



# PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

Thursday, June 8, 2017  
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

## AGENDA

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**CALL TO ORDER**                      9:30 a.m.

### AGENDA

1. Adoption of Agenda

### PETITIONS AND DELEGATIONS

### REPORTS

2. General Manager, Planning & Community Development – Coopers Green Hall Replacement - Fundraising  
**(Community Parks Service) (Voting – A, B, D, E, F)**                      Annex A  
pp. 1 - 3
3. Manager, Planning & Development – Board of Variance Process Refinements  
**(Rural Planning Services) (Voting – A, B, D, E, F)**                      Annex B  
pp. 4 - 27
4. Senior Planner – Referral Feedback and Comprehensive Review of Official Community Plans with Respect to Affordable Housing Policies  
**(Rural Planning Services) (Voting – A, B, D, E, F)**                      Annex C  
pp. 28 - 41
5. Senior Planner – Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.173, 2017 (BC Ferries) – Electoral Area F  
**Electoral Area F (Rural Planning Services) (Voting – A, B, D, E, F)**                      Annex D  
pp. 42 - 58
6. Planner – West Coast Wilderness Lodge Zoning Amendment Bylaw No. 337.114, 2017 and OCP Amendment 432.33, 2017– Electoral Area A  
**Electoral Area A (Rural Planning Service) (Voting – A, B, D, E, F)**                      Annex E  
pp. 59 - 72
7. Electoral Area A (Egmont/Pender Harbour) APC Minutes of May 30, 2017  
**Electoral Area A (Rural Planning Services) (Voting – A, B, D, E, F)**                      Annex F  
pp. 73 - 74
8. Electoral Area E (Elphinstone) APC Minutes of May 24, 2017  
**Electoral Area E (Rural Planning Services) (Voting – A, B, D, E, F)**                      Annex G  
pp. 75 - 78

### COMMUNICATIONS

9. Gordon Ruth, Auditor General for Local Government, dated May 15, 2017.  
Regarding Sunshine Coast Regional District Fire Services Review.                      Annex H  
pp. 79
10. Terry Murray, District of Squamish, dated May 25, 2017.  
Regarding Ocean Watch – Howe Sound Action Plan Task Force and Terms of Reference.                      Annex I  
pp. 80 - 83

## **NEW BUSINESS**

### **IN CAMERA**

*That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (k) of the Community Charter – “personal information about an identifiable individual” and “negotiations and related discussions respecting the proposed provision of a municipal service”.*

## **ADJOURNMENT**

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee - June 8, 2017

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

**SUBJECT:** COOPERS GREEN HALL REPLACEMENT – FUNDRAISING

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### RECOMMENDATIONS

**THAT the report titled Coopers Green Hall Replacement – Fundraising be received;**

**AND THAT donations received by the Regional District for the Coopers Green Hall Replacement capital project be reserved and committed towards this project only;**

**AND THAT \$100,000 from the Electoral Area B Gas Tax Community Works Fund be committed for the Coopers Green Hall Replacement capital project for the 2017, 2018 and 2019 fiscal years;**

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### BACKGROUND

The SCRD is planning for the replacement of the community hall located in Coopers Green Park. The park is a key venue for community connection, recreation and social activity for the Halfmoon Bay area and draws visitors from the entire Sunshine Coast. Renewal of the hall is a priority item in the Coopers Green Park Management Plan.

Community consultations on hall replacement were held in winter 2016/2017. In 2016, the SCRD Board approved to support design services; an RFP for these services was posted on May 19, 2017. A community task force is being assembled to support the design phase of the project.

Construction cost for this project has not been determined. An order of magnitude cost estimate for development of this scale/type is \$1,000,000.

### DISCUSSION

As the design phase of this project moves forward, fundraising for construction is gearing up. While almost all capital grant program applications require projects to be shovel-ready, community fundraising and donations can occur at this present stage.

#### Summary of Fundraising to Date:

Funds identified for this project to date include:

- Board-approved funds for design phase (source: Area B Community Works Fund- Gas Tax, 2016) - \$100,000.
- Funds received from the Welcome Beach Community Association and held in trust (including interest; as at December 31, 2016) - \$145,242.
- Bear Creek IPP – \$85,000.

- Funds raised by the Halfmoon Bay Community Association (including interest; as at April 30, 2017) - \$21,500. This amount doesn't reflect any recent donations such as the May 11th event at Rockwater. It is projected that an additional \$9,000 was raised.

Contribution from Gas Tax Community Works Fund:

The Director for Electoral Area B has provided to staff a proposal to make annual Community Works Fund (CWF)-Gas Tax commitments to this capital project, at a level of \$100,000 per year for the years 2017, 2018 and 2019. A Board resolution is required to formalize this commitment. Staff note that funds can be held for this project but, per Gas Tax Fund rules, can only be applied once an asset is being developed.

Receipt and Management of Donations:

The Regional District, in partnership with the community, is making every effort to ensure that the project moves forward. If, by some outside chance, the Hall Replacement project as identified in the Coopers Green Park Management Plan, should not proceed, the funds should remain with the Coopers Green Park for upgrades and improvements. Contributions received will be reserved for this purpose.

The receipt of donations and gifts, including the issuance of income tax receipts, will be managed by the Finance Department in accordance with Canada Revenue Agency regulations and the SCRD's Donation Policy.

*Organizational and Intergovernmental Implications*

N/A

*Financial Implications*

Currently, Area B has \$239,000 of uncommitted funds in its CWF-Gas Tax account. An additional \$122,808 will be received in 2018 and 2019 which will help support the \$100,000 commitment for 2017-2019 inclusive.

Donations received will be managed in accordance with Canada Revenue Agency standards and SCRD Internal Procedures.

*Communications Strategy*

Staff will provide a copy of this Staff Report to members of the Coopers Green Hall Replacement Design Task Force.

**STRATEGIC PLAN AND RELATED POLICIES**

Appropriately leveraging community support contributes to Ensuring Fiscal Sustainability. A clear approach to managing fundraising supports the SCRD Value of Transparency.

This project is aligned with the Parks and Recreation Master Plan and Coopers Green Park Management Plan. Recommendations are consistent with the SCRD Donation Policy.

**CONCLUSION**

Staff are working to advance the Coopers Green Hall replacement project. In advance of a final design that can be used for capital grant applications, contributions from Electoral Area B Gas Tax Community Works Fund and the establishment of a Coopers Green Park Improvement Fund are recommended.

Staff recommend approval of the report prepared and the funds allocated respectfully.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – June 8, 2017

**AUTHOR:** Andrew Allen, Manager, Planning and Development

**SUBJECT:** BOARD OF VARIANCE PROCESS REFINEMENTS

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### RECOMMENDATIONS

**THAT the report titled Board of Variance Process Refinements be received for information;**

**AND THAT staff report to the Planning and Community Development Committee in Q4 2017 with recommendations for process improvements as part of a review of Board of Variance Bylaw No. 380.**

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### BACKGROUND

At the February 23, 2017 meeting, the Board adopted the following recommendation:

088/17        THAT the Board of Variance Bylaw No. 380 be received for information;

AND THAT staff re-advertise to seek expressions of interest from a wider scope of the community to serve on the Board of Variance;

AND FURTHER THAT the consideration of Board of Variance appointments be postponed until staff provide more information to the Committee concerning the Board of Variance process and the minutes of the Board of Variance meeting held September 30, 2016.

This report expands upon a report considered by the Board in January of this year by recommending specific process improvements.

### DISCUSSION

Potential process improvements for the operation of the SCRD's Board of Variance can be examined in two categories: administrative changes and items for future consideration as part of a bylaw review. Administrative changes can take place immediately.

Process improvements support transparency, equity (a BoV should have the same level of fairness and scrutiny as a DVP) and ensure the independence of the Board of Variance is maintained, per Part 14 Division 15 of the *Local Government Act*.

The table on the following page provides a brief summary of potential process improvements.

Table 1:

Process Improvement	Administrative Process Improvements	Consideration for Future Bylaw Review
Advertise BoV meetings – Website and SCRD Bulletin Board	X	
GM/CAO review of BoV staff reports	X	
Post agendas and minutes on website	X	
Change in notifications for BoV applications to expand range		X
Referral to APC		X

An update of the 1993 Board of Variance Bylaw No. 380 has been identified within the 2017 Planning and Community Development work plan. Work on this project is expected to commence in Q3 of this year. There are several areas of improvement to consider in the bylaw update, including internal review process, neighbour notifications and external referrals.

The *Local Government Act* is prescriptive with respect to the independence and function of the Board of Variance. Legislative requirements need to be carefully considered as part of the bylaw review to ensure that the Board of Variance is able to continue to operate as required by legislation.

There will be other opportunities explored in the review of Bylaw No. 380 in the coming months. Planning, Administrative and Legislative Services staff will review the bylaw, relevant legislation and local government best practices before providing a formal report to committee for further consideration.

For information the minutes of 2016 and 2017 Board of Variance meetings are attached to this report as Attachment A. Posting minutes for the past two years would mirror SCRD's administrative process for APC minutes.

#### *Timeline for Implementation/Next Steps*

Administrative changes will be actioned effective immediately as part of staff's ongoing work on process improvements.

Staff will proceed with the planned review of Board of Variance Bylaw No. 380 and report back in Q4 2017.

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

A review of process improvements for the Board of Variance is consistent with the strategic objective of 'Enhance our governance policies, procedures and practices'. The administrative changes also reflect values of transparency and equity.

**CONCLUSION**

It has been identified that there is potential to improve the process for Board of Variance applications. The planned administrative changes reflect values of transparency and equity. Additional policy review changes can be proposed when Board of Variance Bylaw No. 380 is reviewed in Q4 of 2017.

Changes to Board of Variance review processes will be a balance of SCRD policy decision and legislative requirements identified within the *Local Government Act*. Additional information will be presented as the bylaw review proceeds.

Staff recommend approval of the report.

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

Attachments:

Attachment A: 2016 and 2017 Board of Variance Minutes



## **BOARD OF VARIANCE February 26, 2016**

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MINUTES OF A MEETING OF THE BOARD OF VARIANCE HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHULT, BC.

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“Board of Variance Application No. 157”

<b>PRESENT</b>	Chair, Board of Variance Member, Board of Variance	K. Engelland E. Steeves
<b>ALSO PRESENT</b>	Agent (BOV No. 157) Senior Planner Planning Technician Corporate Officer/Secretary Recording Secretary Public	D. Brash A. Allen S. Koberwitz A. Legault A. Ruinat 0

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**CALL TO ORDER** 1:28 p.m.

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

**MINUTES** The minutes of December 9, 2015 were received and amended to correct the spelling of Davis and Davies. The amended minutes were adopted and re-signed by the Chair of the Board of Variance and Corporate Officer.

### **REPORTS**

**The Senior Planner and Planning Technician provided a summary of Board of Variance Application No. 157 (Brash for Reed).**

The application is to increase the maximum allowable parcel coverage by 2%, from 35% to 37%. The intent of this variance application is to allow for additional roof coverage over an exterior deck.

The subject property is located at the end of Chikauinuk Road in Halfmoon Bay. The parcel measures 705.9 square metres in area and was originally created in 1951, prior to the existence of the SCRD and zoning regulations. The property is located near the natural boundary as well as being adjacent to two road allowances, which creates a challenging site to develop. In May of 2015 a Development Variance Permit as well as a Development Permit were issued to vary the rear parcel line setback from 2 metres to 0 metres in order to allow for the construction of a single family home. Over the history of the property the foreshore area was filled in, thereby relocating the natural boundary several meters away from the present rear property line. While the variance to the rear property line made it possible to construct a home on the site overall parcel coverage is still restricted to 35% in accordance with Zoning Bylaw 310.

The applicant proposes to modify the initial design by extending the roof over the rear deck area. The stated intent is that increasing the roof overhang on the western side of the building will provide additional protection from the elements, both for the building envelope and residents.

The *Local Government Act* does not permit varying density, and in some cases in the past parcel coverage was considered a measurement of density. Staff have looked into this further and feel this is an issue of size rather than a measurement of density.

The first measurement of density is the number of dwellings that can be located on a parcel. In this case it is one dwelling, which is not subject to variance in this case. The next check for density is the floor area limit of 30% imposed on properties less than 1500 m<sup>2</sup>. The floor area is also not increasing, therefore we can determine that adding to the parcel coverage is not an increase in density.

## **DISCUSSION**

### **K. Engelland, Chair, Board of Variance**

The Chair asked if there was any additional information for consideration.

### **D. Brash, Agent, Board of Variance Application #157**

Ms. Brash explained that with respect to designing a home on a small lot, the square footage needs to be built upwards, and in this case the house has two floors. The footprint of the house is 1600 sq. ft. but with overhangs it ends up being 2000 sq. ft. There was consultation with the Planning & Development Department regarding this application with respect to the square footage and roof overhangs. Ms. Brash explained that the west side of the house (waterside) will have a covered entrance.

Ms. Brash presented the Board of Variance with a map showing the site plan of the house.

Discussion ensued regarding the location of the entrance of the house, the age of the septic system and the location of the septic field.

### **D. Brash, Agent, Board of Variance Application #157**

Ms. Brash explained that the septic system is new and that the septic field is located on the adjacent property owner's lot.

### **S. Koberwitz, Planning Technician**

The Planning Technician explained that there was a previous variance permit granted for this property and that there is legal notation on the Title for the easement between the property lines to allow for the septic field.

### **E. Steeves, Member, Board of Variance**

Mr. Steeves asked about the status of the construction.

### **D. Brash, Agent, Board of Variance Application #157**

Ms. Brash explained that the construction is still in progress. She stated that if the variance is granted, then building will continue to include the overhangs.

Discussion ensued regarding the topography and slope of the lot which will ensure that views for neighbors are not impacted.

The Board of Variance members considered and adopted the following resolution:

**DECISION #01/16    It was moved and seconded**

That Section 611.7 of Zoning Bylaw 310, maximum allowable parcel coverage be varied from 35% to 37% allow for the construction of an extended roof overhang on Lot 7 of Lot 6 Block 9 District Lot 1427 Plan 8762, at 8967 Chikauinuk Road, Halfmoon Bay, which substantially complies with the site plans prepared by Dana Brash, brash designs and dated December, 2015.

**CARRIED**

The Chair thanked Ms. Brash for her attendance.

**ADJOURNMENT    1:40 p.m.**

Certified fair and correct:



A. Legault, Corporate Officer/Secretary



K. Engelland, Chair, Board of Variance

**BOARD OF VARIANCE**  
**July 29, 2016**

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MINUTES OF THE BOARD OF VARIANCE HEARING HELD IN THE BOARD ROOM OF THE  
SUNSHINE COAST REGIONAL DISTRICT OFFICE AT 1975 FIELD ROAD, SECHELT, BC.

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"Board of Variance Application BOV00158"

<b>PRESENT</b>	Member, Board of Variance Member, Board of Variance	E. Steeves (Chair) T. Davies
<b>ALSO PRESENT</b>	Applicant BOV00158 Planning Technician Corporate Officer/Secretary Recording Secretary Public	E. Lepage S. Koberwitz A. Legault A. Ruinat 0

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**CALL TO ORDER** 1:30 p.m.

**NOMINATION OF CHAIR** Ed Steeves assumed the role of Chair for the Board of Variance Meeting.

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

**MINUTES** The minutes of February 26, 2016 were received and adopted as presented.

**REPORTS**

**Summary of Board of Variance Application BOV00158 (Lepage)**

Subject Property: 4995 Gonzales Road (Egmont/Pender Harbour)  
Legal Description: Lot 2 Block A District Lot 1023 Plan 7966

A total of 22 dwellings exist on a single parcel. The dwellings were constructed as a conforming use under Bylaw 35 prior to 1975. Today the entire parcel is deemed to be a non-conforming use and the proposed addition to the building on Shareholder Lot 12 therefore requires a Board of Variance application (Section 531(2), *Local Government Act*).

The current zoning allows for a maximum of two dwellings on the subject property. Given that 22 dwellings were legally constructed prior to 1976, the non-conforming status applies. However, the current use of the land does not conform to the present bylaw. The property is owned by Madeira Park Estates Ltd. which each of the 22 shareholders having the right to use their respective 'shareholder lot'.

This property has a history of 14 previous Board of Variance applications dating back to 1976. Only one previous application was denied (Board rejected plans, 14/06/81). The most recent application was in February 2000 (Baird).

Mr. Lepage, the owner of Lot 12, has stated in writing that the current building has had no improvements since originally constructed. This has resulted in subpar energy efficiency and discomfort to occupants in the cooler months. The proposed addition will increase the amount of floor area from approximately 445 square feet to 1160 square feet and improve the energy efficiency and overall livability of the existing building.

Madeira Park Estates Ltd. provided a letter (dated June 9, 2016) giving permission for Mr. Lepage to apply for a Board of Variance application based on plans which were approved by the Madeira Park Estates. Upon further review of the application it was found that the proposed building would exceed maximum allowable parcel coverage of 35 percent. A revised set of plans were provided to the SCRD (dated July 13, 2016) which met all SCRD requirements.

Adjacent land owners and all owners in Madeira Park Estates have been notified of the application as per Section 541, *Local Government Act*. Two letters of opposition were received based on concerns with the originally submitted plans. The letters expressed concerns specifically about the parcel coverage requirement, an internal five foot property line setback, the location of an existing water line, and adequate consideration of sewage disposal fields.

The revised plans have addressed the parcel coverage and setback concerns. Additionally, Madeira Park Estates approved the revised plans at their most recent shareholder meeting and confirmed that all outstanding concerns have been addressed.

The owner or applicant will be required to submit proof of filing for the existing sewerage system or provide a letter of assurance from a qualified professional to ensure the existing sewerage system meets all regulatory requirements.

## **DISCUSSION**

### **T. Davies, Member, Board of Variance**

Mr. Davies asked if the original and revised plans were approved by Madeira Park Estates Ltd.

### **S. Koberwitz, Planning Technician**

The Planning Technician explained that the original plans were approved by Madeira Park Estates Ltd. Due to some internal disagreements, the plans were revised in consultation with the Planning Department and re-submitted. Changes included: altering the size of the deck from the original plans, as this would be over the permitted parcel coverage, as well as adjusting internal ft. setbacks along the parcel line to meet the criteria. The revised plans were accepted by Madeira Park Estates Ltd. and will be approved at a future Board meeting. The revised plans will be submitted for Building Permit process.

### **T. Davies, Member, Board of Variance**

Mr. Davies asked if the applicant was living in the dwelling on a full-time basis.

### **Edmund Lepage, Applicant, Board of Variance Application BOV00158**

The applicant stated that he is currently living in the dwelling. The dwelling is occupied 4-5 months a year and the applicant plans to retire full-time to the property.

### **E. Steeves, Member, Board of Variance**

Mr. Steeves asked for clarification around the ownership of the parcel and individual shareholder agreements on the property.

**S. Koberwitz, Planning Technician**

The Planning Technician explained that Madeira Park Estates Ltd. (Corporation) is the owner of the parcel as a whole and there are 22 internal lots that are owned by individual shareholders.

**A. Legault, Corporate Officer/Secretary**

The Corporate Officer provided historical background on this type of property ownership with shareholder agreements being in place prior to the existence of the Sunshine Coast Regional District and zoning bylaws. The corporation owns the land and individual shares are sold to shareholders and assigned internal portions of the parcel.

Discussion ensued about the process for selling/purchasing a share (lot) within the parcel.

**T. Davies, Member, Board of Variance**

Mr. Davies inquired as to the status of the sewer/septic system on the parcel.

**S. Koberwitz, Planning Technician**

The Planning Technician noted that by nature of the parcel with 22 dwellings, there are various septic arrangements in place. The septic fields are either shared between dwellings or individual. The subject lot shares one common septic field with an adjacent five-plex. Prior to the plans being approved for a building permit, it will be required to have a registered on-site waste water professional certify that the existing septic field is adequate or needs to be expanded.

**E. Steeves, Member, Board of Variance**

Mr. Steeves asked if any applications on this parcel had not been approved due to septic problems and dwelling expansions.

**S. Koberwitz, Planning Technician**

The Planning Technician stated that only one Board of Variance application on this parcel has been denied, not due to expansion, but due to more than 30% lot coverage. It was noted that Vancouver Coastal Health does not have any outstanding issues or orders on this property. There was an upgrade done to one of the septic systems in 2001. There has been some continual upgrades over time to the septic fields.

**T. Davies, Member, Board of Variance**

Mr. Davies asked how many more bathrooms were being added to the dwelling.

**Edmund Lepage, Applicant, Board of Variance Application BOV00158**

The applicant stated that one more bathroom was being added, for a total of 2 toilets. The current bathroom has a toilet that is 30 years old and each flush uses 5 gallons of water. With 2 new water efficient toilets (1.25 gallons per flush), combined water usage will be 50% less than the current one. The applicant noted that last year the five-plex owner had emptied the septic holding tank and was told by the company that it was not necessarily required and appeared to be early for cleaning.

The Board of Variance members considered and adopted the following resolution:

**DECISION #02/16     It was moved and seconded**

THAT the structural alteration and addition to Unit #12 4995 Gonzales Road (Lot 2 Block A District Lot 1023 Plan 7966) be approved subject to:

- a) Final approval by Madeira Park Estates Ltd. at time of SCRD building permit application;
- b) SCRD building permit issuance;
- b) Record of filing for sewerage system or letter of assurance from qualified professional;
- c) Building plans being in substantial compliance with building proposal drawings (2 sheets) dated July 13, 2016 prepared by Ocean View Drafting; and
- d) Compliance with requirements of all provincial and federal agencies.

**CARRIED**

The Chair thanked Mr. Lepage for his attendance.

**ADJOURNMENT** 1:40 p.m.

Certified fair and correct:



A. Legault, Corporate Officer/Secretary



E. Steeves, Acting Chair, Board of Variance

## SUNSHINE COAST REGIONAL DISTRICT

### BOARD OF VARIANCE September 30, 2016

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MINUTES OF THE BOARD OF VARIANCE HEARING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICE AT 1975 FIELD ROAD, SECHELT, BC.

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“Board of Variance Application BOV00159 and BOV00160”

<b>PRESENT</b>	Chair, Board of Variance	K. Engelland
	Member, Board of Variance	E. Steeves
	Member, Board of Variance	T. Davies
<b>ALSO PRESENT</b>	Applicant BOV00159	P. Baldwin
	GM, Planning & Community Development	I. Hall
	Senior Planner	D. Rafael
	Planning Technician	S. Koberwitz
	Deputy Corporate Officer	S. Reid
	Recording Secretary	A. Ruinat
	Public	3

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**CALL TO ORDER** 1:30 p.m.

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

**MINUTES** The minutes of July 29, 2016 were received and adopted as presented.

#### REPORTS

##### **Summary of Board of Variance Application BOV00159 (Baldwin)**

Subject Property: Edmonds Road, Roberts Creek  
Legal Description: Lot 1 Block 1 District Lot 1317 Plan 5616

The SCRD has received an application related to the proposed construction of a new dwelling on Lot 1, Edmonds Road in Roberts Creek. According to original subdivision plans, the subject lot was created in 1926. Survey measurements provided by Peter M. Gordon, BCLS indicate the parcel area to be 294 square metres. This is a very small property by any standard on the Sunshine Coast. In particular within a rural electoral area, where properties are much larger and must also accommodate room for an on-site septic system.

The application requests a variance to the front parcel line setback along Edmonds Road, to the east, as well as the natural boundary setback along the ocean, to the south, in order to construct a new single family dwelling. The lot is unusually small in area and characterized by a steep topography sloping down towards the ocean. The lot is currently undeveloped except for several recreational structures in the form of decks, patios and a terraced slope related to the adjacent lot, also owned by the applicant. This application is not seeking to vary permitted land uses or densities. The size and height of the dwelling comply with the provisions within Zoning Bylaw



310. The requested variance relates to the siting of the dwelling, which is within the purview of the Board of Variance.

The applicant has indicated that conforming to the five metre front parcel line setback and 12 metre natural boundary setback would result in the development potential of the lot being completely compromised.

## **DISCUSSION**

The Planning Technician provided a summary of Board of Variance application BOV00159 and the requested variance. Nine neighbour letters were received and included within the agenda package and one additional letter was received on September 29, 2016. The concerns and issues of neighbours were summarized. A site visit for the Board of Variance members took place at the property located at Lot 1, Edmonds Road on September 29, 2016. The Planning Technician provided a summary of the jurisdiction of the Board of Variance to hear this application.

### **K. Engelland, Chair, Board of Variance**

The Chair opened the discussion with questions from the Board of Variance Members.

### **T. Davies, Member, Board of Variance**

Mr. Davies asked if the original application was for a four-storey home.

### **S. Koberwitz, Planning Technician**

The Planning Technician stated that the original application was for a four-storey home. In *Sunshine Coast Regional District Zoning Bylaw 310, 1987*, the permitted height is 11 metres but this is adjusted to 8.5 metres for lot sizes smaller than 750 m<sup>2</sup>. The 8.5 metre height restriction is to keep smaller buildings on smaller lots.

### **K. Engelland, Chair, Board of Variance**

The Chair called upon the property owner to present the application.

### **P. Baldwin, Applicant/Owner, Board of Variance Application BOV00159**

The Applicant/Owner provided a summary of the application and the hardships due to the nature of the small triangular lot and requirement for grade-level access to the home. The applicant noted that sea wall repairs will be included in the development. The applicant spoke to the reduction in height of the building, whereby two of the three floors will be embedded in the slope. The applicant believes that due to the unique size/shape of the lot, the application will not set a precedent nor does it undermine planning principles. The applicant presented an alternate drawing for parking space arrangement.

### **K. Engelland, Chair, Board of Variance**

The Chair thanked the applicant for her presentation and called for further questions from the Board of Variance Members.

The Chair noted that an additional neighbour letter was received on September 29, 2016.

**Recommendation No. 1**      *Receipt of Correspondence*

The Board of Variance recommended that the correspondence from Dianne Sanford dated September 29, 2016 regarding Comments on Board of Variance Application for Edmonds Road be received.

**K. Engelland, Chair, Board of Variance**

The Chair opened the floor to members of the public for comments on the application.

**Wally Catchpoole, 3240 Beach Avenue, Roberts Creek**

Mr. Catchpoole stated that his written submission outlining his opposition to the application has been included in the staff report. Mr. Catchpoole's primary concerns are regarding public safety during the construction of the building and Edmonds Road Beach access and parking in the area. He is concerned that the public will have limited access due the close proximity of the construction to the beach access trail. He is concerned that the equipment required for the construction will pose a hazard and danger for the public. He believes that the size and shape of the lot will not allow ample space for construction equipment and thus it may block the access to Edmonds Road. He has concerns regarding the ditch that runs along the property and erosion, as well as concerns regarding who will ensure the construction work is carried out in a safe manner and who the public should contact if the access to Edmonds Road beach is blocked.

**K. Engelland, Chair, Board of Variance**

The Chair thanked Mr. Catchpoole for providing his comments. The Chair advised that the Board of Variance's jurisdiction is with the siting and variance request of the application. The concerns of safety, access and parking will be responded to by SCRD staff.

**S. Koberwitz, Planning Technician**

The Planning Technician clarified that ownership of public roads within the Sunshine Coast Regional District is with the Ministry of Transportation and Infrastructure. The SCRD has an agreement with the Ministry for road access to the beach, but this is secondary to providing access to private property. Temporary blockage of Edmonds Road may occur due to construction and staff endeavor to work with the applicant to minimize the disruptions and address concerns for public safety.

**Bill Page, 3246 Beach Avenue, Roberts Creek**

Mr. Page stated that his written submission outlining his concerns was included as part of the agenda package. He expressed concern that the application was not referred to the Electoral Area D (Roberts Creek) Advisory Planning Commission (APC). His concern relates to the setback to the ocean. He noted that the APC will be referred applications regarding variances to ocean setbacks. He noted that the Roberts Creek community established a Greenshores Committee to discuss issues around setbacks to the ocean, sea level rise and erosion with respect to new builds and existing houses that are grandfathered. He noted that many applications have been referred to the Electoral Area D APC to vary the 15m setback to the ocean as required in the Roberts Creek Official Community Plan and SCRD Zoning Bylaw 310, and the APC has not been supportive of these applications. Applications of this nature are a big concern for the Roberts Creek community. He does not consider it reasonable to relax the ocean setback due to building a larger home. He is concerned that ocean water level rise and debris from storms will have impacts on the lot and proposed building. He commented that similar applications may come before the Board of Variance more often if applications are not referred to the APC.

**K. Engelland, Chair, Board of Variance**

The Chair asked staff to clarify the Board of Variance authority to hear the application for varying the ocean setback, any precedence for future applications to vary the ocean setback and the seawall being the responsibility of the applicant.

**S. Koberwitz, Planning Technician**

The Planning Technician explained the authority of the Board of Variance process versus referral to the Advisory Planning Commission. Adherence to Zoning Bylaw 310 as required, would create a lot that is virtually undevelopable, which is considered a hardship and allows the application to be heard under the purview of the Board of Variance. There is a strict subset of application criteria where the Board of Variance could hear applications to vary the ocean setback. This application and lot qualify: the title was created in 1926 and the legal obligation to honor the title cannot be ignored.

With respect to the ocean setback, the minimum allowed would be 7.5m from the natural boundary. The siting for this application is not breaching the absolute minimum. The variance request is more than the 7.5m minimum. The parcel is also located within Development Permit Area #2A (Beach Front Slopes) and Development Permit Area #4 (Roberts Creek Shoreline) so the applicant will have to apply for a Development Permit. Qualified Professionals review the development proposal and ensure there are no impacts to the foreshore environment. The Geotechnical Development Permit Area ensures slope stability, sea level rise, and erosion of the banks are considered and guide the development to ensure it is safe. Through these processes the intent of the Roberts Creek Greenshore principles are being met.

The Planning Technician clarified that when the properties along the water were initially subdivided, there was a lane with a portion of Crown land in front of the parcels. Over time, property owners have developed into this Crown land area by developing seawalls, lawns or other extensions of the shore line. This space will most likely be redeveloped into a landscaped area with a repaired seawall area to meet the development guidelines of shore line protection using Greenshore principles. Approval will have to be granted by the Ministry of Forests, Lands and Natural Resource Operations and the Department of Fisheries and Oceans. The SCRD does not have jurisdiction on this portion of land, but it does have jurisdiction within the Development Permit Area.

**T. Davies, Member, Board of Variance**

Mr. Davies asked that if the Board of Variance application was approved, would more development applications be required by the owners.

**S. Koberwitz, Planning Technician**

The Planning Technician stated that yes, a Development Permit and Building Permit would be required. The Board of Variance application is the beginning of the process for this proposed development.

**K. Engelland, Chair, Board of Variance**

The Chair asked for any concluding remarks from the Applicant/Owner.

**P. Baldwin, Applicant/Owner, Board of Variance Application BOV00159**

The Applicant/Owner stated that this is not an application to build a larger home, it is actually downsizing and smaller than the current home.

**K. Engelland, Chair, Board of Variance**

The Chair asked staff to clarify any new information regarding the second parking space.

**S. Koberwitz, Planning Technician**

The Planning Technician noted that a revised parking proposal was made by the Applicant/Owner just prior to the hearing. It proposes to move the parking spot from directly adjacent to the lower portion of Edmonds Road to the upper portion of the current lot, where existing parking spots are currently located. This would shift the house further to the east and slide it down towards the waterfront slightly more. The 9m setback would be met and Planning staff would recommend an adjustment of the waterfront setback from 9m to 8m to permit some flexibility in the siting of the parking spot. Planning staff believe this would be a better parking proposal with lessened impact on Edmonds Road. As this is new information presented to the Board of Variance, re-notification would be required for neighboring properties and another hearing would be scheduled.

Discussion ensued regarding the procedural requirements for an amended application, re-notification and scheduling of an additional Board of Variance hearing.

Discussion ensued regarding distances between the present natural boundary, seawall and parcel line. The current survey does not indicate the actual distance but it is estimated to be 5-10ft.

**K. Engelland, Chair, Board of Variance**

The Chair asked if the Applicant/Owner would like to comment on the revised parking proposal.

**P. Baldwin, Applicant/Owner, Board of Variance Application BOV00159**

The Applicant/Owner stated that she would like to meet common ground around planning principles of the shoreline. The suggestion for 60cm - 1m configuration repairs to the seawall by using large boulders would satisfy the 9m setback requirement. Thus, it is preferred to stay with the original parking space plan.

**K. Engelland, Chair, Board of Variance**

The Chair confirmed with the Applicant/Owner and Planning staff that the application as originally proposed was the recommended option. The Chair asked for further questions from the Board of Variance members.

**T. Davies, Member, Board of Variance**

Mr. Davies asked for clarification of the location of the septic system in the adjoining lot.

**S. Koberwitz, Planning Technician**

The Planning Technician confirmed that the proposal is to have a covenanted sewage system on the adjoining lot. In the past, sewage systems were not permitted on adjoining lots, however there is now indication by the Ministry of Health that this will be allowed. Proof of filing is required for the building permit process. The engineer letter included with the application provides a preliminary approval. If during development the sewage system was not viable, the development would not be viable.

**K. Engelland, Chair, Board of Variance**

The Chair called for final submissions from the public, as further comments would not be permitted during the Board of Variance discussion of recommendations.

**Bill Page, 3246 Beach Avenue, Roberts Creek**

Mr. Page expressed concern around the septic system being located on the adjoining lot, concern for the condition and capacity of the current septic system and the proximity to a public beach.

**S. Koberwitz, Planning Technician**

The Planning Technician clarified that this type of septic system is common: Covenanted area on adjacent lot which is registered on the title of the property. The sewage system installed will likely be a Type 3 where the effluent released is very close to water. Sewage Systems are under the jurisdiction of the Ministry of Health and strict requirements must be adhered to in terms of design criteria with professional engineering and registered on-site waste water professional approval.

**Wally Catchpoole, 3240 Beach Avenue, Roberts Creek**

Mr. Catchpoole noted that currently one owner owns two lots. He asked what would happen if one of the lots was sold.

**S. Koberwitz, Planning Technician**

The Planning Technician clarified that a covenanted area is bound to the land and legally registered on title and all future owners will be bound by the same requirements. The sewage system is not linked or shared in any way, they are independent systems. The covenanted area would be defined for the septic system and a future owner cannot revoke this. Similar systems have followed the same model on other smaller lots within the SCRCD.

Discussion ensued regarding septic systems and examples of covenanted areas.

**P. Baldwin, Applicant/Owner, Board of Variance Application BOV00159**

The Applicant/Owner confirmed that it is an independent septic system located on the adjacent lot. She noted that the waste water professional has confirmed that the drainage fields are compatible and compliant and that water coming into the drainage field is clean.

**K. Engelland, Chair, Board of Variance**

The Chair asked the Board of Variance members if there were any further questions regarding the application.

There being no further questions, the Board of Variance members considered and adopted the following resolution:

**DECISION #03/16     It was moved and seconded**

THAT the report titled Board of Variance Application BOV00159 (Baldwin) be received;

AND THAT Board of Variance Application BOV00159 (Baldwin) located at Lot 1 Block 1 District Lot 1317 Plan 5616 (Edmonds Road, Roberts Creek) to vary the front parcel line setback, as per Section 601.4(1) of *Sunshine Coast Regional District Zoning Bylaw 310, 1987*, from 5 metres to 1.5 metres and to vary the setback to the natural boundary, as per Section 507.2(c) of *Sunshine Coast Regional District Zoning Bylaw 310, 1987*, from 12 metres to 9 metres be approved subject to the following:

- (a) Comments from the *shíshálh* Nation be received within the 60 day referral period and any request from the *shíshálh* Nation be addressed by the property owners;

- (b) The maximum height of the proposed dwelling be restricted to 8.5 metres;
- (c) A landscaping barrier or a fence be installed on the subject parcel along the Edmonds Road right-of-way to separate public and private property;
- (d) Receipt of record of filing for sewerage system in accordance with the Sewerage System Regulation;
- (e) Building plans being in substantial compliance with the site plan and drawings submitted September 14, 2016 and prepared by PMB Design;
- (f) Issuance of development permit as per Roberts Creek Official Community Plan Development Permit Area #2A (Beach Front Slopes) and #4 (Roberts Creek Shoreline);
- (g) Issuance of SCR D building permit; and
- (h) Compliance with requirements of all provincial and federal agencies.

**CARRIED**

The Chair thanked Ms. Baldwin for her attendance.

**Summary of Board of Variance Application BOV00160 (SCR D)**

Subject Property: 5500 Fisherman Road (Halfmoon Bay)

Legal Description: Lot C District Lot 1427 Plan 20477

The SCR D in partnership with the Welcome Woods Community Association is planning to redevelop the existing community hall at Coopers Green Park. A new 2500 square foot, 120 person capacity, building has been proposed for the site.

Zoning Bylaw 310 requires a total of 67 off-street parking spots to meet the needs of the proposed public assembly use. Accommodating 67 spots entirely on the legal parcel would lead to the loss of significant amounts of park land to parking. The SCR D is therefore applying to vary the requirement that parking spots must be located on the parcel.

Several existing and proposed parking spots are located within the 7.5 metre parcel line setback. Therefore a variance to the required siting of parking spots is being requested as well. Section 540 of the *Local Government Act* allows the Board of Variance to consider variances to a bylaw respecting the siting of structure. Planning staff interpret a parking spot to be a type of structure to which parcel line setbacks apply and the location of a parking spot to be a type of siting provision. Therefore it is considered that this application is within the purview of the Board of Variance.

**DISCUSSION**

**K. Engelland, Chair, Board of Variance**

The Chair asked the Board of Variance members if there were any questions regarding the application.

There being no questions, the Board of Variance members considered and adopted the following resolution:

**DECISION #04/16     It was moved and seconded**

THAT the report titled Board of Variance Application BOV00160 (SCRD) be received;


AND THAT Board of Variance Application BOV00160 (SCRD) located at Lot C District Lot 1427 Plan 20477 (5500 Fisherman Road, Halfmoon Bay) to vary Section 509.5 of *Sunshine Coast Regional District Zoning Bylaw 310, 1987* to allow parking to be located on the Ministry of Transportation Right-of-Way and to vary Section 1102.3 of *Sunshine Coast Regional District Zoning Bylaw 310, 1987* to allow parking to be located within the 7.5 metre parcel line setback be approved subject to:

(a) Comments from the shíshálh Nation be received within the 60 day referral period and any request from the shíshálh Nation be addressed by the SCRD.

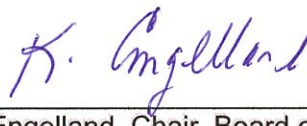
**CARRIED**

**ADJOURNMENT     2:17 p.m.**

Certified fair and correct:



A. Legault, Corporate Officer/Secretary



K. Engelland, Chair, Board of Variance

## SUNSHINE COAST REGIONAL DISTRICT

### BOARD OF VARIANCE

April 19, 2017

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MINUTES OF THE BOARD OF VARIANCE HEARING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICE AT 1975 FIELD ROAD, SECHELT, BC.

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“Board of Variance Application BOV00161 and BOV00162”

<b>PRESENT</b>	Chair, Board of Variance Member, Board of Variance	K. Engelland E. Steeves
<b>ALSO PRESENT</b>	Applicant BOV00161 Applicant BOV00162 GM, Planning & Community Development Planning Technician Corporate Officer/Secretary Recording Secretary Public	H. Killam W. Powell I. Hall S. Koberwitz A. Legault A. Ruinat 3

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**CALL TO ORDER** 9:30 a.m.

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

**MINUTES** The minutes of September 30, 2016 were received and adopted as presented.

### REPORTS

#### Board of Variance Application BOV00161 (Killam)

Subject Property: 13259 Pool Road, Pender Harbour

Legal Description: Lot 11 Block 7 District Lot 1397 Plan 4479

Application Intent: To vary the natural boundary setback for buildings as per Section 516.1(a) of the Zoning Bylaw No. 337 from 7.5m to 6.0m.

The Board of Variance application is in relation to a single family dwelling under construction at 13259 Pool Road in Pender Harbour. The foundation for the building has been completed. The property is approximately 890 m<sup>2</sup> in size with the ocean to the west and undeveloped lots to the north and south.

The subject property is extremely steep and rocky with most vegetation having been removed to allow for extensive blasting to create suitable building sites. A building permit was issued for the construction of a garage on the upper portion of the lot which is substantially completed.

Plans submitted with the building permit application for the single family dwelling were reviewed by planning staff and rejected due to the encroachment of decks and roof overhangs within the natural boundary setback. Planning staff advised the applicant that a variance would be



necessary to relax the waterfront setback. The applicant provided revised plans that removed the encroaching elements in order for a building permit to be issued and allow construction of the foundation to proceed.

The foundation footings are complete and are confirmed to be sited outside the 7.5 metre natural boundary setback. Any parts of the building that will project beyond the building face and into the setback will require a variance to be granted.

The applicant amended the building plans and proposes a modest addition of approximately 4.6 m<sup>2</sup> of floor area to be cantilevered beyond the foundation wall and the addition of a deck and roof eaves. The total proposed encroachment into the natural boundary setback would be 1.5 metres, reducing the setback from 7.5 to 6 metres.

## **DISCUSSION**

### **S. Koberwitz, Planning Technician**

The Planning Technician provided a summary of Board of Variance application BOV00161 and the requested variance: to vary the natural boundary setback for buildings as per Section 516.1(a) of Zoning Bylaw No. 337 from 7.5m to 6.0m.

### **K. Engelland, Chair, Board of Variance**

The Chair asked the applicant if he would like to speak on behalf of the application.

### **H. Killam, Applicant, Board of Variance Application BOV00161**

The applicant stated that he would answer any questions from the Board.

### **E. Steeves, Member, Board of Variance**

Mr. Steeves inquired why the requested variances were not included in the original building plans submitted.

### **H. Killam, Applicant, Board of Variance Application BOV00161**

The applicant explained that a survey was conducted and pins were moved during excavation. The applicant thought that the foundation was in right location based on the first set of plans, but it was not and therefore Planning staff suggested to apply for a variance.

### **E. Steeves, Member, Board of Variance**

Mr. Steeves inquired about the type of septic system used.

### **H. Killam, Applicant, Board of Variance Application BOV00161**

The applicant noted that they are using a septic treatment plant which is already on site, but is not hooked up yet.

### **E. Steeves, Member, Board of Variance**

Mr. Steeves inquired if referral comments have been received from *shíshálh* Nation.

### **S. Koberwitz, Planning Technician**

The Planning Technician stated that *shíshálh* Nation comments have not been received. The referral period is 60 days from April 5<sup>th</sup>. The Board of Variance hearings are often scheduled before comments have been received, if any. The *shíshálh* Nation may require a Preliminary Field Reconnaissance (PFR) if archaeological concerns are identified.

**E. Steeves, Member, Board of Variance**

Mr. Steeves inquired what would happen if the shíshálh Nation had concerns.

**S. Koberwitz, Planning Technician**

The Planning Technician stated that the concerns would be addressed if they were received and noted that comments are not received for every application.

**K. Engelland, Chair, Board of Variance**

The Chair asked for further questions. There being none, Option 1, to permit the variance was considered.

**DECISION #01/17     It was moved and seconded**

THAT the report titled Board of Variance Application BOV00161 (Killam) be received;

AND THAT the Board of Variance consider this application in conjunction with Section 542 of the *Local Government Act*;

AND FURTHER THAT Board of Variance Application BOV00161 (Killam) be approved subject to the following:

1. Any comments from the *shíshálh* Nation be received with the 60 day referral period and any requests from the *shíshálh* Nation must be addressed by the property owners;
2. The applicant must provide a geotechnical assessment, stating that the land is safe for the use intended and provide an appropriate flood construction level as per the proposed Egmont / Pender Harbour Official Community Plan development permit area guidelines;
3. Registration of a Section 219 covenant indemnifying the Regional District from related hazards.

**CARRIED**

Further discussion ensued about the *shíshálh* Nation PFR process. There is currently no referral to the *shíshálh* Nation at the Building Permit stage, so the Board of Variance process is the first notification of the development. The Planning Technician noted that the foundation is appropriately sited.

**E. Steeves, Member, Board of Variance**

Mr. Steeves inquired about the SCRD practice to refer proposals to the *shíshálh* Nation.

**A. Legault, Corporate Officer/Secretary**

The Corporate Officer/Secretary noted that a previous pilot project where the SCRD requested applicants to contact the *shíshálh* Nation prior to development was suspended at the request of the Nation.

The Chair thanked Mr. Killam for his attendance.

**Board of Variance Application BOV00162 (Joslyn)**

**Subject Property:** Lot 10 Wescan Road, Halfmoon Bay

**Legal Description:** Lot 10 District Lot 2309 Plan 10602

**Application Intent:** To vary the natural boundary setback for buildings as per Section 507.1(a) of Zoning Bylaw No. 310 from 7.5 m to 3.5 m and to vary the front parcel line setback as per Section 611.6(1) from 5.0 m to 4.0 m.

The Board of Variance application is in relation to a new single family dwelling proposed for Lot 10 located at the north end of Wescan Road in Halfmoon Bay. The property is approximately 1,037 m<sup>2</sup> in size with the ocean to the north, a developed lot to the west, and an undeveloped road allowance to the east beyond which lies another developed lot.

The subject property is undeveloped except for a small shed and a private moorage facility located on the adjacent foreshore. The topography is typical of the area and features a moderately sloped upper bench that descends steeply towards the ocean. The property is vegetated mainly with mature trees and underbrush. A geotechnical report was provided by the applicant which provides more detail on the geography of the property.

Zoning Bylaw No. 310 requires that all buildings, and any part thereof, must be sited at least 7.5 metres from the present natural boundary of the ocean. A variance is required for parts of the upper level deck attached to the proposed building and sited at 3.5 metres from the natural boundary.

The parcel line to the east is considered the front parcel line and therefore a 5.0 metre setback applies. A variance is also required for a portion of the exterior deck sited at 3.5 metres from the front parcel line.

**DISCUSSION****S. Koberwitz, Planning Technician**

The Planning Technician provided a summary of Board of Variance application BOV00162 and the requested variance: to vary the natural boundary setback for buildings as per Section 507.1(a) of Zoning Bylaw No. 310 from 7.5 m to 3.5 m and to vary the front parcel line setback as per Section 611.6(1) from 5.0 m to 4.0 m.

**K. Engelland, Chair, Board of Variance**

The Chair asked the applicant if he would like to speak on behalf of the application.

**W. Powell, Applicant, Board of Variance Application BOV00162**

The applicant noted that the site is small and has an unusual shape; setbacks to the ocean and road make the buildable area quite tight. There are also two Development Permit Areas on the site, which is quite steep in both directions. In order to dig the foundation, the setback needs to be extended on the south side of the property. The building design is elongated in order to have enough space for an entry and kitchen and narrow living room. The applicant would like to build a covered deck off of the dining room area; one corner would project into the setback slightly. The applicant believes there is a clear hardship due to the site constraints.

**E. Steeves, Member, Board of Variance**

Mr. Steeves inquired about the dock on the site.

**W. Powell, Applicant, Board of Variance Application BOV00162**

The applicant stated that the dock is part of the existing site and has been there for a number of years. A marine engineering company has been hired to assess the dock.

The applicant clarified that only one corner of the lower floor foundation extends slightly into the 7.5 m setback. All other structural elements are within the setbacks.

**E. Steeves, Member, Board of Variance**

Mr. Steeves inquired if there are any other encroachments.

**S. Koberwitz, Planning Technician**

The Planning Technician noted that the only other setback encroachment is along the front parcel line.

**W. Powell, Applicant, Board of Variance Application BOV00162**

The applicant noted he spoke with Planning staff regarding this setback, which is the Wescan Road allowance. It was suggested to move the deck in one foot to avoid the front parcel line setback; however it is unlikely the road allowance will be developed as it is quite steep and there are other public access points in the area.

**E. Steeves, Member, Board of Variance**

Mr. Steeves inquired as to how much of the deck area would be lost if one foot was taken off.

**W. Powell, Applicant, Board of Variance Application BOV00162**

The applicant stated that only one corner would be lost.

**S. Koberwitz, Planning Technician**

The Planning Technician noted that staff believe this to be a very minor variance, due the road allowance and the only direct neighbor has indicated support for the proposed project.

**W. Powell, Applicant, Board of Variance Application BOV00162**

The applicant noted that he met with neighbor to discuss any concerns about the proposal. He is satisfied that the building would not encroach on ocean views and has provided a letter of support.

**E. Steeves, Member, Board of Variance**

Mr. Steeves inquired about the width of the road and if the road allowance is being used now.

**S. Koberwitz, Planning Technician**

The Planning Technician stated that it is a standard 60 ft/ 20 m wide road allowance and that it is not being used, and is mostly fill, rocky material.

**K. Engelland, Chair, Board of Variance**

The Chair asked for further questions. There being none, Option 1, to permit the variance was considered.

**DECISION #02/17     It was moved and seconded**

THAT the report titled Board of Variance Application BOV00162 (Joslyn) be received;

AND THAT the Board of Variance consider this application in conjunction with Section 542 of the *Local Government Act*;

AND FURTHER THAT Board of Variance Application BOV00162 (Joslyn) be approved subject to the following:

1. Any comments from the *shishálh* Nation be received with the 60 day referral period and any requests from the *shishálh* Nation must be addressed by the property owners;
2. The property owners must receive permission from the Ministry of Transportation and Infrastructure to site a building within 4.5 metres of a public road prior to issuance of a Building permit by the SCRD.

**CARRIED**

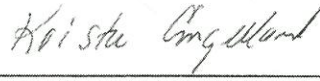
The Chair thanked Mr. Powell for his attendance.

**ADJOURNMENT** 9:47 a.m.

Certified fair and correct:



A. Legault, Corporate Officer/Secretary



K. Engelland, Chair, Board of Variance

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – June 8, 2017

**AUTHOR:** Yuli Siao, Senior Planner

**SUBJECT:** Referral Feedback and Comprehensive Review of Official Community Plans with Respect to Affordable Housing Policies

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### RECOMMENDATIONS

**THAT the report titled Referral Feedback and Comprehensive Review of Official Community Plans with Respect to Affordable Housing Policies be received;**

**AND FURTHER THAT staff prepare Official Community Plan amendment bylaws to implement affordable housing policies for consideration at a future Committee meeting in Q3 2017.**

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### BACKGROUND

On February 16, 2017, the Sunshine Coast Regional District Board adopted the following resolution:

080/17                      **Recommendation No. 5**      *Land Use Planning to Support Affordable Housing in Rural Areas*

THAT the report titled Land Use Planning Opportunities to Support Affordable Housing in Rural Areas be received;

AND THAT a comprehensive review of the Official Community Plans to create a consistent approach for affordable housing and infill development be a priority for the 2017 Planning and Community Development Division work plan;

AND THAT the staff report be referred to the following agencies:

- *shíshálh* and Sk̓wx̓wú7mesh Nations;
- All Electoral Area Advisory Planning Commissions;
- Roberts Creek Official Community Plan Committee;
- District of Sechelt;
- Town of Gibsons;
- Sunshine Coast Housing Committee; and
- Pender Harbour Seniors Housing Society.

AND FURTHER THAT the outcome of the comprehensive review and feedback from the referrals be reported to the Committee.

This report summarizes feedback from the referrals and findings of a comprehensive review of existing Official Community Plan (OCP) policies. Based on the findings and analysis, this report proposes new OCP policies to support affordable housing in the rural areas.

## **DISCUSSION**

### *Feedback from the Referral Process*

The previous report titled Land Use Planning Opportunities to Support Affordable Housing in Rural Areas was referred to various agencies and community groups. A summary of comments received from the referrals can be found in Attachment A.

### *Common Themes of the Referral Comments*

Several common themes emerge from the referral comments:

- Local community groups and agencies are generally supportive of the effort and direction the SCRD is taking.
- It is important to balance and integrate densification with existing neighbourhoods, rural character and the natural environment.
- Infill in existing lots is a viable option for enhancing affordability because of its versatility: increasing supply of rental units, generating income for property owners, accommodating family members to be independent or age in place, flexibility, integration with rural setting, preventing sprawl to agricultural and environmental sensitive areas.
- Utility servicing capacity, including sewage treatment and water supply, is a limiting factor in rural residential development, but more advanced and efficient systems may provide an opportunity to overcome the limitation.
- Smaller-lot subdivision, alternative construction and efficient building design are supported.
- Clustered residential development in village core areas is a good solution to providing affordable housing in affordable locations.
- Local governments can support the development of affordable housing by improving infrastructure and servicing and making the development approval process simpler, quicker and less expensive.

### *Review of Official Community Plans*

Official Community Plans for Egmont / Pender Harbour, Halfmoon Bay, Roberts Creek, Elphinstone and West Howe Sound contain various policies related to affordable housing. A summary of key policies in these plans is provided in Attachment B.

### *Common Themes of Existing OCP Policies*

There are a number of common themes among OCP policies:

- Infilling of auxiliary dwellings, duplexes or second dwellings on existing lots of substantial sizes (exceeding the threshold of 2000 m<sup>2</sup>, 3500 m<sup>2</sup> or 4000 m<sup>2</sup>) is used as means of increasing the supply of housing which can benefit both the owners and renters. The table below shows the current number of lots in OCP designated residential areas of those 5 electoral areas, and the number of lots (in parenthesis) that have more than one dwelling unit based on a house number analysis.

<div>Lot size</div> <div>Electoral Area</div>	2000 m <sup>2</sup> ~ 3500 m <sup>2</sup>	Exceeding 3500 m <sup>2</sup>	2000 m <sup>2</sup> ~ 4000 m <sup>2</sup>	Exceeding 4000 m <sup>2</sup>
Egmont / Pender Harbour			485 (13)	317 (45)
Halfmoon Bay	317 (25)	126 (18)		
Roberts Creek	316 (19)	292 (75)		
Elphinstone	303 (21)	99 (12)		
West Howe Sound	126 (8)	77 (13)		
Total	1656 (191)		802 (58)	
Grand Total	2458 (249)			

This table indicates that there are approximately 2458 parcels eligible for building an auxiliary unit or second dwelling, yet only 249 (10%) parcels have such additional dwelling units. There is still an untapped potential of approximately 2209 units that could be built. When able, this potential should be utilized prior to creating development policies supporting housing on other lands and Crown lands.

- Cluster housing development is encouraged in certain comprehensive development areas and village cores which includes a certain number of designated affordable units through housing agreements.
- Sewage treatment capacity is a limiting factor in considering density increase. However, advanced sewage treatment technology may help overcome this limitation.
- Mobile home parks are being used as a means to provide affordable housing. However, the advance in design of small, modular, pre-fabricated or other types of buildings constructed on small lots can provide a more attractive, more permanent, higher quality and more efficient housing alternative to conventional mobile homes, yet retain or exceed the density and affordability of mobile home parks.



### *Opportunities for Improving Existing Policies*

Emerging approaches to enhancing housing affordability are not included in current OCP policies, notably, small-lot development, alternative building design and advanced sewage treatment technology. Some of the technological advances today may hold the key to successful intensification. For example, compact and efficient building design and sewage treatment systems can make smaller, denser housing development in the rural areas possible and more affordable. New planning policies can be developed to encourage the development industry and home owners to embrace new technology and innovative design. Further consultation with Vancouver Coastal Health on this topic is needed to determine how and where this opportunity can be enabled by such policies.

Additionally, there is a lack of consistency and coordination regarding affordable housing across the OCPs. Organization and details of existing policies differ greatly from plan to plan. Opportunities for enhancing consistency, where appropriate, can be explored.

### *Proposed New Policies*

Building upon the above findings and analysis, this report proposes a set of common policies across the Official Community Plans where there are suitable areas for affordable housing, to strengthen and update existing policies. In formulating new policies, staff have also taken into account the local knowledge and recommendations of community groups and agencies received through the referral process.

In addition, there are areas in the zoning bylaws that can be updated to support affordable housing policies being proposed, for example, increasing the maximum size of an auxiliary dwelling beyond 55 m<sup>2</sup> can provide more living space for an affordable unit where it can be adequately accommodated; reducing the minimum building width of a dwelling below 6 m can offer more flexibility in developing smaller lots, designing efficient living space and facilitating the placement of additional units or structures where appropriate. Such updates can be incorporated into the Zoning Bylaw 310 review as it progresses.

Many factors influence the availability of affordable housing, including economic condition, social condition, demographics, public policy, technology and innovation, etc. Land use planning policies are one of these factors. They can help to create a condition perceived to be favourable for affordable housing, but they cannot guarantee the creation of affordable housing.

### Common Policies

The following are new common policies on affordable housing proposed for the Official Community Plans of Egmont / Pender Harbour, Halfmoon Bay, Roberts Creek, Elphinstone and West Howe Sound.

### **Affordable Housing**

Affordable housing is commonly defined as housing that costs no more than 30% of the gross income of a household. Affordable housing is essential for building a healthy and equitable community and benefits the quality of life for all residents. In a healthy community there are diverse housing options for all segments of the population. Securing affordable housing is recognized as a significant challenge for many communities of the Sunshine Coast. These

policies seek to create land use opportunities and favourable conditions for the provision of affordable housing.

#### Objectives

1. Integrate affordable housing within the rural context.
2. Increase the supply of housing units through infill development on existing eligible parcels.
3. Direct cluster housing development to affordable locations, such as village core areas.
4. Enhance affordability by improving infrastructure and servicing in targeted areas.
5. Reduce land cost through smaller-lot subdivisions with quality design and adequate utility servicing.
6. Encourage the use of advanced sewage treatment systems for small communities and individual lots that can accommodate higher-density development.
7. Encourage smaller, efficient and durable building design and construction that are cost effective over the life span of the development.
8. Use housing agreements to secure the provision of affordable housing in appropriate developments in specific areas.

#### Policies

1. Affordable housing shall be developed to integrate into the rural communities and strengthen their identity and character. This can be achieved by creating developments that are complementary to the scale, layout, building design, landscaping and view of neighbouring properties and the surrounding natural environment.
2. Infill development of auxiliary dwellings, duplexes and second dwellings shall be focused on eligible parcels in accordance with zoning bylaw parcel size requirements. There is an ample supply of eligible parcels within the Plan boundaries where additional dwelling units could be built. To fully utilize the infill potential of these parcels and prevent unnecessary sprawl of residential development to other rural areas, the existing parcel size requirements should be maintained until such time when the eligible parcels have been substantially built out. The Regional District shall continue monitoring the availability of such parcels before adjusting the parcel size requirements and relevant policies accordingly.
3. Affordable location is the key to higher-density cluster affordable housing development. Affordable locations are normally those at village cores or hubs where there are potential community sewage treatment facilities, convenient access to schools, services, amenities and employment, and good connection to public transportation. These areas shall be prioritized for multi-family residential development, which can take the form of small-lot strata housing, multi-plex, townhouse, low-rise apartment, and so forth. Mixed-use development that combines residential use with commercial, retail, service and office uses is also appropriate in such areas. This type of development complements the higher residential density and provides commercial and employment opportunities for residents, and thus enhances housing affordability.

4. The Regional District shall seek opportunities to improve infrastructure and servicing in affordable locations to further enhance their affordability, such as pedestrian connections, parks, trails, biking paths, community sewage treatment plants and transit service.
5. In areas not designated by any other policies of the Official Community Plan, a minimum lot size of 700 m<sup>2</sup> shall be considered for new subdivisions where there is a provision of a minimum of 20% designated affordable housing units secured by a housing agreement, and suitable water supply, sewage treatment facility and traffic circulation can be provided. Detached or semi-detached single-family homes can be built in such small-lot subdivisions. This type of development can reduce land cost and effectively blend into the rural landscape. Smaller lot size is an essential tool to increase residential density in rural areas without affecting their character.
6. Sewage treatment systems that do not require an absorption field occupy much less land than conventional septic systems, making higher-density development more affordable. They should be considered for small-lot or cluster housing developments subject to the approval of the Vancouver Coastal Health Authority.
7. Smaller buildings are more suitable for infill, small-lot and cluster development. They normally cost less to build and maintain. With the use of energy-efficient technology and durable building materials, they can be made more affordable over the long term. This type of construction should be encouraged wherever suitable.
8. A housing agreement pursuant to the *Local Government Act* shall be considered as a tool to secure the provision of affordable housing in appropriate areas, and enable site specific provisions to enhance long-term affordability of the development, which can include energy and resource efficient building design, durable construction, and innovative architectural and landscape design that is compatible with the character of the surrounding neighbourhoods.

#### *Organization and Intergovernmental Implications*

Communication and consultation with other levels of government (e.g. Vancouver Coastal Health) are essential during the process of reviewing proposed affordable housing policies.

#### *Financial Implications*

None at this time.

#### *Timeline for next steps or estimated completion date*

Upon receiving feedback and direction from the Committee, staff can proceed to drafting formal Official Community Plan amendments to incorporate new affordable housing policies.

#### *Communications Strategy*

The proposed OCP amendment will be referred to agencies as part of the bylaw adoption process. As the project moves forward one or more public meetings will be arranged and input will be sought from agencies, community groups and provincial/federal ministries with respect to their specific interests and authorities.

## 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
- Land use policies and regulations are supporting affordable housing

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 complete, compact, low environmental impact communities based on energy efficient transportation and settlement patterns in harmony with the natural environment in which they are set.

## CONCLUSION

Through the referral process, the previous staff report which identified opportunities to support affordable housing on the Sunshine Coast received general support from community groups and agencies. Various new approaches were also suggested by these groups. A comprehensive review of current Official Community Plans has identified viable common principles, as well as opportunities for improvement in existing policies. Based on this analysis and community feedback, staff propose a set of new policies to strengthen existing policies and incorporate new approaches. These policies can form the basis of OCP amendments to provide a consistent approach to affordable housing across applicable electoral areas. Further consultation through information meetings and referrals would occur as part of the bylaw adoption process.

Staff will report to a Q3 Committee meeting with recommended OCP amendments.

### *Attachments*

Attachment A – Summary of Referral Comments

Attachement B – Summary of Key OCP Policies Related to Affordable Housing

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

**Attachment A**

**Summary of Referral Comments**

Egmont / Pender Harbour Advisory Planning Commission

- The land use area under consideration for affordable housing should be expanded to include Egmont.
- The APC does not consider foreshore areas suitable for affordable housing.
- This APC is in favour of increased density in the correct places and relaxing regulations on side yard, lot size, etc.
- Maintain commercial land base.
- Consider co-op housing and using Crown lands for affordable housing.
- It is not the Government's responsibility to fund affordable housing through taxes.
- Changing the zoning bylaw or making amendments to the OCP takes too long when developers apply to build affordable housing.

Halfmoon Bay Advisory Planning Commission

- The Committee fully supports the staff recommendations.
- Densification in Village Hub 1 (Secret Cove) is problematic because most of that area is served by an ocean outfall sewage system. There are also problems with coliform in the Lohn Road area.
- If Crown lands east of the school on Northwood Road ever became available, they would be a good location for row housing.
- Explore further the options of smaller units. There is a lot of interest in alternative housing such as container house, straw bale house etc. As part of the study SCRD could look at alternative building types and sustainable building models.
- High transportation costs negate the possibility for affordable living in Halfmoon Bay. The bus service is a long way away from supporting residents with a regular schedule. If housing increases, transportation likely would follow.
- The OCP's mandate is 'rural by nature': balancing rural character with higher density hubs.
- There are very limited lands available for affordable housing.
- Mobile/modular homes or trailer parks are affordable and can be beautiful and very nice; they can be good additions to the community.

Roberts Creek Advisory Planning Commission

- The APC agrees that SCRD should take a leadership role in exploring opportunities for affordable housing in rural areas of the Sunshine Coast and looks forward to seeing proposals as they come forth. The APC considers that this work should be a priority.
- Most of the people who live in the SCRD come here because of their love for the natural beauty of the place and enjoy the relatively quiet, semi-rural living that it offers. This is

clearly stated in the Roberts Creek OCP vision statement. Affordable housing must be skillfully integrated into the community so that it remains compatible and comparable in character and size with existing structures in the village core, as outlined in the OCP.

- Affordable living on the Coast should include alternative income streams. The APC looks forward to the discussion of the short-term rental business and if this can be designed to contribute to affordable living for residents on the Sunshine Coast.

#### Elphinstone Advisory Planning Commission

- Provincial Health Ministry restrictions on residential development due to sewage treatment capacity should be considered when evaluating density increase.
- There is potential impact of increased density on privacy, views, drainage and neighbourhood character.
- It is important to have proper servicing in place before increasing density or size of auxiliary dwellings due to the impact on the drainage system. Do not permit increased size of auxiliary dwellings without the pre-condition of adequate servicing.
- Before increased auxiliary dwelling size is determined, regulations need to be reviewed to ensure auxiliary dwellings do not conflict with other buildings and uses.
- Consider the impact of short-term rentals on long-term rental availability.
- Low-cost rental housing is an opportunity not being met, but there should be criteria to ensure quality for low-cost housing.
- Consider co-housing and strata subdivision as options to provide affordable housing.
- More attention has to be paid to site coverage if density is to increase.

#### West Howe Sound Advisory Planning Commission

- “Affordable housing” needs to be clearly defined in the policies.
- Developer-driven development is generally not intended to provide affordable housing.
- Minimum lot size can impact affordability.
- Whereas home buying used to be for family habitation, it is now for investment. This will have a big impact on affordability.
- The SCR D should look at what other communities are doing, like Mission, Chilliwack, Abbotsford, Langley, and Islands Trust’s recent considerations related to options on housing and density issues.
- When doing densification, there has to be a plan to address sewage treatment, water, infrastructure and services.
- It is important to consider capacity for services: the number of units the Langdale well can support, the capacity of sewage treatment facilities in Langdale.
- Young families have been moving to the coast because of what is happening in the Lower Mainland. There will be a tipping point when density has to increase here. We have to decide on what we want densification to look like.
- A secondary suite or a coach house is an opportunity to invest in the property.

- Have a grant program for some of the new septic technologies that enable a smaller septic area, or encourage a community system. Using more efficient sewage facility can be a condition for increasing density.
- Access to a coach house would be tricky on a hill.
- A small-home village could be developed behind Langdale school.
- Consider densification on an agricultural property: permitting a number of small homes housing families that work on the farm.
- There is an increased demand in the community for small lots where a detached single-family dwelling could be built. An example is the Parkland subdivision in Gibsons.
- Land use policies and zoning need to change to meet the demand in a timely manner.
- For a Langdale comprehensive development zone, have a clear policy requiring new developments to have a certain number of affordable units.
- If the rules regarding required infrastructure are made more affordable (such as waiving the requirement for curbs), that passes on to the cost of the lot.
- One of the cheapest and fastest ways to densify: apartment buildings.
- Affordable housing seems to be a coastal issue. There seem to be a lot of regionalism, segmentation, and NIMBYism on the Sunshine Coast. We want to see a wider public engagement at a coastal level.
- Short term rentals affect affordability.

#### Roberts Creek Official Community Plan Committee

- The Roberts Creek Official Community Plan Committee recognizes the urgent need and strong demand for affordable housing, and notes that the following opportunities are directly supported by the Roberts Creek Official Community Plan:
  - Increased density in the community core
  - Cluster housing
  - Alternative residential developments
  - Affordable market ownership/non-market ownership
  - Innovative green building
- The Committee supports increased densification but not smaller lot sizes, and recommends the following:
  - Home owner incentive for densification
  - Increased land use flexibility
  - That Crown land within a certain distance (e.g., 2 km) to facilities be considered for affordable housing, including areas above the highway
  - Community sewage systems be supported

- More buildings on lots, such as suites and duplexes, be supported
- Alternative, green and off-grid building be promoted
- Affordable housing for individuals living below the poverty line be explored
- Affordable housing be accessible and not-for-profit based

#### Town of Gibsons

- Town council has a concern regarding the extent of the Intensification Opportunity Areas in the Elphinstone OCP area and that they may potentially compete with infill options within the Town boundaries.
- Two elements of the Town strategies of recent years could inform the SCRD efforts for new affordable housing options:
  1. The Garden Suite program has resulted in 4 approved and 4 potential applications. This program could be adapted to provide infill options for rental accommodation in the rural area.
  2. The Town's Zoning Bylaw introduced smaller lot areas and cluster development options that were first used in the Parkland subdivision in upper Gibsons. The Small Lot Cottage Residential zone has provided a new option for parcels of 280-400 m<sup>2</sup> in size, which offers a more efficient land development option than the conventional 700 m<sup>2</sup> lots. The SCRD could explore cluster zoning or smaller lot sizes for a rural context where sufficient sanitary treatment options are available.

#### Sunshine Coast Housing Committee

Overall this report is a positive step toward the feasibility of rural approaches to supportive housing. The Committee was particularly encouraged to see discussion of small lots, reductions to minimum widths of residential buildings and encouragement of clusters around village hubs. More flexibility in residential land use, where infrastructure (septic and water) allows, is a key positive rural strategy for addressing affordable housing, and one the Housing Committee is very supportive of.

#### Skwxwú7mesh Nation

No concerns.

#### shíshálh Nation

No comments received.

#### District of Sechelt

No comments received.

#### Pender Harbour Seniors Housing Society

No comments received.



**Attachment B**

**Summary of Key OCP Policies Related to Affordable Housing**

**Egmont / Pender Harbour Official Community Plan**

Existing OCP:

- Opportunities for affordable housing shall be made available through zoning providing for auxiliary dwellings, duplexes, mobile homes and full size second dwellings in most parts of the Plan Area subject to parcel size and other requirements.
- The introduction of cluster housing has several environmental and social advantages. The advantages include the reduction of private land consumption for housing, reduction of disturbed areas by construction, concentration of homes in the most desirable areas, and the retention of natural wildlife corridors, green space, and recreation areas for the general public. As an alternative to traditional large lot developments, cluster housing may offer an affordable option for renters, seniors and first-time purchasers.

Proposed new OCP:

- Parcel size designations in this plan have attempted to strike a balance between soil suitability for on-site sewage disposal, the community's desire for an affordable supply of land as well as protection of important environmental features, including the Plan area's lakes.
- To encourage the building of a range of housing types and opportunities to address affordable, rental, seniors and special needs housing.
- Opportunities for affordable rental, seniors and special needs housing shall be made available through zoning providing for auxiliary dwellings, duplexes, suites within houses, mobile homes, special rental housing, transition homes, and full size second dwellings in most parts of the Plan area subject to parcel size and other requirements.
- Provision for a second single family dwelling requires a minimum parcel area of 4,000 square metres in areas served by on-site septic disposal systems. A duplex, auxiliary dwelling or suite within a dwelling are supported for the provision of affordable housing options.
- Subdivisions with higher density will be considered, with an average parcel size of 1,000 square metres, in neighbourhood areas where there is an affordable housing component and a community benefit. High density developments shall be serviced by community water supply and approved septic treatment technology.
- Market restricted affordable housing may also be considered as part of a development approval for future multi-family developments.

**Halfmoon Bay Official Community Plan**

- A limited amount of land is available for future development, and development should be undertaken only if the land is developed in a way that meets the needs of a rural residential community and provides suitable amenities, such as park or trail dedication, access to the ocean and affordable housing.

- Existing hub areas are suitable for mixed land uses including affordable housing.

#### Roberts Creek Official Community Plan

- The Plan encourages the use of density bonus, housing agreement, community amenity and multi-family residential zoning to create land use opportunities for the development of affordable housing.
- The Plan supports higher density mixed commercial and residential developments and cluster housing developments in the village core area to create opportunities for affordable housing.
- The Plan encourages innovative design and construction methods, low energy use, smaller dwellings, green building materials and techniques to help to make housing more affordable.
- Opportunities for affordable housing shall be made available through zoning provisions to permit second dwellings, auxiliary dwellings, duplexes and mobile homes in most parts of the Plan area subject to parcel size and other requirements.
- The Plan identifies various types of affordable housing, such as rental, ownership, market and non-market pricing, life lease.
- Sewage treatment facilities required to provide affordable housing shall be designed and developed to Regional District standards and to Provincial requirements and subject to consultation with local residents.

#### Elphinstone Official Community Plan

- The Plan encourages mixed-use development with commercial and multi-family residential uses with the inclusion of 10% affordable housing for parcels exceeding 2 hectares via rezoning the property to a comprehensive development zone.
- The Plan encourages the provision of affordable housing options through auxiliary dwellings, duplexes and second dwellings on larger lots.
- The Plan permits in Comprehensive Development Cluster Housing Area 6 a minimum subdivision parcel size of 700 m<sup>2</sup> if there is a provision of 20% designated affordable housing.
- The Plan permits density increase to 20 units per hectare for Mobile Home Park land use designation if there is a provision of 20% designated affordable housing.

#### West Howe Sound Official Community Plan

- Affordable housing can be achieved through secondary dwellings on rural and residential parcels, infill development in residential areas, clustered housing and mobile homes.
- The Plan encourages the development of affordable housing in the Langdale Neighbourhood Village Centre through a mixture of smaller housing forms and smaller parcel sizes that have relatively low servicing costs.

- As part of the development approval consideration for the Comprehensive Development Areas, specific properties and dwelling units shall be designated as affordable and special needs housing.
- In planning for affordable housing, it is important to provide easy transportation accessibility to jobs, commercial services and amenities.
- Mobile home park development should have a minimum density of 15 units per hectare, a community sewage system, internal circulation and recreational space.

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – June 8, 2017

**AUTHOR:** David Rafael, Senior Planner

**SUBJECT:** SUNSHINE COAST REGIONAL DISTRICT ZONING AMENDMENT BYLAW NO. 310.173, 2017 (BC FERRIES), ELECTORAL AREA F

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### RECOMMENDATIONS

**THAT** the report titled Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.173, 2017 (BC Ferries), Electoral Area F be received;

**AND THAT** *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.173, 2017* be forwarded to the Board for First Reading;

**AND THAT** Bylaw No. 310.173 be referred to:

- a) West Howe Sound Advisory Planning Commission
- b) *Skwxwú7mesh* Nation
- c) Ministry of Transportation and Infrastructure
- d) Islands Trust, Gambier Island Local Trust Area
- e) Town of Gibsons
- f) Gibsons and District Volunteer Fire Department

**AND THAT** a public information meeting be held;

**AND FURTHER THAT** once comments from referrals and the public information meeting have been received, *Zoning Amendment Bylaw No. 310.173, 2017* be brought back to the Planning and Community Development Committee for consideration of Second Reading.

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### BACKGROUND

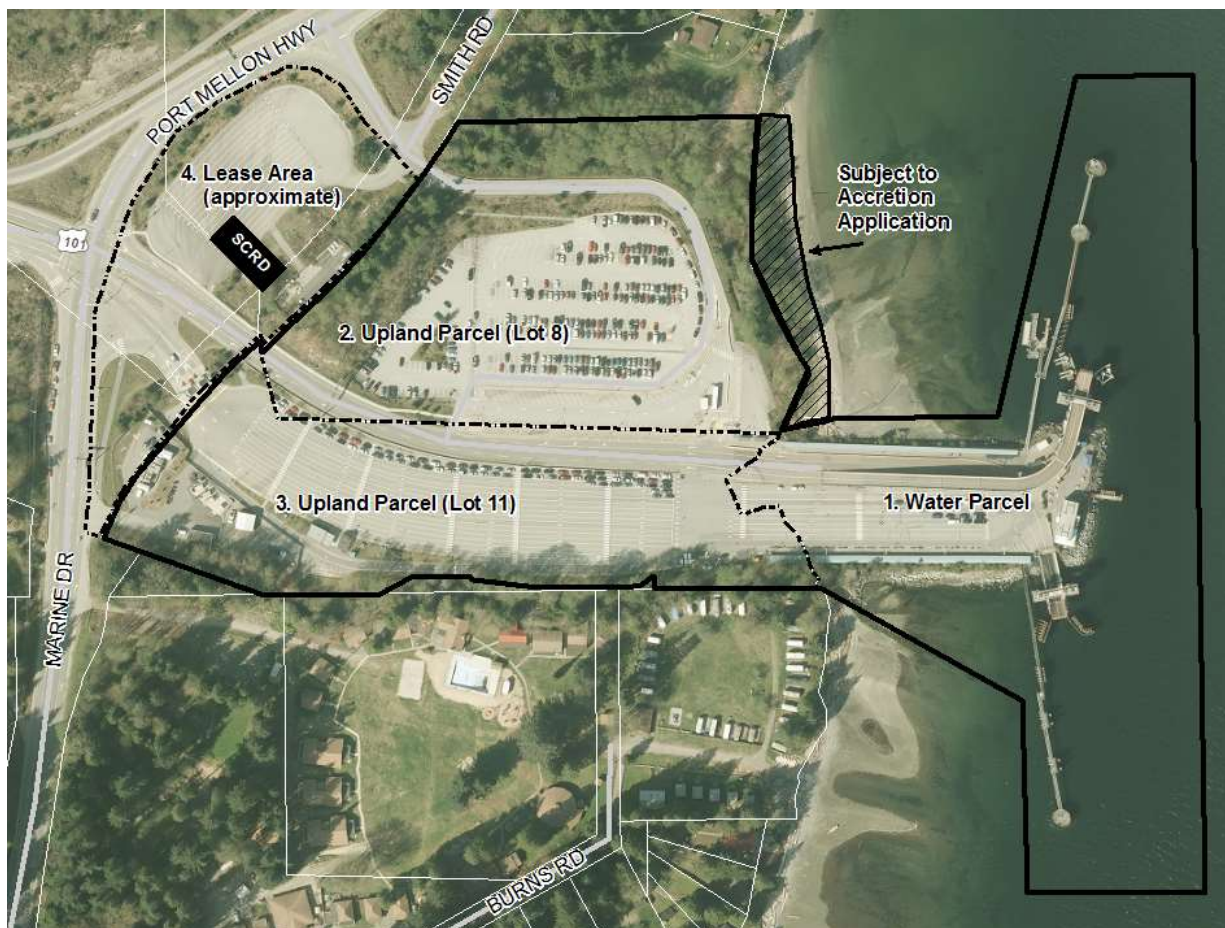
The SCRD received an application from BC Ferry Services Inc. (BC Ferries) to amend the zoning of part of the Langdale Ferry Terminal site to reflect current and proposed uses. The site contains four areas (the rezoning application covers 1 to 3 – see Figure 1) as follows:

1. Water Parcel - District Lot 8007, Group 1 New Westminster District, Plan BCP6348;
2. Upland Parcel - Lot 8, District Lot 1401, Plan 18562;
3. Upland Parcel - Lot 11, District Lot 1401, Plan 19990;

4. Highway Dedication - Plan of Lease for the Langdale Ferry Terminal within road right of way. This area is mainly Crown land, overseen by the Ministry of Transportation and Infrastructure. The SCR D owns a parcel within the lease area that contains a well that serves as the area's water supply.

BC Ferries has also stated that it will merge parcels 1 through 3 into one parcel; this may require a subdivision or amalgamation process. The three parcels are owned by the BC Transportation Financing Authority. In addition, BC Transportation Financing Authority recently applied to acquire accreted land to the east of Lot 8. Preliminary approval was issued by the Land Title and Survey Authority of BC subject to approval of final survey plan. This area will be included in the rezoning proposal.

Figure 1 – Parcel/Area Boundaries



*Table 1 - Application Summary*

Owner / Applicant:	BC Transportation Financing Authority / BC Ferry Services Inc.	
Civic Address:	1376 Marine Drive	
Legal Description:	(Water Parcel) District Lot 8007, Group 1 New Westminster District, Plan BCP6348  Lot 8, District Lot 1401, Plan 18562  Lot 11, District Lot 1401, Plan 19990	
Electoral Area:	F (West Howe Sound)	
Parcel Area:	11.5 hectares (approx.)	
OCP Land Use:	Marine Transportation	
Land Use Zone:	Water One (W1) Residential One (R1)	Water Parcel Upland Parcels
Application Intent:	To reflect current and proposed uses for the Langdale ferry terminal and set the framework for future redevelopment	

BC Ferries recently announced a public engagement process regarding service levels, timetables and fares. In addition, the federal government announced funding to support ferry terminal upgrades, including a redevelopment of the Langdale terminal. The rezoning application is to set the framework to support the redevelopment. The specific redevelopment proposal, such as building design, is not the subject of the rezoning application.

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

## **DISCUSSION**

### *West Howe Sound Official Community Plan (OCP)*

The majority of the Langdale terminal, including the water parcel and accretion area, is designated Marine Transportation. A small portion of the lease area is within the Gateway Corridor land use designation. This is shown in Figure 2 in Attachment A.

The OCP objectives for the Gateway neighbourhood include supporting the continued operation of the terminal. The relevant policy supports an upgrade, subject to a public consultation process, and allows for auxiliary commercial uses that maintain the quaint village market appeal and are available to the surrounding community.

The Gateway Corridor policy focuses on the provision of a tourist information centre near the junction of Stewart Road and the Bypass and encourages landscaping of the Bypass.

The Transportation section includes an objective to recognize the appropriate locations for commercial and recreational marine transportation opportunities within the OCP area. There is

policy support for the Langdale Ferry Terminal to continue to be the primary location for ferry service.

The Langdale terminal is within several development permit areas:

- DPA #1A (Coastal Flooding)
- DPA #2A (Creek/River Corridor)
- DPA #2B (Ravines)
- DPA #2D (Low Channel Confinement)
- DPA#4 (Stream Riparian Assessment Areas)
- DPA#5 (Aquifer Protection and Stormwater Management)

The hazard areas should be considered during the design stages. In particular DPA #1A (Coastal Flooding) will impact flood construction levels and could have an impact on the location and size of new buildings. Staff recommend that a geotechnical report needs to be provided before the bylaw is considered for Second Reading.

#### *Bylaw 310 Zoning and Proposed Uses*

The current zoning designation for most of the land area of the terminal is Residential One (R1); a small portion of the lease area is Rural Two (RU2). The marine portion and the area that is the subject of the accretion application is zoned Water One (W1).

The zoning permitted uses are small scale residential in nature with associated uses, such as limited storage in the RU2, and small docks in the W1 zones.

BC Ferries proposes the following uses:

- a) Marine transportation including the temporary storage of marine vessels (private and/or public)
- b) Transportation centre including foot passengers, bicyclists, transit, car share, commercial trailer drop, float plane and emergency helicopter services
- c) Office
- d) Retail Commercial limited to 20% of building area up to a maximum of 835 sq. m.
- e) Food Services including mobile vendors
- f) Caretaker suite and vessel personnel accommodations
- g) Parking including, employee, short and long term public parking
- h) Park

The applicant proposed height for buildings/marine structures is 20 metres or 3 storeys and for accessory structures is 25 metres. Site coverage is proposed to be 50% with a floor area ratio of 0.25. The current height limit in Bylaw 310 is 11 metres.

BC Ferries proposed the following setbacks:

- a) The minimum front yard is 7.5 metres;
- b) The minimum rear yard is 0.0 metres;
- c) The minimum interior side yard is 6.0 metres;
- d) The minimum exterior side yard is 7.5 metres;
- e) The minimum interior side yard is 1.5 metres on one side of the lot or portion of the lot above the high water mark.

The applicant states that parking requirements would match those set out in Bylaw 310 and bicycle parking will be provided.

### *Analysis*

#### a) Proposal

The proposed uses are consistent with the OCP. They relate to the site's current use and support the OCP objective and policy for the Langdale terminal. The bylaw has been drafted to identify Marine Transportation and Transportation Centres as primary uses with the remaining uses being auxiliary uses. A new zone is proposed.

#### Height of Buildings and Structures

There is no direct link between the number of storeys and building/structure height. Staff consider that a height limit is sufficient and reference to "3 storeys" is not required. The proposed building/structure height is likely guided by the needs of the ferry service (such as to provide access to the ferry decks) and to establish a control tower to oversee the site and the approaching ferry traffic. The proposed height is substantially greater than that currently allowed and the applicant should provide additional information to justify the proposed 20/25 metre limit for buildings/structures. This information needs to be provided prior to a public information meeting. Staff consider that it is likely perimeter fencing, within the setback area, will be greater than the 2 metres that is currently permitted in Bylaw 310 in order to meet federal site security requirements. The bylaw is drafted with a 3 metre fence height limit and this will be considered during the review period.

#### Retail/Commercial Uses and Area

The current retail area consists of approximately 45 square metre building (coffee/bakery) and 600 square metre covered area (stalls for temporary vendors). Mobile vendors are currently part of the terminal operation within the row of stalls available adjacent to the vehicle loading area. Some of the vendors provide food services. The proposal sets a maximum of 835 square metres of retail floor area. Food services are proposed and this is altered to 'restaurant' in the draft bylaw.

The proposal could allow for mobile food trucks in addition to stalls. Staff consider that a separate limit on the area dedicated for mobile vendors could be established and this



could be considered in more detail during the engagement process. Alternatively, the mobile vendors' area could be included in the proposed area limit of 835 square metres.

Bylaw 310 does not include floor area ratios for commercial development. During the engagement period staff will consider whether this is required for the project or if the current practice of establishing site cover and building height limits is sufficient.

#### Setbacks and Siting

Bylaw No. 310.173 was drafted to clarify the proposal and match terminology used in Bylaw 310. There is no need to list a setback of zero metres from the rear parcel line, if no setback is listed in a zone then it is zero. However, there is a general siting provision of 7.5 metres from the natural boundary of the ocean.

Bylaw 310 does not specifically differentiate between interior and exterior side parcel lines. The key is whether the side parcel is adjacent to a highway or not. The setback to a highway needs to respect Ministry of Transportation and Infrastructure requirements for a 4.5 metre setback from a highway. For simplicity Bylaw No. 310.173 includes a 4.5 metre setback from a side parcel line. It is unclear what is meant by the proposal's 1.5 metre setback to one side of a lot or portion of lot above the high water mark, thus it is not included in Bylaw 310.173. This may change as more information is provided by the applicant as the rezoning process proceeds.

#### Accommodation

With regard to accommodation, staff support the inclusion of one dwelling for a caretaker/watchman. The applicant needs to provide additional information regarding vessel personnel accommodation and under what circumstances it would be used.

#### Parking

Bylaw 310 does not include a specific parking requirement for the ferry terminal. However, the Langdale terminal provides large areas for parking and exceeds requirements set out in Bylaw 310 for commercial uses. For clarity Bylaw No. 310.173 includes surface parking as an auxiliary permitted use.

#### Referral Agencies

The bylaw will be referred to the West Howe Sound APC and *Skwxwú7mesh* Nation. The proposal is likely to be of interest to the Islands Trust as services to Gambier and Keats Islands use the Langdale terminal. The Town of Gibsons and the Gibsons and District Volunteer Fire Department will be sent a referral.

#### b) Site Design

The OCP supports a quaint village market and access by the surrounding community. To achieve the design aspects, one option could be to establish general design guidelines as part of a covenant to achieve the quaint village market ambience. Another could be to introduce a form and character development permit area. Regarding

community access, this will need to be balanced with federal government requirement for marine security (MARSEC). The applicant is aware of the OCP requirement and noted that site design for the Langdale terminal redevelopment has not been finalized and that public consultation will take place as the project moves forward. Additional information should be provided at the public information meeting. At this point staff consider that a covenant establishing general design principles is the best option as this will allow for flexibility. The engagement process will provide feedback regarding this and a future staff report will review this approach.

c) Traffic Impact

The proposal does not significantly alter the current traffic levels and staff consider that a traffic impact study is not required. There may be modest increases in vehicle movements if the commercial component is accessible to the local community. The engagement process, especially input from the Ministry of Transportation and Infrastructure, will consider whether a traffic study is required.

d) Zoning for Area 4

As noted above, the application does not include part of the Langdale terminal facility that is located on road right of way and leased from the Province (Area 4). This includes the overflow parking area, the location of the vehicle toll booths and part of the sewage treatment site. According to information provided by the applicant the lease area is excluded due to reluctance of the Ministry of Transportation and Infrastructure to support rezoning the Crown land until the result of the fixed link study is known. There is no negative impact of the lease area being rezoned at a later date in terms of the Langdale terminal's operation.

Local governments have the authority to establish zoning of Crown land, including road rights of way, and the SCRD has done so in *Sunshine Coast Regional District Zoning Bylaw No. 310*. The SCRD can determine the appropriate area that the bylaw amendment can cover. There is an opportunity to make adjustments in response to the engagement period. SCRD staff suggest that the rezoning should incorporate this area to reflect the current and ongoing uses that support and are part of the Langdale terminal. The bylaw amendment would then cover the entire Langdale terminal site, reduce the need for a future rezoning application (thus reducing impact on staff resources) and would not preclude any future plans that may arise due to the fixed link study.

The Ministry of Transportation and Infrastructure (MoTI) will be consulted throughout the process. If concerns are raised then the SCRD Board can consider amending the rezoning boundary prior to consideration of second reading.

Staff consider that it is better to include the Area 4 at this point and reduce it later if MoTI objects. To start with a smaller area and then expand it to cover the lease area could trigger the need for additional engagement and increase the time taken and staff resources to process the application.

As noted above the SCRD owns a legal parcel in the lease area that supports the regional water system. Public utilities, such as water services established or regulated by a government are a permitted use in any zone. Thus the parcel can be included in the area to be rezoned. Unimpeded access must be provided.

The copy of Bylaw Amendment No. 310.173 in Attachment B includes the lease area. Terminology reflects that of Bylaw 310 instead of proposed text such as “front parcel line” rather than “front yard” for setbacks.

### *Options*

Possible options to consider:

**Option 1: Bylaw No. 310.173 Receives First Reading and Engagement Proceeds with the lease area included.**

The proposal is supported within the West Howe Sound Official Community Plan and will set the framework for the future redevelopment of the Langdale terminal. The applicant, on advice from the Ministry of Transportation and Infrastructure, has excluded the lease. However staff consider that the rezoning boundary should include all land associated with the terminal. This is more efficient and is within the authority of the SCRD.

The bylaw, with the lease area included, could receive First Reading and the engagement and referral would commence.

The zoning boundary could be amended after the engagement process at second reading if there are sufficient reasons to do so. Reducing the area to be rezoned is less likely to raise concerns. If the engagement process pointed to increasing the rezoning area then additional engagement could be needed, such as a second information meeting. This would increase project time and staff resources.

Staff recommend this option.

**Option 2: Bylaw No. 310.173 Receives First Reading and Engagement Proceeds without the lease area included.**

The application specifically excluded the lease area on advice from the province. The bylaw could move forward as proposed. The lease area could be the subject of a separate rezoning application in the future. This would not negatively impact the use of the site. A second application would require staff resources and would likely revisit many of the same issues that would be considered under the current application.

### *Organization and Intergovernmental Implications*

The Langdale terminal area includes a parcel of land that contains an SCRD water facility. This parcel will be included in the rezoning if Area 4 is included. When the redevelopment moves forward the SCRD will work with BC Ferries to ensure that access is maintained to the well site.

### *Timeline for next steps or estimated completion date*

The engagement process will take place over the summer and will include a public information meeting. Once the process is completed staff will provide a report to the Planning and Community Development Committee.

### *Communications Strategy*

Staff recommend that engagement proceed with:

- a) West Howe Sound Advisory Planning Commission
- b) *Skwxwú7mesh* Nation
- c) Ministry of Transportation and Infrastructure
- d) Islands Trust, Gambier Island Local Trust Area
- e) Town of Gibsons
- f) Gibsons and District Volunteer Fire Department

The public information meeting will be advertised in the local press and posted on the SCRD website. A notification sign will also be posted on site. There is likely to be overlap with BC Ferries recently announced consultation and community interest in details of the redevelopment that was recently given federal funds. Care will to be taken to ensure that the rezoning process does not get lost in other aspects of how the Langdale terminal will operate in the future.

Internal referrals will also take place with a focus on Infrastructure Services (water, solid waste and transit) and Building Inspection Services (relating to future redevelopment).

## **STRATEGIC PLAN AND RELATED POLICIES**

The bylaw amendment process supports the Strategic Plan's values of Collaboration, Respect & Equity and Transparency.

## **CONCLUSION**

BC Ferries submitted an application to rezone the majority of the Langdale terminal to a zone that reflects the current and proposed use of the site and set the framework for its redevelopment. The West Howe Sound OCP supports the proposal.

Staff recommend that the entire terminal area, including the lease area, be rezoned and drafted *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.173, 2017* to include this area.

Staff recommend that the bylaw receive First Reading and that engagement, including a public information meeting, commence.

*Attachments*

Attachment A – OCP and Zoning maps

Attachment B – Draft *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310,173, 2017*

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

## Attachment A

Figure 2 - West Howe Sound Official Community Plan: Current Land Use Designations

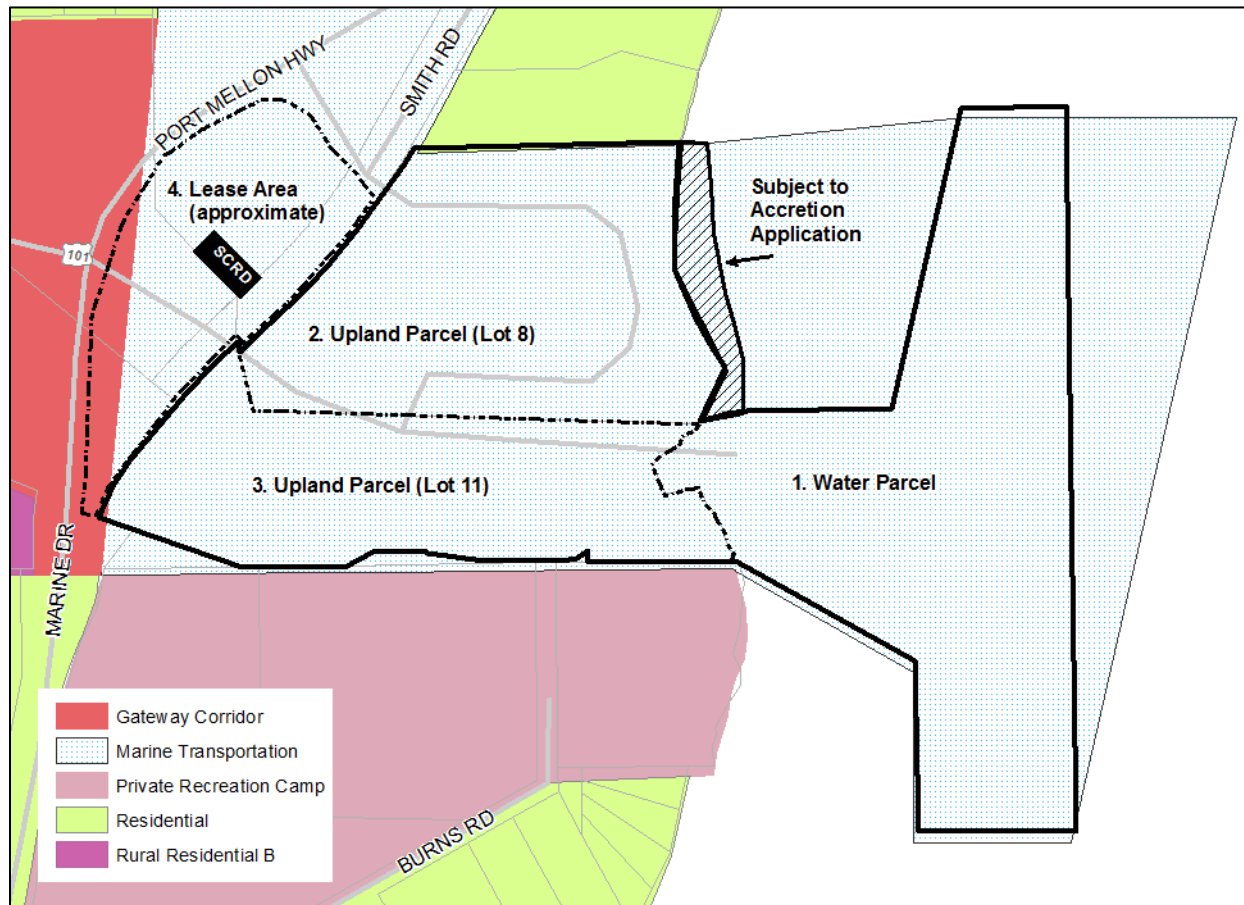
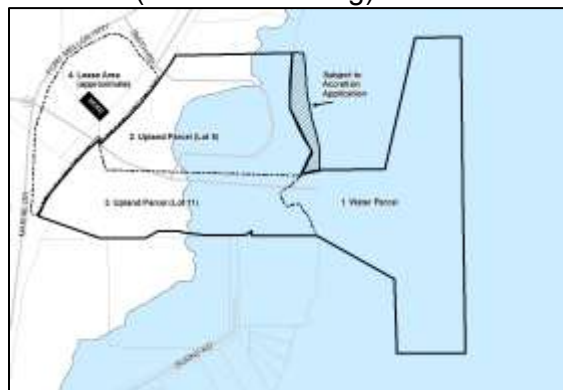


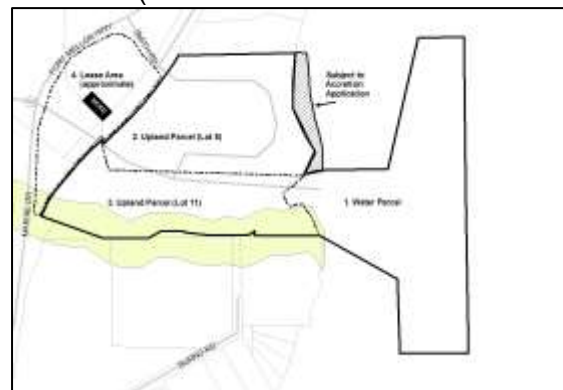
Figure 3 – Development Permit Areas

Note: due to overlapping boundaries each DPA is shown on separate maps.

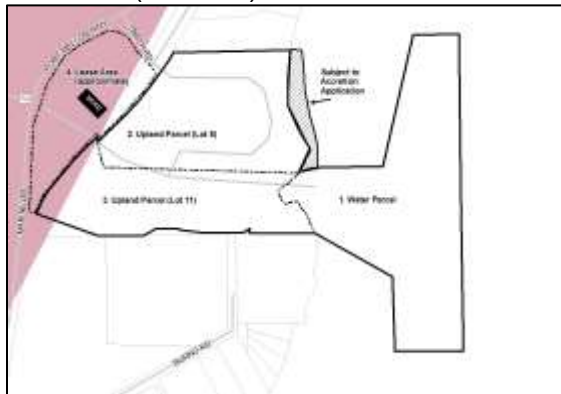
DPA #1A (Coastal Flooding)



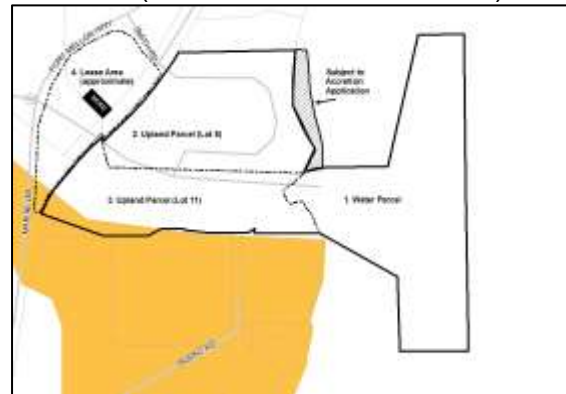
DPA #2A (Creek/River Corridor)



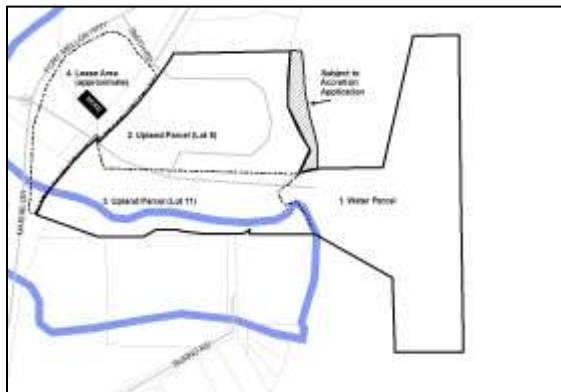
DPA #2B (Ravines)



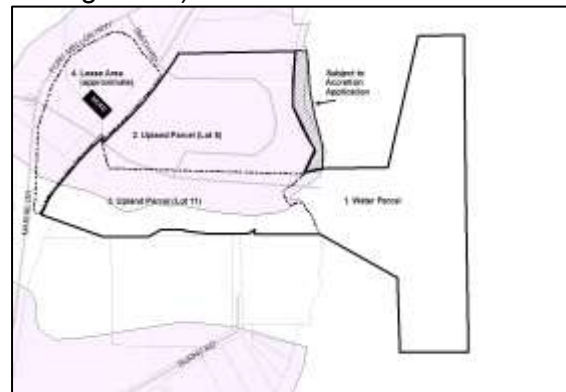
DPA #2D (Low Channel Confinement)



DPA#4 (Stream Riparian Assessment Areas)



DPA#5 (Aquifer Protection and Stormwater Management)



DPA #6 (Shoreline Protection and Management)

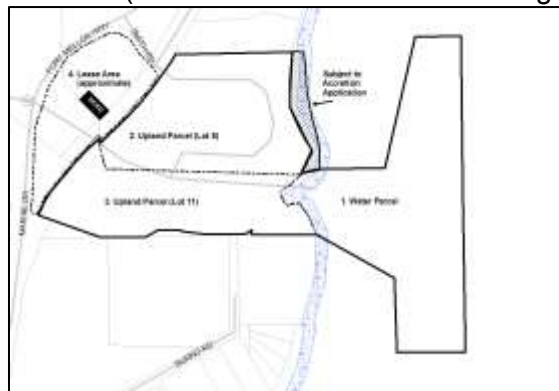
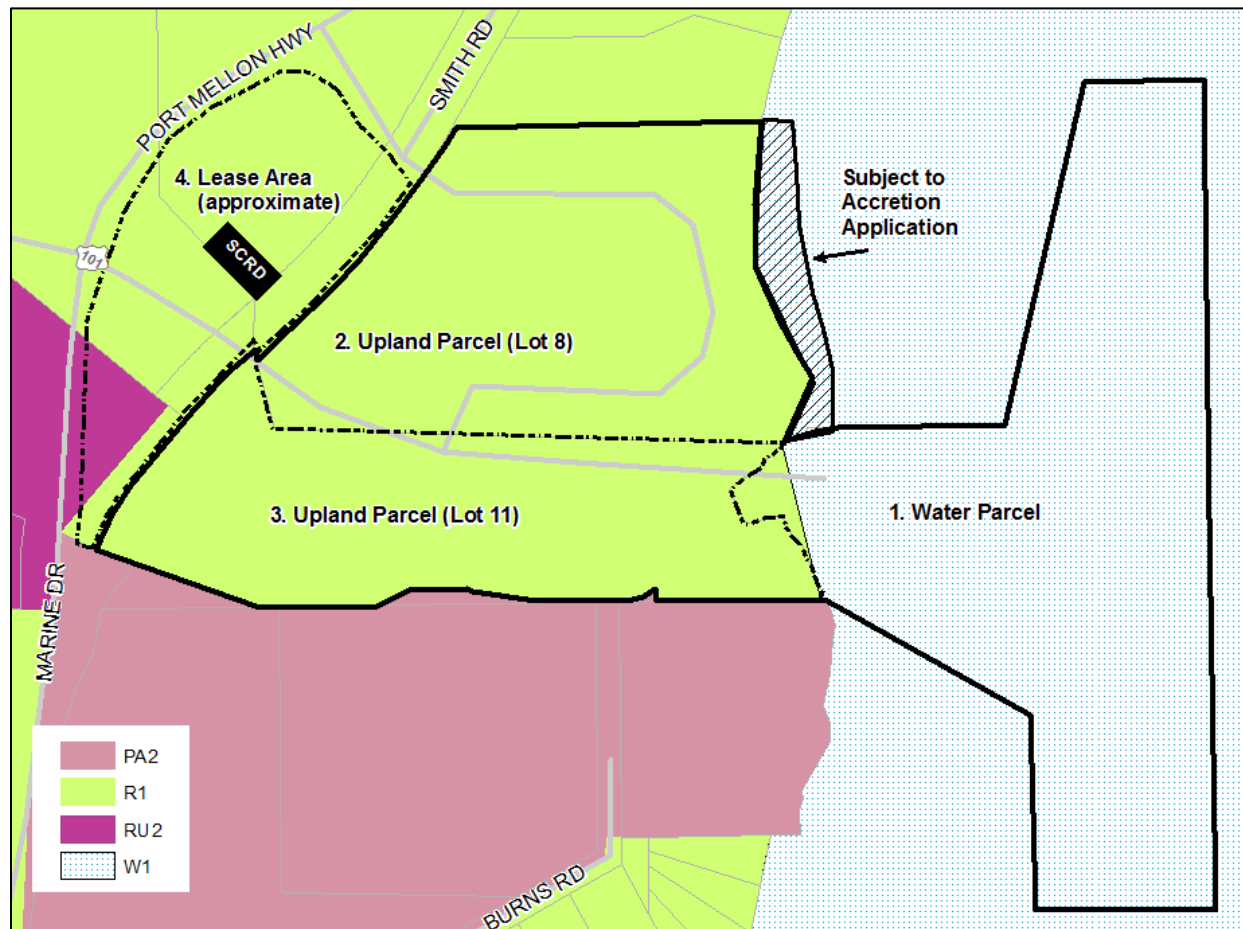


Figure 4 - Zoning Bylaw No. 310: Current Zoning Designations





## **ATTACHMENT B**

### **SUNSHINE COAST REGIONAL DISTRICT BYLAW NO. 310.173**

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

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

#### **PART A – CITATION**

This bylaw may be cited as the *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310,173, 2017*.

#### **PART B – AMENDMENT**

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

- a. In Section 301 (1) add “M1 Marine Transportation” following “C5 Commercial Five”;
- b. In Section 502 (14), Business Signs in Non-Commercial/Industrial Zones, add “, M1” in the list of zones after “C6”;
- c. In Section 502 (15), Business Signs in Commercial and Industrial Zones, add “, M1” in the list of zones after “C6”;
- d. Part VIII (Commercial Zones), is insert the following in numerical order as follows:

#### **“851 M1 Zone (Marine Transportation)**

851 On a parcel in an M1 Zone.

#### **Permitted Uses**

851.1 except as otherwise permitted in Part V of this bylaw the following and no other uses are permitted:

- (1) marine transportation including the temporary storage of marine vessels (private and/or public);

- (2) transportation centre including foot passengers, bicyclists, transit, car share, commercial trailer drop, float plane and emergency helicopter services;
- (3) auxiliary to (1) and (2):
  - (a) office;
  - (b) retail;
  - (c) restaurant;
  - (d) mobile vendors, including food trucks;
  - (e) one dwelling for the purpose of housing a caretaker or watchman;
  - (f) vessel personnel accommodation;
  - (g) surface parking for employee, short and long term public parking;
  - (h) park;

### **Conditions of Use**

- 851.2 the combined floor area and site area for retail, restaurant and mobile vendor uses shall not exceed 20% of the total building floor area up to a maximum of 835 square metres;

### **Siting of Structures**

- 851.3 no structure shall be located within:
- (a) 7.5 metres of the front parcel line;
  - (b) 4.5 metres of a side parcel setback;

### **Height of Buildings and Structures**

- 851.4
- (a) buildings shall not exceed 20 metres;
  - (b) structures shall not exceed 25 metres;
  - (c) fences within the setback area may not exceed 3 metres;

### **Parcel Coverage**

- 851.5 the maximum parcel coverage of all buildings and structures shall not exceed 50%;

### **Buildings Per Parcel**

- 851.6 subject to compliance with all other provisions of this bylaw more than one building may be permitted.”

e. Schedule A is hereby amended by rezoning:

- (1) District Lot 8007, Plan BCP6348;
- (2) Lot 8, District Lot 1401, Plan 18562;
- (3) Lot 11, District Lot 1401, Plan 19990;
- (4) Plan of Lease for the Langdale Ferry Terminal within Highway,  
Being Part of Lot 1, Plan 8089; Part of Lot 10, Plan 18562;  
and part of Port Mellon Highway Dedicated by the Deposit of the Explanatory  
Plan 3633 and Plan 8089, 18562, 19990, and Plans LMP 6457, LMP 6503,  
LMP 9502, and LMP 11956, all in D.L. 1401;
- (5) Lot, District Lot 1401, Plan VAP14295

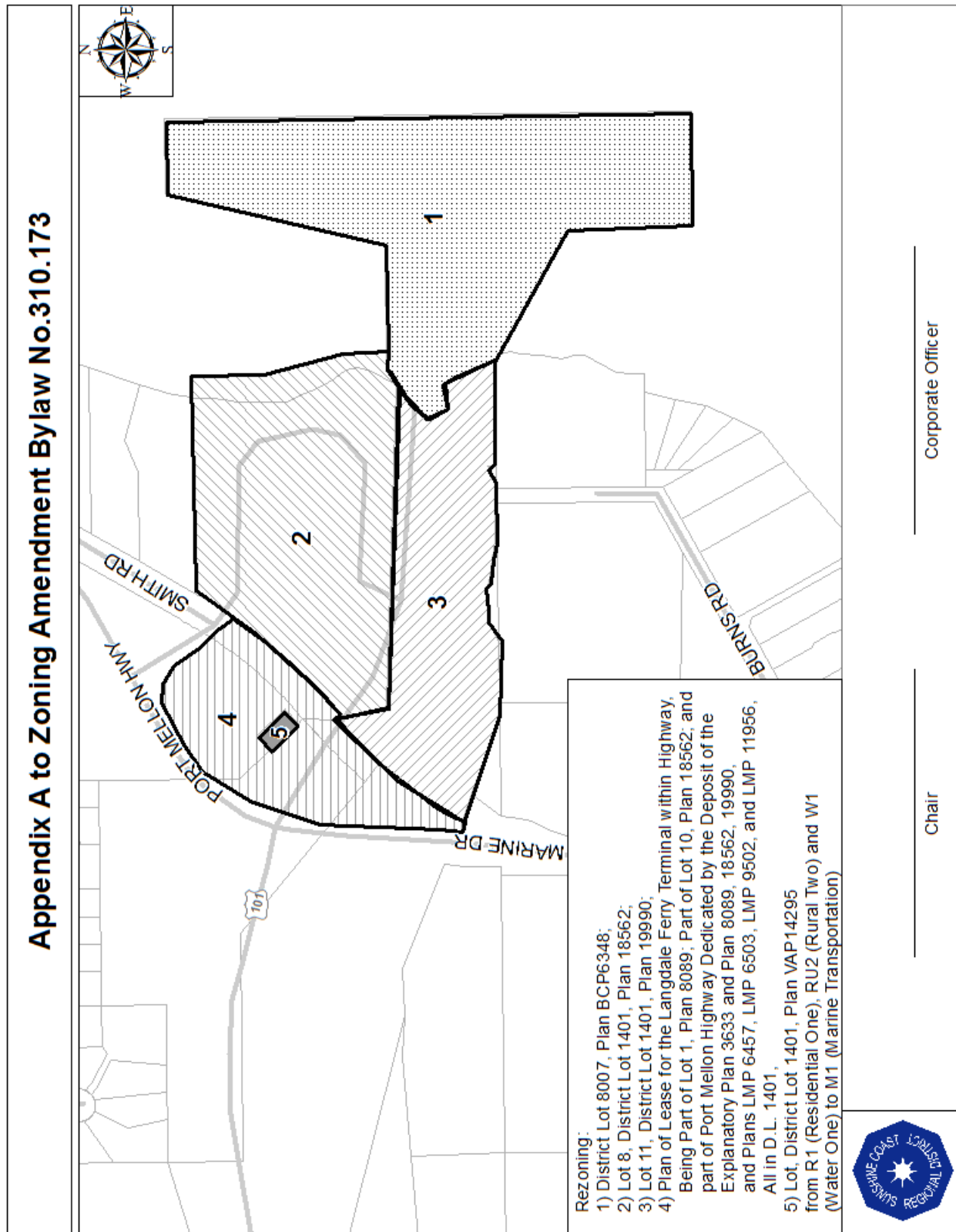
from R1 (Residential One), RU2 (Rural Two) and W1 (Water One) to  
M1 (Marine Transportation), as depicted on Appendix A to this Bylaw.

#### PART C – ADOPTION

READ A FIRST TIME this	####	DAY OF MONTH ,	YEAR
READ A SECOND TIME this	####	DAY OF MONTH ,	YEAR
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	####	DAY OF MONTH ,	YEAR
READ A THIRD TIME this	####	DAY OF MONTH ,	YEAR
APPROVED PURSUANT TO SECTION 52 OF THE <i>TRANSPORTATION ACT</i> this	####	DAY OF MONTH ,	YEAR
ADOPTED this	####	DAY OF MONTH ,	YEAR

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Chair



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – June 8, 2017

**AUTHOR:** Lesley-Ann Staats, Planner

**SUBJECT:** WEST COAST WILDERNESS LODGE ZONING AMENDMENT BYLAW 337.114, 2017 AND OCP AMENDMENT 432.33, 2017 – ELECTORAL AREA A

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### RECOMMENDATIONS

1. **THAT** the report titled *West Coast Wilderness Lodge Zoning Amendment Bylaw 337.114, 2017 and OCP Amendment 432.33, 2017 – Electoral Area A* be received;
  2. **AND THAT** *Egmont / Pender Harbour OCP Amendment Bylaw 432.33, 2017 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw 337.114, 2017* be forwarded to the Board for Second Reading;
  3. **AND THAT** *Egmont / Pender Harbour OCP Amendment Bylaw 432.33, 2017 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw 337.114, 2017* is consistent with the SCRD's 2017-2021 Financial Plan and 2011 Solid Waste Management Plan;
  4. **AND THAT** a public hearing to consider *Egmont / Pender Harbour OCP Amendment Bylaw 432.33, 2017 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw 337.114, 2017* be scheduled for 5:00 p.m., Monday, July 24, 2017, at Egmont Community Hall, located at 6671 Maple Road, Egmont;
  5. **AND FURTHER THAT** Director \_\_\_\_\_ be delegated as the Chair and Director \_\_\_\_\_ be delegated as the Alternate Chair for the public hearing.
- 

### BACKGROUND

The West Coast Wilderness Lodge applied to convert the grounds and building of a vacant fish processing plant into a health and wellness spa with accommodations, located at 6719 Maple Road, Egmont. On March 8, 2017, a Public Information Meeting was held in the Egmont Community Hall.

On March 23, 2017, the SCRD Board adopted resolutions 111/17 Recommendation No. 7, 122/17 and 123/17 as follows:

111/17                      **Recommendation No. 7**      *Egmont / Pender Harbour Official Community Plan Amendment 432.33 and Electoral Area A Zoning Bylaw Amendment 337.114 (West Coast Wilderness Lodge)*

THAT the report titled *Egmont / Pender Harbour Official Community Plan Amendment 432.33 and Electoral Area A Zoning Bylaw Amendment*

337.114 (West Coast Wilderness Lodge) for a Health and Wellness Spa with Tourist Accommodations be received;

AND THAT Sunshine Coast Regional District Egmont / Pender Harbour OCP Amendment Bylaw 432.33, 2017 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw 337.114, 2017 be forwarded to the Board for First Reading;

AND THAT Sunshine Coast Regional District Egmont / Pender Harbour OCP Amendment Bylaw 432.33, 2017 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw 337.114, 2017 be referred to the *shíshálh* Nation, Ministry of Transportation and Infrastructure, and Vancouver Coastal Health Authority for comment;

AND FURTHER THAT after referral comments have been received, Sunshine Coast Regional District Egmont / Pender Harbour OCP Amendment Bylaw 432.33, 2017 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw 337.114, 2017 be referred back to the Planning and Community Development Committee for consideration of scheduling a Public Hearing.

Bylaw 432.33                    **It was moved and seconded**

122/17                        THAT Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017 be read a first time.

**CARRIED**

Bylaw 337.114                **It was moved and seconded**

123/17                        THAT Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017 be read a first time.

**CARRIED**

The purpose of this report is to provide feedback on the public information meeting and referral comments received and to recommend Second Reading and the scheduling of a Public Hearing.

## DISCUSSION

### *Public Information Meeting*

The applicant hosted a public information meeting on March 8, 2017 at the Egmont Community Hall. Fifteen people signed in to the meeting and SCRD staff attended. The applicant provided handouts, enclosed for reference as Attachment A, which provide a summary of the proposal and a proposed site plan. The public raised questions about the spa and swimming pool, number of people and staff the facility would be able to accommodate, and number of kayakers touring each day. One citizen requested a water main extension as a community contribution, although that is out of the scope of this proposal. Overall, the feedback was positive and supportive of the application.

### *Referral Comments*

The application was referred to the *shíshálh* Nation, Ministry of Transportation and Infrastructure, and Vancouver Coastal Health Authority.

*shíshálh* Nation – The *shíshálh* Nation requires an archaeological Preliminary Field Reconnaissance (PFR) prior to ground disturbance for construction activities for the proposed cabins and other new developments. The applicant is working with the *shíshálh* Nation to complete a PFR. An Archaeologist has completed the site visit and is in the process of preparing the report.

*Ministry of Transportation and Infrastructure* (MOTI) – MOTI staff confirmed that Section 52 approval is not required as the site is more than 800 metres from an intersection to a controlled access highway. No other comments were received.

*Vancouver Coastal Health Authority* – Approvals from the Vancouver Coastal Health Authority are required for: on-site sewage disposal (sewage flows less than 5,000 imperial gallons/day); food premise as specified under the Health Act; commercial swimming pools; and community water systems.

Vancouver Coast Health has indicated that it has no objection to this Bylaw and OCP Amendment and provided the following comments:

1. The site has an existing drain field that may expanded and or augmented with secondary treatment to meet the capacity of the potential future development. VCH is confident that a site for wastewater can be designed to meet the needs for this proposal.
2. The existing plant site has the potential for an area to be converted to a food premise. The development of a food premise is approved in stages starting with a floor plan through to final construction. VCH approvals are subject to concurrent approvals from the SCRD building department. Once conditions have been met by all regulatory agencies VCH would issue a permit to operate a food premise.

3. Any construction of a public swimming pool facility is regulated by the BC Pool Regulation and is subject to staged approvals from the VCH Public Health Engineer. If a public swimming pool facility is proposed VCH would follow the standard approval protocol before a permit could be granted.
4. Before the Egmont Fish Plant closed they were operating a permitted water system. Apparently all the water works are still in place and could be made operational with some routine maintenance. VCH would issue a new water system permit once the system was providing potable water.

VCH does not anticipate any compliance issues with the regulatory processes to convert the previous fish plant into a spa/resort facility.

As part of the building permit process all conditions by VCH will need to be met.

#### *Organizational and Intergovernmental Implications*

The *Local Government Act* requires that amendments to Official Community Plans be considered by the Board with respect to implications for financial and waste management plans. This is required after First Reading and before the public hearing.

The Chief Financial Officer reviewed the amendments and determined that this amendment would not result in any material impacts to the Five Year Financial Plan (2017-2021). The application will increase the tax base and related apportionment to those services.

Regarding waste management, the owner has a pick-up service for the recycling of paper, cardboard, glass, and plastic. All other recyclables are taken to the Pender Harbour recycling depot. Food waste is picked up by a local farmer and garbage is picked up weekly. This amendment is consistent with the goals of the Solid Waste Management Plan.

#### *Timeline for next steps or estimated completion date*

Upon Second Reading, a public hearing is scheduled on Monday, July 24, 2017 at 5:00 pm at the Egmont Community Hall. A start time of 5:00 pm is earlier than the standard 7:00 pm start time. Staff recommend this as an appropriate time for a meeting in the community during the summer months. Following receipt of public hearing submissions, a report will be provided to the Planning and Community Development Committee to consider next steps.

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

The SCRD priorities of Transparency and Collaboration were supported in the engagement process and will continue to be supported by holding a public hearing.

### **CONCLUSION**

Feedback from the public information meeting was generally supportive. The *shíshálh* Nation has requested an archaeological Preliminary Field Reconnaissance prior to ground disturbance. Vancouver Coastal Health has no objections to the application.



Staff recommend that the bylaws be forwarded to the Board for Second Reading and that a Public Hearing be scheduled on July 24, 2017 at the Egmont Community Hall.

*Attachments:*

A – Public Information Meeting Handouts

B – Egmont / Pender Harbour OCP Amendment Bylaw 432.33, 2017

C – Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw 337.114,  
2017

Reviewed by:			
Manager	X - A. Allen	Finance	X - T. Perreault
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X – J. Loveys	Building	X - P. Preston
		Solid Waste	X - R. Cooper

### The Evolution of West Coast Wilderness Lodge

The development of this properties three goals will be achieved.

Goal one and two will be built upon the uplands. Goal three is planned for the foreshore

1. **Capacity:** Building of thirty new units will increase day-to-day capacity as well as increasing attractiveness to growing wedding and corporate clients.
2. **Staff accommodation:** Egmont has few potential employees, so staff need to be sourced from outside. Being able to provide accommodation makes hiring much easier. At the same time, we will encourage full time staff relocate to Egmont
3. **Repurposing existing facilities:** A health and wellness, and eco-tourism center will be created that will facilitate year-round operation and provide an increased number of activities.

### The planned usages on the existing foreshore lease are as follows:

**To repurpose the existing fish plant building,** which a small portion sits on the foreshore lease. This 7000 sq ft building will house our offices and meeting spaces on the second floor. The first floor will be commercial kitchen, event space, spa, and marine adventure center.

**To use the existing black top surface** (which is also on the foreshore lease), which will provide the ample parking necessary for visitors to take part in our many marine experiences.

**To use the existing cement portion,** including the wharf, which will give us an outdoor venue to offer groups and individuals the unique experience of either yoga, team meetings, or dinning in this most world class location.

**To use the existing dock,** which will be utilized for our many marine adventures; Zodiac tours of the Princess Louisa Inlets, local Kayaking of the surrounding bays, as well as ocean side restaurant for lunch

It has become evident that health and wellness tourism is growing exponentially. 80% of our existing guests are international and are requesting more options when it comes to visiting BC. In analyzing Asia and the Middle East, health and wellness spas are becoming a major reason for destination travel.

Our aim is to attract guests to the center and help them make a healthy transformation by providing programs that can be tailored to meet individual needs.

As part of its wellness programs, the resort will offer:

- **Fitness classes**, such as Zumba and yoga, as well as scuba diving and scenic activities like Boot Camp, kayaking, bike adventures and nature walks.
- **Culinary classes**, including cooking classes and diet seminars to teach guests to feed themselves better.
- **The Salish sea spa**, a spa facility which will feature more than 30 treatments, many using indigenous organic products sourced locally, and that have been used by first nation of health and wellness over the centuries.

Our Adventure Center will offer our international and domestic tourist the ability to explore and discover this incredible costal area of BC without having to travel hundreds of miles from downtown Vancouver. It's our plan to use our kayaking and boating experiences to expose our guests and visitors to the rich ecological environment as well as the historical aspects of the first nation's culture in the area.

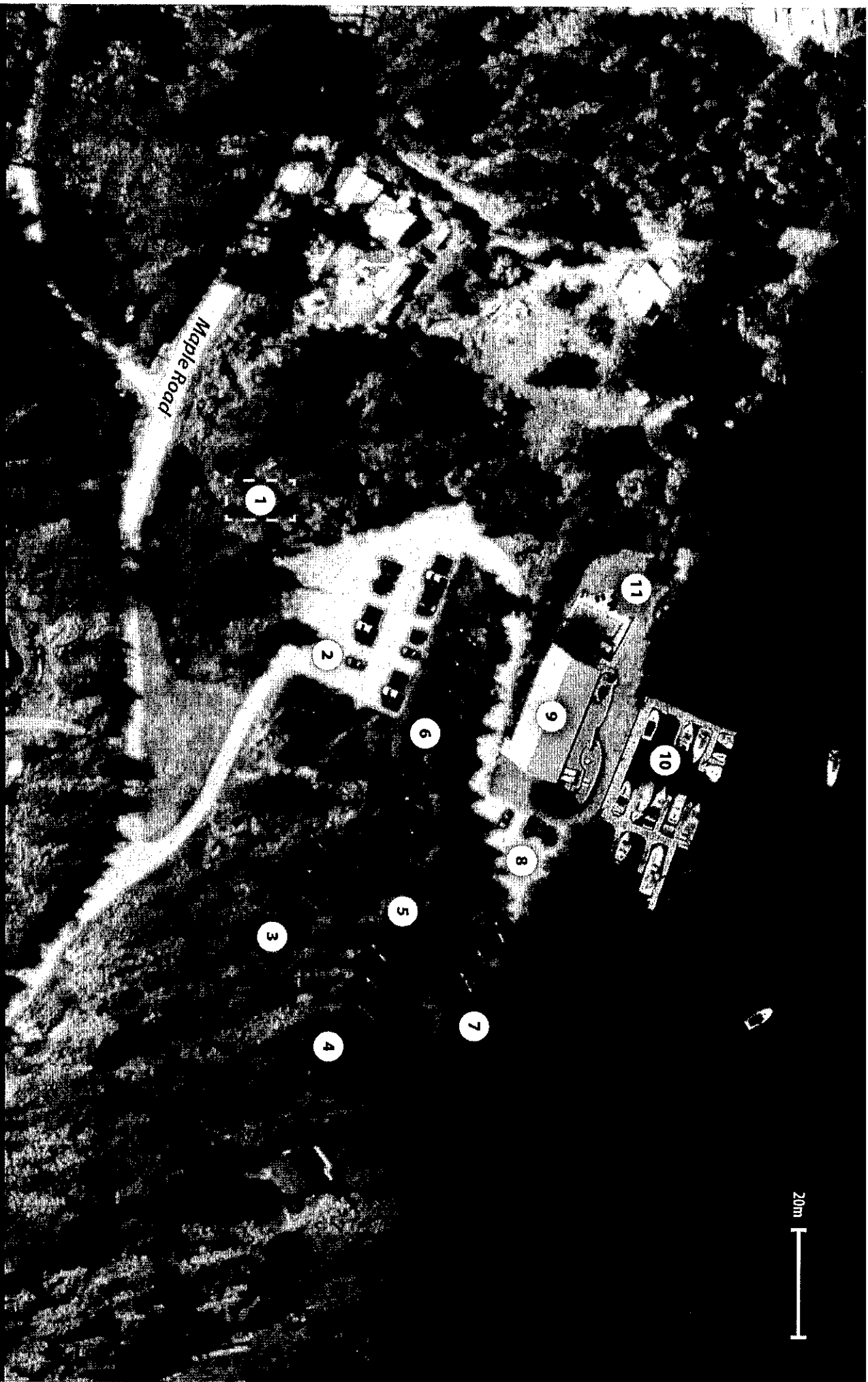
The Projection for staffing will be 30 seasonal, and 8-12 full time staff. The addition of these part time and full time jobs we hope will help transform the village of Egmont from a disappearing coastal ghost town to a vibrant village of the future. Not only will the substantial salary of our staff be injected in to the local community, the transformation of the property from fish plant to resort will increase property taxes from \$11,000 to \$40,000.

It is my opine, that Eco-tourism is the future of Village of Egmont. It is a community that is growing in international recognition as a destination for travelers, tourism, education and adventure. I hope that Residences of Egmont will support tour future plans and come by for a visited.

Kind Regards,

Paul Hansen

20m



**LEGEND**

- |     |                      |    |                   |    |             |
|-----|----------------------|----|-------------------|----|-------------|
| 1   | STAFF LODGINGS       | 8  | LOWER PARKING LOT | 11 | POOL / LAWN |
| 2   | UPPER PARKING LOT    | 9  | SPA BUILDING      |    |             |
| 3-7 | 5 SETS OF 3 DUPLEXES | 10 | DOCK              |    |             |

*West Coast Wilderness Lodge*  
**HEALTH & WELLNESS SPA**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 432.33**

A bylaw to amend *Egmont / Pender Harbour Official Community Plan Bylaw No. 432, 1996*.

---

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 *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017*.

**PART B – AMENDMENT**

2. *Egmont / Pender Harbour Official Community Plan Bylaw No. 432, 1996* is hereby amended as follows:
  - a) Schedule A4 is amended by re-designating District Lot 6690 Group 1 New Westminster District from “Aquaculture Industrial” to “Tourist Commercial”, as depicted on Appendix ‘A’, attached to and forming part of this bylaw.

**PART C – ADOPTION**

READ A FIRST TIME this 23 DAY OF MARCH, 2017

PURSUANT TO SECTION 475 OF THE LOCAL GOVERNMENT ACT CONSULTATION REQUIREMENTS CONSIDERED this 24 DAY OF MARCH, 2017

READ A SECOND TIME this ##### DAY OF MONTH, YEAR

CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE LOCAL GOVERNMENT ACT this ##### DAY OF MONTH, YEAR

PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this ##### DAY OF MONTH, YEAR

READ A THIRD TIME this

##### DAY OF MONTH, YEAR

ADOPTED this

#### DAY OF MONTH, YEAR


Corporate Officer

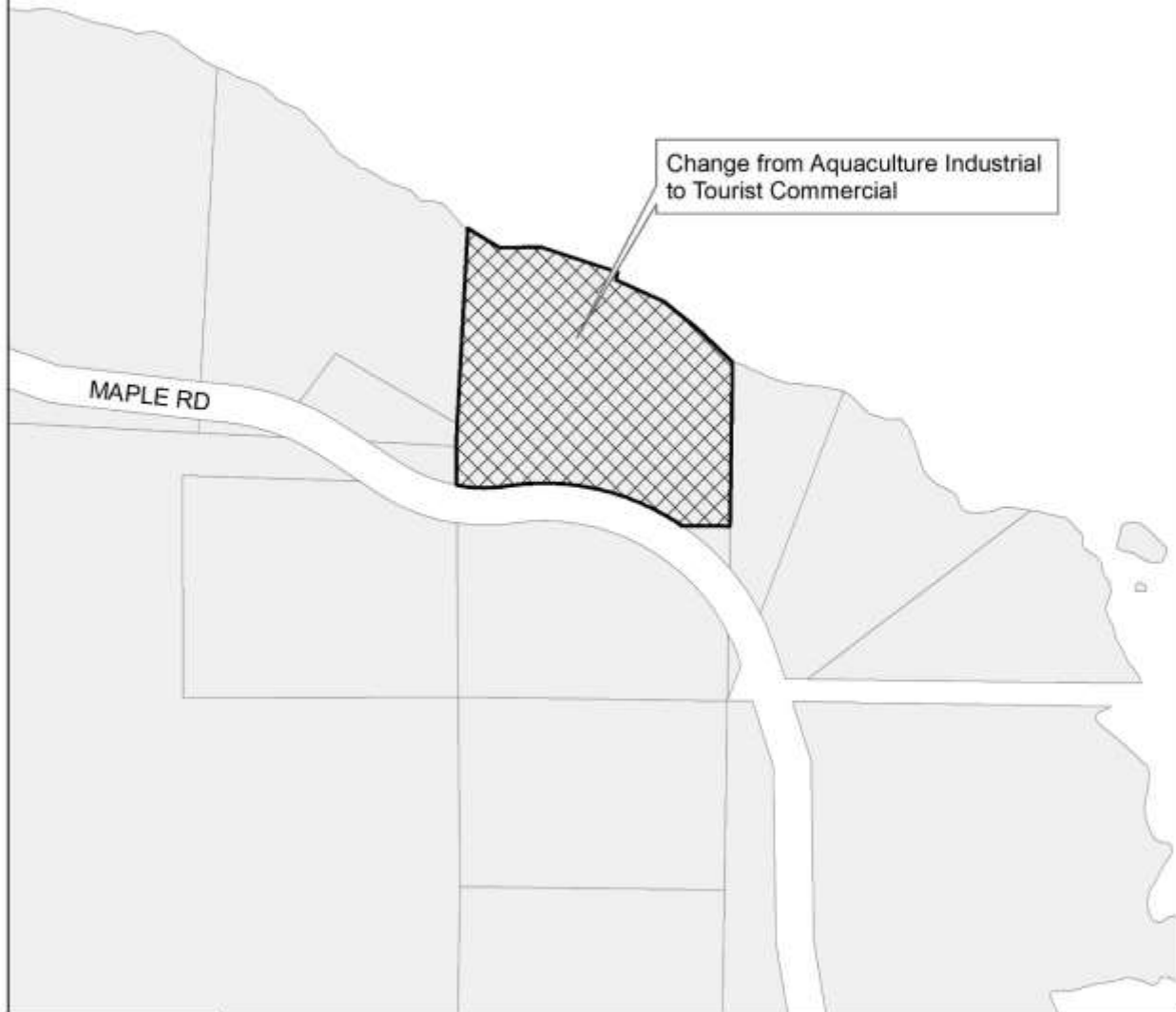
Chair

## Appendix A to Amendment Bylaw No. 432.33, 2017

Amending the Land Use Designation on District Lot 6990 Group 1 New Westminster District  
from Aquaculture Industrial to Tourist Commercial



 Subject Property



\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 337.114**

A bylaw to amend *Sunshine Coast Regional District Electoral Area A Zoning Bylaw No. 337, 1990*

---

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 Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017*.

**PART B – AMENDMENT**

2. *Sunshine Coast Regional District Electoral Area A Zoning Bylaw No. 337, 1990* is hereby amended as follows:
  - a) Part II is amended by modifying the definition of “lodge” by inserting “and lodge staff” immediately after “transient persons” so that it reads:

“lodge” means an establishment consisting of three or more attached or detached sleeping units for temporary occupancy by transient persons and lodge staff and which may include a restaurant and recreation facilities for the use of tourists.
  - b) Schedule A is amended by rezoning District Lot 6690 Group 1 New Westminster District from “I2” (Aquaculture Industrial) to “C2” (Tourist Commercial), as depicted on Appendix ‘A’, attached to and forming part of this bylaw.
  - c) Part VIII (Commercial Zones), Section 811 C2 Zone (Commercial Two) is amended by inserting 811.1B in numerical order as follows:

**Site Specific Uses**

811.1B In addition to the uses permitted in Section 811.1, the following uses are permitted on District Lot 6690 Group 1 New Westminster District:

- (a) spa facilities;
- (b) auxiliary assembly.



**PART C – ADOPTION**

READ A FIRST TIME this 23 DAY OF MARCH, 2017

READ A SECOND TIME this ##### DAY OF MONTH , YEAR

PUBLIC HEARING HELD PURSUANT TO THE  
LOCAL GOVERNMENT ACT this ##### DAY OF MONTH , YEAR

READ A THIRD TIME this ##### DAY OF MONTH , YEAR

ADOPTED this ##### DAY OF MONTH , YEAR

---

Corporate Officer

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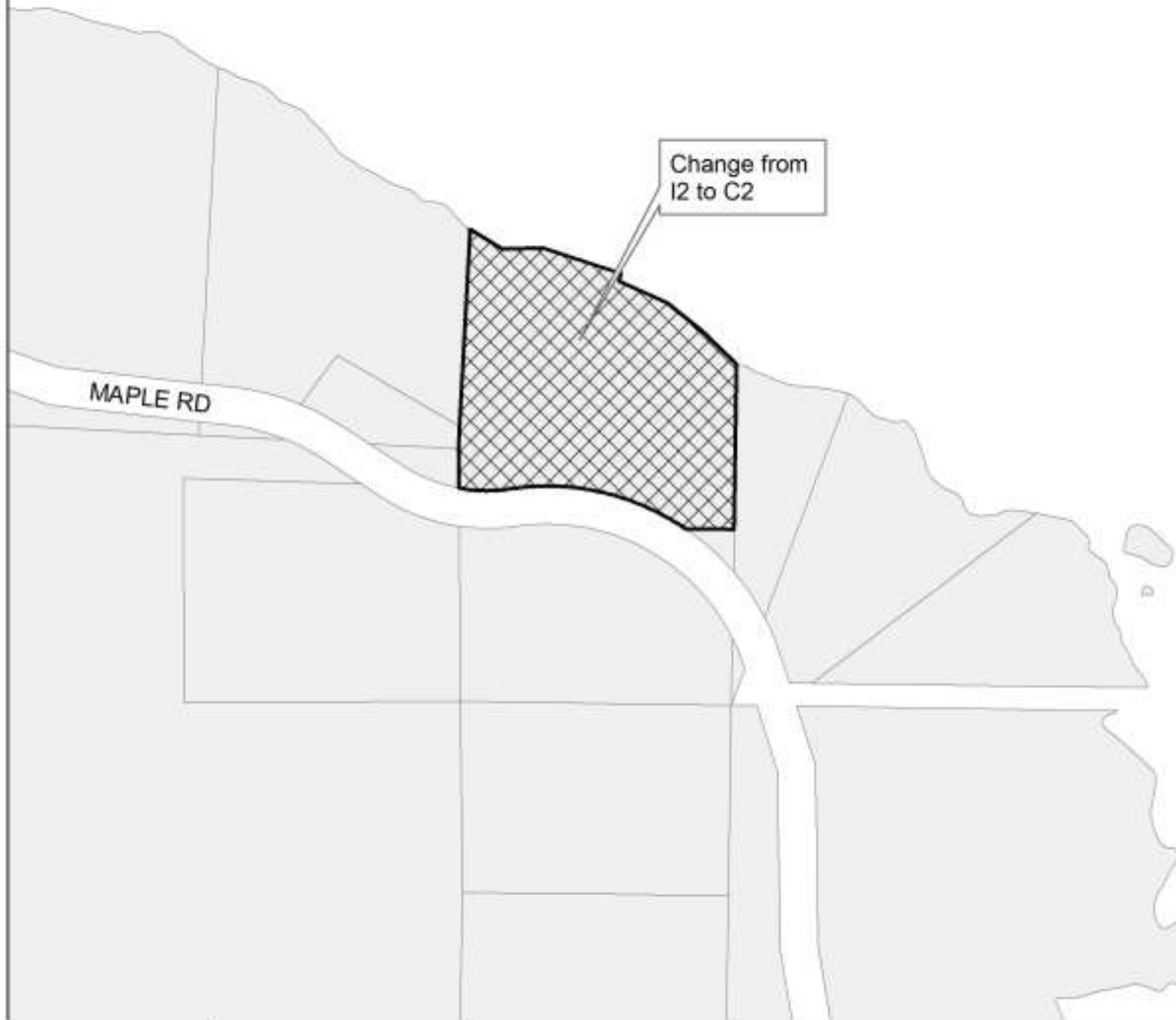
Chair

## Appendix A to Zoning Amendment Bylaw No. 337.114, 2017

Rezoning District Lot 6990 Group 1 New Westminster District  
from I2 (Aquaculture Industrial) to C2 (Tourist Commercial)



 Subject Property



\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

**SUNSHINE COAST REGIONAL DISTRICT****AREA A – EGMONT / PENDER HARBOUR  
ADVISORY PLANNING COMMISSION****May 30, 2017**


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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.

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<b>PRESENT:</b>	Chair Vice Chair Members	Alan Skelley Janet Dickin Alex Thomson Sean McAllister Peter Robson Dennis Burnham Catherine McEachern Tom Silvey
<b>ALSO PRESENT:</b>	Alternate Area A Director Recording Secretary	Les Falk Kelly Kammerle
<b>REGRETS:</b>	Members	Jane McOuat Gordon Littlejohn Gordon Politeski Randy Picketts

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

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

**MINUTES**3.1 Area A Minutes

The Area A APC minutes of April 25, 2017 were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of April 25, 2017
- Roberts Creek (Area D) APC Minutes of April 25, 2017
- Elphinstone (Area E) APC Minutes of April 26, 2017
- West Howe Sound (Area F) APC Minutes of April 25, 2017
- Planning and Community Development Committee Minutes of April 13, 2017

## REPORTS

### 5.1 Ministry of Energy and Mines Referral CRN00033 Mines Act Permit

The APC recommends Approval of Ministry of Energy and Mines Referral CRN00033 Mines Act Permit with the following comments:

- Surface land owners' rights should be respected and they should be consulted if there is any likely impact on their private property.
- Applicant to conform to SCRD noise bylaws wherever possible.

### 5.2 Domestic water license on Ruby Lake CRN00035 (FLNRO)

The APC feels there is not enough information to make recommendation on this issue until the following questions have been answered:

- Owner of Lot 16 needs to be contacted in case his/her approval is required.
- Is there a legal easement for the water line that runs through Lot 16?
- Water is to be used for residential use only, but will the delivery of the water under the terms of the license adversely affect the supply available or the delivery system?
- Would like clearer maps indicating if there is actually an existing water line in place.
- What is proposed to be built between the house and garden shed as shown?

### 5.2 Egmont/Pender Harbour Official Community Plan Bylaw No. 708, 2017

The APC recommends support of the OCP documents and consideration for First Reading with the following comments and concerns:

- Three sections of the draft OCP should be removed as not being central to the document and replaced with references as to where the material can be found elsewhere. These are:
  1. Shíshálh Nation Strategic Land Use Plan 4.1. The APC recognizes the duty to consult, however it feels that much of this material is yet unproven, and inclusion in the OCP thereby may give it unwarranted status.
  2. Regional Sustainability Plan 4.2.
  3. Climate Action Plan 4.3
- Further input from community groups may be appropriate at this stage and the SCRD is encouraged to facilitate same. For example, there was no public presentation in the community of Egmont and the Ruby Lake Owners Association appropriately may be canvased.
- Maps should be sectioned to allow the public to see detailed sections so that they more easily may reference areas of concern.

## DIRECTOR'S REPORT

Alternate Area A Director Falk provided a verbal report of activities.

**NEXT MEETING** June 20, 2017. This is a week earlier than our usual scheduled meeting.

**ADJOURNMENT** 8:45 p.m.

**SUNSHINE COAST REGIONAL DISTRICT****AREA E – ELPHINSTONE  
ADVISORY PLANNING COMMISSION****May 24, 2017**


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

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<b>PRESENT:</b>	Chair	Mary Degan
	Members	Bob Morris Dougald Macdonald Rod Moorcroft Rob Bone
<b>ALSO PRESENT:</b>	Director Alternate Director Recording Secretary	Lorne Lewis Laurella Hay Diane Corbett
<b>REGRETS:</b>	Members	Lynda Chamberlin
<b>ABSENT:</b>	Members	Jenny Groves Brenda Thomas Raquel Kolof Patrick Fitzsimons

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

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

**MINUTES**3.1 Elphinstone (Area E) Minutes

The Elphinstone (Area E) APC Minutes of April 26, 2017 were approved as circulated.

3.2 Minutes

Minutes received for information:

- Egmont Pender Harbour (Area A) APC Minutes of April 25, 2017
- Halfmoon Bay (Area B) APC Minutes of April 25, 2017
- Roberts Creek (Area D) Minutes of April 17, 2017
- West Howe Sound Advisory (Area F) APC Minutes of April 25, 2017
- Planning & Community Development Committee Minutes of April 13, 2017

## REPORTS

### 5.1 Elphinstone Official Community Plan Amendment Bylaw No. 600.5 (Road Closure and Redevelopment Policies for Ocean Beach Esplanade)

The APC discussed the staff report regarding Elphinstone Official Community Plan Amendment Bylaw No. 600.5 (Road Closure and Redevelopment Policies for Ocean Beach Esplanade).

The following concerns, points and issues were noted:

- Personal experiences with road closure and redevelopment application processes

Two APC members with property on Ocean Beach Esplanade (OBE) described their efforts to develop or maintain their properties, located in part on the road allowance. Issues raised included the time and expense of the process. A number of permits and surveys were required. The process took one member twelve years. One member remarked that it costs the Regional District and homeowner a lot of money. If the house burns down, you can't rebuild. If you can't get a mortgage on it, it makes the property worthless. The member expressed strong support for the proposed bylaw.

- Attitudes on preserving Ocean Beach Esplanade as a park

At the time the OCP was last under review, the SCRD had been looking at obtaining the esplanade west of Chaster House as parkland; however, eventually the Board determined this would not be pursued due to potential liability issues. There was discussion on perceived changing attitudes around preserving the esplanade as directed in the previous OCP. It was noted the OCP has "greatly restricted" restoration, maintenance and development of properties on the Ocean Beach Esplanade.

- Removing item 2(g) from the proposed bylaw: *"Architectural and landscaping design plans should accompany the development permit application illustrating how the development can fit into the surrounding environment, and contribute to the enhancement of the private and public space on the esplanade."*

Comments included:

- Don't see how that fits into our lifestyle. Do not want urbanization of the esplanade.
- Who makes the decision as to what is appropriate or not?
- If all that the owner is trying to do is move the lot line, (g) is totally irrelevant.
- Suggested inserts for 2(g):
  - This shall not apply to existing structures;
  - For any new development;
  - This applies to new construction or anything that requires a building permit.
  - Existing rural character and environmental quality are maintained.
- Say we were unable to support (g) because it puts a lot of expense potentially on the owners of the property, and the Regional District should be developing guidelines for the design and finishing.

- Request that it (g) be added to the building permit process.
  - Section (g) would not apply if it were just about legitimizing the property. They are trying to prevent people trying to take over more land.
  - You will always be in the public eye down there. A person might as well be up front in showing the SCRD what you want to do; if it is good, it will be approved.
- Dividing the draft bylaw into two bylaws

It became apparent to several members that what was being proposed in the draft bylaw amendment was actually two processes: legitimization of the property on the title, through application to MoTI and purchase of road right of way land; and development or maintenance of the property. It was pointed out that this was even noted in the staff report on page 6: *“Road closure application and development approval are administered under separate jurisdiction of the MOTI and the SCRD. A road closure application or an encroachment permit is only the first step towards development of a property.”* It was proposed that the draft bylaw amendment appeared to look at this as one process rather than two.

Comments included:

- We need a simple streamlined process so people can legitimize their properties. Any development is another process.
  - We are talking about organizing encroachments, and repairing some of the properties that are encroaching. Fix it so they can fix the encroachment problem and then repair their house. Separate these two issues. Road closure and redevelopment are two different things.
  - I don't see how they are separate. The Regional District is under no obligation to legitimize the applied for extension of land. They are under no obligation. They need to know what you see in the future.
- Valuing Ocean Beach Esplanade as a public asset

An APC member noted that most of the new changes proposed in the staff report include the private side and the public side, and that the interface between private and public is an important design consideration; there has to be consideration of the boundary on the public side as soon as you start to develop the area you've acquired. It was mentioned that:

- A decision will have to consider multiple interests. The basic reason for the Ocean Beach Esplanade Stewardship Advisory Committee was conflicts.
- Need to consider this is a valuable public park, and it is used as such. It is a valuable public recreational corridor. In order to make a decision on a development permit application, you need to know what it is going to look like. The esplanade is an important asset for all of the public.

**Recommendation No. 1**     *Elphinstone Official Community Plan Amendment Bylaw No. 600.5*

The APC recommended that the draft Elphinstone Official Community Plan Amendment Bylaw No. 600.5 be revised to create two separate bylaws: one to legitimize the property on the land title; and the other for building and development activities such as renovation, restoration, maintenance, and construction.

One APC member did not support the recommendation.

**DIRECTOR'S REPORT**

Director Lewis gave a report on recent discussions and decisions of the SCRD Board.

**NEXT MEETING**     June 28, 2017

**ADJOURNMENT**     9:17 p.m.





AUDITOR GENERAL FOR  
LOCAL GOVERNMENT

ACCESSIBILITY INDEPENDENCE TRANSPARENCY PERFORMANCE



May 15, 2017

Garry Nohr  
Chair  
Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC V0N 3A1



Dear Chair Nohr,

**Re: Sunshine Coast Regional District Fire Services Review**

Thank you for the letter from you and the Chief Administrative Officer (CAO) dated April 27, 2017 requesting that our office conduct a review of fire services of the Sunshine Coast Regional District (SCRD).

As you are aware, last fall the office conducted an extensive consultation process with regard to potential performance audit topics for the years 2017/18 forward. Fire Protection Services was one of the top ranked areas to consider for a performance audit and we will give serious consideration to this topic and to your request in the audit work for our 2018/19 fiscal year. Topics for 2017/18 currently being planned include further audit work on local government's role in Ensuring Clean Drinking Water as well as local government's role in Emergency Management (including business continuity and disaster recovery). We are just now finalizing our planning process for these topics and at this point anticipate completion and then selection of the auditees in the short term. In addition, we anticipate the completion of a Perspective Series (best practices) booklet related to the water audit topic.

As a smaller office, our work is typically planned well in advance; however, as noted above, we consider requests such as yours seriously, in part because it clearly represents a relevant topic and in part due to the significance and value an audit would bring to the SCRD.

Thank you again for your request and we will give this consideration in early 2018.

Sincerely,

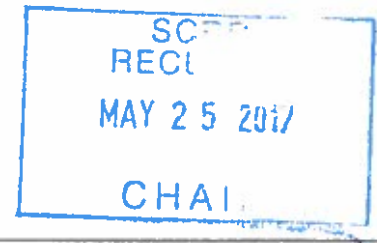
Gordon Ruth, FCPA, FCGA  
Auditor General for Local Government

cc: Janette Loveys  
CAO

**Susan Hunt**

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**From:** Terry Murray <tmurray@squamish.ca>  
**Sent:** May-25-17 11:17 AM  
**To:** Terry Murray  
**Subject:** TOR Ocean Watch Action Plan Task Force



**SharePoint document links:**

[TOR DRAFT 5 OceanWatch Action Plan Task Force.docx](#)

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**Sent on behalf of Howe Sound Community Forum**

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## **OceanWatch – Howe Sound Edition Action Plan**

### **Task Force**

#### **Terms of Reference**

**Background:** The Vancouver Aquarium's Coastal Ocean Research Institute produced in February 2017 the OceanWatch-Howe Sound Edition. This report was a collaborative and comprehensive project that provides a valuable assessment of the ongoing recovery of the health of Howe Sound. The report lists seven action items with recommendations that need to be supported in order to maintain the recovery and health of Howe Sound.

In 2002, the \_\_\_\_\_ signed the Principles for Cooperation as members of the Howe Sound Community Forum. Among a number of shared values is Stewardship. To support the stewardship of the Action Plan items, it is recommended a Task Force with participation from each Howe Sound community be established to identify the short, medium and long term contributions to each of the seven action items resulting from the plan.

#### **Responsibilities:**

- Identify which actions in the Ocean Watch: Howe Sound Action Plan are within the mandate and reach of member communities.
- Focus on the identifying selected actions by Local Governments for implementation and highlight potential actions that include policy integration and collaboration between member Local governments and First Nations;
- Contribute information on what action local governments and Squamish Nation are already undertaking toward the goals.
- Recommend a process through which the selected actions get done
- Complete its work within six months.

#### **Deliverables:**

Bring forward recommendations and processes to Howe Sound Community Forum members that target selected actions for local governments to achieve.

Report at the next Howe Sound Community Forum in October on recommendations, timelines and progress to-date on the Action Plan.

#### **Representation:**

The task force is open to representation from Squamish and Tsleil Waututh Nations and one Council member and/or staff member with relevant portfolios from Local Governments (see table) directly adjacent to Howe Sound.

This is intended to be a Working Group. Meeting coordination and facilitation will be with the volunteer assistance as needed.

<b>Local Governments:</b>	<b>Council member</b>	<b>Staff member</b>
Squamish Nation		
Tsleil Waututh		
Village of Lions Bay		
District of Squamish		
Bowen Island Municipality		
District of West Vancouver		
Town of Gibsons		
Gambier Island Local Trust		
SCRD Area F		
SLRD Area D		
Metro Vancouver Area A		

### **Support:**

Members of the Vancouver Aquarium's Coastal Ocean Research Institute will provide technical/background support to the Task Force and help develop agendas.

Expertise and/or the Authors of various chapters in the Report may be asked to attend specific meetings to provide perspective, context and expertise.

### **Meeting procedures:**

**Frequency:** The task force shall meet once a month for six months in person or by teleconference as arranged by the Volunteer coordinator.

**Costs:** No commitment of money to the task force other than staff time.

**Duration:** 120 minutes each meeting.

**Notice of meeting:** As far as practicable, notice of meetings and supporting documentation shall be available three working days in advance of the meeting date.

**Notes/Actions:** Minutes of actions will be circulated to all Howe Sound Community Forum members, working groups and sub-committees.

### **Task Force Process:**

The first meeting will be co-chaired by Squamish Mayor Patricia Heintzman and a member of the Squamish Nation, subject to the desire and availability to participate. Chairs will be determined for each subsequent meeting.

**Motion to consider:**

Whereas, Ocean Watch has produced a comprehensive report with objective information about the health and state of the Howe Sound coastal ocean region that is significant and directly relevant to the Howe Sound Forum's signatories;

And whereas the Ocean Watch Howe Sound Report highlights a number of indices and actions that are within Local Government's and First Nation's jurisdictions and mandate;

And whereas a collaborative approach to Howe Sound is in our mutual interest and critical to a healthy Howe Sound environment and thriving coastal communities into the future;

And whereas, all local governments and First Nations are invested in inspiring better decision making for nature and people;

**Be it resolved that through the Howe Sound Community Forum umbrella, \_\_\_\_\_(First Nation or Local Government) will participate in the Ocean Watch Action Plan Task Force**

**And further that \_\_\_\_\_(First Nation or Local Government) assign \_\_\_\_\_(elected) and/or \_\_\_\_\_(staff) to this task force for a six month period.**