gambier Island Official Community Plan - 2001

Approval Date:	February 23, 2017	Resolution No.	080/17 Rec. #12
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	



Volunteers Needed for Sunshine Coast Regional District (SCRD) Trail Network Task Force - Gambier Island South West Peninsula

Interested in trail development?

The SCRD is accepting applications from Gambier Island South West Peninsula community members who are interested in volunteering on a task force to help develop a trail network plan.

Volunteers should represent a diversity of relevant backgrounds, interests, expertise and knowledge. Knowledge of local geography/land use, environmental stewardship, landscape architecture and/or watershed management is preferred. Volunteers should also represent a diversity of perspectives including full-time, part-time, and weekend residents of the island.

The purpose of the task force is to:

- Act on results from public surveys conducted in summer 2016.
- Engage in the development of trail development guidelines as well as a prioritized list of trails to be developed.

In order to fulfill its purpose the Trail Network Task Force will meet approximately six times inclusive of one public open house between April and October of 2017. The location and time of the meetings will be determined by committee members to best facilitate maximum attendance.

The task force will be dissolved upon completion of its mandate.

If serving as a task force member interests you, please complete an application form and submit it to Sam Adams, SCRD Parks Planning Coordinator at sam.adams@scrd.ca by March 30 at 4:30 p.m. Application forms, detailed task force terms of reference, and the 2016 trail questionnaire results can be found at www.scrd.ca/major-projects

Invitation to Join Trail Network Task Force *Walk and Talk*

Dear Property Owner,

You are invited to join the Sunshine Coast Regional District's Trail Network Task Force for Gambier Island South West Peninsula ("the Task Force") for a *Walk and Talk* on Sunday August 13, 2017.

The purpose of the *Walk and Talk* will be for the Task Force to meet with neighbors and residents to discuss and evaluate public trail locations and designs. Feedback will inform the Trail Network plan being developed by the SCRD with community input.

Each stop on the *Walk and Talk* will consider trail design strategies related to privacy, safety and environmental protection.

The site visits will begin at 10:30 AM in front of the Gambier Island Community Center. The Task Force and attendees will carpool from there and regroup at key potential trail head locations (see attached map and schedule below).

Schedule:

10:30 am	Meet at (1) Gambier Island Community Center
11:30 am	Meet at (2) Austin Trails trailhead
12:30 am	Meet at (3) West Bay Road beside the portable mill
2:00 pm	Meet at (4) North dead- end of Dulcie Road
3:00 pm	Meet at (5) South dead-end Dulcie Road

If you are planning to attend please dress for walking and the weather and bring water, food, and sun protection. Attendees are not required to participate through the entire *Walk and Talk* and are welcome to join the Task Force at any of the above locations at the scheduled time.

For more information on the Task Force work please visit <http://www.scrd.ca/major-projects>

For more information on the site visit please contact Sven Koberwitz at 604-885-6800 ext. 6424 or at sven.koberwitz@scrd.ca.

Yours Truly,

Sam Adams, Parks Planning Coordinator
Planning and Development Division

Enclosure(s): Proposed Community Connector Trail *Walk and Talk* Map

Trail Network Task Force
Gambier Island SW Peninsula
Proposed Community Connector Walk and Talk
August 13, 2017



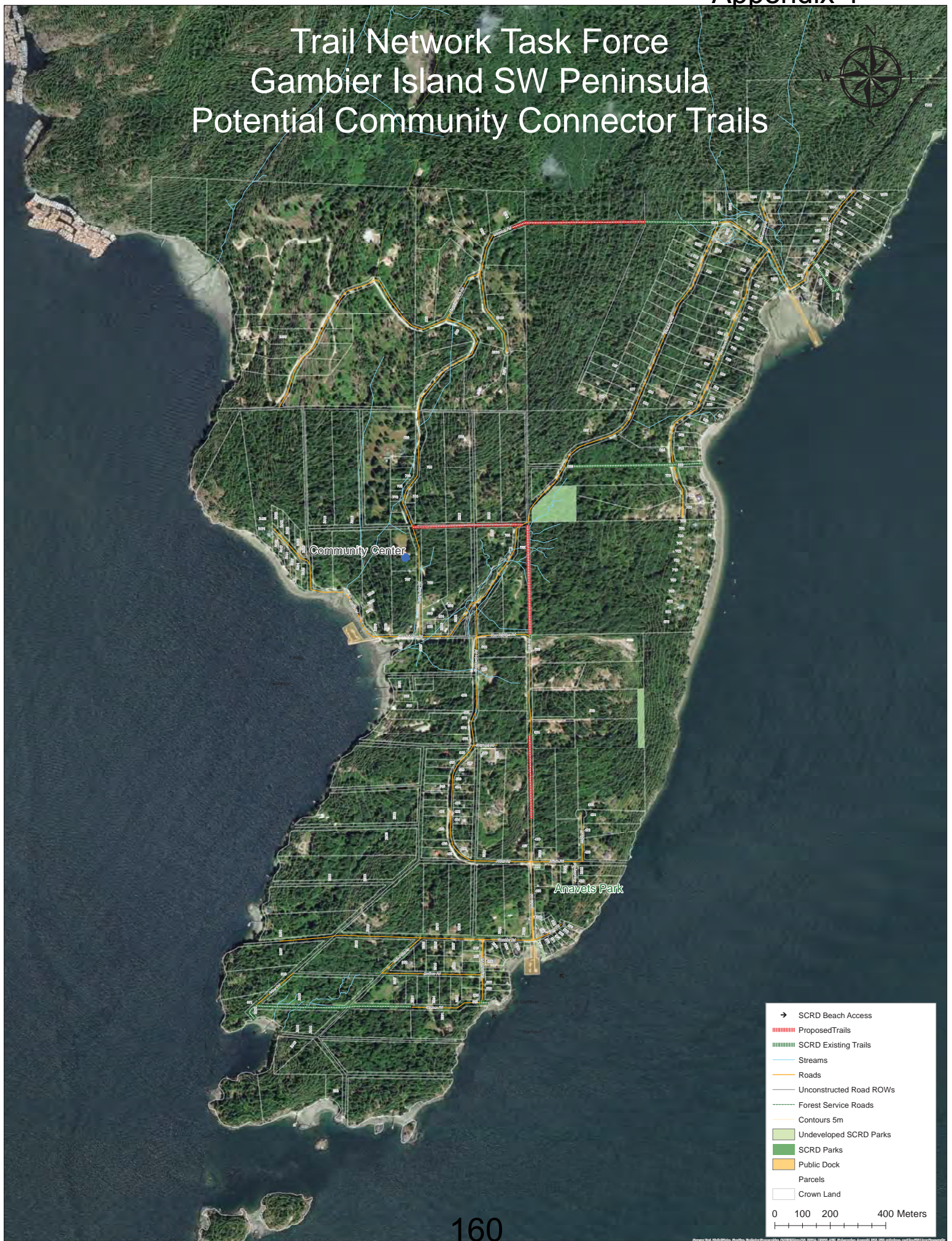
Sunshine Coast Regional District (SCRD) Gambier Island SW Peninsula Trail Network Task Force Open House

Saturday October 28, 2017, 12-2 p.m. at the Gambier Island Community Center

Please attend a community open house to share the work of the SCRD Gambier Island SW Peninsula Trail Network Task Force. The open house will provide project background, present results and gather community feedback.

The same open house materials and feedback opportunity will be available online at www.scrd.ca/major-projects starting on October 28 for those not able to attend in person.

Trail Network Task Force Gambier Island SW Peninsula Potential Community Connector Trails



Trail Network Task Force Gambier Island South West Peninsula

Presentation of Task Force Findings

October/November, 2017



Background

- 2014-15 – Working with Gambier Island Community Association Parks and Trails Sub-Committee to develop Trails on the South West Peninsula of Gambier Island.
- 2015 – Several community meetings held. Differing opinions on trail development on the South West Peninsula of Gambier Island. Results indicate further public consultation required.



Public Consultation Process

- 2016 – Trails Planning Consultation Continues
 - June Questionnaire – Goal: inform SCRD on appropriate next steps for trails on the South West Peninsula (103 responses);
 - July – Follow-up community presentation held at the Gambier Island Community Center (30 attendees);
 - September – Staff Report to SCRD Planning and Community Development Committee summarizing the Public Process - Questionnaire and follow-up Community Presentation.
 - November – Board directive to establish a Trail Network Task Force to assist in the development of a trail network plan.



Public Consultation Process

- 2017 - Trail Network Task Force Gambier Island South West Peninsula

- February – Task Force Terms of Reference adopted by SCRD Board.

Task Force Purpose:

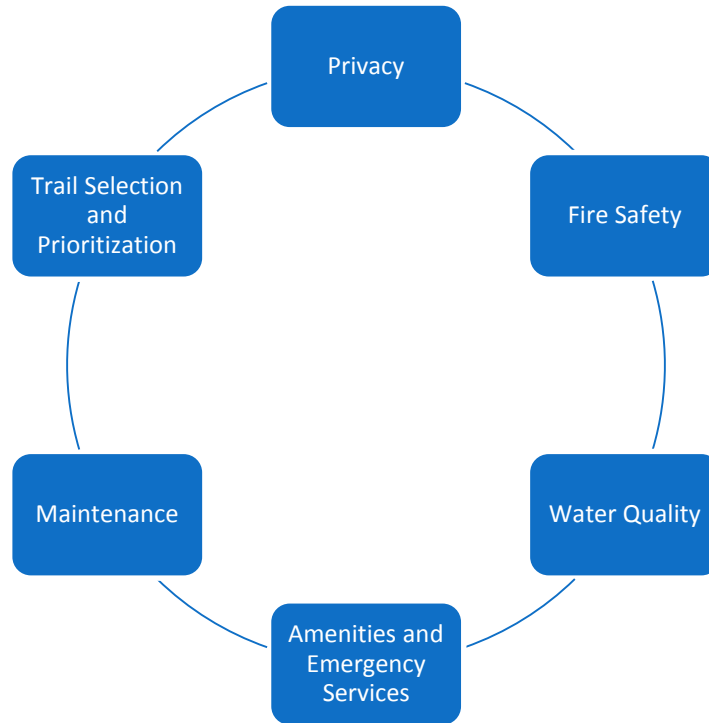
To act on the results of the questionnaire, develop trail development guidelines, and a list of trails to be developed;

- March - April – Advertisement for membership through newspaper and Island email distribution lists.
- April – Task Force members selected
- May - September – The Task Force conducts 6 meetings:
 - Open to the public
 - Meeting times and dates posted at New Brighton Dock and sent by email distribution list to property owners and residents



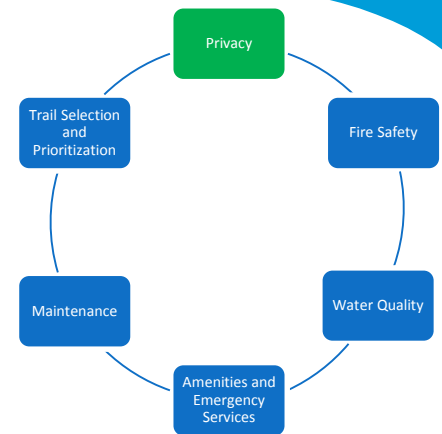
Trail Principles

The Task Force recommended establishing trail planning principles as a lens to review prospective routes



Principle 1

Privacy



Engage potentially affected residents (property owners) early in the consultation process. Employ design features such as trail location and topography to help enhance and preserve privacy for trail neighbours.

Action Item:

- *When circumstances warrant, consider screening or other materials as a method to help preserve privacy*



Principle 2

Fire Safety



When building trails on the South West Peninsula extra care should be given to design, construction, and maintenance to help mitigate fire hazards. Community-level fire safety education and awareness are also important.

Action Items:

- *Where applicable construct trails with 0.5-1metre of exposed mineral soil or other similar surface and clear fine fuels to 2 metres on either side of the trail during construction;*
- *Work with the community and Squamish Nation to install a large “Fire Hazard” sign at the New Brighton Dock to educate residents and visitors to hazards or conditions. Install these signs at other public docks on the South West Peninsula (Gambier Harbour, West Bay);*
- *Work with the Community and the Squamish First Nation, and emergency services stakeholders to conduct public “fire safety” open houses and provide information to residents and visitors;*
- *Work with emergency stakeholders to align and enhance emergency and evacuation transpiration routes incorporating trails where applicable;*
- *Explore the possibilities and authority to shut down trails during high fire season (such as SCRD Parks Bylaw amendment or through the Province).*

Principle 3

Water Quality



Protect potable water and the environment by using a robust environmental screening tool to evaluate and guide potential trail locations (see [Provincial Trail Environmental Screening Tool](#) as an example).

Action Item:

- *Involve a Qualified Environmental Professional (QEP) in the project scoping phase when riparian conditions exist.*



Principle 4

Amenities and Emergency Services



Inform visitors and potential visitors about the lack of amenities on Gambier Islands South West Peninsula by working with BC Ferries, the Squamish Nation, and other stakeholders. Offer clear signage and routes to get visitors to the backcountry.

Action Items:

- *Provide signage and markers to help guide visitors through the community and to backcountry designated route(s).*
- *Use multiple communication platforms to inform visitors and potential visitors.*

Principle 5

Maintenance



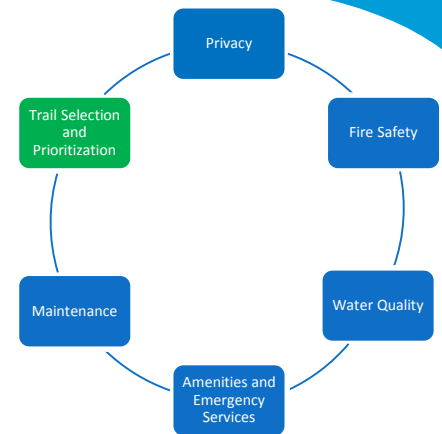
SCRD Trails on Gambier Island, once developed, will be maintained at a level which is appropriate for their location and use. To facilitate the trail maintenance program the SCRD has developed a trail inspection checklist

Action Item:

- *Standards for trail maintenance and inspection will be adopted and implemented and will apply to all SCRD trails on the South West Peninsula.*

Principle 6

Trail Selection and Prioritization



Potential trails will be evaluated and their development prioritized in accordance with an evaluation matrix taking into consideration important criteria such as environment, community needs, and cost. High priority trails may be developed incrementally within the context of local/regional process reflective of the community's desires and SCRD funding.

Action Item:

Design features should align with local character and limit motorized access.

Trail Selection and Development Matrix

- Matrix adapts and expands the list of Principles for practical evaluation of potential trails;
- The Principles remain the overarching considerations for a trail network program and potential trail development.
- Each criterion should be measured as follows: High (5) Medium (3) Low (1) The higher the score the more desirability the trail has.

	Criterion For Prioritizing Trail Selection and Development Matrix Template							
Trail Name	Network Contribution	Privacy	Accessibility	Appeal	Environmental Impact	Safety	Cost	Total Score
Trail X (Example)	3	3	1	1	3	5	5	21



Matrix Criteria Definitions

- **Network Contribution:** Would the trail connect with other trails or road systems, either existing or proposed?
- **Privacy:** Will a nearby dwelling be in sight of the trail?
- **Accessibility:** Are there existing physical barriers to accessing the potential trail?
- **Appeal:** Does the trail increase accessibility to desirable locations?
- **Environmental Impact:** Are there environmental issues that could be impacted by trail development?
- **Safety:** Are there safety concerns with this trail?
- **Cost:** What is the anticipated construction costs? (low (\$10,000 – \$15,000), medium (\$15,000-\$25,000) or high (\$25,000+))



Trails For Consideration

The task force considered the trails identified by the community in the 2016 Questionnaire and in previous public consultation processes including the 2007 SCRD Parks Division Trail Network Plan.

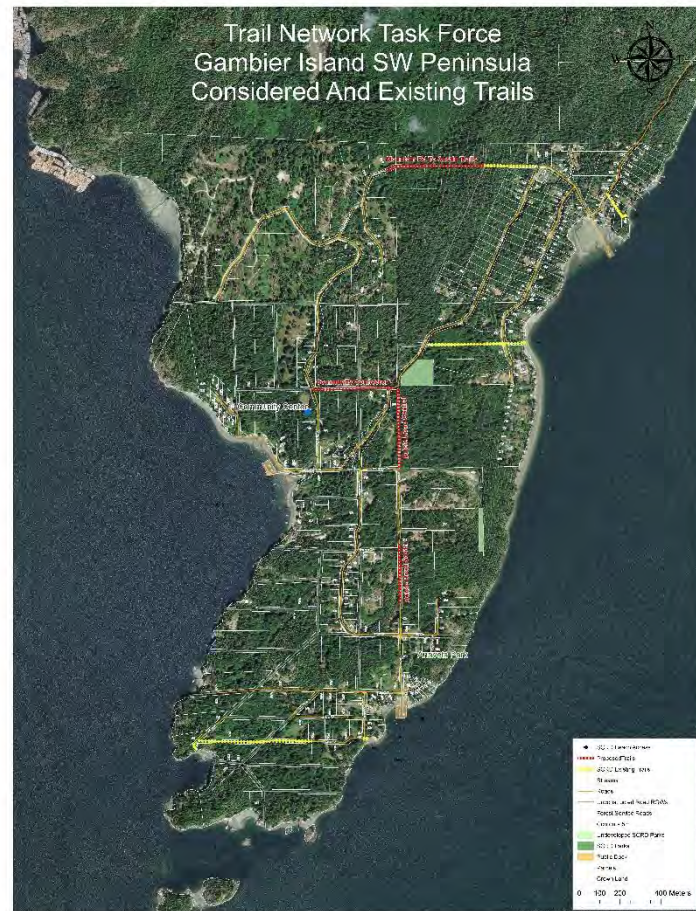
Considered trails were non-motorized trails that if built would improve or enhance walking connectivity between communities on the South West Peninsula of Gambier.

- **West Bay Connector** – Connecting West Bay to Community Center
- **Mountain Road To Austin Trails** – Connecting Austin Trails to West Bay
- **Dulcie Road Central** – Connecting West Bay to Gambier Harbour
- **Dulcie Road South** – Connecting West Bay to Gambier Harbour

The Task Force hosted a community walk and talk that visited the 4 trail corridors on August 13, 2017. 30+ community members participated.



Considered and Existing Trails



[Click image to view full size map](#)

175



Matrix

Completed By Task Force

	Criterion For Prioritizing Trail Selection and Development Matrix*							
Trail Name	Network Contribution	Privacy	Accessibility	Appeal	Environmental Impact	Safety	Cost	Total Score
<i>Mountain Road to Austin Trails</i>	3	1	3	1	2	5	5	20
<i>West Bay Connector</i>	4	1	5	3	1	3	3	20
<i>Dulcie Road Central</i>	3	**	1	1	1	3	1	10
<i>Dulcie Road South</i>	1	1	1	1	3	1	1	9

* Each criterion should be measured as follows:

High (5) Medium (3) Low (1) The higher the score the more desirability the trail has.

** The Task Force was unable to visit the length of this trail and was therefore unable to evaluate privacy for Dulcie Road Central.



Task Force Trail Development Recommendations

Dulcie Road Central – Total Matrix Score 10

Rationale for Scores:

- Environmental Impact – wetlands, requirement for a bridge, Grennan Creek headwaters
- Cost – would be high as a survey is needed, QEP, cost of materials, labour for constructing boardwalks.
- There is an Islands Trust covenant on a property in the vicinity of this considered trail corridor.

The Task Force does not recommend pursuing this trail option.

Dulcie Road South – Total Matrix Score 9

Rationale for Scores:

- The Task Force consensus was that this is not a viable trail to be developed due to cost, accessibility, appeal and low network contribution.

The Task force does not recommend perusing this trail option.



Task Force Trail Development Recommendations

Mountain Road – Total Matrix Score 20

Rationale for Scores:

- The Task Force agreed on a score of 3 for network contribution as it would complete a full circle of the road and trail network. A QEP is required.
- The Task Force feels that the safety and cost would be minimal.
- The Task Force noted concerns with wildlife (cougar) and safety concerns.
- Privacy and impact on adjacent owners was noted as a concern from Task Force and community members.
- It was noted that feedback from Austin Heights and West Bay residents that there is not much desire for this trail.

The Task Force does not recommend pursuing this trail option at this time.

West Bay Connector – Total Matrix Score 20

Rational For Score:

- Could act more as a shortcut to get to the Community Hall, gathering place.
- The Task Force agreed to a score of 4 for network contribution as it could also be used for emergency services access.
- There may be a bog in this area and would require a QEP.
- Would require stairs for the slightly steep sections.

The Task Force generally concluded that this was a good trail option but recommended not to pursue it at this time due to privacy concerns. Could be considered in the future.



Next Steps

1. Gather public feedback from open house and online presentation. Feedback accepted until November 20, 2017. Online feedback forms available at:
<http://www.scrd.ca/major-projects>
2. Staff to submit a public consultation report to SCRD Board including feedback from open house and online presentation (December) .
3. Final Staff Report to SCRD Board with technical input and recommendations (Winter 2018).
 - will be published the week before Planning and Community Development Committee meeting; community notifications will be shared through email list.



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 14, 2017

AUTHOR: Janette Loveys, Chief Administrative Officer

SUBJECT: SUNSHINE COAST TOURISM AND MUNICIPAL AND REGIONAL DISTRICT TAX (MRDT)

RECOMMENDATION(S)

THAT the report titled Sunshine Coast Tourism and Municipal and Regional District Tax (MRDT) be received for information.

BACKGROUND

During 2017 Budget meetings, as a result of the successful achievement of the Municipal Regional District Tax (MRDT) by Sunshine Coast Tourism, the following recommendation was made and a verbal update was provided based on the MRDT Program Requirements dated Fall 2015:

110/17 **Recommendation No. 30** *Sunshine Coast Tourism*

THAT staff provide information to a future committee meeting regarding the options and obligations the Sunshine Coast Regional District (SCRD) may have to consider when reviewing ongoing funding requests from Sunshine Coast Tourism as they are supported by the Municipal Regional District Tax (MRDT).

At the Community Partners and Stakeholders 2018 Pre-Budget meeting on December 1, 2017, a recommendation, currently not adopted, was made as follows:

Recommendation No. 15 *Sunshine Coast Tourism*

The Corporate and Administrative Services Committee recommended that the budget submission from the Sunshine Coast Tourism be received and moved to 2018 Round 1 Budget;

AND THAT the staff report regarding Municipal and Regional District Tax (MRDT) and funding for Sunshine Coast Tourism be brought back to a Committee prior to 2018 Round 1 Budget for review.

At the time of the recommendation there was not a formal report regarding the options and obligations brought forward.

The SCRD Board has supported Sunshine Coast Tourism for their initiatives over many years from Rural Areas' Economic Development.

DISCUSSION

Under the MRDT Program Requirements dated Fall 2015 (Attachment A) on page 3 Eligible Use of Funds *“Funds from the MRDT program should augment current funding and cannot be used to replace existing sources of tourism funding in a community.”* It also suggests that *“The MRDT program is intended to contribute to the increase of local tourism revenue, visitation and economic benefits and should be supported by both local governments and tourism industry stakeholders.”*, therefore staff have attached the staff report to the Planning and Development Committee on July 9, 2015 and copy of letter to the Ministry of Jobs, Tourism and Skills Training for reference (Attachments B and C). Staff have found no reference to prevent the Board from changing their funding options for 2018 budget.

STRATEGIC PLAN AND RELATED POLICIES

The Sunshine Coast Regional District (SCRD) strategic priorities show the Board’s commitment to supporting Community Partners and Stakeholders while enhancing the unique coastal community.

CONCLUSION

Since 2015 Sunshine Coast Tourism has been successful in achieving the MRDT. As a part of the MRDT Program requirements funds from the program should augment current funding, for which the SCRD has supported Sunshine Coast Tourism from Rural Areas’ Economic Development. This report, for information purposes only, is to assist the Board in its consideration of Sunshine Coast Tourism’s 2018 budget request.

Attachments:

Attachment A – Municipal and Regional District Tax Program Requirements

Attachment B – Staff Report dated July 9, 2015 – Sunshine Coast Tourism Proposed 2% Hotel Tax

Attachment C – Letter to Ministry of Jobs, Tourism and Skills Training dated July 30, 2015 in support of the Sunshine Coast Tourism’s application.

Reviewed by:			
Manager		Finance / CFO	X-T. Perreault
GM		Legislative	
CAO	X. – J. Loveys	Other	



Municipal and Regional District Tax Program Requirements

Fall 2015

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1. Overview

The purpose of this document is to outline the requirements for the Municipal, Regional, and District Tax Program (“MRDT program”) and provide guidance and assistance to municipalities, regional districts, and eligible entities (“designated recipients”) applying for or renewing the Municipal, Regional, and District Tax (“the tax”) within their communities. This document includes application materials and other forms and templates to assist with application, renewal, and reporting requirements.

Designated Recipient: *The municipality, regional district or eligible entity that receives the revenue from the tax in a designated accommodation area.*

2. Enabling Legislation

Section 123 of the *Provincial Sales Tax Act* (refer to http://www.bclaws.ca/civix/document/id/complete/statreg/12035_00)

imposes a tax of up to three percent on the purchase price of accommodation in a specified geographic area of the province (“designated accommodation area”) on behalf of a designated recipient.

Designated Accommodation Area: *A specified geographic area of the province in which the tax will be applied on behalf of a designated recipient.*

3. Program Purpose

The purpose of the MRDT program is to assist designated recipients to fund tourism marketing, programs and projects.

The MRDT program is jointly administered by the Ministry of Finance, the Ministry of Jobs, Tourism and Skills Training, and Destination British Columbia.

The MRDT program is one of a number of supports available to enhance tourism marketing in BC. The MRDT program is intended to help grow BC revenues, visitation and jobs, and amplify BC’s tourism marketing efforts in an increasingly competitive marketplace. To promote a coordinated and efficient use of funds, the following **MRDT program principles** have been adopted:

- Effective tourism marketing, programs and projects
- Effective local-level stakeholder support, and inter-community collaboration
- Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics
- Fiscal prudence and accountability.

4. Eligible Use of Funds

The *Designated Accommodation Area Tax Regulation* (refer to http://www.bclaws.ca/civix/document/id/complete/statreg/93_2013) sets out the authorized purposes

for funds collected under the MRDT program. Authorized purposes are tourism marketing, programs and projects, and any other prescribed purposes as set out in the regulation.

The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits and should be supported by both local governments and tourism industry stakeholders.

Funds from the MRDT program should augment current funding and cannot be used to replace existing sources of tourism funding in a community.

As the MRDT program is intended to primarily fund tourism marketing, programs and projects, consideration will only be given in special circumstances to the financing of capital expenditures such as new tourism facilities or infrastructure. Proposals for capital spending must be included in the designated recipient's Five-Year Strategic Business Plan, and must demonstrate strong local stakeholder support in order to be considered as an authorized use of MRDT program funds. These proposals will be approved on a case-by-case basis by the Province of British Columbia ("the Province".) Applicants must contact Destination British Columbia program staff prior to submitting an application including capital expenditures (refer to Section 13: Further Information).

Designated recipients are expected to effectively manage administrative costs related to MRDT projects. Administration costs, where applicable, include:

- Management and staff unrelated to program implementation
- Finance staff
- Human Resources staff
- Board of Directors costs
- Employee-related information technology costs (i.e. computers, telephone, support, network connections)
- Office lease/rent
- General office expenses

Considerable scrutiny will be applied to ensure that MRDT program funds are used for authorized tourism purposes.

5. Eligible Applicants

5.1 Designated Recipients

The following are eligible to be a designated recipient under the MRDT program:

- Municipalities
- Regional districts
- Eligible entities.

Under the *Provincial Sales Tax Act*, to qualify as an eligible entity, an applicant must:

- Be a not-for-profit business association (e.g. a society incorporated under the *Society Act*; entities incorporated under the *Business Corporations Act* are not eligible). Note that a not-for-profit society whose specific purpose is tourism marketing is preferred.
- Have a place of business in the designated accommodation area

- Be actively engaged in tourism marketing, programs or projects in the designated accommodation area.

5.2 Designated Accommodation Area

The designated accommodation area may be:

- A whole municipality, but not a portion of a municipality
- A whole regional district or a portion of a regional district
- A combination of municipalities and portions of regional districts.

The tax may be levied in more than one municipality or regional district on behalf of a single designated recipient.

There can be no overlap with any other designated accommodation area in which the tax applies.

Generally, an electoral area is the smallest portion of a regional district that may be prescribed as a designated accommodation area.

5.3 Delegation of Administration

Municipalities and regional districts may either administer the MRDT program directly or delegate administration to a service provider (such as a destination marketing organization). The municipality or regional district remains the designated recipient and remains fully responsible for compliance with all MRDT program requirements.

Eligible entities are not permitted to delegate the administration of the MRDT program to a service provider.

The Province does **not** mediate disputes between municipalities or regional districts and their service providers. A service agreement that details the deliverables and conflict resolution procedure is strongly recommended.

6. MRDT Program Overview

6.1 How the MRDT Program Works

Applicants may apply to request that the Province levy the tax on their behalf in a designated accommodation area.

The tax applies to purchases of taxable accommodation within the designated accommodation area. The tax is collected by the Province on behalf of the designated recipient.

The Province charges each designated recipient a fee to recover the cost to government for administering and enforcing of the tax. The fee is \$20 per month per accommodation provider in the designated accommodation area and is subject to change.

Funds equal to the tax collected in the designated accommodation area minus the administration fee are forwarded to the designated recipient on a monthly basis.

For new and renewal applications, the tax will be implemented for a period of five years. To extend the tax for an additional five-year period, a designated recipient must re-apply. There is no restriction on the number of times a designated recipient can apply to renew the tax.

Under the *Provincial Sales Tax Act*, **all** designated recipients must account annually to the Province on how MRDT program funds are spent (refer to Section 10: Annual Performance Management and Reporting Requirements).

6.2 Three Percent Rate

The *Provincial Sales Tax Act* was amended in 2015 to increase the maximum tax rate on the purchase of accommodation that may be imposed in a designated accommodation area from two percent to three percent of the purchase price of the accommodation.

Increasing the rate of tax is optional. A designated recipient may request a change in the rate of the tax to three percent of the purchase price of the accommodation prior to their renewal date by submitting a complete application containing all requirements listed in Section 7: Application Requirements. If approved, the tax will be renewed at the new rate for another five-year period. Designated recipients not subject to renewal requirements will be required to submit a complete application for the new rate one time only.

It is intended that designated recipients implementing a rate of three percent will sponsor and contribute to a provincial Tourism Events Program. Under this program, 0.2 percentage points of the incremental one percent of the tax will contribute to a provincially-led program to support tourism events that are expected to increase tourism to or within British Columbia.

Designated recipients with a three percent tax rate will be subject to enhanced reporting requirements (refer to Appendix 2.2 for further details).

6.3 Key Timelines

New applications for the tax and applications for rate changes must be submitted at least **nine** months in advance of the desired effective date of the tax.

Renewal applications must be submitted at least **six** months in advance of the end of the five-year term of the tax (“repeal date”).

Under extraordinary circumstances, designated recipients may make a written request to the Minister of Finance for an extension of the application deadline.

Failure to submit a completed application by the deadline may result in the tax ceasing to apply in a particular designated accommodation area.

7. Application Requirements

New applications, rate changes, and renewal application requirements include consultation and support from local governments, tourism industry stakeholders and accommodation providers. The application must include **all** of the following information and be submitted as a single complete package:

- A completed application form (refer to Appendix 1.1) signed by an authorized signing authority of the municipality, regional district or eligible entity that confirms that all program requirements have been met and all required documents are included in the application package.
- A Five-Year Strategic Business Plan with first year tactical details that meets all the requirements set out in Appendix 1.2. The applicant is required to make its Five-year Strategic Business Plan available to tourism industry stakeholders and accommodation providers as part of the industry consultation and accommodation support requirements on page 7.
- Evidence that the funds from the tax are incremental to existing sources of tourism funds. The funds from the tax are intended to augment current funding and cannot be used to replace existing sources of tourism funding in a community. An applicant must note any additional funding sources that will be available to support the Five-Year Strategic Business Plan.
- Evidence of consultation and support from local governments.
 - **If a municipality is applying,** the municipality must provide evidence that the regional district has been consulted and indicate whether the regional district supports or opposes the imposition of the tax in the municipality. Evidence could be in the form of a letter from the regional district's Board of Directors.
 - **If a regional district is applying,** the regional district must provide evidence that all municipalities within the regional district have been consulted and agree with the tax being imposed in the regional district. Evidence must be in the form of letters of support from the municipality(ies).
 - **If an eligible entity is applying,** the entity must provide evidence that all municipalities and regional districts within the designated accommodation area have been consulted and agree with the tax being imposed in the designated accommodation area on behalf of the eligible entity. Evidence must be in the form of letters of support from the municipality(ies) and regional district(s).
 - In the case of a conflict between a municipality, regional district or eligible entity about who the designated recipient is for an application or whether the tax should be imposed in a municipality, priority will be given to the position of the municipality.
- Evidence of authority and request to impose the tax.
 - **If a municipality is applying,** the municipality must pass a bylaw that requests the Province levy the tax on its behalf and provide a copy of the bylaw with the application.
 - **If a regional district is applying,** the regional district must pass a resolution that requests the province levy the tax on its behalf and provide a copy of the resolution with the application. The regional district must also provide evidence of its authority to use funds for the intended purpose either through letters patent or statutory authority.
 - **If an eligible entity is applying,** the eligible entity must submit a letter that requests the province levy the tax on its behalf. The eligible entity must also provide evidence of its

authority to use funds for the intended purpose by submitting copies of its certificate of incorporation, articles of incorporation, constitution and bylaws.

- The bylaw, resolution or letter must contain the following information:
 - Rate of tax to be imposed
 - Description of the geographic area in which the tax is to be imposed
 - Purpose for the funds
 - Desired effective date of the tax.
- Documentation on how the MRDT program, including revenue, will be administered (e.g. directly by the designated recipient or through a service provider). If a municipality or regional district is proposing to delegate administration of the program to a service provider, the name and address of the service provider must be included.
- Evidence of consultation with tourism industry stakeholders
Evidence that the applicant has consulted with and received broad support from tourism industry stakeholders within the designated accommodation area in respect of the application. The applicant is required to make its Five-year Strategic Business Plan available to tourism industry stakeholders. Examples of consultation activities could include presentations at town hall meetings, annual general meetings and information sessions.
- An Accommodation Directory Form that lists all of the accommodation providers who offer accommodation that is taxable under the *Provincial Sales Tax Act* within the designated accommodation area, and the number of units each accommodation provider offers within the designated accommodation area (refer to Appendix 1.3). While the Province is able to provide an applicant with the names and addresses of registrants under the *Provincial Sales Tax Act*, it remains the responsibility of the designated recipient to ensure the accommodation directory is a complete and accurate list. For further information on taxable and exempt accommodation, please see PST Bulletin 120 Accommodation (refer to http://www.sbr.gov.bc.ca/documents_library/bulletins/pst_120.pdf).
- An Accommodation Sector in Support of MRDT Form (refer to Appendix 1.4) that provides evidence that an applicant has sufficient support from accommodation providers who offer taxable accommodation within the designated accommodation area. The minimum required level of support is at least 51 percent of the accommodation providers representing at least 51 percent of the total number of units of accommodation offered by those accommodation providers in the designated accommodation area. Higher support from accommodation providers will increase the likelihood that an application will be approved, providing all other requirements are met. The

Tourism industry stakeholders: Examples may include, but are not limited to, the following within the designated accommodation area:

- Accommodation providers;
- Attractions, sightseeing, activities and other primary tourism businesses;
- Restaurants, retail and other tourism related businesses;
- Regional and local tourism associations;
- Product Sector organizations;
- Parks and recreation;
- Visitor Centres; and
- Other government agencies and organizations that have programs and services that relate to tourism.

For more information on taxable or exempt accommodation refer to PST Bulletin 120 Accommodation http://www.sbr.gov.bc.ca/documents_library/bulletins/pst_120.pdf.

applicant is required to make its Five-year Strategic Business Plan available to accommodation providers.

- Confirmation that Destination British Columbia has been consulted to ensure that proposed spending is coordinated and does not duplicate Destination British Columbia's broader promotional programs and is complementary to provincial marketing strategies and tactics.
- Third Party Authorization Form. If the designated recipient wishes the Province to discuss the application with their service provider the designated recipient must sign and submit the Third Party Authorization Form (refer to Appendix 1.5).
- Disclosure of Information Authorization Form. Applicants must authorize the Ministry of Finance to share information about the designated recipient in respect to the MRDT program with Destination British Columbia and the Ministry of Jobs, Tourism and Skills Training for the purpose of program administration and evaluation, and development of provincial tourism policy (refer to Appendix 1.6).
- A signed Tourism Events Program Sponsorship Undertaking if the application is for a three percent tax rate (refer to Appendix 1.7).

8. Application Procedure

Complete application packages must be submitted in PDF format by email to Destination British Columbia (MRDT@destinationbc.ca). The applicant will receive an email from Destination British Columbia confirming receipt of the application package.

Applicants may be contacted to provide additional information.

Failure to provide complete and accurate information may result in the application being delayed, returned or rejected.

Applicants can find more information about application timelines in Section 6.3.

9. Upon Approval of Application

If the application is approved by Cabinet, the *Designated Accommodation Area Tax Regulation* will be amended to prescribe the designated recipient, the designated accommodation area, the rate of tax, the effective date of the tax, the repeal date of the tax if applicable, and the approved uses of the revenue from the tax for a five-year period.

The applicant will be informed by the Ministry of Finance when the amendment to the *Designated Accommodation Area Tax Regulation* has been made and will be given information on when the tax will come into effect.

For new applications, the tax will be implemented effective the first day of the month that is three full months after the month in which the tax was approved. For example, if Cabinet approves the tax in

May, the tax will be implemented in the designated accommodation area beginning September 1. This provides sufficient time for accommodation providers to prepare to collect the tax.

For rate changes, the new tax rate will be implemented effective the first day of the month that is one full month after the month in which the tax was approved. For example, if Cabinet approves the tax in May, the new tax rate will be implemented in the designated accommodation area beginning July 1.

The Consumer Taxation Programs Branch of the Ministry of Finance will provide information on the procedures for collecting and remitting the tax to all accommodation providers required to collect and remit the tax. Accommodation providers may also refer to PST Bulletin 120 *Accommodation* (refer to http://www.sbr.gov.bc.ca/documents_library/bulletins/pst_120.pdf).

10. Annual Performance Management and Reporting Requirements

Under the *Provincial Sales Tax Act*, all designated recipients must account annually to the Province for how money received from the tax has been spent. Therefore, **all designated recipients** must submit an **Annual Performance Report**, a **Financial Report**, and a **One-Year Tactical Plan**, signed by the authorized signing authority of the designated recipient, annually to the Province (email to MRDT@destinationbc.ca).

Annual Performance Report:

- Designated recipients must report on performance metrics related to the four MRDT program principles.
- Designated recipients with a three percent tax rate will be subject to additional reporting requirements.
- The Annual Performance Report must also include a summary of the tactics, activities and key outputs and outcomes.
- A template for the Annual Performance Report is provided in Appendix 2.2.
- **The Annual Performance Report must be submitted by April 30 of each year.**

The MRDT program principles are:

- *Effective tourism marketing, programs and projects*
- *Effective local-level stakeholder support, and inter-community collaboration*
- *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
- *Fiscal prudence and accountability.*

Financial Report:

- The Financial Report must include a detailed budget for the year ending and the year ahead. The Financial Report must show how all of the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes.
- The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan.
- The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.
- A template for the Financial Report is provided in Appendix 2.1
- **The Financial Report must be submitted by April 30 of each year.**

One-Year Tactical Plan:

- The One-Year Tactical Plan must include:
 - A brief overview of the strategic direction from the Five-Year Strategic Business Plan.

- Key strategies for the year, if different from the Five-Year Strategic Business Plan, and key target markets.
- Detailed tactics for the next year, including details about tactics and activities, as well as a proposed budget for the next year.
- Performance measures for next year, including expected outputs, outcomes, and performance metrics. The performance measures must relate to the MRDT program principles (as outlined in Appendix 2.2).
- The One-Year Tactical Plan should be made available to tourism industry stakeholders.
- A suggested template for the One-Year Tactical Plan is provided in Appendix 2.3.
- **The One-Year Tactical Plan must be submitted by November 30 of each year, commencing November 30, 2016.** If plans are available earlier, please submit as they become available.

Please note:

- Designated recipients from larger communities (those that have the capacity for ongoing multi-year planning and reporting) may be asked to provide their multi-year rolling business plans annually for the purpose of program administration and evaluation.
- Designated recipients not subject to the renewal application requirements must submit a Five-Year Strategic Business Plan every five years. The first Five-year Strategic Business Plan must be submitted to the Province **by November 30, 2016.**

11. Amendments

The *Designated Accommodation Area Tax Regulation* sets out the designated recipient, the designated accommodation area, the rate of the tax, the repeal date of the tax, and the approved uses of the revenue from the tax for a five-year period. Any other use of the revenue is prohibited.

Requests for interim changes to the designated recipient or the designated accommodation area will not be considered. Changes to the designated recipient or the designated accommodation area can only be made in a renewal application.

Proposed changes in the use of revenue from the tax by the designated recipient that require amendments to the *Designated Accommodation Area Tax Regulation* will generally only be considered with renewal applications, for example, a proposal to use revenue from the tax for capital projects.

Designated recipients do not require approval from the Province for changes in marketing tactics previously submitted in their one-year Tactical Plan (as part of their application package or submitted with the annual review), as long as the tactics are consistent with the overall approved five-year Strategic Business Plan.

Any other material changes, that are significant shifts in the direction set out in either the One-Year Tactical Plan or the Five-Year Strategic Business Plan, must be submitted to Destination British Columbia for approval in advance of the change being implemented.

12. Monitoring, Compliance, and Termination

Designated recipients are required to comply with all MRDT program requirements, including eligible use of funds and annual reporting requirements. The Minister of Finance may terminate the tax in a designated accommodation area if the designated recipient is found to be in non-compliance with MRDT program requirements, and the non-compliance is not corrected in a timely manner.

The Ministry of Finance undertakes various compliance related activities as part of the administration of provincial consumption taxes, including the MRDT program, to ensure that all amounts due are remitted. The tax is levied under the *Provincial Sales Tax Act*. Any compliance activities undertaken in relation to the tax are carried out as part of those conducted for the Provincial Sales Tax (“PST”) according to the schedules and guidelines established for PST.

The Ministry of Finance will review specific lead information provided (for example, a hotel operating without collecting applicable taxes) and will make a determination as to whether any additional follow up may be necessary. The Ministry may conduct any further investigation deemed warranted.

A designated recipient may make a written request to the Minister of Finance to have the tax cease before the scheduled repeal date.

If the tax ceases in a designated accommodation area for any reason (e.g. failure to submit a completed renewal application on time, written request for early termination, or termination for non-compliance) a new application to impose the tax in that designated accommodation area would be required and it would be subject to the normal processing time associated with new applications.

13. Further Information

Applicants can request further **information about the MRDT program** by contacting Destination British Columbia by email at MRDT@destinationbc.ca or by phone at 604-660-6391.

For information on the **administration and enforcement of the tax**, please contact the Ministry of Finance:

Toll-free from anywhere in Canada call:

1-877-388-4440 Fax: 250-356-2195

E-mail: CTBTaxQuestions@gov.bc.ca

Please complete all MRDT application requirements and send to MRDT@destinationbc.ca in **one complete package** in PDF format.

Appendix 1.1 Municipal and Regional District Tax Application Form

Legal Name of Applicant: _____
Designated Accommodation Area: _____
Rate of Tax (up to 3%): _____
Implementation or Renewal Date: _____

Check when completed	Requirement
<input type="checkbox"/>	<i>Five-year Strategic Business Plan (Appendix 1.2)</i>
<input type="checkbox"/>	<i>Evidence that funds from the tax are incremental to existing sources of tourism funds</i>
<input type="checkbox"/>	<i>Evidence of consultation and support, as applicable, from local governments</i>
<input type="checkbox"/>	<i>Evidence of authority and request to impose the tax (e.g. Bylaw, resolution or letter requesting tax)</i>
<input type="checkbox"/>	<i>Certificate of incorporation, copies of articles of incorporation, constitution, and bylaws (eligible entities only)</i>
<input type="checkbox"/>	<i>Documentation of how the MRDT program, including revenue, will be administered (where applicable)</i>
<input type="checkbox"/>	<i>Evidence of consultation with tourism industry stakeholders</i>
<input type="checkbox"/>	<i>Accommodation Directory Form (Appendix 1.3)</i>
<input type="checkbox"/>	<i>Accommodation Sector in Support of Municipal and Regional District Tax Form (Appendix 1.4)</i>
<input type="checkbox"/>	<i>Confirmation of consultation with Destination British Columbia</i>
<input type="checkbox"/>	<i>Third party Authorization Form (Appendix 1.5, where applicable)</i>
<input type="checkbox"/>	<i>Disclosure of Information Authorization Form (Appendix 1.6)</i>
<input type="checkbox"/>	<i>Tourism Events Program Sponsorship Undertaking (3% applicants only) (Appendix 1.7)</i>

By signing this application form, you certify that the information included in the application package is accurate, that all Municipal and Regional District Tax program requirements have been met, and that all required documents have been included in the application package.

Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
Date	Applicant's Authorized Signing Authority Signature

Appendix 1.2 Five-Year Strategic Business Plan

A municipality, regional district or eligible entity interested in applying for the Municipal and Regional District Tax or a renewal of the Municipal and Regional District Tax must submit an application as set out in the MRDT Program Requirements. A Five-Year Strategic Business Plan is required **at time of application**. This Five-Year Strategic Business Plan must include a detailed One-Year Tactical Plan for the first year of program implementation. Each year (years two through five of the program), the One-Year Tactical Plan must be updated and resubmitted (by November 30th) to reflect current marketing activities for the year as part of the annual reporting obligations. A separate template has been provided to guide the development of these year two through five plans (refer to Appendix 2.3).

The Five-Year Strategic Business Plan must encompass the five-year period covered by the application and it **must** include the following elements:

Section 1: Five-year strategic overview with identified targets and actions for the five year period
Section 2: One-Year Tactical Plan with performance measures, and
Section 3: Detailed Budget for Year One

Your Five-Year Strategic Business Plan must adhere to the MRDT program principles.

Please ensure there is alignment between provincial tourism strategies and community tourism efforts. The applicant and designated recipients not subject to renewal applications are required to make their Five-year Strategic Business Plan available to tourism industry stakeholders and accommodation providers as part of the industry consultation and accommodation support requirements.

Your Five-Year Strategic Business Plan must identify marketing strategies, key markets and targets that the community will focus on to build its tourism business and the steps it needs to take to achieve desired results.

Your Five-year Strategic Business Plan should answer the following key questions:

- What business objectives related to tourism does your community expect to achieve?
- What type of growth does your community want to achieve (in the short and long term)?
- How will your community achieve these objectives?
- What type of tourism products will you need?
- What type of visitor are you hoping to attract?

Please contact Destination British Columbia at MRDT@destinationbc.ca for any questions.

For more information on tourism business planning, please visit Destination British Columbia's website (refer to www.destinationbc.ca/Resources/Developing-a-Tourism-Plan.aspx).

Quick Reference Guide

(from the MRDT Program Requirements):

- *The intention of the tax is to assist designated recipients to fund tourism marketing, programs and projects.*
- *Funds from the MRDT program are intended to augment current funding and cannot be used to replace existing sources of tourism funding in a community.*
- *The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits and should be supported by local government and tourism stakeholders.*

The MRDT program principles are:

- *Effective tourism marketing, programs and projects*
- *Effective local-level stakeholder support, and inter-community collaboration*
- *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
- *Fiscal prudence and accountability.*

Five-Year Strategic Business Plan Template

Designated Recipient: _____
Community Name: _____
Date Prepared: _____
MRDT Term Expiry Date: _____
Five Year Period: _____

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your Five-Year Strategic Business Plan may be developed specific to your community needs and resources, but must include all required sections of the Five-Year Strategic Business Plan listed below.** If using this template, please delete the grey text and provide your response accordingly.

Section 1: Five-Year Strategic Overview	
Vision and Mission	<ul style="list-style-type: none"> <i>The Vision is future focused, something to be pursued, a destination, inspirational, and verifiable.</i> <i>The Mission is present focused, reason for being, a roadmap, concrete, and measurable.</i>
Strategic Context	<ul style="list-style-type: none"> <i>The Strategic Context will be developed by conducting a situation analysis. The situation analysis is an integral part of this Five-Year Strategic Business Plan and should include current trends, forecasts and areas of priority to address the following:</i> <ul style="list-style-type: none"> <i>What are the current economic and tourism conditions?</i> <i>What challenges and opportunities exist?</i> <i>Key learnings.</i>
Overall Goals, Objectives and Targets	<ul style="list-style-type: none"> <i>Goals and Objectives are the quantifiable results the recipient expects to achieve over the five year period. Goals should be realistic, achievable, yet challenging and should include a timeline.</i> <i>Example objectives include amount of MRDT revenue, visitation levels, or visitor revenue desired by a certain date. If an objective is difficult to measure, indicators can be used; for example, the increase in visitors to a sample of operators or the number of enquiries at a website or visitor center could be indicators for overall visitation levels.</i> <i>Targets should be identified for all Objectives for the five year period.</i>
Strategies - Key Actions	<ul style="list-style-type: none"> <i>Strategies describe the broad direction the community will take to achieve the stated goals and objectives.</i> <i>Strategies look longer term and may not change from year to year while tactics are short-term actions to achieve the implementation of a strategy.</i> <i>Strategies could include but are not limited to promotional strategies as well as relevant Destination development and Product experience and visitor services strategies:</i> <ul style="list-style-type: none"> <i>Examples of promotional strategies are social media, media</i>

Section 1: Five-Year Strategic Overview	
	<p><i>relations, advertising, joint or levered promotions, or consumer shows.</i></p> <ul style="list-style-type: none"> ○ <i>Destination development and product experience strategies may include those addressing infrastructure and policy issues, or products for tourism development.</i> ○ <i>Visitor services strategies may include approaches to satisfy visitor information needs.</i> <ul style="list-style-type: none"> • <i>Applicants should provide a description of the overall resource allocation by major category</i> • <i>Applicants should list key actions for each year of the five year period with more detail in the first three years.</i>
Brand Positioning	<p><i>Please provide the following:</i></p> <ul style="list-style-type: none"> • <i>A statement that clearly defines how the community will be positioned and the rationale.</i> • <i>This positioning statement should provide direction for product development and promotional activities.</i> • <i>Brand positioning may include other communities clustered within a larger area.</i>
Target Markets	<p><i>Please provide:</i></p> <ul style="list-style-type: none"> • <i>The types of visitors that are priorities for the community, stating primary and secondary target markets.</i> • <i>Geographic target markets, demographic, and activity-based target groups.</i>
Management, Governance, and Administration	<p><i>Please provide:</i></p> <ul style="list-style-type: none"> • <i>A description of the proposed management, governance and administration process for the activities and funds.</i> • <i>For example, whether the applicant will be carrying out the proposed activities or, in the case of a municipality or regional district, whether a service provider such as a local tourism association or other organization will be responsible for carrying out the proposed activities.</i> • <i>The applicant remains responsible for monitoring and reporting on the use of funds, even where the activities are delegated.</i>
Sources of Funding	<ul style="list-style-type: none"> • <i>Please indicate other available sources of funding to fund tourism marketing, programs and projects in addition to the MRDT.</i> • <i>Funds from the MRDT must be incremental to existing sources of funding.</i> • <i>The funds from the MRDT must not replace existing sources of tourism funding in the community.</i>

Section 2: One-Year Tactical Plan with Performance Measures

Please provide a **Project Plan** for each major activity you will undertake in the year ahead using MRDT funds. Authorized purposes of MRDT funds are tourism marketing, programs and projects and any other prescribed purposes as set out by regulation.

Project plans should include the following information for each activity. The recipient can organize the plan in a manner that best reflects their individual approach.

1. The **major category** of the activity. Examples could include marketing, destination and product experience management, visitor services, etc.

Marketing, which may include:

- Media Advertising and Production
- Website - Hosting, Development, Maintenance
- Social Media
- Consumer Shows and Events
- Collateral production and distribution
- Travel Media Relations
- Travel Trade
- Other.

Destination and Product Experience Management, which may include:

- Industry Development and Training - Enhancing Education and Knowledge (for example: Market Readiness, Packaging and Industry Workshops)
- Product Experience Enhancement and Training (for example: Itinerary Development, Content Development and Key Experience Creation)
- Research & Evaluation
- Other.

Visitor Services, which may include:

- Visitor Services Activities (for example: Visitor Services via Social Media, Mobile Apps, Roving/Mobile Visitor Services, Ambassadors, Kiosks)
- Other.

Meetings and Conventions:

- Examples could include conferences, events, sales, etc.

Other:

- Other activities not covered by the above categories, such as capital expenditures if **pre-approved by government** (prior to application), etc.

2. Please list and describe **the tactics** your community will use to achieve the strategies outlined in Section 1 of your Five-Year Strategic Business Plan. There may be several tactics for each activity.
3. Please provide an **implementation plan** that includes a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.
4. Please outline the **performance measures, expected outputs and outcomes**. Note, designated recipients receiving a tax rate of 3% are subject to additional reporting requirements. Please refer to Appendix 2.2 for more information about annual reporting of performance measures.

A Project Plan Template is attached on the following page for reference.

Project Plan Template

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your Project Plan may be developed specific to your community needs and resources. If using this template, please delete the grey text and provide your response accordingly.**

Major Category: <i>(e.g., Marketing - Travel Trade; Visitor Services – Mobile Apps; Conferences)</i>		
Activity Title: <i>Please provide the title of activity.</i>		
Tactics: <i>Please list and describe the tactics to be used to achieve the strategies outlined in Section 1 of the Strategic Business Plan. There may be several tactics for each activity.</i>		
Implementation Plan: <i>For each activity, an implementation plan should include a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.</i>		
Performance Measures: <ul style="list-style-type: none"> • <i>Please review the tactics listed above and identify expected outcomes and outputs for each.</i> • <i>Report out annually on the performance measures (refer to Appendix 2.2).</i> • <i>The performance measures must align with the four MRDT Program Principles:</i> <ul style="list-style-type: none"> ○ <i>Effective tourism marketing, programs and projects</i> ○ <i>Effective local-level stakeholder support, and inter-community collaboration</i> ○ <i>Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics</i> ○ <i>Fiscal prudence and accountability.</i> • <i>Consider the following definitions when preparing the output and outcome measures:</i> <ul style="list-style-type: none"> ○ <i>Outputs - measure the level of service provided by a project or provides information about what was done. They define "what you did", e.g., hosted four media familiarization trips.</i> ○ <i>Outcomes - measures on the achievement of broader goals such as increasing average visitor yield or enhancing the customer experience.</i> • <i>Examples only:</i> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; vertical-align: top;"> <u><i>Output Measures:</i></u> <ul style="list-style-type: none"> • <i>Types of marketing activities</i> • <i>Number of event campaigns and results</i> • <i>Description of social media activities and outcomes</i> • <i>Number of media placements</i> • <i>Number of conventions and meeting sales</i> • <i>Webpage visits</i> • <i>Visitor inquiries/calls</i> </td> <td style="width: 50%; vertical-align: top;"> <u><i>Outcome Measures:</i></u> <ul style="list-style-type: none"> • <i>Visitor volume</i> • <i>Visitor nights & visitor spending</i> • <i>Visitor revenues</i> • <i>Average length of stay</i> • <i>Accommodation revenues</i> • <i>Number of new tourism businesses</i> </td> </tr> </table> 	<u><i>Output Measures:</i></u> <ul style="list-style-type: none"> • <i>Types of marketing activities</i> • <i>Number of event campaigns and results</i> • <i>Description of social media activities and outcomes</i> • <i>Number of media placements</i> • <i>Number of conventions and meeting sales</i> • <i>Webpage visits</i> • <i>Visitor inquiries/calls</i> 	<u><i>Outcome Measures:</i></u> <ul style="list-style-type: none"> • <i>Visitor volume</i> • <i>Visitor nights & visitor spending</i> • <i>Visitor revenues</i> • <i>Average length of stay</i> • <i>Accommodation revenues</i> • <i>Number of new tourism businesses</i>
<u><i>Output Measures:</i></u> <ul style="list-style-type: none"> • <i>Types of marketing activities</i> • <i>Number of event campaigns and results</i> • <i>Description of social media activities and outcomes</i> • <i>Number of media placements</i> • <i>Number of conventions and meeting sales</i> • <i>Webpage visits</i> • <i>Visitor inquiries/calls</i> 	<u><i>Outcome Measures:</i></u> <ul style="list-style-type: none"> • <i>Visitor volume</i> • <i>Visitor nights & visitor spending</i> • <i>Visitor revenues</i> • <i>Average length of stay</i> • <i>Accommodation revenues</i> • <i>Number of new tourism businesses</i> 	

Section 3: MRDT Budget for Year One

Designated recipients **must** complete the budget table as provided below.

Revenues		Budget \$
	Carry-forward from previous calendar year	
	MRDT	
	Local government contribution	
	Stakeholder contributions	
	Co-op funds received (e.g. CTO; DMO-led projects)	
	Other local stakeholder contributions	
	Grants – Federal	
	Grants – Provincial	
	Grants/Fee for Service - Municipal	
	Retail Sales	
	Interest	
	Other	
	Total Revenues	
Expenses		Budget \$
	Marketing	
	Marketing staff – wage and benefits	
	Media advertising and production	
	Website - hosting, development, maintenance	
	Social media	
	Consumer shows and events	
	Collateral production and distribution	
	Travel media relations	
	Travel trade	
	Other (please describe)	
	Subtotal	
	Destination & Product Experience Management	
	Destination & Product Experience Management Staff – wage and benefits	
	Industry development and training	
	Product experience enhancement and training	
	Research and evaluation	
	Other (please describe)	
	Subtotal	
	Visitor Services	
	Visitor services activities	
	Other (please describe)	
	Subtotal	
	Meetings and Conventions	
	Meetings, conferences, conventions, sales, events etc.	
	Subtotal	
	Administration	
	Management and staff unrelated to program implementation – wages and benefits	
	Finance staff – wages and benefits	
	Human Resources staff – wages and benefits	
	Board of Directors costs	
	Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)	
	Office lease/rent	

Expenses		Budget \$
	General office expenses	
	<i>Subtotal</i>	
	Other	
	All other wages and benefits not included above	
	Other activities not included above (please describe)	
	<i>Subtotal</i>	
	Total Expenses:	
Balance or Carry Forward		

Appendix 1.3 Accommodation Directory Form

Please list **ALL** the accommodation providers who offer accommodation that is taxable under the *Provincial Sales Tax Act* within the designated accommodation area, and the number of units each accommodation provider offers within the designated accommodation area.

Please ensure the information provided is complete and accurate. Failure to provide complete and accurate information may result in your application being delayed, returned or rejected. Thank you for your cooperation. [ATTACH ADDITIONAL SHEETS AS REQUIRED]

Legal Name of Applicant: _____

Property Name	Address	Number of Units	Phone Number	Owner/Manager

Appendix 1.4 Accommodation Sector in Support of Municipal and Regional District Tax Form

Legal Name of Applicant: _____ **Rate of Tax (2% or 3%):** _____

The Municipal and Regional District Tax is being proposed or is up for renewal in your municipality/region. The Municipal and Regional District Tax is intended to assist municipalities, regional districts and eligible entities in funding local tourism marketing programs and projects, **as outlined in the applicant's Five-year Strategic Business Plan**. Accommodation providers may request a copy of the Five-year Strategic Business Plan from the applicant.

The Municipal and Regional District Tax will apply to purchases of accommodation that are taxable under the *Provincial Sales Tax Act* within the designated accommodation area.

As an owner/manager offering accommodation, your input is critical. **The minimum support required from the accommodation sector for the tax to be imposed is at least 51% of the number of establishments that would collect the tax within the municipality/region representing at least 51% of the total number of rooms.**

BY SIGNING THIS FORM, YOU HAVE INDICATED THAT YOU SUPPORT IMPLEMENTATION OF THE MUNICIPAL AND REGIONAL DISTRICT TAX IN YOUR MUNICIPALITY/REGION AND THAT YOU ARE AUTHORIZED TO ACT ON BEHALF OF YOUR ORGANIZATION. [ATTACH ADDITIONAL SHEETS AS REQUIRED]

Property Name	Address	Number of Units	Owner/Manager (Print Name)	Signature	Date

Freedom of Information and Protection of Privacy Act (FOIPPA). The personal information on this form is collected for the purpose of administering the Municipal and Regional District Tax program under the authority of the *Provincial Sales Tax Act* and section 26 of FOIPPA. Questions about the collection or use of this information can be directed to Destination British Columbia at MRDT@destinationbc.ca.

Appendix 1.5 Third Party Authorization Form

As part of our commitment to protect your privacy and confidentiality you can use this form to authorize Destination British Columbia to communicate and exchange information regarding the Municipal and Regional District Tax program with your representative. If you wish to cancel or change any part of this authorization please advise Destination British Columbia by email at MRDT@destinationbc.ca.

This authorization does not change your responsibilities and obligations under the Municipal and Regional District Tax Program.

Section 1: Applicant Information

Name: _____

Address: _____

Name and Title of Authorized Signing Authority: _____

Section 2: Authorization of a Third Party Representative

☐ I authorize Destination British Columbia to communicate with my representative named below on the Municipal and Regional District Tax program.

Name of Representative: _____

Organization: _____

Address: _____

Phone Number: _____ Fax Number: _____ Email: _____

Section 3: Applicant Signature

By signing this form, you acknowledge that Destination British Columbia is authorized to communicate with your representative named above but that you remain fully responsible for fulfilling all obligations under the Municipal and Regional District Tax program.

Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
Date	Applicant's Authorized Signing Authority Signature

Freedom of Information and Protection of Privacy Act (FOIPPA). The personal information on this form is collected for the purpose of administering the Municipal and Regional District Tax program under the authority of the *Provincial Sales Tax Act* and section 26 of FOIPPA. Questions about the collection or use of this information can be directed to Destination British Columbia at MRDT@destinationbc.ca.

Appendix 1.6 Disclosure of Information Authorization Form

Confidentiality restrictions under the *Provincial Sales Tax Act* prevent the Ministry of Finance from disclosing tax information collected under the Act except under limited circumstances. Administration of the Municipal and Regional District Tax program requires the Ministry of Finance to share information with the Ministry of Jobs, Tourism and Skills Training and with Destination British Columbia for the purpose of program administration and evaluation, and development of provincial tourism policy.

Signing this form will allow the Ministry of Finance to share information about the applicant with respect to the MRDT program with the Ministry of Jobs, Tourism and Skills Training and Destination British Columbia for the above purposes.

If you wish to cancel or change any part of this authorization please advise Destination British Columbia by email at MRDT@destinationbc.ca.

This authorization does not change your responsibilities and obligations under the Municipal and Regional District Tax program.

Section 1: Applicant Information

Name: _____

Address: _____

Name and Title of Authorized Signing Authority: _____

Section 2: Authorization

- ☐ I authorize the Ministry of Finance to share information about the applicant with respect to the Municipal and Regional District Tax program with the Ministry of Jobs, Tourism and Skills Training and Destination British Columbia for the purpose of program administration and evaluation, and development of provincial tourism policy.

Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
Date	Applicant's Authorized Signing Authority Signature

Appendix 1.7 Tourism Events Program Sponsorship Undertaking For 3% Applications Only

Name: _____

Address: _____

Fax Number: _____

Designated Recipients: _____

Designated Accommodation Area: _____

In support of its application to introduce or increase the Municipal and Regional District Tax rate under section 123 of the *Provincial Sales Tax Act* at or to 3% ("3% MRDT"), the Applicant agrees that, subject to approval of its application and implementation of the 3% MRDT, the Applicant will sponsor the provincial Tourism Events Program as further described in Schedule A as may be amended by the Province from time to time, as long as the 3% MRDT applies and the Tourism Events Program is continued. In particular, the Applicant consents upon becoming a Designated Recipient with a 3% MRDT in the Designated Recipient's Designated Accommodation Area to:

- Make Sponsorship Payments to the Her Majesty the Queen in the Right of the Province of British Columbia (the "Province") in relation to the provincial Tourism Events Program, equal to 2/30 of the Net Distributable 3% MRDT Collections (as defined in Schedule B hereto) collected in the Designated Recipient's Designated Accommodation Area; and
- The Province retaining a portion of the 3% MRDT it collects as agent of the Designated Recipient by way of set-off in respect of the money the Designated Recipient owes to the Province, in accordance with Schedule B hereto.

For purposes of this undertaking, "Sponsorship Payments" means monthly payments to the Province by the Designated Recipient, to be used for sponsoring the provincial Tourism Events Program so long as it continues, from Net Distributable 3% MRDT Collections in accordance with Schedule B.

Applicant's Authorized Signing Representative Name	Applicant's Authorized Signing Representative Title
Date	Applicant's Authorized Signing Representative Signature

Schedule A

Tourism Events Program Overview

British Columbia's tourism sector is a key economic driver in the provincial economy, helping to create jobs and keep the province diverse, strong and growing. British Columbia is an internationally renowned destination, with spectacular communities in close proximity to wilderness, and an excellent reputation for delivering remarkable experiences for travellers.

Understanding that tourism is one of the world's most competitive industries, the Province has launched a new **Tourism Events Program**, designed to support world class events that can enhance the volume of visitors to British Columbia and increase global recognition for the province.

Building on the successes British Columbia has seen through events with high tourism value and provincial significance, such as the FIFA World Cup and the Canada Winter Games, the Tourism Events Program will support a wide range of events, including arts, cultural or internationally recognized competitive sporting events.

Funding available through the Tourism Events Program is **limited** and it is expected that there will be considerable interest. Funding will be prioritized to only support events that offer the following opportunities for the province:

- Raise awareness nationally and internationally of British Columbia's tourism brands; and
- Motivate Canadians and people from around the world to travel and experience British Columbia's natural beauty and/or world class infrastructure.

All applications must further meet the following criteria. **The events must:**

1. Offer **high tourism value**, resulting in incremental visitor expenditures and other economic benefits that exceed the Province's contribution (such as: lengthen the tourism season; expanded event scope to encourage longer visitation);
2. Engage the local community(ies) and **attract a significant volume of visitors**;
3. Align with provincial, regional and/or community tourism **marketing strategies**; and
4. Be **supported** by the local community(ies).

Only proposals meeting all the program criteria will be considered. Priority will be given to proposals that offer the greatest tourism and economic impact.

Applying for the Tourism Events Program

All event proposals must include the following information:

- A **description** of the proposed event and how the event criteria are met.
- An event **business case** including funding sources, business model, and level of support from the community(ies), local stakeholders and relevant organizations, and strategies to ensure event success.
- **Target market(s), participants and strategies** to attract national and international attention.
- Analysis on the **return on investment** and anticipated **tourism and economic benefits** to the host community(ies) during the event period, these can include:
 - Expected visitation or hotel occupancy;
 - Expected tourism revenue;
 - Expected local employment;

- Expected media exposure;
- Expected number of national and international media on site; and
- Expected **long-term** tourism, social and economic benefits to British Columbia.

All event proposals will be assessed according to the stated program criteria and applicants must be prepared to demonstrate how their proposals meet these criteria.

A final event report, including key tourism and economic outcomes, is required for all funded projects.

Funding recipients must demonstrate a coordinated and effective use of program funds.

Inquiries and event proposals can be sent to MRDT@destinationbc.ca

Schedule B
Sponsorship Payments and Payments to the Designated Recipient
Of 3% MRDT Revenue

Provincial Payment to the Designated Recipient

The following table illustrates how the Province will calculate the monthly payments it makes to the Designated Recipient in accordance with the *Provincial Sales Tax Act* and with this undertaking to sponsor the provincial Tourism Events Program, as may be amended from time to time by the Province.

Monthly Payments to Designated Recipient

Adjustment/ Result	
	Monthly gross collections of the 3% MRDT [tax collected under sections 123, 123.2(3) and 123.3(3) of the <i>Provincial Sales Tax Act</i>]
Plus or Less:	Ministry of Finance collection/audit assessment adjustments in respect of previous periods
Less:	MRDT collection/administration fee [set by the Ministry of Finance from time to time]
Equals:	Net Distributable 3% MRDT Collections
Less:	Sum of all Sponsorship Payments in a month [i.e., Net Distributable 3% MRDT Collections multiplied by 2/30]
Equals:	Total Payment to Designated Recipient in a month

Appendix 2.1 Financial Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually in the form of a Financial Report **by April 30th of each year.**

The Financial Report must show how all of the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes. The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan. The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.

Designated Recipient: _____

Designated Accommodation Area: _____

Date Prepared: _____

MRDT Repeal Date (if applicable): _____

Total MRDT Funds Received: _____

Year Ending: _____

Section 1: Actual Spending by Market

Add more rows as needed.

Geographic Market	MRDT \$ by Market	Other \$ by Market	Total (gross) \$ by Market	% of Total \$ by Market
BC				
Alberta				
Ontario				
Other Canada				
Washington				
California				
Other USA				
China				
UK				
Germany				
Australia				
Japan				
Other International (Please specify)				
Total				

Section 1: MRDT Budget Variance Report

Designated recipients **must** complete the table as provided below.

Revenues		Current Year		
		Budget \$	Actual \$	Variance
	Carry forward from previous calendar year			
	MRDT			
	Local government contribution			
	Stakeholder contributions			
	Co-op funds received (e.g. CTO; DMO-led projects)			
	Other local stakeholder contributions			
	Grants - Federal			
	Grants - Provincial			
	Grants/Fee for Service - Municipal			
	Retail Sales			
	Interest			
	Other			
	Total Revenues			
Expenses		Budget \$	Actual \$	Variance
	Marketing			
	Marketing staff – wage and benefits			
	Media advertising and production			
	Website - hosting, development, maintenance			
	Social media			
	Consumer shows and events			
	Collateral production and distribution			
	Travel media relations			
	Travel trade			
	Other			
	<i>Subtotal</i>			
	Destination & Product Experience Management			
	Destination and product experience management staff – wage and benefits			
	Industry development and training			
	Product experience enhancement and training			
	Research and evaluation			
	Other			
	<i>Subtotal</i>			
	Visitor Services			
	Visitor Services activities			
	Other (please describe)			
	<i>Subtotal</i>			
	Meetings and Conventions			

Expenses		Budget \$	Actual \$	Variance
	Meetings, conventions, conferences, sales, events etc.			
	<i>Subtotal</i>			
	Administration			
	Management and staff unrelated to program implementation - wages and benefits			
	Finance staff – wages and benefits			
	Human Resources staff – wages and benefits			
	Board of Directors costs			
	Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)			
	Office lease/rent			
	General office expenses			
	<i>Subtotal</i>			
	Other			
	All other wages and benefits not included above			
	Other activities not included above (please describe)			
	<i>Subtotal</i>			
	Total Expenses			
Balance or Carry Forward				

By signing this form, you certify that the above information is an accurate representation of the actual tourism related expenditures for the jurisdiction defined under the terms of the Municipal and Regional District Tax.

Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
Date	Designated Recipient's Authorized Signing Authority Signature

Appendix 2.2 Annual Performance Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually. As such, all designated recipients (or the designated recipient's service provider), are required to complete the following Annual Performance Report as well as a Financial Report (refer to Appendix 2.1) **by April 30th of each year.**

All designated recipients are required to fill in the sections below.

Only those designated recipients that receive the three percent tax rate will be required to report out on additional metrics (as indicated below).

A description/instructions pertaining to each performance metric is provided in grey text as a guide only. Please delete the grey text and provide your response accordingly.

Designated Recipient: _____ **Report Completed:** dd-mm-yr

Designated Accommodation Area: _____ **Reporting period:** Jan 1- Dec 31 – yr*

*or for first year of term, indicate accordingly

1. Effective tourism marketing, programs and projects			
MRDT-funded tourism marketing, programs and projects maximize the potential for increased visitation and growth in tourism business activity, employment and incremental tourism revenue.			
Mandatory Metric	Designated Recipient Response		
MRDT Revenue	<i>Report on the total annual MRDT revenue received by the Designated Recipient. The period should be between January 1 to December 31 of the reporting year (or portion thereof in the first year of reporting).</i>		
MRDT activities, tactics, investment efforts and outcomes (as per your One-Year Tactical Plan)	<i>Report on the MRDT activities, tactics, investment efforts and resulting outputs achieved in the reporting period indicated above.</i> <i>Metrics will vary by tactic. Example metrics include:</i> <table border="0"> <tr> <td> <u>OUTPUT MEASURES</u> <ul style="list-style-type: none"> Types of marketing activities Number of event campaigns and results Description of social media activities and outcomes Number of media placements Number of conventions and meeting sales Webpage visits Visitor inquiries/calls. </td> <td> <u>OUTCOME MEASURES</u> <ul style="list-style-type: none"> Visitor volume Visitor nights and visitor spending Visitor revenues Average length of stay Accommodation revenues Number of new tourism businesses. </td> </tr> </table>	<u>OUTPUT MEASURES</u> <ul style="list-style-type: none"> Types of marketing activities Number of event campaigns and results Description of social media activities and outcomes Number of media placements Number of conventions and meeting sales Webpage visits Visitor inquiries/calls. 	<u>OUTCOME MEASURES</u> <ul style="list-style-type: none"> Visitor volume Visitor nights and visitor spending Visitor revenues Average length of stay Accommodation revenues Number of new tourism businesses.
<u>OUTPUT MEASURES</u> <ul style="list-style-type: none"> Types of marketing activities Number of event campaigns and results Description of social media activities and outcomes Number of media placements Number of conventions and meeting sales Webpage visits Visitor inquiries/calls. 	<u>OUTCOME MEASURES</u> <ul style="list-style-type: none"> Visitor volume Visitor nights and visitor spending Visitor revenues Average length of stay Accommodation revenues Number of new tourism businesses. 		
Key Learnings	<i>Please provide an assessment of effectiveness of tactics, describe what worked, what didn't and lessons learned.</i>		

2. Effective local-level stakeholder support and inter-community collaboration Designated recipients are responsible for engaging with key stakeholders, establishing local-level support, and seeking out efficiencies through collaborative activities to inform appropriate decision-making regarding investments.	
Mandatory Metric	Designated Recipient Response
Extent of Local-level Stakeholder Engagement	<p><i>Report on the engagement activities they have undertaken annually to ensure stakeholders are informed and have the ability to provide input on direction. Metrics will vary by tactic.</i></p> <p><i>Example of metrics include the number and descriptions of:</i></p> <ul style="list-style-type: none"> • <i>Outreach communications (such as newsletters, marketing plans and annual reports)</i> • <i>Conferences, engagement sessions, or annual general meetings.</i>
Stakeholder Satisfaction	<p><i>Only for designated recipients collecting 3% tax:</i></p> <p><i>The designated recipient must conduct an annual stakeholder survey to:</i></p> <ul style="list-style-type: none"> • <i>Assess the level of awareness of tourism marketing activities in the community (region)</i> • <i>Assess the level of satisfaction with the use of MRDT funds.</i> <p><i>Examples of tourism industry stakeholders may include, but are not limited to, the following within the designated accommodation area:</i></p> <ul style="list-style-type: none"> • <i>accommodation providers;</i> • <i>attractions, sightseeing, activities and other primary tourism businesses;</i> • <i>restaurants, retail and other tourism related businesses;</i> • <i>Regional and local tourism associations;</i> • <i>Product Sector organizations;</i> • <i>Parks and recreation;</i> • <i>Visitor Centres; and</i> • <i>Other government agencies and organizations that have programs and services that relate to tourism.</i> <p><i>The designated recipient must append a copy of the survey (list of questions asked), list of respondents and aggregated results to this report.</i></p> <p><i>The designated recipient must seek Destination British Columbia's feedback on the methodology, defining the survey questions and survey audience prior to issuing the survey.</i></p>
Community Collaboration	<p><i>Only for designated recipients collecting 3% tax:</i></p> <p><i>Report on the collaborative activities and outcomes to demonstrate partnerships and alignment within and across communities on tourism marketing activities and with provincial or federal tourism-related agencies as appropriate.</i></p>

Mandatory Metric	Designated Recipient Response
Community Collaboration	<p><i>Examples of collaborative activities include:</i></p> <ul style="list-style-type: none"> • Meetings and discussions with other designated recipients or Destination Marketing Organizations in other designated accommodation areas • Meetings and discussions with other tourism industry stakeholders on shared interests and goals • Integrated planning • Sharing of resources on content and asset development • Aligned product development <p><i>Cooperative and or partnered marketing campaigns/initiatives</i></p>
<p>3. Marketing Efforts Are Coordinated and complementary to provincial marketing strategies and tactics:</p> <p>Designated recipients are responsible for ensuring their marketing efforts complement and do not duplicate those of Destination British Columbia to avoid overlap at the community level and dilution of BC's marketing message in key domestic and international markets.</p>	
Mandatory Metric	Designated Recipient Response
Provincial Alignment	<p><i>Report on actions taken to verify that proposed activities are in complimentary and support Destination BC, regional, community and/or other available tourism strategic and/or marketing plans as part of the completion of One-Year Tactical Plan.</i></p> <p><i>Examples of actions taken could include:</i></p> <ul style="list-style-type: none"> • Refer to Destination British Columbia's strategic plan and regional plans • Liaise/consult with regional and/or provincial staff during strategic/tactical plan development • Provincial or regional staff attendance at community AGM, planning sessions or marketing showcases • Attendance at provincial marketing and/or planning sessions • Attendance at regional marketing and/or planning sessions • Attendance at regional annual conferences/marketing presentations.
Coordinated with Destination British Columbia on Travel Media and Travel Trade Activities	<p><i>Only for designated recipients collecting 3% tax:</i></p> <p><i>Report on actions taken to ensure travel trade and travel media activities are coordinated with Destination BC's overarching marketing plan, and similar activities undertaken by other designated recipients.</i></p> <p><i>The designated recipient should also report on any outcomes of trade show and travel trade activities.</i></p>

4. Fiscal prudence and accountability

All designated recipients must be accountable, transparent, and make fiscally prudent investments in community tourism marketing.

Mandatory Metric	Designated Recipient Response
Effective Financial Management	<i>The designated recipient must provide a completed Financial Report (refer to Appendix 2.1) that shows how MRDT funds were spent consistent with the designated recipient's Five-Year Strategic Business Plan and certify that all of the revenue was used solely for purposes as approved in their One-Year Tactical Plan.</i>
Streamlined Administrative Costs	<i>The designated recipient must identify and include all administrative costs as outlined in Appendix 2.1 and in accordance to the definition provided in the MRDT Program Requirements (Section 4: Eligible Use of Funds).</i>
Leveraging of Other Marketing Funds	<p><i>The designated recipient must provide details (in this space) regarding what steps they undertook to leverage funding over the year.</i></p> <p><i>Additionally, the designated recipient must provide the amount(s) and source(s) of marketing funds leveraged from other sources in the Financial Report (refer to Appendix 2.1).</i></p>

By signing this form, you certify the accuracy and completeness of the information provided above.

Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
Date	Designated Recipient's Authorized Signing Authority Signature

Appendix 2.3 One-Year Tactical Plan

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report to the Province annually. As such all designated recipients (or the designated recipient's service provider), are required to complete the following One-year Tactical Plan **no later than November 30th each year for years two through five**. If plans are available earlier, please submit as they become available. A Five-year Strategic Business Plan is required in year 1.

The One-year Tactical Plan must be consistent with the Five-year Strategic Business Plan and be based on the calendar year.

A sample Tactical Plan template has been provided below. However, the format of the Tactical Plan may be developed specific to your community needs and resources.

Similar to the Five-year Strategic Business Plan, the One-year Tactical Plan must adhere to the MRDT program principles (see box).

Please ensure there is alignment between provincial tourism strategies and community tourism efforts. Additionally, designated recipients should make their One-year Tactical Plans available to tourism industry stakeholders.

If you wish to make material modifications to the Five-year goals, strategies or targets, the changes must be identified in the One-year Tactical Plan and may require approval from the Province (see Section 11: Amendments in Program Requirements).

Your One-year Tactical Plan must contain the following information:

- An overview of the strategic direction from the Five-Year Strategic Business Plan
- Key learning and conclusions from the previous year
- Details about activities and tactics for the upcoming year
- Expected outcomes
- Availability of revenue from other sources to fund projects in addition to the funds from the tax (Reminder: funds from the tax must be incremental to existing sources of funding. The funds from the tax must not replace existing sources of tourism funding in a community)
- A proposed budget for the year ahead

For questions, please contact Destination British Columbia at MRDT@destinationbc.ca.

Quick Reference Guide (from the MRDT Program Requirements):

- *The intention of the tax is to assist designated recipients to fund tourism marketing, programs and projects.*
- *Funds from the MRDT program are intended to augment current funding and cannot be used to replace existing sources of tourism funding in a community.*
- *The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits and should be supported by local government and tourism stakeholders.*

The MRDT program principles are:

- *Effective tourism marketing, programs and projects*
- *Effective local-level stakeholder support, and inter-community collaboration*
- *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
- *Fiscal prudence and accountability.*

One-Year Tactical Plan Template

Designated Recipient: _____
Designated Accommodation Area: _____
Date Prepared: _____
MRDT Repeal Date: _____
Five Year Period: _____

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your One-Year Tactical Plan may be developed specific to your community needs and resources.** If using this template, please delete the blue text and provide your response accordingly. If using your own report template, please ensure it includes the following sections:

Section 1: Overview and Update to Five-year Strategic Context	
Heading	Description
Strategic Direction	<ul style="list-style-type: none"> A brief overview of the strategic direction from the Five-Year Strategic Business Plan, which may include an articulation of the Vision, Mission, Goals and Objectives from the Five-Year Strategic Business Plan.
Key Learnings and Conclusions	<ul style="list-style-type: none"> Key learnings and conclusions from a situation analysis or annual review that will inform your One-Year Tactical Plan. Provide an update on progress to date for current year activities.
Overall Goals, and Objectives	<ul style="list-style-type: none"> Overall Goals, Objectives and Targets, if different from the Five-year Strategic Business Plan.
Strategies	<ul style="list-style-type: none"> Key Strategies for the year, if different from the Five-Year Strategic Business Plan. If any change in Key Strategies is deemed to be material or a substantial shift from original direction set, then approval from Destination British Columbia will be required before implementation.
Target Markets	<ul style="list-style-type: none"> The types of visitors that are priorities for your community for the next year, stating primary and secondary target markets. Include geographic target markets, demographic, and activity-based target groups. The desired length of stay that your community is seeking from the target markets, from day visits or overnight getaways to longer vacations.

Section 2: One-Year Tactical Plan with Performance Measures

Please provide a **Project Plan** for each major activity you will undertake in the year ahead using MRDT funds. Authorized purposes of MRDT funds are tourism marketing, programs and projects and any other prescribed purposes as set out by regulation.

Project plans should include the following information for each activity. The recipient can organize the plan in a manner that best reflects their individual approach.

1. The **major category** of the activity. Examples could include marketing, destination and product experience management, visitor services, etc.

Marketing, which may include:

- Media Advertising and Production
- Website - Hosting, Development, Maintenance
- Social Media
- Consumer Shows and Events
- Collateral production and distribution
- Travel Media Relations
- Travel Trade
- Other.

Destination and Product Experience Management, which may include:

- Industry Development and Training - Enhancing Education and Knowledge (for example: Market Readiness, Packaging and Industry Workshops)
- Product Experience Enhancement and Training (for example: Itinerary Development, Content Development and Key Experience Creation)
- Research & Evaluation
- Other.

Visitor Services, which may include:

- Visitor Services Activities (for example: Visitor Services via Social Media, Mobile Apps, Roving/Mobile Visitor Services, Ambassadors, Kiosks)
- Other.

Meetings and Conventions:

- Examples could include conferences, events, sales, etc.

Other:

- Other activities not covered by the above categories, such as capital expenditures if **pre-approved by government** (prior to application), etc.

2. Please list and describe **the tactics** your community will use to achieve the strategies outlined in Section 1 of your Five-Year Strategic Business Plan. There may be several tactics for each activity.
3. Please provide an **implementation plan** that includes a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.
4. Please outline the **performance measures, expected outputs and outcomes**. Note, designated recipients receiving a tax rate of 3% are subject to additional reporting requirements. Please refer to Appendix 2.2 for more information about annual reporting of performance measures.

A Project Plan Template is attached on the following page for reference.

Project Plan Template

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your Project Plan may be developed specific to your community needs and resources. If using this template, please delete the grey text and provide your response accordingly.**

Major Category: <i>(e.g., Marketing - Travel Trade; Visitor Services – Mobile Apps; Conferences)</i>
Activity Title: <i>Please provide the title of activity.</i>
Tactics: <i>Please list and describe the tactics to be used to achieve the strategies outlined in Section 1 of the Strategic Business Plan. There may be several tactics for each activity.</i>
Implementation Plan: <i>For each activity, an implementation plan should include a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.</i>

Performance Measures:			
<ul style="list-style-type: none"> <i>Please review the tactics listed above and identify expected outcomes and outputs for each.</i> <i>Report out annually on the performance measures (refer to Appendix 2.2).</i> <i>The performance measures must align with the four MRDT Program Principles:</i> <ul style="list-style-type: none"> <i>Effective tourism marketing, programs and projects</i> <i>Effective local-level stakeholder support, and inter-community collaboration</i> <i>Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics</i> <i>Fiscal prudence and accountability.</i> <i>Consider the following definitions when preparing the output and outcome measures:</i> <ul style="list-style-type: none"> <i>Outputs - measure the level of service provided by a project or provides information about what was done. They define "what you did", e.g., hosted four media familiarization trips.</i> <i>Outcomes - measures on the achievement of broader goals such as increasing average visitor yield or enhancing the customer experience.</i> <i>Examples only:</i> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <u><i>Output Measures:</i></u> <ul style="list-style-type: none"> <i>Types of marketing activities</i> <i>Number of event campaigns and results</i> <i>Description of social media activities and outcomes</i> <i>Number of media placements</i> <i>Number of conventions and meeting sales</i> <i>Webpage visits</i> <i>Visitor inquiries/calls</i> </td> <td style="vertical-align: top;"> <u><i>Outcome Measures:</i></u> <ul style="list-style-type: none"> <i>Visitor volume</i> <i>Visitor nights & visitor spending</i> <i>Visitor revenues</i> <i>Average length of stay</i> <i>Accommodation revenues</i> <i>Number of new tourism businesses</i> </td> </tr> </table> 		<u><i>Output Measures:</i></u> <ul style="list-style-type: none"> <i>Types of marketing activities</i> <i>Number of event campaigns and results</i> <i>Description of social media activities and outcomes</i> <i>Number of media placements</i> <i>Number of conventions and meeting sales</i> <i>Webpage visits</i> <i>Visitor inquiries/calls</i> 	<u><i>Outcome Measures:</i></u> <ul style="list-style-type: none"> <i>Visitor volume</i> <i>Visitor nights & visitor spending</i> <i>Visitor revenues</i> <i>Average length of stay</i> <i>Accommodation revenues</i> <i>Number of new tourism businesses</i>
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Section 3: MRDT Budget for One-Year Tactical Plan

Designated recipients **must** complete the budget table as provided below.

Revenues		Budget \$
	Carry-forward from previous calendar year	
	MRDT	
	Local government contribution	
	Stakeholder contributions	
	Co-op funds received (e.g. CTO; DMO-led projects)	
	Other local stakeholder contributions	
	Grants – Federal	
	Grants – Provincial	
	Grants/Fee for Service - Municipal	
	Retail Sales	
	Interest	
	Other	
	Total Revenues	
Expenses		Budget \$
Marketing		
	Marketing staff – wage and benefits	
	Media advertising and production	
	Website - hosting, development, maintenance	
	Social media	
	Consumer Shows, events	
	Collateral production, and distribution	
	Travel media relations	
	Travel trade	
	Other (please describe)	
	Subtotal	
Destination & Product Experience Management		
	Destination & Product Experience Management Staff – wage and benefits	
	Industry development and training	
	Product experience enhancement and training	
	Research and evaluation	
	Other (please describe)	
	Subtotal	
Visitor Services		
	Visitor Services activities	
	Other (please describe)	
	Subtotal	
Meetings and Conventions		
	Meetings, conventions, conferences, and events etc.	
	Subtotal	
Administration		
	Management and staff unrelated to program implementation – wages and benefits	
	Finance staff – wages and benefits	
	Human Resources staff – wages and benefits	
	Board of Directors costs	
	Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)	
	Office lease/rent	

Expenses		Budget \$
	General office expenses	
	<i>Subtotal</i>	
	Other	
	All other wages and benefits not included above	
	Other activities not included above (please describe)	
	<i>Subtotal</i>	
	Total Expenses:	
Balance or Carry Forward		

SCRD STAFF REPORT

DATE: July 2, 2015
TO: Planning and Development Committee – July 9, 2015
FROM: Steven Olmstead, GM, Planning & Development
RE: **SUNSHINE COAST TOURISM PROPOSED 2% HOTEL TAX**

RECOMMENDATION(S)

THAT the report dated July 2, 2015 from the GM, Planning and Development regarding the proposed 2 percent hotel tax for the Sunshine Coast be received;

AND THAT the Sunshine Coast Regional District Board provide a letter in support of Sunshine Coast Tourism's application for a 2 percent hotel tax.

BACKGROUND

Over the past several years Sunshine Coast Tourism has been working towards implementation of the Municipal and Regional District Tax (MRDT, the "Hotel Tax") to fund economic and tourism development strategies. In 2011, the Regional Board passed a resolution that staff work with Sunshine Coast Tourism (SCT) regarding the potential use of the 2% MRDT. In April, 2012 the Board passed a resolution in support of Sunshine Coast Tourism's application for the 2% tax for the Sunshine Coast region and SCT's role as the 'eligible entity' in facilitating and administering the resulting funds. Although local governments were supportive, the 2012 initiative failed to receive the necessary support from accommodation providers.

Planning staff recently received an email (Attachment A) from Sunshine Coast Tourism requesting that the Sunshine Coast Regional District Board provide written support for a new application pursuant to the "Designated Accommodation Area Tax Regulation" under the *Provincial Sales Tax Act*. The Designated Accommodation Area tax has replaced the MRDT although the taxation framework essentially remains the same, except the maximum tax rate has been raised from 2 percent to 3 percent.

The SCT application will ask for implementation in January 2016. Depending on application submission date and length of Ministry processing time, this could be delayed until April 2016. SCT estimates \$250,000 would be raised per year based on 2010 data (BC Stats stopped publishing relevant data in 2011 when HST was implemented). A budget that will be used for the application is attached. The formal 80/20 split (80 percent on marketing services/20 percent on local initiatives (signage, maps, projects)) of the proposal is gone, but SCT will still put funds toward signage, maps and other collateral to improve the visitor experience.

Attached is a budget (Attachment B) that will be used for the application and a copy of the 2015 business plan (Attachment C).

Recommendation:

Given the past support from the Board, and the essentially unchanged application, staff recommend support of Sunshine Coast Tourism's request for a letter of support.

Steven Olmstead

From: Celia Robben <president@sunshinecoastcanada.com>
Sent: Monday, June 29, 2015 5:24 PM
To: Steven Olmstead
Subject: MRDT Letter of Support

Hello Steve,

As you are aware, Sunshine Coast Tourism has been actively consulting with the Sunshine Coast accommodation sector in order for the region to apply to the Province to implement the Municipal Regional District Tax. We are now on the verge of majority written support, which means we are now ready to ask each of our local governments for written support for the application. It would be wonderful if we could facilitate a letter of support prior to August meeting holidays. I am happy to appear as a delegation at any time if necessary for the request or pass on whatever written documentation you might request.

Letter details, (once approved. Just being proactive.)
Minister Shirley Bond
Ministry of Jobs, Tourism and Skills Training
PO Box 9071
STN PROV GOV
Victoria BC V8W 9E2

It should mention support for the application of the 2% Municipal and Regional District Tax for the Sunshine Coast region and Sunshine Coast Tourism's role as the eligible entity in facilitating and administering the resulting funds.

A second paragraph might be something like "Regional Directors believe that the implementation of the Municipal and Regional District Tax is an important and positive step forward for the Sunshine Coast region. The Sunshine Coast Regional District is a financial supporter of Sunshine Coast Tourism and looks forward to an ongoing partnership in attracting visitors to the region."

The letter, while addressed to the Minister, should be sent to me so that we can include as part of the formal application package.

Thank you for your assistance!

Celia Robben
President, Sunshine Coast Tourism
president@sunshinecoastcanada.com
604.886.1940
www.sunshinecoastcanada.com
<https://www.facebook.com/SunshineCoastTourismBC>
<http://twitter.com/sunshinecoastca>
<http://instagram.com/sunshinecoastbc/>

Attachment B

**Sunshine Coast Tourism
Proposed Budget
Fiscal Year May 1 - Apr 30**

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Revenue						
Memberships	39,000	41,000	41,000	40,000	40,000	40,000
Member Co-op Programs	16,000	7,000	15,000	20,000	20,000	20,000
Local Government	43,000	41,000	40,000	40,000	40,000	40,000
Destination BC 50/50 Grant	21,000	21,000	55,000	75,000	75,000	75,000
MRDT				250,000	262,500	275,625
Total Revenue	119,000	110,000	151,000	425,000	437,500	450,625
Expenses						
Marketing						
Consumer Shows	9,000	14,000	21,000	25,000	25,000	25,000
Shoulder Season Campaigns	30,000	26,000	61,000	100,000	109,000	119,000
Website/Communications	6,000	9,000	6,000	15,000	15,000	15,000
Collateral	3,000	2,000	21,000	40,000	40,000	40,000
Visitor Guides/VCM Programs	21,000	17,000		13,000	15,000	17,000
Meetings and Retreats Campaign				25,000	25,000	25,000
Total Marketing	69,000	68,000	109,000	218,000	229,000	241,000
Media Relations	23,000	23,000	23,000	45,000	45,000	45,000
Travel Trade (tour operators)	-	-	-	30,000	30,000	30,000
Administration	4,000	10,000	10,000	75,000	75,000	75,000
Accounting/Banking	6,000	5,000	5,000	10,000	10,000	10,000
Rent				15,000	15,000	15,000
Insurance	1,000	1,000	1,000	2,000	2,000	2,000
Travel	3,000	3,000	3,000	5,000	5,000	5,000
Total Expenses	106,000	110,000	151,000	400,000	411,000	423,000
Contingency Fund	13,000			25,000	26,500	27,625
Gain/(Loss)	-	-	-	-	-	-

SCT's marketing director is a half-time position funded by the City of Powell River via Tourism Powell River. It is a local government in-kind contribution which is not reflected in SCT's financial statements. SCT contracts media relations services, marketing assistant, general administration, and accounting services. SCT does not have any direct employees today.

MRDT assumes 5% growth per year in regional room revenues.



SUNSHINE COAST TOURISM STRATEGIC BUSINESS PLAN 2015-2019

Where We've Been

Strategic planning has provided a critical foundation to the development of Sunshine Coast Tourism as the region's Destination Marketing Organization (DMO). Efforts funded by Community Futures, Human Resource Development Canada, and Western Economic Diversification in 2002 laid out a vision for creating a regional DMO and laid out early marketing tactics. As a result, Sunshine Coast Tourism Partnership (SCTP) was formed and began working with Tourism Powell River (TPR)...both predecessors of today's Sunshine Coast Tourism. Through Destination BC's Community Tourism Foundations Program, planning workshops were held to bring SCTP and TPR together under one regional umbrella to focus scarce resources on bold steps in marketing the region. A Memorandum of Understanding was signed in 2007 between the two organizations to create a framework and objectives for a regional DMO and the founding of Sunshine Coast Tourism. A multi-year plan was established with many objectives being achieved over the following years.

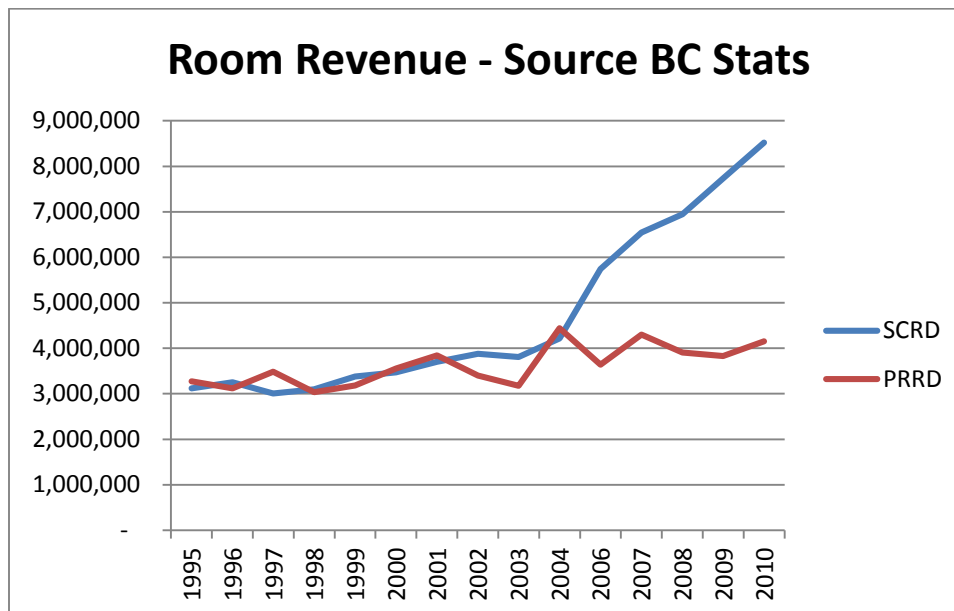
Size and value of the visitor economy

In 2002, SCTP surveyed accommodations on occupancy rates in 2001. The southern Sunshine Coast had the lowest average accommodation occupancy in British Columbia at an estimated 43%. Summer months met the provincial average but other seasons were significantly below average. Overall room revenues reported by BC Stats in 2001 were \$3.7 million for Sunshine Coast Regional District and \$3.8 million for Powell River Regional District.

Tourism BC conducted a study to provide information on the characteristics and volume of travellers to the Sunshine Coast via BC Ferries in the summer of 2007. In those three months, 343,000 visitors were counted whose expenditures on the Sunshine Coast were estimated at \$77.6 million. In that same year, room revenues totalled \$6.5 million for Sunshine Coast Regional District and \$4.3 million for Powell River Regional District. It should be noted that two months of data are missing from PRRD statistics that year due to low volumes of individual hotels reporting in those months and BC Stats confidentiality requirements. The true number was likely \$4.8 million. 29% of non-business overnight travellers reported staying with friends and family.

For the period 2006-2010, room revenues in Sunshine Coast Regional District increased an average of 10% each year reaching \$8.5 million. Significant increases were seen across each quarter except for the January-March quarter, showing improvements in the spring and fall seasons but not winter. Data cannot be compared in a similar manner for Powell River as there is missing monthly data due to low volumes of individual hotels reporting in certain months and BC Stats confidentiality requirements.

However, there is enough data to reasonably estimate that room revenues were fairly static over this period.

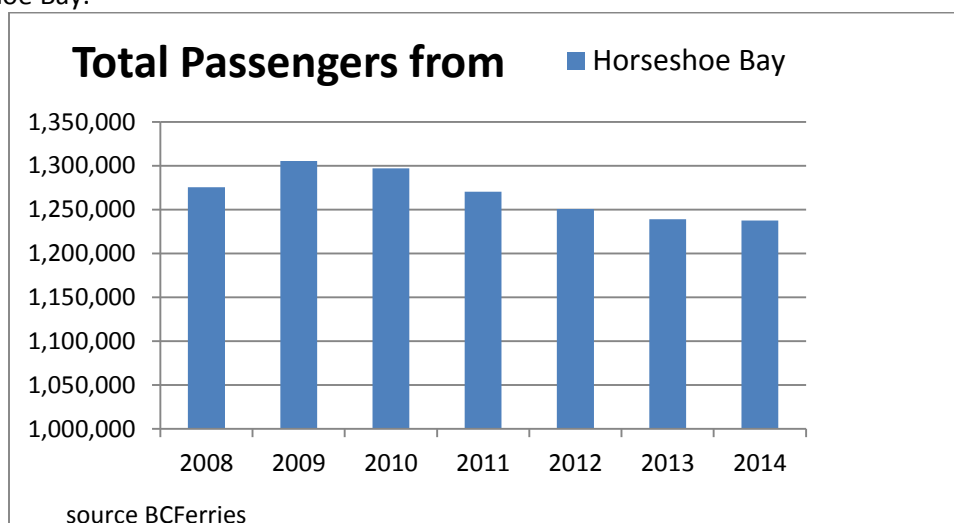


There are three major factors which correspond to the increases in the Sunshine Coast Regional District:

- Significant Investment – Rockwater Resort replaced Lord Jim's, Painted Boat replaced Loew's Resort, West Coast Wilderness Lodge expanded and upgraded. Higher revenues per room.
- Worldwide recession led to "Staycations". The southern Sunshine Coast is Vancouver's backyard
- First focused Sunshine Coast marketing with the founding of Sunshine Coast Tourism

Unfortunately, room revenue data has not been available for the Sunshine Coast since British Columbia introduced HST in 2011. Currently room revenues are only reported based on Municipal & Regional District Tax (MRDT) reporting, leaving communities like the Sunshine Coast who do not currently collect MRDT without an important metric.

The next best concrete statistic is BC Ferries passenger statistics. An important item of note is that there is no way to separate visitor versus resident passenger statistics. Nonetheless, significant changes to visitor volumes would be reflected in this data. The vast majority of visitors to the Sunshine Coast arrive via Horseshoe Bay.

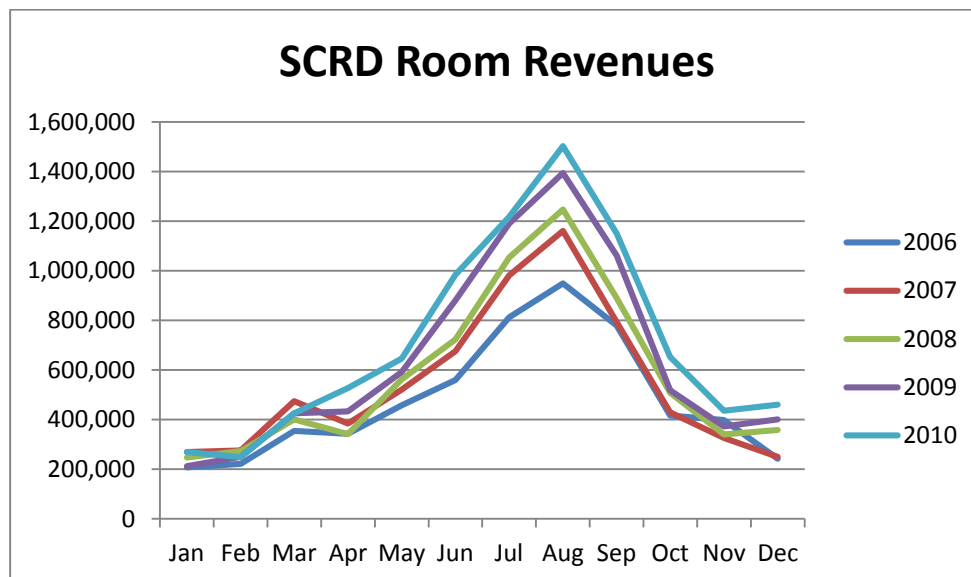


Approximately 1.3 million people arrive from Horseshoe Bay each year. Passenger arrivals increased from 2007-2008 levels by 2% in 2009 and held steady in 2010. In 2011 volumes fell back to 2007-2008 levels and were down 1% in both 2012 and 2013. 2014 was on par with 2013.

176,000 people arrive in Powell River from Comox each year. Passenger arrivals decreased steadily 2009-2012 from a high of 197,000. 2013 saw a slight increase whereas 2014 will again decrease primarily due to the terminal construction and rerouting at the beginning of the year.

Given that decreased resident travel due to higher fares is a component in these numbers, it is reasonable to expect that overall room revenue data would not be significantly different than when last measured in 2010.

While overall SCRD room revenues increased each year 2006-2010, this chart shows the extreme cyclical nature of the Coast's industry. Without adding rooms or properties, there is huge potential to increase revenues outside the summer months. Relatively good weather months of April, May, June and October should have strong focus for marketing initiatives.



The PRRD chart is similar in shape with peak revenues in summer months and significantly less the rest of the year. However as explained earlier, reporting limitations leave some months void of data skewing any chart.

Mission

Sunshine Coast Tourism's mission is to build a strong tourism economy on the Sunshine Coast consistent with the values of residents. Sunshine Coast Tourism will:

- Promote the Sunshine Coast to leisure and business travelers as a year-round destination in targeted markets through a strategic, research-based marketing strategy
- Facilitate the continuing evolution of the destination
- Increase awareness of the value, contribution, and importance of tourism among the government, population, and businesses on the Sunshine Coast.

In the fall of 2011, Sunshine Coast Tourism again took the opportunity to engage the Community Tourism Foundation Program to facilitate a revisit check-up and set course for the next five years. That report set out the following priorities:

1. Continue to develop a strong, unified organizational structure and maintain efforts to strengthen the partnership-based approach to supporting the growth and development of tourism through:
 - a. Completing the 2% MRDT application process
 - b. Adjusting the structure of the SCT board to ensure representation from all key partners, including the 2% accommodation properties (assuming a successful application)
 - c. Working with Tourism Powell River to define complementary roles and responsibilities
 - d. Establishing a regional vision, goals and objectives for tourism that reflect a renewed regional perspective on developing tourism
2. Consolidate the positioning of Sunshine Coast as a destination through the implementation of an integrated marketing communications program that focuses on differentiating the Region on the basis of its unique selling propositions
3. Work with stakeholders to promote new market-ready experiences and encourage an on-going commitment to developing product and visitor experiences that will strengthen the core attributes of the Sunshine Coast
4. Expand SCT's role in providing leadership to the tourism industry

Decision Time

A common element all previous strategic reviews have identified is actual funding levels falling well below proposed plans. This has played a major role in limiting the size and scope of SCT's initiatives, marketing campaigns, member programs, and staffing levels. SCT has relied on a number of partnerships in order to achieve positive results to date. These partnerships include funding cooperation from the Town of Gibsons, District of Sechelt, Sechelt First Nation and the Sunshine Coast Regional District. The City of Powell River provides a part-time staff position through funding to Tourism Powell River and the Powell River Regional District provides funding to Tourism Powell River.

Vancouver, Coast & Mountains and Tourism Vancouver Island have provided access to programs and countless hours of professional guidance and support over the years. In addition to ongoing marketing and media programs this has included critical foundational support at SCT's formation, development of initial media kits and media relations efforts, and access to a digital asset management system. SCT has leveraged many provincial programs including Community Tourism Foundations, Community Tourism Opportunities, and Governing for Success – Enhancing Board Performance.

All of the previous planning processes have outlined the need to implement one more provincial program, the 2% Municipal and Regional District Tax (MRDT). It is estimated that the MRDT would raise \$250,000 annually to be used for Sunshine Coast regional tourism initiatives. In comparison, the organization currently operates on a \$115,000 annual budget plus a 50% staff member provided by Powell River. Formal presentations were held in 2010 and 2011 with the boards of Sunshine Coast Tourism and Tourism Powell River who both agreed to pursue MRDT implementation as a regional organization. Presentations were made to seven local governments who each gave their support to the

MRDT initiative. This document lays out a business plan for the next 5 years for consideration by the region's accommodation sector should they approve an MRDT application submission.

MRDT is a tax of up to 2% charged on sales of taxable accommodation in participating municipalities and regional districts in British Columbia. The MRDT assists municipalities, regional districts and other eligible entities in promoting tourism in their area and financing new tourism facilities or programs. Approximately 45 communities in British Columbia currently collect MRDT. For further details, please refer to the PST and MRDT Guide for Accommodation Providers http://www.sbr.gov.bc.ca/documents_library/bulletins/pst_120.pdf.

The following requirements must be met for a successful MRDT application:

- A five year organizational business plan (MRDT must be implemented for a period of 5 years)
- A three year organizational budget
- Letters of support from all relevant local governments
- Approval of the eligible accommodation sector (a minimum of both 51% of businesses and 51% of eligible rooms)

Operating Plan – 2015-2019

Position the Destination based on our Unique Selling Propositions

Unique Selling Propositions – qualities and products that set the Sunshine Coast region apart from other regions such as Victoria, the Okanagan, or Whistler

Three Unique Selling Propositions have been defined and considerable effort should be made so that all marketing and media relations efforts tie back to those three points.

1. A string of rural, ocean-side communities
 - a. This is not a metropolitan area. Slow down & escape from the city.
 - b. There are many communities to explore, each with their own character.
 - c. The Pacific Ocean is here on our doorstep alongside stunning scenery
2. Outdoor Adventure
 - a. Super Natural British Columbia is our attraction, not a supermall or a structured venue
 - b. Hike, bike, sail, paddle, golf, dive, swim, climb, ski, ride...your adventure starts here surrounded in natural beauty
 - c. A partnership of land and water activities and natural attractions
3. Arts, Culture & Heritage
 - a. Home to three First Nations who have a remarkable story to tell & continue to develop
 - b. Historic Townsite – national heritage district as well as our forestry and fishing heritage
 - c. An amazing concentration of artists in all genres who live and work and are inspired by place
 - d. Festivals and events celebrating a range of interests all year long

Destination BC announced its new three year marketing strategy in November 2014. "Our target consumers most connect with the unique combination of ocean, rainforest and mountains in BC, as well as the stunning natural beauty and wildlife." SCT needs to highlight its strengths in these areas.

Destination BC has identified 5 iconic experiences that showcase those aspects of BC in a compelling way: Canadian Rockies, *Rainforests*, Cities in Wilderness, *Ocean Coast*, and Ski.

Destination BC has defined key trip-motivating travel experiences as: *Touring & Exploring*, City Stays, *Outdoor Adventure*, Skiing, *Aboriginal Cultural Tourism*, Cruise, Wine Touring, Golfing and *Fishing*. International marketing campaigns will highlight these areas. The Sunshine Coast can leverage its strong positioning in the highlighted experiences.

Key Markets and Target Audience

Markets and target audiences can be defined based on geography, demographics and by targeted activities and interests. Once defined, they guide marketing tactics as you have identified who you most want to see your message. The tactics and specific tools will vary and change as trends and society change over time, but articulating your audience always come first. In 2015 we expect to undergo more training related to Explorer Quotient (EQ). This will help us define our target audience by using psychographics, looking at the types of travelers who best match our Sunshine Coast product offerings.

The Sunshine Coast's largest visitor base is the BC resident with primary focus on the close-in markets of the Lower Mainland and Vancouver Island. With a growing population of 2.5 million, BC's Lower Mainland includes the province's two largest cities and neighbouring metro communities. Vancouver Island is home to .75 million residents. Together this makes up 70% of the British Columbia population all in close physical proximity to the Sunshine Coast.

Alberta, Washington, Oregon and northern California form the next key geographic targets, specifically the metropolitan areas of Calgary, Edmonton, Seattle, Bellingham and Portland. For Alberta there is the strong draw of the landlocked to the shores of the Pacific Ocean. Milder temperatures and year-round adventure are also strong messages. For the U.S. Pacific Northwest, there is the draw of international travel up-close and driveable. Canada remains a bit wilder, more natural, yet with comforts of home. The relationship of the US/Canadian dollar is very important in this market. The current dip in the loonie should be seen as an opportunity. Destination BC has targeted Alberta, Washington and California as growth investment areas in its marketing strategy.

Ontario is a tertiary market largely driven by visits to friends and family or business travel to Vancouver. Saskatchewan is of growing interest with a growing youth population and strong economy for many of the same reasons as Alberta.

Visitors from Western Europe, especially Germany, the Netherlands, Switzerland and the UK have traditionally made up the region's largest international demographic. These travelers are highly educated, usually speak English, and are seeking the wild Canadian wilderness. Products such as the Sunshine Coast Trail, guided kayaking or boating excursions are high value to this audience. Destination BC sees Germany, UK and Australia as key markets for its international marketing focus.

Australia and New Zealand visitors have grown in recent years and are similarly affected by international currency markets. High youth populations from these countries have found employment in Whistler and Vancouver strengthening the Commonwealth relationship and bringing friends and family to visit. There are natural ties to Australia's Sunshine Coast that can be played up in any advertising campaigns.

The fastest growing geographic market is international visitors from Asia visiting friends and family in greater Vancouver. International visitors from China to BC are growing at a rate of 20% each year. These visitors stay for longer periods and often include multiple short trips around BC within their stay. This makes the Lower Mainland Asian resident population an even more desirable target audience as they

are more likely to showcase a close-by region such as the Sunshine Coast full of natural beauty to visiting friends and relatives.

As stated in SCT's mission, it will promote the Sunshine Coast to leisure and business travelers as a year-round destination. The majority of SCT's marketing efforts to date have been related to leisure travel. However, significant work was completed in 2009-2011 to develop a basis for a meetings and retreats sector. The objective of this project was to increase visitation to the Sunshine Coast, specifically during the off-season period and create awareness of the Sunshine Coast as a tourism destination. The project encompassed research and development of a venue database as well as creation of a branding initiative for the Sunshine Coast as a corporate retreat destination. The overall goal was to build a sustainable and vibrant tourism economy on the Sunshine Coast that will increase direct tourism spending and indirect economic impact through secondary industries resulting in the creation of new jobs, products and services on the Sunshine Coast. New hotels and conference centres are on the drawing board for both Gibsons and Sechelt. Should one of those move forward, SCT gains a strong partner to re-engage with attracting larger conferences, corporate retreats, and additional destination weddings to the region. Powell River already has facilities capable of conferences. All of these events should be seen as an opportunity to WOW attendees on their first visit to the region so that they become ambassadors to distant family and friends and return visitors for a longer leisure experience through more of the region.

Marketing Tactics and Campaigns

As mentioned earlier, tactics and specific tools will change over time. Who would have included facebook and twitter in a strategic plan written 5-10 years ago? This document seeks to lay out some broad objectives which are more defined for 2015 and less so for later years. It is meant to be a foundation that is developed on as trends emerge and new tools become available.

No matter the medium, compelling imagery is critical in telling our story and selling our brand. This includes photography, video, and use of infographics and other graphic design tools alongside the imagery. SCT has made significant strides in collecting high quality photos of the region. However, this content must be renewed and refreshed over time. Areas where current imagery is lacking includes Aboriginal content, boating activity, and large festivals and events. Video content has improved over the past year, but needs to be championed. Short active clips can be used in so many ways. Significant funding allows for growth into television and a range of online video ad placement options.

Destination BC has launched a new 3 year strategy to increase overall visits to British Columbia. It relies on a magnetic brand whose goal is to move people to visit now rather than to visit someday. It will feature experiences and encourages travelers to become our best ambassadors in sharing those BC experiences with family and friends. SCT's marketing plan needs to leverage partnership opportunities with Destination BC and to highlight areas where the province's larger brand marketing reach aligns with specific Sunshine Coast USP's.

It goes without saying that a destination needs to put its best self forward online. This means an active, engaging and informative website and social media strategies. This means up to date technology ready for mobile devices and whatever comes next in this fast changing digital world. It means providing succinct information to a variety of audiences while being available to answer questions and inquiries in whatever form potential travellers choose to engage. It must include strong and enticing imagery that is easily sharable so that consumers can share with friends and family. Websites and social media strategies need daily attention which means appropriate staffing levels to carry out initiatives.

Sunshine Coast Tourism has completed significant improvements to <http://sunshinecoastcanada.com/> in 2014. Compelling images and videos have stronger placement and effect. A weekly blog project has championed #52weeksoftrails highlighting 52 different trails (hiking, biking, skiing, snowshoeing, and even paddling) throughout the region. The blog has attracted significant new website visits, has built a great deal of new content for Search Engine Optimization, and has been leveraged across facebook, twitter and instagram. Activities and members who provide those activities have much greater profile throughout the site making trip planning easier. The Member Directory has new features that allow members to better showcase their services and make direct contact easier. Unique visitors to the website were up 30% in 2014 compared to the previous year and topped 95,000 by year end. Work continues, specifically around updating the member information into the increased directory capabilities and adding Aboriginal content and images from our three First Nations.

Vancouver, Coast & Mountains and Tourism Vancouver Island are Regional DMOs (RDMOs) who execute a variety of marketing programs under the Destination BC umbrella. Currently, SCT cannot participate in the vast majority of these programs due to limited financial resources. Provincial tourism changes mean that VCM will no longer exist as of March 31, 2015. Much is unknown as to exactly how Destination BC will replace those functions, but the concepts remain true even if the specific partner changes. MRDT funding would allow for a significant increase in regional participation. The strongest examples include:

- Regional print co-op advertising spreads before major long weekends in The Province, Vancouver Sun, and Victoria Times Colonist newspapers. These are timed for the close-in market weekend getaway decisions. The Sunshine Coast should have a significant presence alongside Whistler, Tofino, and other communities.
- Ride BC <http://604pulse.com/things-to-do/?cat=1015> is an example of niche market targeted campaigns facilitated by VCM, in this case motorcyclists. SCT should be a significant participant whenever there is a strong match to regional product offerings. BC Chinese Residents campaign is a similar niche market initiative complete with Chinese language ads and articles focused on attracting close proximity residents and their visiting family members.
- Regional experience guides are mailed to thousands of enquiring future travellers by Destination BC and are on display at consumer trade shows and in visitor information centres. The Sunshine Coast should be well represented with both editorial and compelling advertising.
- VCM and TVI tear off maps and other Visitor Information Centre presence across the province should always include Sunshine Coast content and direct travellers to SCT's online network
- All major Sunshine Coast events and festivals should be listed on <http://www.hellobc.com/> as well as other wide exposure media calendars including Georgia Straight, CBC and others.
- SCT should be sure it is well represented in provincial initiatives such as Mountain Bike BC and BC Ocean Boating Tourism Association. These sector driven associations cater to specific interest groups and offer additional cooperative marketing programs.

Consumer shows and active networking opportunities are highly valuable experiences as they give face to face opportunities to introduce or deepen someone's awareness of the Sunshine Coast. SCT has limited itself to 2-3 opportunities each year due to limits on staff and funding. The Outdoor Adventure Show in Vancouver has been a mainstay with expansion to Calgary and Saskatoon in 2014. SCT should seek other opportunities for face to face contact with potential travellers. This could include women's shows, bridal expos, boat shows, craft beer festivals, film festivals and other lifestyle events. Events should be chosen based on priority match to USP's and target markets mentioned earlier. Professional networking events such as Meeting Planners International, BC Rural Tourism Conference, Aboriginal Tourism Association should all be evaluated for attendance on an annual basis. In 2015, SCT will attend

the Outdoor Adventure Travel Show in Vancouver and Calgary, the Vancouver Boat Show, and the International Sportsman's Exposition in Sacramento, California.

Media relations have been SCT's most successful marketing tactic over the past few years. SCT's goal has been to bring a variety of writers and journalists to enjoy a Sunshine Coast experience which they can then write & publish in various online and print publications. Independent media articles are always more relevant and believable to the reader than straight advertising. Much of SCT's work to date has depended on funding partnerships from Destination BC and VCM as well as voluntary contributions of product and activities by SCT member businesses. Concentrated resources and effective relationship management resulted in over \$700,000 in advertising equivalency in more than 130 stories and 27 media visits in 2012-13. This tactic can be expanded to more targeted approaches matching both USP and target market fit if additional staff time can be devoted.

Attracting small to medium corporate meetings and retreats to the regions brings an entirely new clientele. The intent is not only the immediate business created by the event itself, but hopes to deliver a positive experience to the business traveller who will then want to return and explore the region further in his or her leisure time with friends and family. Low hanging fruit awaits if SCT could devote staff and resources to actively seeking and responding to RFP's by companies and organizations who seek new locations for annual meetings and conferences. This tactic offers significant potential for strengthening spring, fall and winter.

A similar strategy focusing on sport tourism has the ability to leverage Powell River's work in this area outlined in a 2012 Sport & Recreation Tourism Strategy funded by the City. Sporting venues exist as do large host hotels. The community's experience in hosting Kathaumixw and PRISMA position it well to host such events and efforts in accessibility offer an expanded view of sport tourism. New venues such as the Gibsons Community Recreation Centre, Sechelt Aquatic Centre and the recently improved Sechelt Arena are also capable of hosting events. This strategy requires dedicated staff and resources in order to move forward and offers significant potential for strengthening spring, fall and winter.

Promote and develop product and experiences

The tourism industry is never stagnant. Product and attractions continue to develop as the region evolves. The following assets have truly come into their own as prime visitor attractions in recent years:

- Sunshine Coast Trail – Canada's longest hut to hut hiking trail
 - 13 overnight huts, welcome kiosk, 2014 passport program, 180km and growing international reputation
 - A significant challenger to the West Coast Trail. Strong product to European, Australian and New Zealand trekking communities
 - Year round snow free hiking in the first 70km of the trail
- Powell River Historic Townsite – national historic district & Canada's longest running movie theatre
 - Significant rejuvenation, improved accommodation, brewery, nightlife
- Dakota Ridge Winter Recreation Area
 - 20km groomed ski trails and 7km marked snowshoe trails (expanded 2013/14)
- Sunshine Coast Botanical Garden
 - New rhododendron gardens, regular expert programming, new viewpoints, wedding venue
- Powell Forest Canoe Route – 57km route including 8 lakes and 5 portages
 - Improved infrastructure 2012/13/14

These attractions are not represented by individual businesses. They are significant attractions to the region, just as our never ending beaches and trails are important attractions. It is SCT's role to be sure that collateral showcasing these attractions is developed and distributed widely. They must be part of marketing strategies and media relations efforts. SCT must play a communication role with Destination BC to build awareness and to be sure these attractions are represented on <http://www.hellobc.com> and included in media and travel trade itineraries and story ideas.

Other traditional major attractions for the region that continue to draw visitors and media attention year after year:

- Skookumchuck Narrows Provincial Park
- Desolation Sound
- Princess Louisa Inlet
- Savary Island

Attractions on the horizon:

- Coast Gravity Park – a private company, but has potential to rival Whistler Mountain Bike Park with the added feature of year-round downhill riding with lift
- Craft Beer & Winery Tour – A brewery at each end of the coast and a new winery in the middle
- Davis Bay – wharf expansion in 2014 complimenting new park areas in 2012/13
- Regional Trails Strategies debuting at each end of the Coast in 2014 delivering improved signage, maps, trailheads and offering priorities for trail improvements
- Gibsons Public Market – a new anchor attraction for Gibsons Landing, renovations in 2015

Implementation Tactics:

SCT has steadily built a strong digital library of compelling images of the region. This includes photography and video and can be seen across <http://sunshinecoastcanada.com/>, social media channels, trade show collateral and marketing advertisements. This library must be continuously updated and expanded to include new product developments and new technologies. This digital library will feed all other marketing tactics. Focus for 2015 will be on Aboriginal Tourism content and expanded video content of the region.

The Sunshine Coast lacks a region-wide visitor guide that reflects the preferred positioning of the region. Messaging and advertising within the guide should be consistent with desired positioning and brand of the destination. Today, independent media companies offer a variety of printed guides that separate the region into smaller communities and do not reflect Sunshine Coast branding. Without resources to develop its own region-wide visitor guide, SCT is increasing its efforts to partner with the individual publishers to influence content and imagery. Contests are planned for 2015 which will link the print publications to social media opportunities to encourage our visitors be our online ambassadors.

First impressions are key when setting oneself apart at a busy trade show or conference. Compelling imagery is key to attracting participant attention and engaging collateral starts them down the individual trip planning path. Engaging and knowledgeable hosts, regional maps, targeting sector information (i.e. boat show, outdoor adventure show, wedding show), and methods to keep in touch (social media, e-newsletters, follow-up invitations) are required for a truly successful consumer show.

The Sunshine Coast is unique in that this geographic region that includes three municipalities does not have any large nationally branded hotels. This means visitors have an extra step in finding accommodation. They don't just find the closest Fairmont or Hyatt. They must discover what is available to fit their personal needs. A regional accommodation calendar & reservation system would take much of the work out of finding appropriate accommodation. There are 50 resorts, hotels and motels in the region of which many do not offer online reservations. In addition there are a large number of campgrounds, bed and breakfasts, and vacation rentals which can potentially make the work of finding accommodation for a given date tedious and time consuming. There is an opportunity to offer a regional accommodation tool, which would bring value to visitors. An example of such a model is the Whistler/Blackcomb Central Reservation System:
<http://www.whistlerblackcomb.com/reservations/Plan/ContactUs.aspx>.

Evaluation Metrics

No strategy is complete without a means to measure success. Today, we have a major disadvantage in that British Columbia no longer publishes Hotel Room Revenue and related data outside of MRDT collecting communities. In the absence of voluntary reporting from our accommodation sector, we have no metrics to show occupancy levels or room revenues. We only have anecdotal evidence from individual properties. This key indicator becomes immediately available when the Sunshine Coast opts into the MRDT program.

Understanding the accommodation sector is a huge step in calculating the value of tourism in a region. In 2012, Accommodation and Food Services contributed to 33% of the \$13.5 Billion of annual tourism industry generated revenues in BC. Transportation makes up the next third of the picture. Ferry statistics must continue to be collected. A missing piece of information is the volume of visitors arriving by plane and by boat. SCT needs to work with the Powell River and Sechelt airports as well as private float plane operators to measure this component. SCT needs to work with private marinas and harbour authorities in the region to understand the size and strength of the boating sector.

Individual marketing strategies also require evaluation so that continuous improvement is possible. This includes elements such as web traffic, social media interactions, distribution of printed collateral, and value of media coverage.

Where we go from here

Sunshine Coast Tourism has made significant progress in developing branding and messaging since its formation in 2007. It represents businesses across the tourism sector and has the support and partnership of local governments. If current annual funding of \$100,000 remains the same, similar results should be expected. The organization's success will greatly rely on the passion of volunteers which must constantly be renewed and rotated to prevent burnout and collapse. Staff will turn over as creative and developing personnel will seek other opportunities to grow and expand skill sets. Marketing opportunities will be missed for lack of financial and personnel resources. The list of desires will remain long while incremental steps slowly move the region forward. The gap between well-funded destinations like the Okanagan and Tofino will continue to increase.

The accommodation sector of the region can unite and decide to implement a provincial program that triples the current funding levels and is completely funded by visitors. It can follow the lead of 45 other

British Columbia communities and all its major cities. The region can hire the necessary staff and equip them with the resources to carry out the projects and objectives listed earlier in this document.

Sunshine Coast Tourism's Board of Directors unanimously supports implementation of MRDT across the region.

Timeline

December 2014 – Ratification of MRDT application by the Sunshine Coast accommodation sector

January 2015 – Letters of Support from all local governments; submission of MRDT application to Ministry of Finance

Early 2015 – BC Cabinet approval, official notice to accommodation sector, normally a 3-6 month notice of implementation.

2016 – First funds received into Sunshine Coast Tourism's operating budget

Proposed Budget

	2015	2016
Revenue:		
Memberships	\$ 35,000	\$ 35,000
Local Governments	\$ 40,000	\$ 40,000
Provincial 50/50 Grants	\$ 21,000	\$ 21,000
Co-operative Programs	\$ 19,000	\$ 19,000
MRDT	-	<u>\$250,000</u>
Total Revenue:	\$115,000	\$365,000
Expenses:		
Media Relations	\$ 23,000	\$ 45,000
Marketing		
VCM Co-ops	\$ 15,000	\$ 50,000
Online Marketing	\$ 15,000	\$ 25,000
Shoulder Season Campaigns	\$ 13,000	\$ 70,000
Trade Shows	\$ 8,000	\$ 20,000
Collateral Distribution	\$ 7,000	\$ 20,000
Meetings & Retreats	\$ 6,000	\$ 30,000
Destination Guide		\$ 20,000
Website/Communications	\$ 9,000	\$ 15,000
Administration	\$ 19,000	\$ 60,000
Contingency -	-	<u>\$ 10,000</u>
Total Expenses:	\$115,000	\$365,000

Actual expenditures would be governed by Sunshine Coast Tourism's elected Board of Directors. These Directors are composed of:

- 4 members of MRDT accommodations (2 north and 2 south)
- 4 members at large (2 north and 2 south)
- 1 member representing the Recreation Sector
- 1 member representing the Arts Culture & Heritage Sector
- 1 member representing small accommodations and campgrounds

Directors are elected at the Annual General Meeting with a number of alternating terms so that approximately half the board remains in place at any given time.

To: Sunshine Coast Tourism
PO Box 1883
Gibsons, BC V0N 1V0

Sunshine Coast Tourism
c/o Tourism Powell River
4760 Joyce Ave
Powell River, BC V8A 2M4

From: [business name]
[business address]

This will confirm that I, the undersigned, with [business name] acts as the Primary Signatory and as such has the authority to sign for the said property in matters regarding the implementation of the Municipal and Regional District Tax (MRDT) in the Sunshine Coast Regional District and Powell River Regional District. I also acknowledge and accept that this representation involves discussions relating to this matter.

This letter will confirm I am in support of the application for the Municipal and Regional District Tax (MRDT) in the Powell River Regional District and Sunshine Coast Regional District and administration of the collected tax funds will be conducted by the established local destination marketing organization, Sunshine Coast Tourism.

Respectfully,

SIGNATURE

PRINT NAME

Dated: _____

Sunshine Coast Regional District

1975 Field Road
Sechelt, British Columbia
Canada V0N 3A1

P 604.885.6800
F 604.885.7909
Toll free 1.800.687.5753

info@scrd.ca
www.scrd.ca



July 30, 2015

File: 6900-01

Honourable Shirley Bond, Minister,
Ministry of Jobs, Tourism and Skills Training
PO Box 9071
STN PROV GOV
Victoria, BC
V8W 9E2

Dear Minister Bond:

Re: Municipal and Regional District Tax for the Sunshine Coast region.

This is to advise that the Sunshine Coast Regional District (SCRD) Board, at its regular meeting on July 23, 2015 passed the following resolution:

311/15 **Recommendation No. 2** *Sunshine Coast Tourism Proposed 2% Municipal and Regional District Tax*

THAT the GM, Planning and Development report dated July 2, 2015 and titled "Sunshine Coast Tourism Proposed 2% Hotel Tax" be received;

AND THAT the Sunshine Coast Regional District Board provide a letter in support of Sunshine Coast Tourism's application for a 2 percent hotel tax.

The SCRD Board supports the application of the 2% Municipal and Regional District Tax for the Sunshine Coast region and Sunshine Coast Tourism's role as the eligible entity in facilitating and administering the resulting funds.

The SCRD Board believes that the implementation of the Municipal and Regional District Tax is an important and positive step forward for the Sunshine Coast region. Revenues from the tax will enable greatly enhanced marketing services and local initiatives to be delivered by Sunshine Coast Tourism. The Sunshine Coast Regional District is a financial supporter of Sunshine Coast Tourism and looks forward to an ongoing partnership in attracting visitors to the region.

Sincerely,

SUNSHINE COAST REGIONAL DISTRICT

Garry Nohr
Chair

cc: Sunshine Coast Tourism, PO Box 1883, Gibsons, BC, V0N 1V0

Sunshine Coast Regional District

1975 Field Road
Sechelt, British Columbia
Canada V0N 3A1

P 604.885.6800
F 604.885.7909
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July 30, 2015

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Sincerely,

SUNSHINE COAST REGIONAL DISTRICT

Garry Nohr
Chair

cc: Sunshine Coast Tourism, PO Box 1883, Gibsons, BC, V0N 1V0

SUNSHINE COAST REGIONAL DISTRICT

Ports Monitors (POMO) Committee
Wednesday September 19, 2017
SCRD Office, 1975 Field Road, Sechelt, BC

MEETING NOTES

PRESENT	SCRD GM Planning & Community Development SCRD Parks Planning Coordinator SCRD Administrative Assistant POMO Committee Member (Vaucroft) POMO Committee Member (Keats Landing) POMO Committee Member (Eastbourne) POMO Committee Member (Gambier Harbour/West Bay) POMO Committee Member (Gambier Harbour) POMO Committee Member (Halkett Bay) Public	Ian Hall (Chair) Sam Adams Autumn Ruinat Russ Spender John Richardson Al Borthwick Joseph Wright Bruce Pollock Grant Henderson 1
REGRETS	Electoral Area F Director	Ian Winn

CALL TO ORDER 11:30 a.m.

ACKNOWLEDGMENT AND WELCOME

It was acknowledged that the Ports Monitors (POMO) Committee meeting was held within the territory of the shíshálh Nation.

AGENDA The agenda was accepted as presented.

INTRODUCTIONS

Roundtable introductions of Ports Monitors (POMO) Committee, Ports Community Contact and SCRD Staff members in attendance.

It was noted that the SCRD Board appointed community ports representatives from six of the nine SCRD docks. Ports Community Contacts represent Halfmoon Bay, Hopkins Landing and Port Graves.

Ian Hall, GM Planning & Community Development will act as Chair for the purpose of this meeting until a Chair and Vice-Chair is selected.

REVIEW OF TERMS OF REFERENCE

The POMO Committee Terms of Reference were adopted by the SCRD Board in October, 2016. The review of the Terms of Reference included the following points:

- 1.1 Review of the Purpose
- 2. Review of the Duties
- Meeting schedule, meeting in Fall and Spring seasons.
- Suggestion to change to “bi-annually” to “semi-annual”. Intention is to meet two times a year.
- Meetings may be at the group level or one on one if there is a need to address a particular facility.
- 3.3 Membership: Chair and Vice-Chair elected by the Committee. Role of the Chair: run meetings, potentially serve as a delegation to the SCRD Board, review and approve minutes, SCRD staff can assist as a Co-Chair at the will of the Chair. To address later in the meeting.
- 5 appointed members will constitute quorum.
- Meetings are open to the public in pursuant to Section 90 of the *Community Charter*.
- 4.4 Communications: The SCRD supports members with materials to use for community dialogue regarding ports.
- Committee members may submit travel expenses to attend the meeting for reimbursement based on the guidelines memo. Send receipts to the Administrative Assistant for processing.

HISTORY OF SCRD PORTS SERVICE FUNCTION

The SCRD recognizes the Ports Monitors Committee member's history and knowledge regarding ports and docks. A brief history of the Ports Service function was provided and included the following points:

- Late 1990s Federal Government divestiture of ports.
- SCRD Referendum
- Divestiture of 10 (now 9) ports to SCRD. Langdale is also operated through an agreement with BC Ferries.
- Ports and Wharves Advisory Committee (PWAC)
- SCRD provides public services to 9 docks, each with individual service functions.
- Langdale Dock Service
- 2016 SCRD internal shift from Infrastructure Services Department to Planning and Community Development Department.
- 2017 Establishment of Ports Monitors (POMO) Committee
- Delivery of service using a combination of SCRD internal and contracted out services: Ports Technicians and External Contractors. Benefits of using both service types for expertise and experience.
- Community docks are free for public use, fees for commercial use.
- There have been numerous staff and external reports on SCRD docks.
- Service level has been maintained as status quo, well maintained and serviceable to the community.

BUDGET

A brief overview of the Ports Function budget was provided, including the following points:

- \$40,000 Preventative Maintenance budget.

- \$10,000 Minor Repairs.
- Capital Budget varies year to year.
- 2017 Capital work leveraged by a federal grant.
- Federal grant component is approximately \$160,000 and SCRD match \$210,000.
- 2018 annual budget process begins in December, carries through to adoption in March.
- Capital Reserves \$236,855 - about 2.4% of the value.
- Ports assets are worth about \$10 million.
- Small operating reserve is \$60,000
- Ports Service tax dollars only pay for ports. Electoral Areas that pay into the service function are: Area B, Area D, Area E and Area F.

SCRD staff members present are the primary contacts for administration of the ports service function. Additional staff resources for in-house maintenance service calls, current external maintenance contractor is Ryan Daley from Green Wave Marine Services and engineer for 2017 capital project is Ralph Everts from KLA Engineering Ltd.

PORTS MAINTENANCE

The Anatomy of a Port Components Diagram was reviewed and is contained within the orientation package. This is utilized in Inspection Reports to label and number specific components of the dock.

Detailed inspection reports will be provided to Committee members for each dock. Major dock inspections are conducted on a rotating 5-year cycle.

The process for reporting dock conditions and maintenance calls for service was outlined.

- Committee members and the public may report via the SCRD website feedback form. The feedback goes to a central inbox and is dispatched to the Planning and Community Development Department.
- Please report the issue with detailed descriptions of what the situation is, location on the dock, pictures are helpful.
- SCRD will coordinate a response based on priority. Could be in-house staff or maintenance contractor.
- The Committee agrees that this is a good system.
- Committee member noted that not all float components on the diagram are given. For example: tie rail, decking, anti-slip.
- Administrative Assistant will recirculate the website link to the public feedback form.

SCRD ASSET MANAGEMENT PLAN

The maintenance regime for SCRD ports was outlined and handouts with the schedule for preventative maintenance was distributed. There was discussion around the description of the routine maintenance activities. It was noted that this work amounts to approximately \$40,000 annually.

A preventative maintenance program was developed in 2015. In 2016 and 2017 contracted service providers performed the maintenance.

The Annual Maintenance Plan was summarized and the Committee reviewed the form used to track maintenance completed and work required. Maintenance inspections occur three times a year, January, July and October. The SCRD requested feedback from Committee members about what additional information could be gathered. Feedback included:

- Include inspection of life saving equipment
- Develop signage standards. Committee member would like a copy of the wharf regulations. Suggestion to have clearer signage around restrictions on moorage.
- Include review of decking anti-slip material. Alternative to Asphalt shingles could be aluminum grip strip along the length of plank. Committee member will email staff with a suggested alternative option. Could be tested at one dock and gather feedback from community.
- Pressure washing annually may not actually be helpful, depends what psi is being used. Depends on the specific dock, some areas are slippery and need it more frequent than others.
- Maintenance plan needs to be fine-tuned for each dock, the one size fits all approach may not be best
- Condition of rub rails should be included. (Eastbourne's have been damaged for a year)
- Batter pile conditions (Keats Landing's has been loose for a while)
- Quality of inspections and information gathered could be improved.
- Suggestion for a more detailed form, local participation with the inspectors so that community concerns could be logged on the form and reported back to the SCRD
- The Committee would like to review the inspection template in further detail and provide more feedback
- Include maintenance to wheels. (Hopkins Landing and Vaucroft need to be done at low tide)
- Zone paint – Missing from some docks, 2 hours is not enough, regular uses will respect it but it is not always adhered to during summer months
- Garbage seems to not be an issue at most docks, but at Hopkins it is a big issue. Keats Landing has a garbage can in the shed. Gambier Harbour also has garbage also.
- Suggestion to engage with SCRD Waste Reduction program

The 2018 Annual Maintenance Plan contract will be put together following 2018 Budget approval process. The Ports Monitors Committee will be kept up to date on the process prior to it going to tender.

PORTS REPAIR PROJECTS

An outline of 2017 capital and maintenance projects was distributed in the orientation package.

2017 Capital Projects

- Gambier Harbour Float A,
- Green Wave Marine Services. Ports Repairs Contract (RFP 16-270) – Eastbourne, Port Graves, Halfmoon Bay, Hopkins Landing. Port Graves work is finished.
- Canada 150 Works (Sam, KLA, Engineering report recommendations, developing a scope of work. West Bay, Halkett Bay and Vaucroft, highest priority in terms of a condition point of view. Work needs to be finished by March 2018.

2017 Maintenance Projects

Scheduling repairs is weather dependent and includes considerations for lead times to source materials. Schedules may need to be revised due to these factors. It was noted that the Gambier Harbour dock light repair should be added to the list.

Discussion regarding work planned for Fall 2017. Most of the work should be done by the end of November. Green Wave Marine Services will be doing the maintenance work in conjunction with the Ports Repairs Contract work. Batching work together will reduce the mobilization costs.

2018 Draft Work plan

- 20 year capital plan (asset management plan)
- Major inspections at HMB, Vaucroft, West Bay and Hopkins
- Capital works at Eastbourne and Halkett Bay
- New preventative maintenance plan
- Completion of the Canada 150 capital upgrades

Communications of maintenance and work projects to the community

The Committee discussed communication protocols regarding the ports and docks service. The following points were made:

- The SCRD is committed to early and ongoing communication of maintenance and work project information. The information will be shared on the SCRD Ports website and through emails to POMO Committee members and community contacts.
- The Committee suggested that more detailed information be communicated regarding the specific work being done, location on the dock/wharf so that community members could adequately prepare, and incorporate a review of the work afterwards to see how it has improved.
- As per the Terms of Reference, the SCRD Board receives the POMO Committee minutes and it forms part of the public record.
- POMO Committee members are encouraged to share the Feedback form website link to community members.
- The Feedback form is the formal process to report issues and comments regarding SCRD ports. This will be communicated to the public more broadly.
- The SCRD welcomes public feedback on ports and docks in order to maintain the established service levels.

Ports Planning

A handout was distributed with charts for the life cycle of docks and components from asset management perspective. Data was assembled from engineering reports and inspections to apply condition rating, estimated life and replacement costs. The chart shows a 20 year time frame and aligns with preliminary ports planning.

There was discussion regarding the taxation rates and operating reserve with respects to the sustainability of SCRD community dock assets. There are currently no plans to charge the current model of service. The asset management plan does provide information for future considerations on deliver of the docks and ports service.

Decisions would require transparent community engagement process and SCRD Board direction. Suggestions for future ports planning would include investigation of (but not limited to) the following: partnership models, divestment, user fees, development cost charges, grants, new service models.

This item will be discussed further at the next Ports Monitors Committee meeting.

Considerations for 2018

1. Communities have asked for increase in infrastructure at SCRD docks, such as kayak racks or benches. The SCRD does not have mandate to commit to these improvements. However, community partnerships for dock improvements via a terms of engagement could be considered. There is potential to explore this further in the 2018 work plan for the ports and docks service function.

Comments from Committee members included:

- Concern that increased dock amenities will become something more to maintain and incurs costs
- There would need to be a sustainability component included in any project
- Adding benches may encourage the public to hang out there
- Concern over the space the extra things on the dock would take up and challenges to navigate use of the dock. How valuable is this new asset vs. the use of the dock.
- Develop criteria for evaluating the suitability of the project
- Kayak rack off the dock itself, not on it. For example: storage under or at the headland.

2. Education opportunities for POMO members or for dock users. The Terms of Reference states that POMO members may participate in educational workshops on topics within the ports function. Committee members shared areas of interest for training/learning opportunities as follows:

- Best Practices for moorage from an environmental point of view
- Wrapping pylons to support ecology
- Dock tour and pointing out the components
- Inquire with DFO about educational opportunities for POMO
- Sharing info via email and also a field component before the next meeting
- Share the Best Management Practices for private moorages that are already used by the Province, First Nations and SCRD Best Practices
- Opportunity for guest speakers at future meetings

There was discussion regarding suggestions for promoting the Ports Monitors Committee to the community as a resource for SCRD dock and ports users. It was noted that the POMO Committee was featured at the SCRD Community Dialogues forum at various communities on the Sunshine Coast. It was suggested that staff could organize presentations to share the work the SCRD is doing for docks and ports.

The agendas and meeting notes will be published on the Ports webpage and are available to the public. The meetings are also open to members of the public to attend and observe.

Call for nominations for Chair and Vice-Chair.

The Committee members agreed to delay the nomination of the Chair and Vice-Chair until the next meeting.

The meeting notes will be circulated to the Committee members for review prior to the next meeting.

ADJOURNMENT

3:30 p.m.

SUNSHINE COAST REGIONAL DISTRICT**AREA A – EGMONT / PENDER HARBOUR
ADVISORY PLANNING COMMISSION****November 29, 2017**

RECOMMENDATIONS FROM THE AREA A ADVISORY PLANNING COMMISSION MEETING
HELD IN THE LIBRARY AT PENDER HARBOUR SECONDARY SCHOOL, 13639 SUNSHINE
COAST HWY, MADEIRA PARK, BC

PRESENT	Chair	Alan Skelley
	Members	Tom Silvey Gordon Politeski Alex Thomson Sean McAllister Yovhan Burega Dennis Burnham
ALSO PRESENT	Electoral Area A Director	Frank Mauro
	Recording Secretary	Kelly Kammerle
	Public	2
REGRETS:		Janet Dickin
		Catherine McEachern
		Peter Robson
		Gordon Littlejohn
		Jane McOuat

CALL TO ORDER 7:00 p.m.

AGENDA The agenda was adopted as presented.

DELEGATIONS

Maggie Reagh and Walter Brokx for Zoning Amendment Bylaw No. 337.115 for a Yoga Therapy/Retreat Centre.

MINUTESArea A Minutes

The Area A APC minutes of October 25, 2017 were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of October 24, 2017

- Roberts Creek (Area D) APC Minutes of October 16, 2017
- Elphinstone (Area E) APC Minutes of October 25, 2017
- West Howe Sound (Area F) APC Minutes of October 24, 2017
- Planning and Community Development Committee Minutes of October 12, 2017

REPORTS

Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.34 and Electoral Area A Zoning Amendment Bylaw No. 337.115 for a Yoga Therapy/Retreat Centre.

The APC acknowledges receipt of this report and appreciates the thoroughness of the information.

The APC recommends Approval of the Zoning Amendment Bylaw No. 337.115 for a Yoga Therapy/Retreat Centre with the following recommendations:

- A site specific zoning of the subject property with covenants on the part of the applicant that they satisfy SCRD concerns.
- Covenants on the part of the applicant that they satisfy SCRD concerns as to their being room to build all the structures proposed, as to their ability to provide.
- Adequate septic treatment facilities.
- They meet all geotechnical concerns
- A minimum of 10 parking spaces be provided on site.
- Recommends the proponents contact their strata council, if such exists and contact neighbours to obtain their support for the proposal.
- The APC requests that this proposal be referred back to them for comments at a subsequent stage in the approval process.

DIRECTOR'S REPORT

Electoral Area A Director Mauro provided a verbal report of his activities.

NEXT MEETING Wednesday, January 31, 2017

ADJOURNMENT 8:30 p.m.

SUNSHINE COAST REGIONAL DISTRICT**AREA B - HALFMOON BAY
ADVISORY PLANNING COMMISSION****November 28, 2017**

RECOMMENDATIONS FROM THE AREA B ADVISORY PLANNING COMMISSION MEETING
HELD IN THE COOPERS GREEN COMMUNITY HALL AT COOPERS GREEN PARK, 5500
FISHERMAN ROAD, HALFMOON BAY, BC

PRESENT	Chair	Frank Belfry
	Members	Bruce Thorpe Alda Grames Elise Rudland Eleanor Lenz Joan Harvey
ALSO PRESENT	Recording Secretary Public	Katrina Walters 2
REGRETS	Members	Marina Stjepovic Barbara Bolding Jim Noon Lorn Campbell
	Electoral Area B Director	Garry Nohr

CALL TO ORDER 7:03 p.m.

AGENDA The agenda was adopted as presented.

MINUTES3.1 Area B Minutes

The Area B APC minutes of October 24, 2017 were amended as follows:

Regarding Item 5.2 Recommendation No. 2, the APC would like the following deleted:

2. The SCRD reconsider the receipt of funds in lieu of park dedication as the APC generally supports park dedication.

The following minutes were received for information:

- Egmont / Pender Harbour (Area A) APC Minutes, October 25, 2017
- Roberts Creek (Area D) APC Minutes, October 16, 2017
- Elphinstone (Area E) APC Minutes, October 25, 2017

- West Howe Sound (Area F) APC Minutes, October 24, 2017
- Planning and Community Development Committee Minutes, October 12, 2017

REPORTS

5.1 Development Variance Permit DVP00020 (Lau)

The APC discussed the staff report regarding Development Variance Permit DVP00020 (Lau). The following concerns /points /issues were noted:

- Agree with staff comments and don't support the application.
- Don't have an issue with it; the area in question is insignificant compared to everything else; the deck doesn't touch the ground.
- The variance is for a small portion of the deck only; in the past similar applications have been supported by the APC.
- This is the first report where staff is strongly in opposition; and we should support staff recommendations when they are doing what we are asking them to do.
- Seems too insignificant to ask them to remove (the portion of) the deck; this is a small situation when there are much larger variance encroachments out there.
- Believe it wouldn't be too much of a hardship to angle the deck.
- The owner gave a strong letter regarding the hardship in accessing the property for construction.
- When you submit plans, but build something different to the submitted plans, this is not ok.
- The neighbour was completely in favour of having this deck remain.
- Would like to make a motion to allow the variance for the small portion that is outside the 7.5 m setback.

Recommendation No.1 *Development Variance Permit DVP00020 (Lau)*

Regarding Development Variance Permit DVP00020 (Lau) the APC recommends that the SCRD support the application based on the following reasons:

1. The relatively small area of the deck that encroaches into the setback.

5.2 Provincial Referral 2411818 for a Road Way (Carlson Point Homeowners)

The APC discussed the staff report regarding Provincial Referral 2411818 for a Road Way (Carlson Point Homeowners). The following concerns /points /issues were noted:

- If public access is impeded then do not support the application.
- All property owners are in agreement.
- Public access would not be limited.
- When you consider that there was a wildfire; the provision of roadway access is good.
- There is support for an alternative access to HWY 101; one of the roads that ties into this area provides this alternative access to Sechelt...ask that they not remove culverts etc.
- Suggest we make a motion with no objection subject to the conditions outlining riparian area regulations.
- Agree with staff's recommendation that a registered professional biologist prepare a riparian areas assessment report.

Recommendation No.2 *Provincial Referral 2411818 for a Road Way*

Regarding Provincial Referral 2411818 for a Road Way (Carlson Point Homeowners), the APC recommends that the SCRD support Option 3 “No objections to approval of project subject to the conditions outlined below” (subject to comments outlined in the Recommendations).

NEXT MEETING Tuesday January 27, 2017

ADJOURNMENT 8:08 p.m.

SUNSHINE COAST REGIONAL DISTRICT

ROBERTS CREEK (AREA D)
ADVISORY PLANNING COMMISSION

November 20, 2017

RECOMMENDATIONS FROM THE AREA D ADVISORY PLANNING COMMISSION
MEETING HELD IN ROBERTS CREEK LIBRARY AT 1044 ROBERTS CREEK ROAD,
ROBERTS CREEK, B.C.

PRESENT	Chair Members	Bill Page Nicola Kozakiewicz Dana Gregory Marion Jolicoeur
ALSO PRESENT	Electoral Area D Director Recording Secretary Proponent/Applicant Public	Mark Lebbell Peggy Martin Chris Glew 1
REGRETS	Members	Barry Morrow Heather Conn Gerald Rainville

CALL TO ORDER 7:05 p.m.

AGENDA The agenda was adopted as presented.

MINUTES3.1 Area D Minutes

The Area D APC minutes of October 16, 2017 were approved.

3.2 Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of October 25, 2017.
- Halfmoon Bay (Area B) APC Minutes of October 24, 2017.
- Elphinstone (Area E) APC Minutes of October 25, 2017.
- West Howe Sound (Area F) APC Minutes of October 24, 2017.
- Planning & Community Development Committee Minutes of October 12, 2017.

REPORTS

5.1. Roberts Creek Official Community Plan Amendment Bylaw No. 641.9 and Zoning
Amendment Bylaw No. 310.176 for Retail Use

The Proponent/Applicant, Chris Glew discussed his proposal to convert the dwelling at 1058 Roberts Creek Road into a shop for bicycle repairs and sales. He stated he has 23 years of experience in the bicycle business and saw an opportunity to build a business in Roberts Creek. The APC agreed that a bicycle shop was an excellent fit for the Roberts Creek village. The proposal also is in keeping with the Official Community Plan that promotes commercial development in the village core and supports the use of alternative transportation.

Recommendation No. 1 The APC supports Option 1 on page 5/17 in the Staff Report which would allow: (a) site-specific rezoning to permit sales on this R2 zoned property, (b) site-specific amendments to allow three on-site automobile parking spaces and additional parking of bicycles, and (c) not require an on-site loading space.

Recommendation No. 2 The APC supports Option 1 on page 7/17 in the Staff Report which recommends limiting sales to the existing 61 m² dwelling in order to reduce parking demand.

Recommendation No. 3 The APC recommends the development potential of the property remain as set out in Bylaw 310 for an R2 zoned property, with regard to maximum floor area and parcel coverage. The APC considered that allowing an auxiliary structure for enclosed parking could be useful in the future.

Recommendation No. 4 The APC does not support rezoning the property as C2. Examples of possible future ventures given in the staff report (bakery, restaurant, pub) would all be high volume customer-based businesses and impossible to run from such a small site with limited parking. This and future businesses must rely on a few parking spots turning over frequently or customers arriving on foot, bicycle or by bus.

NEW BUSINESS

The APC thanked Peggy Martin for her years of service as the APC Recording Secretary.

DIRECTORS REPORT

The Director's report was received.

NEXT MEETING January 15, 2018

ADJOURNMENT 8:25 p.m.

SUNSHINE COAST REGIONAL DISTRICT**AREA F – WEST HOWE SOUND
ADVISORY PLANNING COMMISSION****November 28, 2017**

RECOMMENDATIONS FROM THE WEST HOWE SOUND (AREA F) ADVISORY PLANNING COMMISSION MEETING HELD AT ERIC CARDINALL HALL, 930 CHAMBERLIN ROAD, WEST HOWE SOUND, BC

PRESENT	Chair Members	Fred Gazeley Maura Laverty Doug MacLennan
ALSO PRESENT	Electoral Area F Director Recording Secretary	Ian Winn Diane Corbett
REGRETS	Members	Laura Houle Bob Small
ABSENT	Members	Lee Selmes Susan Fitchell

CALL TO ORDER 7:00 pm

AGENDA The agenda was adopted as presented.

MINUTES3.1 West Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC Minutes of October 24, 2017 were approved as circulated.

3.2 Minutes

The following minutes were received for information:

- Egmont/Pender Harbour (Area A) APC Minutes of October 25, 2017
- Halfmoon Bay (Area B) APC Minutes of October 24, 2017
- Roberts Creek (Area D) APC Minutes of October 16, 2017
- Elphinstone (Area E) APC Minutes of October 25, 2017
- Planning and Community Development Committee Minutes of October 12, 2017

REPORTS

5.1 Subdivision Application SD000024 (Hopkins)

The APC discussed the staff report regarding Subdivision Application SD000024 (Hopkins), to subdivide a lot into two lots within the C subdivision district. The following points were noted:

- There have been a lot of these types of applications over the years. There is only one lot left in that area that could be divided.
- It meets the minimum square metres.
- No notice of any “red flags”.
- The application will be subject to conditions as noted by staff, including the requirements of a number of Development Permit Areas.
- It is important that the owner contact the Archaeological Branch early in the process.
- Why was the application not referred to the Squamish Nation?

Recommendation No. 1 *Subdivision Application SD000024 (Hopkins)*

The APC recommended that Subdivision Application SD000024 (Hopkins) be supported for the following reasons:

- It seems reasonable.
- They are not asking for a variance and have the right to do this.

5.2 Subdivision Application SD000028 (Hammond)

The APC discussed the staff report regarding Subdivision Application SD000028 (Hammond) to subdivide a lot into two lots within the C subdivision district. The following points were noted:

- There is no proposal for changing or adding anything; it is about splitting the title for the family.
- They just meet the minimum parcel size.
- There is no comment on this about archaeological sites.

Recommendation No. 2 *Subdivision Application SD000028 (Hammond)*

The APC recommended that Subdivision Application SD000028 (Hammond) be supported for the following reasons:

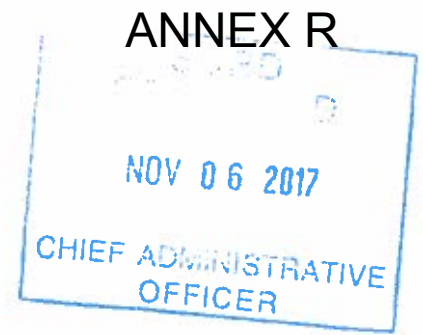
- The APC has no objections to the straightforward subdivision.
- The application is reasonable as per the zoning requirements.

DIRECTOR’S REPORT

Electoral Area E Director Winn’s report was received.

NEXT MEETING January 23, 2018

ADJOURNMENT 8:13 pm



November 3, 2017

File No. 0400-50

Sunshine Coast Regional District
c/o Angie.Legault@scrd.ca

shishalh Nation
c/o jauquist@secheltnation.net
c/o dhill@secheltnation.net

Town of Gibsons
c/o slwilliams@gibsons.ca

Re: District of Sechelt Council Resolution –
Regional Growth Strategy Plan

This is to advise that the District of Sechelt Council, at its November 1, 2017 Regular Meeting, resolved the following:

"That due to consistent annual growth of the region, that the SCRD, Town of Gibsons, District of Sechelt, and Sechelt Indian Government District begin a Regional Growth Strategy Plan and the SCRD be requested to appeal to the provincial government for funding to produce the plan in consultation with the community.

Council also directed that the above resolution be forwarded for consideration at the Intergovernmental Meeting scheduled for November 27, 2017.

It would be appreciated if you would distribute this to your respective elected officials and appropriate staff for information. Thank you.

Should you require any further information, please do not hesitate to contact the undersigned.

Yours truly,

Jo-Anne Frank
Corporate Officer
JF/

From: Ruth Simons [mailto:howesoundbri@gmail.com]
Sent: Thursday, November 23, 2017 5:56 PM
To: Ian Winn <Ian.Winn@scrd.ca>; Lorne Lewis <Lorne.Lewis@scrd.ca>; Garry Nohr <Garry.Nohr@scrd.ca>; Frank Mauro <Frank.Mauro@scrd.ca>; SCRD General Inquiries <info@scrd.ca>; David Rafael <David.Rafael@scrd.ca>
Subject: Status report submitted to Canadian Commission for UNESCO

Dear SCRD Board and staff,

On November 16th, our Working Group submitted the attached "[Status Report](#)" to the Canadian Commission for UNESCO for review and comment from the Man and the Biosphere Committee who are meeting November 22nd, 23rd. We look forward to comments, questions and general feedback from the committee as to the viability of our proposal for Howe Sound. This is a first step towards completion of the [nomination document](#) we are working on for submission by end of January.

Please review the report to understand more about this initiative and what is involved.

Thank you again for your support, we welcome questions, comments and ideas to strengthen our initiative.

Best regards,

Ruth Simons,
Lead,
Howe Sound Biosphere Region Initiative Society,
Initiative for a UNESCO Biosphere Region designation
604 921-6564 c: 778 834-4292
www.HoweSoundbri.org

This email was scanned by Bitdefender



STATUS REPORT

NOVEMBER 2017



Report Created By The
Howe Sound / *Atl'kitsem* Biosphere Region Initiative
Working Group

November 2017

With Contributions From:
Drew Copeland
Barry Hall
Kwekwayel / Lisa Wilcox
Patricia Plackett, PhD
Suzanne Senger
Ruth Simons
Bob Turner, PhD
Greg Weary, PhD

Photo Credit:
Donna McMahon (Cover)
I. Sarama (This page)

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SECTION 1 – SETTING THE CONTEXT

The *Xʷməθkʷəy̓əm* (Musqueam), *Skwxwú7mesh* (Squamish), and *Səlilwətaʔ* (Tsleil-Waututh) Nations (MST) maintained a rich stewardship culture in *Atl'kitsem* (Howe Sound) for over 10,000 years. Their traditional territory encompasses Howe Sound, extending from the height of land and down into the fjord. Since time immemorial, Howe Sound has sustained MST both culturally and spiritually. This place is home to sacred sites, villages, resource areas and was the area of the MST's creation stories, gathering and tradition. Howe Sound's relevance has never diminished as it passed through cycles of change and transformation.

With the arrival of European settlers, fishing, forestry and mining ravaged the Howe Sound's ecosystems by the late 1900s. However, its life systems are resilient. Led by members of *Skwxwú7mesh Úxwumixw* (Squamish Nation) and local conservationists, a series of restoration efforts were undertaken in collaboration with the BC government. After 30+ years, these efforts resulted in an unprecedented ecological recovery in Howe Sound. Dolphins, and orca, grey and humpback whales have returned to Howe Sound after almost a century's absence! In 2017, there is considerable motivation in the collective intentions of First Nations, government, the private sector and NGOs to ensure the remarkable and fragile recovery of Howe Sound endures.

There is potential for the region to continue to be an outstanding model of natural and human resiliency, sustainability, ecological health, social well-being and economic prosperity. In a geography that lacks a holistic vision (outside of Squamish Nation), a UNESCO Biosphere Region would enhance community and build connections.

We, the Howe Sound / *Atl'kitsem* Biosphere Region Initiative (HSBRI), are a group of people from different backgrounds who share a passion for the natural beauty, incredible biodiversity, diverse cultural heritage, and great sustainable economic potential of Howe Sound.

The HSBRI Working Group in conjunction with a range of stakeholders has agreed upon a central focus for the initiative for which a UNESCO Biosphere designation is being sought – to serve a Strategic Communication and Engagement Hub for this region. This Hub builds on the 17-year history of the Howe Sound Community Forum that has brought together representatives of all regional governments, representatives of the federal and provincial governments, First Nations, industry, NGOs and researchers. The Howe Sound Community Forum was established 17 years ago in 2000 to provide an overview of the need, purpose and structure for cooperative efforts of regional stakeholders.

HSBRI's commitment to the United Nations World Biosphere concept grew from the realization that modern society had lost sight of Howe Sound as a distinct and unique

region. While Coastal First Nations have always viewed Howe Sound as a distinct region, modern western society has not. This lack of holistic, land-use management planning, that considers the lands and waters of Howe Sound together, impedes region-wide pursuit of common goals for conservation and sustainable development.

Howe Sound / *Atl'kitsem* faces pressing issues as the Metro Vancouver Region continues to grow and develop: The Metro Vancouver 2040 Regional Growth Strategy addresses plans to accommodate the 1 million people and over 500,000 jobs that are expected to come to the region in the next 25 years. Three of the Metro Vancouver municipalities are within the proposed Howe Sound / *Atl'kitsem* Biosphere Region: West Vancouver, Bowen Island Municipality, Village of Lions Bay. Protecting the biodiversity and culture of Howe Sound under the framework of the Man and the Biosphere Program supports Metro's goals related to urban development, the regional economy, the environment and climate change, housing and community amenities, and integrating land use and transportation.

SECTION 2 – ACTIONS TOWARDS A BIOSPHERE REGION TO DATE

The Initiative for a Howe Sound / *Atl'kitsem* Biosphere Region formally began in 2013 with a small group around a table, convened with a commitment to protecting Howe Sound and looking at ways to work together to achieve common goals.

Members of the original group branched out to engage other groups and initiatives, to work together collaboratively to deal with region-wide issues. In the spring of 2016 members of the original group embraced and committed to the UNESCO Biosphere Region framework after a visit to the Clayoquot Biosphere Reserve. Here is a status of our work to-date.

2.1 Structure of the Current HSBRI and its Participants

In July 2017, the Howe Sound / *Atl'kitsem* Biosphere Region Initiative became a registered Society in British Columbia.

(For listed Purposes of the Society, please refer to Appendix A)

The Society has begun with three directors and a Working Group – comprised of up to 15 people. The group tracks all of its activities through Basecamp, a shared database, and conducts meetings in person or by phone. Working group members are from all around Howe Sound: the islands, First Nations, Sea to Sky, Metro Vancouver and the Sunshine Coast.

In 2016, the Working Group established Terms of Engagement for how we work together. All Working Group members are acting as volunteers. The group is open to new people who express an interest in joining and applying their skills. Specific roles have been assigned.

Funding for meeting spaces, website, video, presentations, promotion materials has been covered by donations from Working Group members plus in-kind donations of time and skills.

Members have been busy educating themselves about Biosphere Reserves (BR) and First Nations culture and knowledge. A few examples: road trips to visit and meet with staff of the Clayoquot Sound BR and Mt. Arrowsmith BR; participating in three Workshops by Stan Boychuk on the BR process for the Salish Sea initiative group; watched all episodes of *Striking Balance* Documentaries; and completed a Royal Roads University Course Global Perspective on Indigenous Ways of Knowing.

2.2 Engagement and Support

Since inception, it has been the objective of the Working Group to engage all stakeholders in achieving the objectives of the UNESCO vision for Biosphere Reserves as models for sustainable regional development. To-date, the initiative has reached several thousand people within the region through presentations to a wide range of audiences including municipal, provincial and federal levels of government, industry representatives, non-profit organizations and university groups.

The Working Group has continued its key role in the Howe Sound Community Forum annual spring and fall meetings. A website, social media engagement and informative video have all been created. Newspaper articles and a radio interview have continued to raise awareness of the organization. Letters of support for a HSBR have been received from all the local governments, from the two Provincial MLAs and the Federal MP for the Howe Sound region, as well as other groups and associations.

The Initiative has received the support of many important regional organizations.

[\(For details of Engagement and Support, please refer to Appendix B\)](#)

2.3 First Nations Engagement and Support

Xʷməθkʷəy̓əm (Musqueam), *Skwxwú7mesh* (Squamish), and *Səlilwətaʔ* (Tsleil-Waututh) Nations (MST) are the three First Nation's Groups in which a Howe Sound / *Atl'kitsem* Biosphere Region would exist.

Squamish Nation Traditional Territory encompasses *Atl'kitsem* (Howe Sound) and its watershed.

The Working Group for the Howe Sound / *Atl'kitsem* Biosphere Region has begun engagement with First Nations -- in particular *Sḵwxwú7mesh Úxwumixw* (Squamish Nation) -- with respect to the creation of a Biosphere Region.

This engagement includes:

- Invitation and attendance at Howe Sound Community Forums by leadership and staff of the Squamish and Tsleil-Waututh Nations.
- Invitation and attendance at the Conservation Network meetings (hosted by the HSBRI).
- Meeting with the Leadership of the Squamish Nation.
- Alongside invitations to events and meetings hosted by the HSBRI, engagement takes the form of building relationships that will contribute to understanding and knowledge sharing.
- Foundation documents, and including the United Nations Declaration on the Rights of Indigenous Peoples, provide a framework for working with Musqueam, Squamish and Tsleil-Waututh.

(For List of Documents, please refer to Appendix C)

Xay Temixw (Land Use Plan) is particularly important: It encompasses the whole of the Biosphere Region boundary and describes Squamish Nations' vision for the future of the forests and wilderness of the Traditional Territory. Through this plan, Squamish Nation seeks to ensure the land is protected and managed for the benefit of present and future generations.

MST sees Howe Sound / *Atl'kitsem* and their territory as more than the sum of its parts. The HSBRI continues to learn from First Nations Peoples, and aims to maintain lasting working relationships in line with the objectives of the Biosphere Region and the MST groups.

SECTION 3 – GEOGRAPHY, BOUNDARIES, AND ZONES

Our efforts to define the Core Area, Buffer Zones and Transition Area for the HSBRI are a work in progress. The HSBRI group has created a draft proposal map that we are using to solicit community input. We have gained input from staff within the Province's department of Forests Lands and Natural Resource Operations, and we are working with Squamish Nation to ensure land use agreements with the province are properly reflected. The draft proposal map has been presented at a number of public meetings and to individual stakeholders, and the current version is attached (Figure 1).

We have found that some aspects of zoning designation appear relatively straightforward. All BC Provincial Parks and Ecological Reserves have been included in the Core Area. All private lands and First Nation Reserves have been included the Transition Area (or Area of Cooperation). All Municipal and Regional parks, along with Provincial Wildlife Management Areas and Provincial Recreation Areas have been included in the Buffer Zone.

Where we have found more challenges is the appropriate zoning for the provincially owned Crown Lands that comprise by far the largest portion of land within HSBRI. Progress towards zoning of HSBRI into Core, Buffer and Transition Zones confronts the reality that there are differing levels of planning for these Crown Lands in different parts of HSBRI.

(For full details on Geography, Boundaries, Defining Zones, and Draft Zoning, please refer to Appendix D)



FIGURE 1: Map of proposed Howe Sound / Atl'kitsem Biosphere Region illustrating the possible distribution of Core Areas, Buffer Zone, and Transition Areas.

SECTION 4 – PROJECTS

Since 2013, the HSBRI founders, directors, and members of the HSBRI Working Group have participated in a wide range of projects in Howe Sound / *Atl'kitsem*. To illustrate the diversity a partial list is found in Appendix E. The HSBRI organization would aim to add capacity to organizations in support of projects that meet the overall objectives of the Biosphere Region.

(For a partial list of ongoing projects, please refer to Appendix E)

SECTION 5 – NOMINATION FORM

We are using the Beaver Hills Biosphere Nomination Document as a guide for the level of detail that we will provide in our Document. We expect to have all sections completed by the end of January 2018 for submission in the first quarter of 2018.

Part I: Summary will be prepared once other relevant Description Sections have been completed.

Part II: Description

We have completed a number of chapters in Part II, as outlined in Appendix D, and we are actively seeking commitments from other volunteer knowledge specialists and professionals to complete this part of the document.

(For Chapter by Chapter List, please refer to Appendix F)

SECTION 6 – FUNCTIONS AND GOVERNANCE

The present governance for Howe Sound consists of many different jurisdictional bodies and agencies. The collective vision for the region is an evolution, for which a HSBRI would be a pivotal step towards a more socially and environmentally progressive place. The HSBRI Working Group aims to continue to foster engagement with and among all stakeholders to broaden understanding and learning throughout the biosphere, and bring together these multi-jurisdictional entities.

Thus, the key function of the initiative has been identified – to serve as a Strategic Communication and Engagement Hub focused solely on Howe Sound / *Atl'kitsem*. This

would be a highly inclusive non-partisan umbrella organization that aims to build greater integration of biodiversity conservation and sustainable regional economic development. This would be done by increasing cooperation among all Howe Sound stakeholders through promoting current initiatives and best practices, and serving as a catalyst and coordinator for future initiatives.

The work on governance for the initiative has focused largely on identifying the various governance models followed by other UNESCO Biosphere Regions starting with the 18 Canadian cases. Other models are also being investigated. Greatest attention has been focused on governance models that provide meaningful engagement opportunities for Musqueam, Squamish and Tsleil-Waututh Nations (MST) and effective incentives for sustainable development initiatives that help support biodiversity conservation.

Building on the model of the Howe Sound Community Forum, the HSBRI Working Group will continue to engage with MST, each level of government, industry and NGOs. The Working Group has agreed upon the use of the Tamarack Institute's Collective Impact Self-assessment and Learning Tool to help guide us through the complex social and environmental issues associated with multi-stakeholder collaboration.

SECTION 7 – SUSTAINABLE FUNDING

It is the intention for the HSBRI Society to apply for charitable status in order to be eligible for grants and donations that will sustain the organization. With so many existing NGO organizations in Howe Sound working on conservation, education and research, the desire is to create an organization that adds capacity, but does not compete for funding. We are exploring new sources of funding that would work for Howe Sound. The following revenue sources are being looked at closely:

- Social Enterprise that charges a fee for services of facilitation, coordination, communication, administration and consulting under a HSBRI umbrella organization.
- Multi-year commitments for funding from various existing and new Howe Sound focused Foundations.
- Multi-year commitments from Local, Provincial and Federal governments. Howe Sound Community Forum members recognize the need for a formal secretariat, which is the reason for the support of the Biosphere Region Initiative.
- Combination of grants, sponsorships and donations for specific BR-initiated projects.

In the coming months, we will be exploring a possible partnership with one of our local universities as a location for the services of the HSBRI. The partnership may also attract funding for research and building capacity.



Building on the model of the Howe Sound Community Forum, the HSBRI Working Group will continue to engage with the *Xʷməθkʷəy̓əm* (Musqueam), *Sḵwxwú7mesh* (Squamish), and *Səlilwətaɣ* (Tsleil-Waututh), each level of government, industry, NGOs and educational institutions.



SECTION 8 – APPENDICES

Appendix A – Purposes of the Society

- a) to achieve a designation of Howe Sound as a United Nations Educational, Scientific and Cultural Organization's (UNESCO) Biosphere Region;
- b) to engage all stakeholders and First Nations in achieving the objectives of the UNESCO vision for Biosphere Reserves as a model for sustainable development;
- c) to encourage community participation in developing a successful nomination for the Howe Sound region, involving local communities, First Nations, regulatory bodies, local, regional, provincial, and federal governments and other interested parties, and to serve as liaison between these stakeholders;
- d) to provide a community forum for the discussion of the objectives of the initiative;
- e) to initiate and promote compatibility between land use and land characteristics, giving full and serious consideration to the intrinsic biological, cultural and esthetic values of the land;
- f) to facilitate public education and community participation in environmental stewardship and land use practices;
- g) to liaise with other Biospheres and members of the Canadian Commission of Man and the Biosphere;
- h) to provide support for research, monitoring, education and information exchange related to local, national and global issues of conservation and development;
- i) to preserve, protect and enhance the quality of the natural environment of the Howe Sound region for the benefit of the inhabitants of the region and of the province of British Columbia generally;
- j) to raise money, acquire funds, accept bequests and other assistance and to own, by purchase, donation or otherwise, real or personal property, and to maintain and manage such property or to sell, exchange, let or lease the same for aforesaid purposes of the Society; and to do everything incidental and necessary to promote and attain the foregoing purposes and periodically to re-assess these purposes.

Appendix B – HSBRI Engagement and Support

Presentations at:

Capilano University Earthworks Program, Squamish Chamber of Commerce, Local Government Councils, Annual General Meetings of various non-profit organizations working in the region, C3 Canada 150 expedition.

Howe Sound Community Forums attended by members of Squamish Nation, Tsleil-Waututh, three levels of government, members of the public and NGOs.

Tabling and Attendance at Events:

Salish Sea Ecosystem Conference Howe Sound Flotilla (Patagonia)
Rivers Day (Squamish River Watershed Society)
Squamish Environmental Society Sustainability ("Sustainability Soirée", Quest University).

Media Outreach:

Website and Social Media, 2-minute introductory Video
Newspapers published several articles about the initiative and Ruth Simons has been interviewed by CBC radio.

Support for the Initiative:

Letters of Support for the initiative have been received from each of the Howe Sound local governments and regional districts by way of:

Support from Howe Sound Local Governments:

Letters of Resolutions From Howe Sound Local Governments

Bowen Island Municipality	Squamish Lillooet Regional
Gambier Island Local Trust	District
Committee	Sunshine Coast Regional District
Town of Gibsons	<u>Metro Vancouver</u>
Village of Lions Bay	<u>District of West Vancouver</u>
District of	Resort Municipality of
Squamish	Whistler

Support From Not-for-Profit Organizations:

Bowen Island Conservancy
OceanWise

Gambier Island Conservancy
My Sea to Sky
[West Vancouver Library](#)
David Suzuki Foundation
Squamish River Watershed Society

Support From Provincial MLAs & Federal MP:

[MLA Jordan Sturdy](#), West Vancouver Sea to Sky, and MLA Nicholas Simons, Powell River Sunshine Coast; and Federal MP Pamela Goldsmith-Jones.

Appendix C – List of Documents for First Nations Engagement

- Coast Salish Gathering Treatise (2010)
- [Xay Temixw \(Land Use Plan\): Land and Resources Committee, Squamish Nation \(2001\)](#)
- [Agreement on Land Use Planning: Squamish Nation & The Provincial Government of British Columbia \(2007\)](#)
- [Memorandum of Understanding and Protocol Agreement: Squamish Nation & City of Vancouver \(2010\)](#)
- [Protocol Agreement: Squamish Nation & Squamish Lillooet Regional \(2007\)](#)
- [Intergovernmental Cooperation Accord: Squamish Nation & District of Squamish \(2011\)](#)
- [Sea to Sky Land Resource Management Plan \(2008\)](#)

Appendix D – Geography, Boundaries, Defining Zones, and Draft Zoning

A comprehensive plan of Provincial Crown Lands that includes Squamish Nation planning has been completed in the northern area of the HSBP (see Figure 2 for boundary) and there are various other agreements that have identified important cultural sites and villages. See Appendix for full description.

D1) Geography

The proposed Howe Sound / *Atl'kitsem* Biosphere Region (HSBR), in southwestern British Columbia, Canada, includes approximately 2000 km² of mountainous coastal area on the eastern shores of the Salish Sea between the Vancouver metropolitan area and the mountain resort community of Whistler (Figure 1). HSBR includes the marine waters of Howe Sound, its islands, and adjacent watershed areas to the east, west and north. HSBR includes much of the region referred to as “Sea to Sky Country” that lies along Highway 99 between Vancouver and Whistler. Within the boundaries of HSBR are the iconic geographies of Sea to Sky Country: coastal communities, rugged shorelines, forested islands, rich estuaries, cascading waterfalls, dormant volcanoes, alpine lakes and peaks and tumbling glaciers. From top to bottom – from the summits of 3000m peaks to 270 deep below the waters of Howe Sound – there is an astonishing diversity of life.

The main population centres are coastal communities on the shores of Howe Sound: Gibsons, Squamish, Lions Bay, West Vancouver and Bowen Island. The 2016 Census indicated the population of HSBR as about 70,000 people.

D2) Boundaries

The HSBR boundaries utilize the same boundaries as those used by the Province of BC for their current cumulative effects assessment for the Howe Sound area. The HSBR includes the southern part of the Howe Sound Watershed; that is the lands draining into Howe Sound / *Atl'kitsem*. HSBR includes the marine waters of Howe Sound and its islands, and surrounding Howe Sound Watershed Lands to the west, east and north. HSBR also includes the southern portions of the vast Squamish River drainage basin. The HSBR boundary follows the boundary of the Howe Sound / *Atl'kitsem* Watershed to the west, east and north, and sub-watershed boundaries to the north.

We evaluated five other boundary options for the proposed Biosphere; some larger and some smaller than our preferred option. The most attractive alternate boundary is to include the entire area of the Howe Sound Watershed. However, by doing so, the area of the Biosphere increases in size 2.5 times adding a vast area of remote inland valley and mountains, very different from the coast, and Howe Sound is diluted as the defining feature of the Biosphere.

D3) Defining Zones: a Work in Progress

Northern Area of Proposed Biosphere Region

In 2008, the *Sea to Sky Land Resource Management Plan* (LRMP) was completed by the Province and diverse stakeholders. The LRMP was built upon the *Agreement on Land Use Planning: Squamish Nation & The Provincial Government of British Columbia* (2007), which among other things, designated a series of Conservancies (Wild Spirit

Places), Wildlands and Cultural Areas, as well as co-management of BC Parks. This agreement in turn was based on the Squamish Nation *Xay Temíxw* Land Use Plan, completed in 2001. The LRMP provides designations for all Provincial Crown Lands, including “soft protection areas” such as Cultural Areas, Wildlands, and Old Growth Management Areas. We feel comfortable assigning these soft protection areas to the Buffer Zone. The remaining Crown Land, including the Timber Harvest Land Base areas, could be designated to either the Buffer or Transition areas. An argument for including them in the Buffer Zone is that these lands are managed by the Province in an integrated fashion considering economic, environmental and socio-cultural values and that technically, these Crown Lands could by definition be seen as a buffer zone around core protected areas. We welcome input from CCMAB on this question.

Southern Area of Proposed Biosphere Region

The 2007 LRMP and Squamish Nation *Xay Temíxw* Land Use Plan did not cover the southern portion of the proposed HSABR. As such, Provincial Crown Lands, the largest land tenure, have yet to be designated through a comprehensive planning process. Instead, administrative decisions by the Ministry of Forests, Lands and Natural Resource Operations (FLNRO) have assigned specific land uses to particular Crown Lands, including Old Growth Management Areas, but specific “soft protection” designations such as Wildlands and Cultural Areas, have not been made, complicating identification of Buffer Areas. We understand that Squamish Nation has established land use plans for this southern area but this planning has not been made available to the public.

D4) Draft Zoning: Howe Sound / *Atl'kitsem* Biosphere Region

Core

The proposed HSBR Core area is composed of a constellation of protected terrestrial and marine areas that collectively comprise about 20 % of HSBR (we have yet to accurately calculate areas). On land, parts of five major high elevation Provincial Parks (Garibaldi, Tantalus, Pinecone-Burke, Tetrahedron, Cypress) straddle the mountainous rim of HSBRI and provide protection for extensive mid and high elevation forests and alpine areas. A series of five smaller Provincial Parks (Bald Eagles, Alice Lake, Shannon Falls, Stawamus Chief, and Halkett Bay) and two Provincial Ecological Reserves (Apodaca, Baynes Island) protect a variety of forest, river, lake, and cliff environments on the mainland and islands. On the islands, are also Islands Trust Nature Reserves (Fairy Fen, Mount Artaban, David Otter) that are managed primarily for conservation purposes. In the marine realm, 11 Rockfish Conservation Areas are managed for conservation purposes by the federal Department of Fisheries and Oceans (DFO) and included in the Core Area. Further protections are being considered in Howe Sound: DFO is currently reviewing the closure of all bottom fishing in the areas of 22 newly discovered glass sponge reefs.

Transition Zone

Private lands in HSBRI occur primarily along the populated shorelines of southern Howe Sound / *Atl'kitsem* and along the Highway 99 corridor between West Vancouver and Squamish. Most First Nations reserves are in the Squamish area. Private lands are primarily residential and centred on the coastal communities where there are also commercial centres. All the lands of the islands in Howe Sound fall under the planning jurisdiction of the Islands Trust, tasked by the Province to “preserve and protect the unique amenities of the islands. Important industrial areas include a pulp mill, sawmills and log sort operations along the western shore of Howe Sound, and log sort operations, port facilities, rail yards, and light industry at Squamish. Collectively, these residential and industrial areas make up an important part of a proposed Transition Zone. What portion of the Provincial Crown Lands, if any, are included in the Transition Zone has yet to be determined.

Buffer Zone

The proposed Buffer Zone includes three small shoreline Provincial Parks (Porteau Cove, Plumper Cove, Apodaca), Skwelwil'em Squamish Estuary Wildlife Management Area, Provincial Crown Wildlands and Old Growth Management Areas, First Nations Cultural Places, regional parks (Crippen), and municipal parks (Lighthouse and Whytecliffe in West Vancouver. We do wonder whether the three small provincial parks (< 65 ha each) might qualify for the Core Area; we have put them in the Buffer Area because of their small size and high recreational usage.

Each of these areas is relatively small, scattered like “raisins in a pudding” across the HSBRI, and in most cases do not directly adjoin Core Areas. Collectively, these areas support additional biodiversity that likely has positive impacts on the Core Areas, but they do not produce a physical “buffer zone” surrounding Core Areas. However, if Provincial Crown Lands did meet UNESCO requirements to be included in the Buffer Areas, then the resulting much-enlarged Buffer Zone would provide a true “buffer” to many of the Core Areas.

Appendix E – Partial list of Projects involving HSBRI members:

- Worked with elected representatives to achieve unanimous support from the Union of BC Municipalities for comprehensive land and marine planning for Howe Sound. This led the ongoing Ministry of Forests lands and Natural Resource operations (FLNRO) Cumulative Effects Assessment (CEA) project for Howe Sound. HSBRI working group members continue to collaborate with CEA Framework team on developing the HSBRI nomination.
- Cultivated a Howe Sound network linking governments, stakeholder and NGO groups and communities.

- Contribution to David Suzuki Foundation's various projects including [the Sound Investment Natural Capital Evaluation](#) for Howe Sound and used the report to expand the conversation/rationale for protecting natural values in Howe Sound beyond tourism and recreation to include economic justifications regarding ecosystem services.
- Informed, engaged and supported stakeholders in contributing to local, provincial and federal environmental assessment processes for regional development projects.
- Re-invigorated the Howe Sound Community Forums, now taking place twice a year, with 70 + attendees at each event. There are presentations by different levels of government and stakeholders on issues in common, resulting in local government support for actions to improve planning, ocean health, air quality and more. The Howe Sound Community Forums are the foundation of a greater initiative: gaining a BR status for Howe Sound and the role of coordination would be transitioned over to the HSBR.
- Providing support for the [Ocean Watch Task Force](#) for the purpose of carrying forward action items from the Howe Sound Report published in February 2017. Bob Turner was a designer and editor of the report, and author of chapters on *Marine Birds*, *Bald Eagles*, *Citizen Science*, *Outdoor Environmental Learning*, and *Shorelines and Sea Level Rise*. Ruth Simons was author of the *Towards Comprehensive Planning for Howe Sound*.
- Convened a forum for representatives of Conservation groups around Howe Sound. Thirteen groups were represented and will continue now as the Howe Sound Conservation Network.
- Bob Turner has produced [a series of educational videos that celebrate Wild Nature in Howe Sound](#). Subjects include spawning salmon, orca encounters, anchovy schools, kayak trips on the Sea to Sky Marine recreation trail that highlight Howe Sound's geography, nature, and issues. These videos are being shown in school classrooms.
- Working with colleagues in West Vancouver Stream Keepers, and the newly formed Canadian Government Pacific Science Enterprise Centre in Vancouver BC, a member of the HSBRI working group is involved in the restoration of a small Salmon estuary in the proposed HSBR. They are also leading the initial design of a long-term citizen science program to establish a biophysical baseline and adaptive research, monitoring and management program for Salmonid enhancement in the streams flowing into Howe Sound.
- Supporting students from several universities. Presently: Quest University, Simon Fraser University, and Capilano University.

- Support of several citizen science groups that collect data in Howe Sound. The Marine Life Sanctuaries Society discovery of prehistoric glass sponge reefs in Howe Sound has resulted in Fisheries and Oceans considering permanent protection of 15 reefs in Howe Sound.

Appendix F – Chapter by Chapter Status – Part II Nomination

Chapter	Status
Chapter 6: Location Coordinates and Maps	Draft in progress by professional Geologist.
Chapter 7: Area(s)	Draft in progress by professional Geologist.
Chapter 8: Biogeographical Region	Authors for this section not yet confirmed.
Chapter 9: Land Use	Professional Land Use Planner author not yet confirmed.
Chapter 10: Human Population	Drafted by professional Economist and is receiving peer review.
Chapter 11: Biophysical Characteristics 11.1 Topography Geology and Soils	Draft in progress by professional Geologist.
11.2 Climate Weather & Bioclimatic Zone	Climate and Weather conditions drafted. Author for Bioclimatic zone not yet confirmed.
11.3 Marine Environment: Key Species Habitats & Processes	Completed by Marine Biologists, authors of Ocean Watch Howe Sound Edition.
11.4 Terrestrial Environments: Key Species Habitats & Processes	Experienced professionals on the Flora and Fauna authors not yet confirmed.
11.5 Aquatic Environments: Key Species Habitats & Processes	Completed by experienced professional Aquatic Biologists.
Chapter 12: Ecosystem Services	Drafted by professional Economist being peer reviewed.
Chapter 13: Main Objectives	To be drafted.
Chapter 14: Conservation Function	To be drafted.

Chapter 15 Development Function	Draft in progress by professional Economist.
Chapter 16: Logistic Support Functions	To be drafted.
Chapter 17: Governance, Biosphere Management and Coordination	To be drafted.

Appendix G – Terms

Atl'kitsem: Howe Sound

BR: Biosphere Region

CCMAB: Canadian Commission of Man and the Biosphere

CEA: Cumulative Effects Assessment

DFO: Federal Department of Fisheries and Oceans

FLNRO: BC Ministry of Forests, Lands and Natural Resource Operations

HSBR: Howe Sound Biosphere Region

HSBRI: Howe Sound Biosphere Region Initiative

LRMP: Sea to Sky Land Resource Management Plan

MST: Musqueam, Squamish, Tsleil-Waututh Nations

NGO: Non-governmental Organization

Sunshine Coast: Area along the coast to the north of Gibsons and north, including Lund

UNESCO: United Nations Educational, Scientific and Cultural Organization





Looking up Howe Sound / Atl'kitsem from Long Harbour



Three members of the HSBRI Team at the Patagonia Flotilla event:

Ruth Simons: HSBRI Lead

Drew Copeland: Story-teller and primary of this report

Bob Turner: Geologist, Film-maker and former Mayor of Bowen Island





Photo Credit: Tim Turner, Jacob Lagercrantz

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Planning and Community Development Committee – December 14, 2017

AUTHOR: Janette Loveys, Chief Administrative Officer

SUBJECT: GIBSONS SENIORS SOCIETY – REQUEST FOR LETTER OF SUPPORT

RECOMMENDATION(S)

THAT the report titled **Gibsons Seniors Society – Request for Letter of Support** be received for information;

AND THAT the SCRD provide a letter of support to the **Gibsons Seniors Society** for the grant application to the **BC Rural Dividend Program** for the **Seniors Hot Lunch Program**;

AND FURTHER THAT the Recommendation be forwarded to the **December 14, 2017 Board meeting**.

BACKGROUND

On December 6, 2017, the SCRD received a request for a letter of support from the Gibson Seniors Society for a BC Rural Dividend Program grant application for the proposed Seniors Hot Lunch Program.

The Gibson Seniors Society - Seniors Hot Lunch Program Business Plan (Attachment A) states:

“The Gibson Seniors Society has operated in the Town of Gibson since the mid 1970’s. The Society plans to offer a hot lunch program from its licensed commercial kitchen at Harmony Hall. The two primary goals of the program are to provide nutritious food at affordable prices, and to encourage isolated seniors to socialize and connect in their community. Although primarily targeted at seniors, the meals will be open to anyone.

The program will start with a pilot phase in the spring of 2018 offering soup and sandwiches, and then launch in September offering hot meals two days per week. The structure of the program and cost estimates are based on the hot meal program run by the Sechelt Seniors Activity Centre. Prices are also consistent with other for-profit and non-profit meal options available on the coast.”

DISCUSSION

The Gibson Seniors Society is applying for 2 years of funding to set up a lunch program at Harmony Hall for the BC Rural Dividend Program grant.

The Gibson Seniors Society is applying for Year 1 2018 funding in the amount of \$32,000. The Gibson Seniors Society would provide \$10,000 in funding, and all the in kind volunteer

labour, except for the Red Seal Chef who would be hired as our consultant to set up our sandwich, soup, dessert pilot, and for renovating the kitchen. In Year 2 2019 the Gibsons Seniors Society plans to upgrade the kitchen further for the Hot Lunch program and is applying for \$30,000 in funding for that year.

As part of their BC Dividend Program grant application, the Gibsons Seniors Society requires a letter of support from the Sunshine Coast Regional District Board.

STRATEGIC PLAN AND RELATED POLICIES

The Sunshine Coast Regional District strategic priority of Support Community Development is aligned with this request.

CONCLUSION

The Gibsons Seniors Society is developing a Seniors Hot Lunch Program at Harmony Hall. The Society is applying for grant funding from the BC Rural Dividend Program for Year 1 2018 and Year 2 2019 of the project. The Society is requesting a letter for support from the Sunshine Coast Regional District to submit with their grant application.

Attachments:

Attachment A – Gibsons Seniors Society – Seniors Hot Lunch Program Business Plan
(Confidential and Financial Information Removed)

Reviewed by:			
Manager		Finance / CFO	
GM		Legislative	
CAO		Other	



Seniors Hot Lunch Program

BUSINESS PLAN

January 1, 2018 to
December 31, 2022

Gibsons Seniors Society

686 Harmony Lane
Gibsons, BC V0N 1V8
(604) 886-3919 phone

main@gibsonsseniors.com

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Confidential
not included

Confidential
not included

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included*

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Executive Summary

Key Initiatives and Objectives

The Gibsons Seniors Society has operated in the Town of Gibsons since the mid 1970's. The Society plans to offer a hot lunch program from its licensed commercial kitchen at Harmony Hall. The two primary goals of the program are to provide nutritious food at affordable prices, and to encourage isolated seniors to socialize and connect in their community. Although primarily targeted at seniors, the meals will be open to anyone.

The program will start with a pilot phase in the spring of 2018 offering soup and sandwiches, and then launch in September offering hot meals two days per week. The structure of the program and cost estimates are based on the hot meal program run by the Sechelt Seniors Activity Centre. Prices are also consistent with other for-profit and non-profit meal options available on the coast.

The Need

Gibsons is demographically one of the oldest communities in BC, with a median age of 54.8. According to the 2016 census, 1,440 people aged 65 or over live in the Town of Gibsons and an additional 1,330 in the two adjacent rural areas. Although seniors in Gibsons can buy an inexpensive lunch, **there is no program that combines meals and social activities**. The nearest hot lunch program is in Sechelt, a half hour's drive away. A very high proportion of local seniors live alone, and research shows that social participation provides wide-ranging health benefits for older adults.

In October 2017, the Gibsons Seniors Society carried out a survey of seniors in the Gibsons area to determine their interest in a hot lunch program. Analyzing the 198 responses, the following conclusions were reached.

- There is sufficient demand (81% of respondents were definitely or possibly interested in lunch).
- Of those who want meals, 78% do not currently travel to the Sechelt lunch program, which suggests that the distance is a significant barrier.
- Delicious, high quality food will be essential to the program's success.
- Twice a week is an appropriate frequency and \$5-\$10 is the preferred price range.
- People living near Harmony Hall (in Lower Gibsons) are most interested in the service.

Funding

To start the program, funding is needed to upgrade the commercial kitchen equipment at Harmony Hall and to sustain the program while it gets established. It is expected to take five years to grow the program so it will reach break-even, (estimated at approx. 55 lunches/day). Seed funding will be sought from the Rural Dividend Fund, and raised through grants from local government, Vancouver Coastal Health, the Sunshine Coast Community Foundation, and local service clubs. The Gibsons Seniors Society will provide the facility, volunteers, and administration for the program. They also have an endowment of \$10,000 which can be put towards capital improvements to Harmony Hall.

1 Project Overview

1.1 Project Summary

The Gibsons Seniors Society plans to offer a hot lunch program for seniors at Harmony Hall in Gibsons. The two primary goals of the program are to provide nutritious food at affordable prices, and to encourage isolated seniors to socialize and connect in their community.

The program will start by offering lunch on two days per week. This frequency could be increased if there proves to be sufficient demand for the service.

1.2 Objectives

The major objective of this business plan is to launch and operate a hot lunch program that becomes financially self sustaining. Other objectives are:

- To get isolated seniors more involved in their community.
- To improve access to nutritious hot meals for vulnerable seniors.
- To build the membership and capacity of the Gibsons Seniors Society and its network of community partners so it can better meet its mandate to support the welfare of seniors in the community.

An additional objective that may be added to the program in future involves a partnership with School District 46, which offers a Red Seal Chef program at Elphinstone Secondary School. This involvement depends on future enrollment in the program at the school.

- To provide an opportunity for high school students enrolled in the Red Seal Chef program to earn practicum hours towards their post-secondary Red Seal certificate.
- To provide cross generational social and work opportunities

1.3 Funding

Based on the experience of the hot lunch program in Sechelt, we expect that it will take five years for a new program to gain momentum and reach a break-even point (estimated at approx. 55 lunches/day). In the meantime, start-up funding is crucial. The Gibsons Seniors Society will provide some seed funding. They also have an endowment which can be put towards capital improvements to Harmony Hall. Other potential community partners have been identified whose mandate matches our program's goals.

- BC Rural Dividend Fund
- Vancouver Coastal Health
- Local Government Grants: Sunshine Coast Regional District, Town of Gibsons

- Sunshine Coast Community Foundation
- New Horizons for Seniors Program, Government of Canada
- Other local donors, such as the Sunshine Coast Credit Union, Health Care Auxiliaries, Rotary Club, and Lions Club

The Seniors Society may also seek private sponsorships to supplement the program, such as asking businesses to sponsor newspaper ads with lunch menus. See Section 6 for Promotion Strategies.

2 Background

2.1 The Community

The Town of Gibsons is a small, densely populated community of 4,605 residents (2016 Census). It is also the commercial and services hub for another 6,000 people in the surrounding rural areas of the Sunshine Coast Regional District. Gibsons is demographically one of the oldest communities in British Columbia with a median age of 54.8 (compared to 43 for BC as a whole). It is a popular retirement destination; there is a continual influx of seniors who are new to the community, some of whom do not have family living locally.

<u>Population</u>	<u>Gibsons</u>	<u>Elphinstone</u>	<u>W. Howe Sound</u>
Aged 55 to 64	845	745	455
Aged 65 to 74	785	510	390
Aged 75+	<u>655</u>	<u>270</u>	<u>165</u>
Total Over 55	2,285	1,525	1,020

The average household size in Gibsons is small (2.0). The 2016 Census recorded 880 people living alone, of whom a large number are seniors. Of the 198 local seniors surveyed by the Gibsons Seniors Society about the hot lunch program (see Section 3), 53% reported that they live alone.

2.2 The Gibsons Seniors Society

The Gibsons Seniors Society has operated since the mid 1970's from Harmony Hall on Harmony Lane in Gibsons. Originally a branch of the BC Old Age Pensioners Organization (starting in 1958), the group incorporated independently in 2005. The organization currently has a membership of about 300. Activities held at the Hall include Bridge, Table Tennis, Line Dancing, Toastmasters, Exercise classes, Genealogy, and monthly Birthday Lunches.

The hot lunch project is entirely congruent with the purposes of the Gibsons Seniors Society, which are to provide recreational, social and cultural activities, to be a resource for issues affecting seniors, and to be financially self-sustaining.

2.3 Facilities

Harmony Hall is owned by the Town of Gibsons and leased to the Gibsons Seniors Society. The building contains a large hall, commercial kitchen, office and a small meeting room. It is located on Harmony Lane in Gibsons, next to Jack and Jill Preschool and Arrowhead Park. The main hall capacity is 175, and its seated capacity is 90. The parking lot accommodates approximately 50 cars. The Number 1 bus route runs one block away along Franklin Road and the walk from the nearest stop is one block on level ground.

While Harmony Lane is a pleasant location, it is roughly half a kilometre away from stores and services in Gibsons Landing, tucked into a well hidden corner of a residential neighbourhood. One of the goals of the Seniors Society is to make the hall better known in the community.

The Harmony Hall kitchen is licensed as a commercial kitchen to cook for up to 40 people. It has enough basic equipment (stove, fridge, dish washer and sanitizer) to run a pilot program, but the appliances are aging and need to be upgraded in order to operate a regular lunch program in the long term. A full list of equipment required and estimated costs is shown in Section 8.8. The hall is well supplied with almost everything else needed to run the program including dishes, utensils, pots and pans, serving dishes, chairs and tables.

This business plan has budgeted \$25,000 for new equipment in the fall of 2018. An additional \$30,000 has been budgeted in 2019 to replace the kitchen cabinets. This second expense is contingent on a successful application for a federal New Horizons grant.

2.4 The Need

With such a high population of seniors centred in Gibsons, support services for seniors are very important. Considerable research has shown that social participation provides wide-ranging health benefits for older adults, including:

- enhanced quality of life
- longer survival
- decreased risk of disability and functional/mobility decline
- decreased likelihood of depression and generalized anxiety disorders
- decreased risk of cognitive decline and dementia

According to a University of Manitoba study:

The impact of social participation on health increases with age, with the most profound health effects observed among older women. As a result, social participation is widely regarded as a determinant of healthy aging. Yet, social participation rates decrease with age and older adults face increased risks of social isolation. Given the significant impact of social participation on health, and the heightened risk for social isolation among older adults, opportunities for social participation constitute a critical component of policies and services designed to promote the health and well-being of older adults.

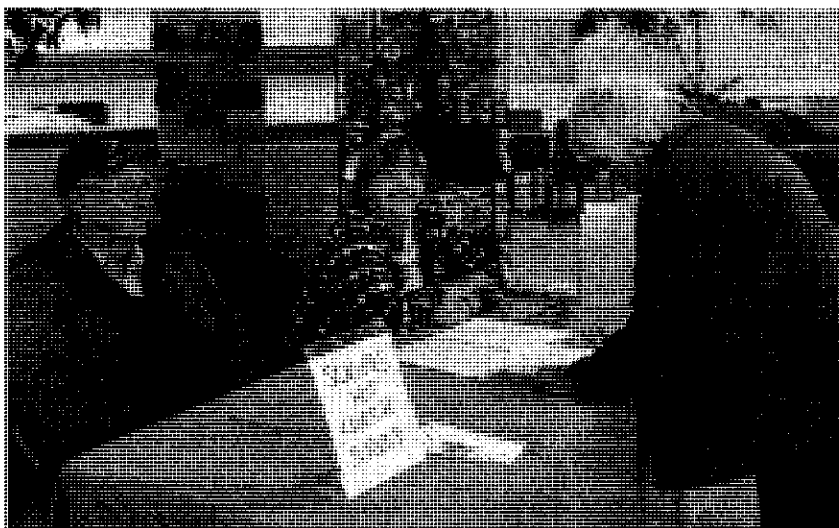
Please see the full quote with references in Section 9.

Although seniors in Gibsons have a number of sources of relatively inexpensive meals, **there is no program that combines meals and social activities.** The nearest hot lunch program is at the Sechelt Seniors Activity Centre, which is a half hour's drive away or up to an hour by bus. It is also important to note that seniors living in Lower Gibsons need access to a vehicle, bus or taxi to reach grocery stores, banks, pharmacies and the medical clinic.

3 Market Research

3.1 The Hot Lunch Survey

In October 2017, the Gibsons Seniors Society carried out an online and paper survey of people 55 and over in the Gibsons area to determine their interest in a hot meal program. Volunteers from the Seniors Centre staffed a table at Sunnycrest Mall on Seniors Day, so they were able to reach beyond seniors who already visit Harmony Hall. The survey was also advertised via an email newsletter to the Seniors Society, and on Facebook. A



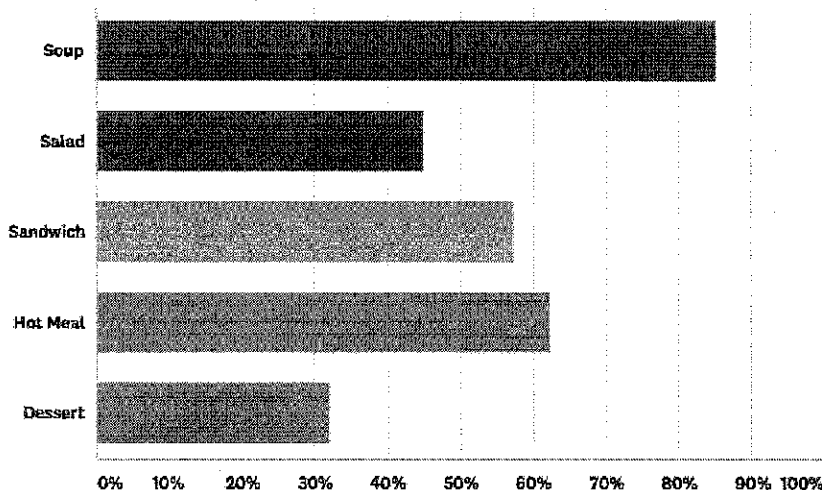
A total of 198 responses were received in a period of two weeks. Of those, 54 said they were definitely interested in lunches (YES) and another 103 said MAYBE.

The major findings of the survey are outlined below. Full results are in separate attachments.

3.2 Type of Food

Soup was the most popular lunch selection in our survey. But it's worth noting that the people who said YES, they would definitely come for lunch, were much more interested in substantial meals than those who says MAYBE. (78% of those who said YES wanted a hot meal.)

About a quarter of respondents reported a dietary restriction. The top ones were:



- Vegan/vegetarian/semi vegetarian - 14
- Celiac or gluten free - 11
- Diabetic or low sugar - 10
- Low carb - 4
- Low sodium - 3

- Lactose/dairy - 3
- No onions/garlic/spices - 2
- Organic - 2
- Low fat - 2

From the additional comments received, it was clear that the quality of the lunches is crucial. People want tasty, well prepared food made from fresh ingredients. This feedback is supported by the experience of the lunch program at the Sechelt Seniors Centre. Their chef, Emily, is a talented cook and very popular with the diners.

In our survey we also asked if seniors would be interested in buying frozen meals to take home. Fifty-five percent of respondents said yes. Of those who were definitely interested in lunch, 69% wanted the take-home option. This is also an efficient addition to our program logistically, since frozen meals (especially soup) are a good way to deal with leftovers and generate additional revenue.

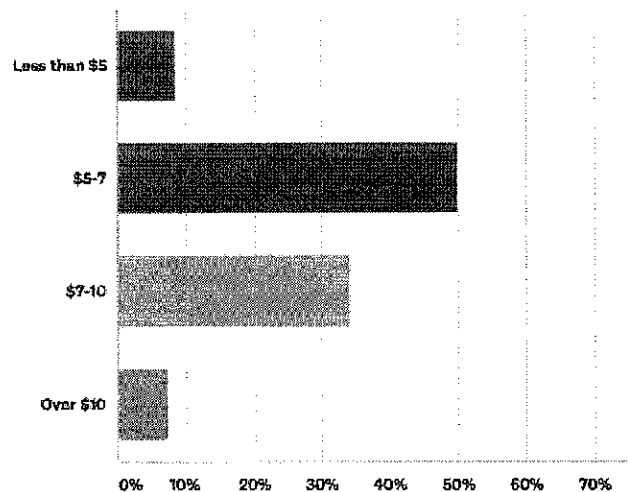
3.3 Timing of Lunch

Very few seniors wanted to have lunch at Harmony Hall more than 3 times per week. The most popular frequency was twice a week, selected by 40% of respondents. Winter was the key season. 90% of all respondents and 98% of those who definitely wanted lunch were interested in lunch in the winter. Fall was next most popular (84%), then spring (48%) and summer (22%).

3.4 Price

The popular price range for survey respondents was between \$5 and \$10. It's hard to know whether this is due to affordability or whether local seniors are simply frugal.

In estimating prices for the purposes of our financials, we looked at prices charged by the seniors' lunch program in Sechelt and the competitors identified in Section 4 of this plan.



3.5 Location

Most of our respondents lived in the Town of Gibsons, with an almost even split between the upper and lower parts of the town. 29% lived outside the Town boundaries. However, when we analyzed the results according to the YES's and MAYBE's, we discovered that almost half of those definitely interested in lunch live in Lower Gibsons, relatively close to Harmony Hall. Although the town is small, it is important to note that the commercial core of Lower Gibsons has no grocery store or fast food restaurants, and it is separated from the upper part of the town by a very steep hill.

Of those who answered YES to wanting meals, 22% currently travel to Sechelt for meals.

	all respondents	YES respondents	MAYBE respondents
Lower Gibsons	34%	49%	28%
Upper Gibsons	38%	25%	41%
W. Howe Sound	9%	10%	10%
Elphinstone	10%	8%	10%
Roberts Creek	6%	8%	4%
Other	4%	0	6%

3.6 Age and Household Size

When we created the survey, we expected that older seniors and those living alone would be more likely to want lunch than couples or younger seniors. We were wrong. We found little age or household size difference between the YES and MAYBE groups. The majority of all the seniors surveyed were living alone.

Age	all respondents	YES respondents	MAYBE respondents
55-64	11%	14%	12%
65-74	46%	49%	48%
75 and over	43%	37%	39%

Household Size	all respondents	YES respondents	MAYBE respondents
1	53%	56%	55%
2	45%	44%	41%
3 or more	3%	0	4%

3.7 Conclusion

It is very clear from the survey that a demand exists in the community. 81% of the seniors who filled out the survey said they were definitely or possibly interested in a hot lunch program.

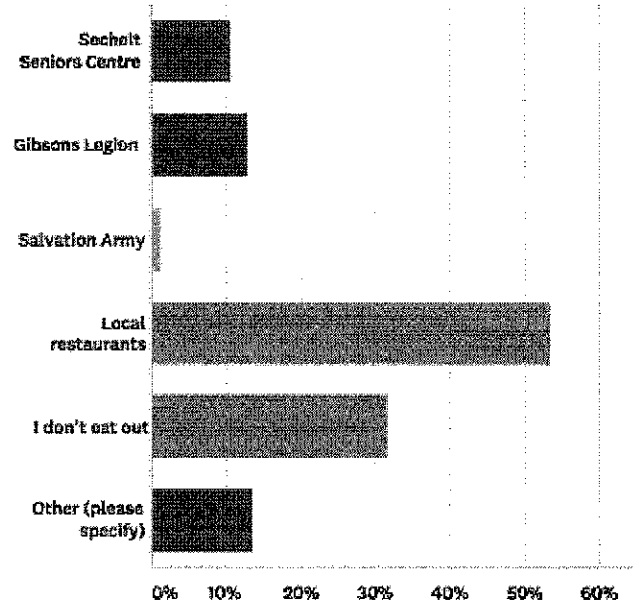
The 2016 census identified 1,440 people aged 65 or over in the Town of Gibsons. If we assume conservatively that 25% of them might be interested in lunches, that's still a potential market of 360 people. An additional 1,330 seniors live in the two rural areas immediately adjacent to the Town. If only 10% of them are interested (since interest seems to be linked to proximity), that is still another 133 people, raising the pool of potential patrons to almost 500.

4 Key Competitors and Models

4.1 Description of Key Competitors

The key competitors in delivering affordable hot meals are as follows:

- **Sechelt Seniors Centre** - Hot lunches 5 day per week from September to June. Members of the Sechelt Seniors Society receive meal discounts, but membership is not required, and lunches are open to people of any age.
- **Gibsons Legion** - Hot lunch on Tuesdays and dinner on Fridays. The menu leans to deep fried food.
- **Salvation Army** - Offers a hot lunch on Tuesdays and Fridays at their Ministry on Gibsons Way.
- **Meals on Wheels** - Volunteers deliver meals to residents who are leaving hospital and find it difficult to prepare meals. While meals are available up to 4 times a week, this is a small program with only 4 clients at present in Gibsons.
- **Freshnfitfoods** - Private service offering meals that are ordered online for pick up or delivery. Price range is \$8.50 to \$15.00 for a meal. The target market for this service is busy adults, with seniors as a secondary market. More details in Section 4.8.
- **Local Restaurants** - The most popular spot frequented by seniors looking for affordable meals is Tim Horton's/Wendy's. Tim Horton's has soup (\$3.59 regular, \$4.79 large) and sandwiches ranging from \$5-7. A sandwich and soup/ salad special is \$8.79 and chili is \$6.99. Wendy's menu does not include soup or sandwiches but they sell chili for \$2.99.
- **Grocery Stores** - IGA has a large deli with a soup and salad bar. Take out soup ranges from \$2.72 (small) to \$6.29 (large). Salads are charged by weight, approx. \$1.99-\$2.69 per 100/grams. Cold entrees such as a Thai Rice Bowl, or 1/2 BBQ Chicken w vegetables are \$6.99. Sandwiches range from approx. \$5 to \$7. IGA has limited seating and they will warm up meals. Super Valu also has a soup bar, and some limited take-out options.



In our survey of almost 200 Gibsons seniors, only 18 reported they drive to Sechelt for lunches at the seniors centre there. More people (22) eat meals at the Gibsons Legion, and just over half said they eat in other local restaurants. Almost a third reported that they do not eat out at all.

Of those who said YES they are interested in lunches, 22% now go to Sechelt. Since that's less than a quarter of those interested in lunches, the distance is clearly a barrier.

The Outreach Healthy Meal Project began in 2005 with a grant from the Union of BC Municipalities and donations from the Sunshine Coast Credit Union. It is run in partnership with the Royal Canadian Legion Branch 112. A consultant was hired to survey Area A and create menus. The target audience was isolated seniors who cannot cook for themselves or do not have the ability to shop regularly. The program has since expanded to include anyone who is recovering from illness and requires assistance with meal preparation. As of fall 2017, they have 35 clients. They receive ongoing funding from Vancouver Coastal Health and grants from organizations such as the Sunshine Coast Credit Union.

Clients have a choice of three different entrees prepared fresh each Monday. Each meal comes with servings of soup and salad. Clients may order up to 6 meals each week. Meals are served in fully reusable Corningware dishes with a snap off lid, suitable for reheating in the microwave or oven. Drivers make a weekly delivery of the meals and pick up the washed dishes from the previous week, which are sterilized before re-use. Ingredients are purchased locally through the Pender Harbour IGA.

All recipes used are low fat, low salt and low sugar. Desserts are not offered. Meals are delivered on Mondays at a cost of \$10/meal. The program does not operate in summer.

This program is operated entirely by volunteers who are screened and trained. They must have BC Foodsafe certification. VCH home care coordinators phone periodically to check on clients.

In interviewing the program coordinator, the following key points were noted.

- The community is committed to two core values: zero waste (hence the Corningware) and purchasing food locally.
- The drivers who deliver meals establish relationships with the clients, so that has turned out to be an important social aspect of the program

4.4 Harbourside Lunch Program

Pender Harbour Seniors Initiative also supports Harbourside Friendships, a social group that meets on Thursdays at the Pender Harbour Community Hall for activities, guest speakers, and music, as well as lunch. Harbourside Friendships is the Pender Harbour Health Centre's longest running program. It is funded by the Pender Harbour Health Centre Auxiliary. Lunch entrees vary from soup and sandwich to turkey meal (at Christmas). The fee is always \$7.50, and it includes the activity as well as the meal.

The Pender Harbour Seniors Initiative's mandate is worth noting here because it is congruent with the Gibsons Seniors goals:

Vision: A community in which seniors support each other and feel supported by others, have easy access to transportation, and can participate in a variety of ongoing programs and services which allow them to live in their own homes or other accommodations of their choice without feeling isolated.

Mission: Improve the quality of life of seniors from Middlepoint to Egmont, many of whom, are living in social isolation, by creating easily accessible programs, resources, and building better connections within the community.

4.5 Gibsons Legion

The Gibsons Legion Branch 109 presently offers a hot lunch on Tuesdays and dinner on Fridays. This is popular with seniors in the area, but is not a direct competitor for the following reasons:

- Lunch is once a week,
- The menu includes a lot of fried food and doesn't cater to dietary restrictions,
- Participation is limited to Legion members and their guests.

4.6 Salvation Army

The Salvation Army offers a free Christian hot lunch to people of all ages on Tuesdays and Fridays at their Ministry on Gibsons Way. Other services offered there include a monthly income-tested food bank and daily bread distribution. Only two of the seniors surveyed reported having lunch at the Salvation Army. Anecdotal evidence from the community suggests that both the requirement to disclose personal financial information and the religious components are barriers for some people.

4.7 Meals on Wheels

This program is run by Vancouver Coastal Health. It operates from Tuesday to Friday and is only for people who may not be well enough after release from hospital to manage cooking. The program is run by a Community Health Coordinator who organizes the meals and the volunteer drivers for Meals on Wheels, and who also runs a Travel Assistance Program where people are driven into the city for medical appointments.

Meals are prepared at the Sechelt Hospital kitchen and consist of soup, an entree and dessert. A volunteer driver leaves hospital at 9:45 am and has all meals delivered from Roberts Creek to Gibsons by noon. As of fall 2017, this run delivers 8 meals. The cost is \$7.50 per meal, and 24 hour cancellation notice is required.

4.8 Fresh 'n Fit Foods

This is a new private service offering meals that are ordered online for weekly pick up or delivery. It is run by a local couple who use a commercial kitchen in Roberts Creek. They also do catering.

The target market for this service is busy adults, with seniors as a secondary market. Different portion sizes can be selected. The menu features attractive photos, and the meals can be extensively tailored to personal tastes by changing combinations of ingredients. The meal selection is much more contemporary than that offered by seniors meal programs and includes curry, Greek, Mexican and Thai dishes, pasta, and vegetarian chilli. <http://freshnfitfoods.com/menu/>

The price range is \$8.50 to \$15.00 for a meal, with discounts available if a large number of meals are ordered within two weeks. This service is not a direct competitor since it does not provide the social experience of dining with a group.

5 Operations, Management and Staffing

5.1 Key Features of the Program

Two key features of the program will be crucial in its success:

- Delicious, high quality food
- An enjoyable social atmosphere

The program will also adhere to these core values:

- Meals will be open to people of all ages
- There will be no financial means test or other barrier to access

In designing the program, the Seniors Society may also consider two other values that are core to the Pender Harbour program: sourcing food locally, and ensuring that zero waste results from serving lunches and take-away meals. Both of these commitments would add some cost to the program, and have not been assumed in the financial projections in this plan.

5.2 Pricing Strategy

For the purposes of this business plan, we assumed that our pricing would be similar to the lunches served at the Sechelt Seniors Activity Centre. The Sechelt Seniors Centre gives their members a discount on the price of meals (as does the Gibsons Legion). To keep this plan simple, we did not calculate two-tiered pricing, but it is certainly an option for the Gibsons Seniors Society to consider. We have based our prices on member rates. Charging non-members a premium could earn more revenue for the program while incentivizing people to join the society.

Annual memberships in the Gibsons Seniors Society are \$20. (People of any age may join, but only those over 55 may vote.) The Sechelt Activity Centre charges \$25 and the Gibsons Legion charges \$45. Their member discounts on meals are roughly 20%.

5.3 Organization and Management

The Gibsons Seniors Society has a board of directors with 12 members. One board member will become the Hot Lunch Program Coordinator and board liaison. Major decisions will, of course, be made by the whole board, and the board will also be responsible for finances, fundraising and administration. The Coordinator will set up a volunteer committee to manage lunch operations. The committee's responsibilities will include:

- Hiring and supervising the chef
- Setting the lunch schedule
- Marketing and publicity
- Finding, training and scheduling volunteers
- Handling all lunch sales and associated banking and record-keeping

In the first year we have also budgeted for a consultant with expertise in food services to sit on the Kitchen Committee and assist the Seniors Society in setting up the hot lunch program. The consultant will advise on matters such as sourcing appropriate equipment for the hall and buying food and other supplies. The Red Seal Chef and supervising teacher at Elphinstone Secondary School has expressed interest in this role.

5.4 Lunch Processes

The Gibsons Seniors Society intends to emulate the roles and processes currently used by the Sechelt Seniors Centre, as they have been tested for a number of years and appear to work very smoothly.

The paid staff in the first year will be the Chef and Sous Chef. The Chef will be responsible for menu planning, costing, ordering, preparing food, and plating the entrees. The Chef is budgeted at 7.5 hours per lunch (estimated at 5-6 hours for on-site meal preparation and 1.5-2.5 hours for shopping and planning). Time has been added each August for menu planning and other preparations. During the pilot project, the Chef will make extra quantities of soup which can be sold on a take-out basis. Later, this may be expanded to entrees if there proves to be sufficient demand. (Frozen take-out meals can be a strategy to deal with leftovers as well as an income stream.)

In the first year of operations, we have also budgeted for a Sous Chef who will be responsible for food preparation (such as washing and chopping vegetables). This is a key role, and while the Sechelt Seniors have found a volunteer willing to work 20 hours per week in this capacity, we did not want to have this program reliant on finding such a volunteer immediately. The Sous Chef is budgeted at 4 hours/lunch.

Volunteers will be responsible for setting up tables, selling the lunches, distributing food (the exact system will be worked out by the chef and management group), and assisting with clean-up.

At present the Gibsons Seniors Centre feels confident that they can manage all the bookkeeping and administrative aspects of the program with fully qualified volunteers so only minor expenses have been budgeted for administration.

5.5 Red Seal Students

Elphinstone Secondary School operates a Red Seal Chef training program from September to February at the high school cafeteria, located approx. one kilometre from Harmony Hall in Upper Gibsons. Students can earn credit for the first year of their Red Seal post-secondary certificate while still in high school. As part of the program, each student must complete 1,000 hours of supervised work experience.

School District 46 would like to expand the opportunities for their students to get kitchen experience, and has expressed interest in partnering with the Gibsons Seniors Society. We have not included the operation of this program in this plan, but it could be considered in future. Any costs associated with running the program would have to be funded separately. It would also require the Seniors Society to have a fully qualified Red Seal Chef running the kitchen.

5.6 Staff Attraction and Retention

The Gibsons Seniors Society was initially apprehensive about finding a chef, given that there is an extreme staff shortage in the restaurant industry on the Sunshine Coast in 2017. However, during the survey and other market research activities, GSS members turned up a number of promising leads. No less than four people who approached the survey table in the mall said they were retired chefs and would be interested in helping. Having the right person in this role is crucial, so it is encouraging that there may be a selection of applicants to choose from.

Some members of the Seniors Society are concerned about the volunteer support required to operate the program. However, 88 of the people who took the survey said they might be interested in volunteering to assist with set-up, serving or clean-up of lunches. Among those who were definitely interested in lunches, fully 54% said they were willing to volunteer. Since only half of them are presently members of the Gibsons Seniors Society, this suggests that there is a large untapped source of volunteers willing to make this program a reality. The Gibsons Seniors Society has already trained five volunteers in Foodsafe, so they are qualified to work in the kitchen and handle food.

6 Promotion Strategy

6.1 Promotion Strategy

For this initiative to succeed it needs to be strongly promoted in the community. Promotion will start with a branding exercise to create photos and graphics for use in print media and online. A key part of the promotion strategy will be reaching out to existing groups in the community and utilizing their networks to spread the word.

Strategies will include:

- Promotion to members of the Gibsons Seniors Society via website, newsletter and word of mouth
- Press releases to local media
- Paid ads in local newspapers and possibly on CKAY radio
- Facebook promotion, both free and paid
- Posters and brochures
- Promotion via community partners such as Vancouver Coastal Health (e.g. Meals on Wheels, the Community Dietician), SC Community Services Society (Better at Home program), Sechelt Seniors Centre, Gibsons Library, Town of Gibsons, the Recreation Centre.
- Promotion via clubs and interest groups that attract seniors, such as the Welcome Wagon, bridge, line dancing, the Garden Club, etc.

The Seniors Society will also look for isolated seniors to be referred through existing programs such as Community Services' Better at Home program and Vancouver Coastal Health home care services.

6.2 Social Goals

Since a major goal of this program is to involve isolated seniors in their community and build social connections, the social aspect of lunches is very important. Attention will be paid to what regular Harmony Hall activities are scheduled before and after lunches so that seniors can combine a lunch with other fun and healthy activities, such as Tai Chi or Games. (Like Pender Harbour, Gibsons could include activities in the price of lunch.) A volunteer greeter will welcome people to lunch and ensure that newcomers are introduced to others so that nobody feels excluded or ignored.

Other strategies have potential for community outreach, such as:

- **Joint Lunches with Other Organizations** - Groups could also be invited to lunch, such as the Garden Club, the Newcomers Club, the Film Society, the Trails Society, or the Photography Club. The Jack and Jill Preschool is right next door to Harmony Hall and would be welcome for lunch.
- **Theme Lunches** - There are lots of opportunities for theme lunches around travel and ethnic cuisine, discussion topics, or hobbies. Monthly birthday lunches are already held at the hall.

7 Regulatory Issues

7.1 Health and Safety Requirements

The commercial kitchen must meet regulatory standards of Vancouver Coastal Health. Harmony Hall's kitchen has been inspected and is currently authorized to cook for up to 40 people, which is sufficient to run a pilot program. When the regular program starts, new certification will be required from VCH.

<http://www.vch.ca/public-health/environmental-health-inspections/restaurant-food-safety>

The hall and kitchen have been recently inspected by the Gibsons & District Fire Department. Some minor deficiencies identified have been remedied.

Anyone working in the kitchen will be required to have Foodsafe training, including volunteers. The Gibsons Seniors Society currently has five volunteers who have their Foodsafe certification. This plan has budgeted for training fees for two volunteers per years.

<http://www.foodsafe.ca>

7.2 Insurance

The Seniors Society presently insures the hall and its contents, and of course carries general liability insurance. The Treasurer will contact the insurance company to make sure that any new food service is covered by the policy. It's expected that this will incur some additional costs.

9 Appendices

9.1 Acknowledgements

Gibsons Seniors Society Hot Lunch Program Feasibility Study ACKNOWLEDGEMENTS

As we talked to people about the concept of Gibsons Seniors Society beginning to offer a lunch program at Harmony Hall open to all, but targeted for seniors, the primary response was enthusiasm, frequently followed by an offer to help.

We thank everyone who assisted with our project development. So many people have helped in many ways as we worked on the survey, the business plan, and prepared our report.

In particular, we wish to acknowledge and give special thanks to those contacted and who we listed below for their help. The people involved in the programs welcomed our questions, openly offered information about their programs, helped distribute and respond to our survey, gave us examples of forms, and often gave referral information to other potential research programs/contacts.

Lee Ann Johnson, Vice President, Gibsons Seniors Society

Lee Turnbull, Consultant

Donna McMahon, Consultant re Survey, Analysis and Business Plan

9.2 Consultation

The following individuals and organizations were consulted during the research for this report.

- Gibsons Seniors Society - Ron Sayer (President), Lee Ann Johnson (Vice President)
- Sechelt Seniors Centre - Joanne Rykers (President), Charlie Jespersen (Vice President, Chair of the Kitchen Committee), Emily McPherson (Chef)
- Better at Home Program, Sunshine Coast Community Services Society - Michelle Bruecker (Program Manager)
- Vancouver Coastal Health - Ceri Bowles (Meals on Wheels Program Coordinator), Meghan Molnar (Dietician), Alison Dobbie (Program Leader, Public Health and Prevention Sunshine Coast, Gibsons Unit), Chloe Delany (Social Worker, Sechelt Hospital and Home Care Services)
- School District 46 - Paul Bishop (Education Coordinator), Cathy Gordon (Career Coordinator and Supervising Teacher Elphinstone Secondary Level 1 Red Seal Program), Barry Barone (Chef, Elphinstone Secondary Level 1 Red Seal Program)
- Pender Harbour Seniors Housing Society - Linda Curtiss (Coordinator)
- Freshn'Fit Foods, Roberts Creek - Dean Xuereb (Owner and Chef)

9.3 References

Kitchen Equipment

Commercial Kitchen Equipment estimates are based on prices from ABM Restaurant Equipment and Commercial Kitchen in Vancouver. <https://abmfoodequipment.com>

The impact of social participation on health

https://www.gov.mb.ca/seniors/publications/docs/senior_centre_report.pdf

Research on social participation has demonstrated wide-ranging health benefits for older adults, including:

- enhanced quality of life (Levasseur, Desrosiers, & Noreau, 2004)
- longer survival (Glass, Mendes de Leon, Marttoli, & Berkman, 1999)
- lower morbidity (Berkman, Glass, Brissette, & Seeman, 2000)
- better self-rated health (Lee et al., 2008)
- decreased risk of disability and functional and mobility decline (Avlund et al., 2003; Buchman et al., 2009; Mendes de Leon, Glass, & Berkman, 2003; James, Boyle, Buchman, & Bennett, 2011; Thomas, 2011)
- decreased likelihood of depression (Glass, Mendes de Leon, Bassuk, & Berkman, 2006; Golden, Conroy, Lawlor, 2009; Isaac, 2009)
- decreased likelihood of generalized anxiety disorders (Golden, Conroy, Lawlor, 2009)
- decreased risk of cognitive decline (Golden, Conroy, Lawlor, 2009; James et al., 2011, Thomas, 2011)
- decreased risk of dementia (Fratiglioni, Paillard-Borg, & Winblad, 2004).

The impact of social participation on health increases with age, with the most profound health effects observed among older women.

The impact of social participation on health increases with age (Lee et al., 2008), with the most profound health effects observed among older women (Lee et al., 2008; Thomas, 2011). As a result, social participation is widely regarded as a determinant of healthy aging (Levasseur, Richard, Gauvin, Raymond, 2010; James et al., 2011). Yet, social participation rates decrease with age and older adults face increased risks of social isolation (Lee et al., 2008). Given the significant impact of social participation on health, and the heightened risk for social isolation among older adults, opportunities for social participation constitute a critical component of policies and services designed to promote the health and well-being of older adults (Lee et al., 2008).

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9.4 Full Survey Results

The results of the October 2017 survey of seniors about hot lunches are found in four separate documents attached to this plan separately.

- Hot Lunch Survey-ALL.pdf
- Hot Lunch Survey-YES.pdf
- Hot Lunch Survey-MAYBE.pdf
- Survey Analysis.pdf

9.5 Sample Menu - Sechelt Seniors Centre

November Lunch Menu					
11:30 a.m. to 12:45 p.m.					
Everything is made from scratch!					
We also serve soup, sandwiches & salads every day. Desserts will vary.					
Mon	Oct	30	Dahl Lentil Rice Bowl	Mon	Nov 20 Baked Salmon
Tues	Oct	31	Chicken Raja	Tues	Nov 21 Chicken Pot Pie
Wed	Nov	1	Roast Beef	Wed	Nov 22 Roast Ham
Thur	Nov	2	Bangers & Mash	Thur	Nov 23 Quiche & Salad
Fri	Nov	3	Fish & Chips	Fri	Nov 24 Fish & Chips
Mon	Nov	6	Sweet & Sour Chicken Stirfry	Mon	Nov 27 Butter Chicken
Tues	Nov	7	Cabbage Rolls	Tues	Nov 28 Shepherd's Pie
Wed	Nov	8	Roast Pork	Wed	Nov 29 Roast Beef
Thur	Nov	9	Fish Cakes	Thur	Nov 30 Chicken Quesadillas
Fri	Nov	10	Fish & Chips	Fri	Dec 1 Fish & Chips
Mon	Nov	13	Meatloaf w/Mac & Cheese		
Tues	Nov	14	Lasagna		
Wed	Nov	15	Chicken Cordon Bleu		
Thur	Nov	16	Hot Reuben Sandwiches		
Fri	Nov	17	Fish & Chips		

9.6 Menu and Details - Pender Harbour Healthy Meals

Pender Harbour Seniors Housing Society

Outreach Healthy Meals

<http://phseniors.weebly.com/healthy-meals.html>

The Outreach Healthy Meal Project was initiated in 2005. With the assistance of a grant from the Union of BC Municipalities, donations from the Sunshine Coast Credit Union and the RCL Branch 112, a consultant was hired to survey Area A and create menus. The target audience was isolated seniors, those who cannot cook for themselves or do not have the ability to do regular shopping. The program has since expanded to include anyone who is recovering from illness and requires assistance with meal preparation.

The community determined that, if possible meals, would be served in reusable dishes, that nothing would go to the landfill and that local business would be supported for groceries and supplies. These have been our guiding principles and have been adhered to.

Clients have a choice of three different entrees prepared fresh each Monday. Each meal comes with a one cup serving of soup and another of salad. Clients have the opportunity to order up to 6 meals each week. Meals are served in Corning Ware dishes with a snap off lid, suitable for reheating in the microwave or oven. Attention is taken to present the meals attractively.

The nutritious and delicious meal combinations and are subject to change due to availability of seasonal vegetables and affordable fish and meat choices. All recipes used are low fat, low salt and low sugar, so are suitable for most diets. Desserts are not offered. Meals are delivered around 1 pm on Mondays and cost \$10/meal.

This program is operated entirely by volunteers and funding from donations and grants. Volunteers are screened (PRC) and trained (Foodsafe) and each has brought a special expertise, which has contributed to the success of the program.

MENU

WEEK 1	Baked chicken breast with orzo & broccoli/cauliflower with parsley sauce Salad greens Soup of the day	Roast pork loin with mashed potatoes, Braised red cabbage and gravy Salad greens Soup of the day	Seafood Casserole (a mixture of mock crab, shrimp and cod over seashell noodles in an Alfredo sauce with asparagus) (frozen) Coleslaw Soup of the day
WEEK 2	Maple glazed baked salmon with wild rice, roasted zucchini, mushrooms, onions and peppers, fennel, celery Salad greens Soup of the day	Roast chicken and gravy with Brussels sprouts and sliced yams Salad greens Soup of the day	Meaty lasagna (frozen) Coleslaw Soup of the day
WEEK 3	Salisbury Steak with has brown casserole and frozen corn kernels and gravy Salad greens Soup of the day	Baked Halibut in mustard herb sauce with mashed yams and green beans Salad greens Soup of the day	Chicken Pot Pie (frozen) Coleslaw Soup of the day
WEEK 4	Macaroni & Cheese Salad greens Soup of the day	Meat Loaf with mashed potatoes, peas and carrots and gravy Salad greens Soup of the day	Fresh salmon cakes (frozen) Coleslaw Soup of the day

9.7 Sample Menu - Fresh n' Fit Foods

Curry 3-Bean Stuffed Mushrooms \$5.50
Kale, Quinoa & Greens Salad \$7.50
Vegetarian Quinoa Chili \$11.50
The Godly Greek Bowl \$11.50
Penne Bolognese \$11.50

Tzatziki & Pita \$5.00
Cajun Chicken Wrap \$11.50
Veggie Lasagna \$11.50
The Beef Burrito Bowl \$11.50
Seasoned Pork Kebabs \$11.50

9.8 Sample Menus - Gibsons Legion

GIBSONS LEGIONTUESDAY, NOVEMBER 7, LUNCH MENU12:00 – 1:30 P.M.LUNCH MENU

BOWL OF CHILI + BUN	\$3
SALMON CAKES WITH GARDEN SALAD	\$6
CHICKEN STRIPS (3) AND FRIES	\$6
BASKET OF FRIES	\$3
SIDE OF GRAVY	.50

DINNER MENUFRIDAY, NOVEMBER 10TH, 2017, 5:00 P.M. – 6:30 P.M.

ROAST CHICKEN, MASHED POTATOES, STUFFING,
MIXED VEGGIES, GRAVY, CRANBERRY SAUCE

\$12 MEMBERS

\$15 GUESTS

COME EARLY AND ENJOY

GIBSONS LEGIONTUESDAY, NOVEMBER 14TH, LUNCH MENU12:00 – 1:30 P.M.LUNCH MENU

HAM AND GREEN PEA SOUP	\$3
OPEN FACED HOT CHICKEN SANDWICH WITH FRIES	\$6
CHICKEN STRIPS (3) AND FRIES	\$6
BASKET OF FRIES	\$3
SIDE OF GRAVY	.50

DINNER MENUFRIDAY, NOVEMBER 17TH, 2017, 5:00 P.M. – 6:30 P.M.

BBQ BACK RIBS, BAKED POTATO
BAKED BEANS, CORN, COLESLAW

\$12 MEMBERS

\$15 GUESTS

ENJOY