



## SUNSHINE COAST REGIONAL DISTRICT



REGULAR BOARD MEETING TO BE HELD  
IN THE BOARDROOM OF THE SUNSHINE COAST  
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

THURSDAY, MARCH 9, 2017

### AGENDA

---

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

#### AGENDA

1. Adoption of agenda

#### MINUTES

2. Regular Board meeting minutes of February 23, 2017

Annex A  
Pages 1-12

#### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

#### PETITIONS AND DELEGATIONS

#### COMMUNICATIONS

#### REPORTS

3. Directors' Reports Verbal
4. Special Corporate and Administrative Services Committee recommendation No. 1 of January 19, 2017 (reconvened on February 6, 2017) Annex B  
pp 13-19
5. Corporate and Administrative Services Committee recommendation Nos. 1-12 of February 23, 2017 Annex C  
pp 20-23

#### MOTIONS

#### BYLAWS

6. *Egmont / Pender Harbour Library Service Establishing Bylaw No. 1086, 2017 – first, second and third reading*  
(Voting – All Directors – 1 vote each) Annex D  
pp 24-26
7. *West Howe Sound Official Community Plan Amendment Bylaw No. 640.1, 2015 – adoption*  
(Voting – Electoral Area Directors – 1 vote each) Annex E  
pp 27-37

- |    |  |                     |
|----|--|---------------------|
| 8. | <i>Elphinstone Official Community Plan Bylaw No. 600.6, 2015 – <b>adoption</b></i><br><b>(Voting – Electoral Area Directors – 1 vote each)</b>             | Annex F<br>pp 38-51 |
| 9. | <i>Roberts Creek Official Community Plan Amendment Bylaw No. 641.4, 2015 – <b>adoption</b></i><br><b>(Voting – Electoral Area Directors – 1 vote each)</b> | Annex G<br>pp 52-61 |

**NEW BUSINESS**

**IN CAMERA**

**ADJOURNMENT**

## UPCOMING MEETING DATES (TO MARCH 31, 2017)

### SCRD Board, Committee, and Advisory Committee Meetings

Parcel Tax Roll Review Panel	March 7 at 9:00 a.m.
Special Corporate and Administrative Services Committee – Round 2 Budget	March 7 at 9:30 a.m.
Special Corporate and Administrative Services Committee – Round 2 Budget	March 8 at 9:30 a.m.
Planning and Community Development Committee	March 9 at 9:30 a.m.
Regular Board	March 9 at 1:30 p.m.
Area D Advisory Planning Commission (APC)	March 20 at 7:00 p.m.
Area E Advisory Planning Commission (APC)	March 22 at 7:00 p.m.
Corporate and Administrative Services Committee	March 23 at 9:30 a.m.
Regional Hospital District	March 23 at 1:00 p.m.
Regular Board	March 23 at 1:30 p.m.
Area A Advisory Planning Commission (APC)	March 28 at 7:00 p.m.
Area B Advisory Planning Commission (APC)	March 28 at 7:00 p.m.
Area F Advisory Planning Commission (APC)	March 28 at 7:00 p.m.

### Other SCRD Meetings (Intergovernmental, Public Hearings, Information Sessions)

2017 SCRD Budget Presentation at Sechelt Indian Government District	March 6 at 1:00 p.m.
Granthams Community Hall Steering Committee Meeting	March 8 at 4:30 p.m.
Public Information Meeting – West Coast Wilderness Lodge OCP and Rezoning Application	March 8 at 7:00 p.m.

**Please note:** Meeting dates are current as of print date (March 3, 2017).



## SUNSHINE COAST REGIONAL DISTRICT

February 23, 2017

MINUTES OF THE MEETING OF THE BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD IN THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT:</b>	Chair	G. Nohr
	Directors	M. Lebbell L. Lewis F. Mauro J. Valeriote I. Winn D. Wright
<b>ALSO PRESENT:</b>	Chief Administrative Officer	J. Loveys
	Sr Mgr, Administration and Legislative Services	A. Legault
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	Chief Building Official	P. Preston (in part)
	Deputy Corporate Officer / Recorder	S. Reid
	Media	2
	Public	1

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

**AGENDA** It was moved and seconded

077/17 THAT the agenda for the meeting be adopted as presented.

**CARRIED**

### MINUTES

Minutes It was moved and seconded

078/17 THAT the Regular Board meeting minutes of February 16, 2017 be adopted as presented.

**CARRIED**

### REPORTS

#### Directors' Reports

*Directors provided a verbal report of their activities.*

CAO Report                    **It was moved and seconded**

079/17                    THAT the report titled Chief Administrative Officer's Report be received for information.

**CARRIED**

Planning                    **It was moved and seconded**

080/17                    THAT Planning and Community Development Committee recommendation Nos. 1-3 and 5-21 of February 16, 2017 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *Local Government Approaches to Short-Term Vacation Rentals*

THAT the report titled Local Government Approaches to Address the Issue of Short-Term Vacation Rentals be received;

AND THAT staff report to a future Committee with respect to a public engagement framework on the issue of short-term rentals.

**Recommendation No. 2**      *Short-Term Rentals with respect to PST and Municipal Regional District Tax system*

THAT consideration of the following motion be postponed until the public engagement process for short-term rentals has been completed:

WHEREAS there is a growing commercial tourism industry which is operating outside the established Provincial Sales Tax and Municipal Regional District Tax system;

THAT a letter be sent to the Ministry of Community, Sport and Cultural Development and Ministry of Finance requesting the rescinding of Section 78(1)(b) of BC's PST Refund and Exemption Regulation that exempts accommodation providers with fewer than 4 units of accommodation;

AND THAT measures be taken to include said accommodation providers in the Municipal Regional District Tax system.

**Recommendation No. 3**      *Agricultural Land Commission Policy Update*

THAT the report titled Agricultural Land Commission Policy Update be received for information;

080/17 cont.

AND THAT a letter be sent to the Ministry of Agriculture and the Agricultural Land Commission requesting further explanation for the rationale for the differing treatment of breweries, distilleries and meaderies (Policy L-21) from wineries and cideries (Policy L-03) with regard to the 50% requirement. Specifically, why “breweries, distilleries and meaderies, unlike wineries and cideries, cannot purchase product under contract with another BC grower to meet the 50% farm product requirement”.

AND FURTHER THAT a portion of Board Resolution No. 256/16 of June 23, 2016 be included with the letter as follows:

256/16     **Recommendation No. 3**     *Agricultural Land Reserve (ALR) Non-Farm Use Application No. F-49 (Persephone Brewing Company, Inc.)*

THAT the report titled “ALR Non-Farm Use Application No. F-49 (Persephone Brewing Company, Inc.) Electoral Area F” be received;

AND THAT the report titled “ALR Non-Farm Use Application No. F-49 (Persephone Brewing Company, Inc.)” be approved and forwarded to the Agricultural Land Commission (ALC) with support for:

(a) a brewery that grows less than the required minimum 50% on-farm product, subject to at least 50% of the farm products used in producing brewed products are grown:

(i) by an association, as defined by the Cooperative Association Act, to which the owner of the farm on which the agricultural product sales take place belongs, or

(ii) by a farm in British Columbia under a minimum three-year contract.

**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 Skwxwú7mesh Nations;
- All Electoral Area Advisory Planning Commissions;
- Roberts Creek Official Community Plan Committee;

080/17 cont.

- 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.

**Recommendation No. 6**      *Applications ALR00003 for Non-Farm-Use and DVP00006 Development Variance Permit (Bottieri/Girard)*

THAT the report titled Applications ALR00003 for Non-Farm-Use in the Agricultural Land Reserve and DVP00006 Development Variance Permit (Bottieri/Girard) for a Distillery at 943 Chamberlin Road – Electoral Area F be received;

AND THAT the SCRD does not support ALR Application ALR00003 for Non-Farm-Use in the Agricultural Land Reserve and denies issuance of Development Variance Permit DVP00006 (Bottieri/Girard) for a Distillery at 943 Chamberlin Road at this time;

AND FURTHER THAT ALR Application ALR00003 be forwarded to the Agricultural Land Commission noting the reasons for SCRD's non-support of the application including but not limited to:

- the application does not meet the requirements of Agricultural Land Commission Act;
- the proposed use could be established outside of the Agricultural Land Reserve.

**Recommendation No. 7**      *Pender Harbour Golf Club Society Lease Agreement Renewal*

THAT the report titled Pender Harbour Golf Club Society Lease Agreement Renewal – Electoral Area A be received;

AND THAT the Pender Harbour Golf Club Society submit an updated Environmental Management Plan for the five-year term;

AND FURTHER THAT the Chair and Corporate Officer be authorized to execute the Pender Harbour Golf Club Lease Agreement renewal for a five-year term for District Lot 7827.

**Recommendation No. 8**      *BC Hydro Statutory Right of Way Request at Katherine Lake Park*

THAT the report titled BC Hydro Statutory Right of Way Request at Katherine Lake Park be received;

080/17 cont.

AND THAT the Chair and Corporate Officer be authorized to execute the Statutory Right of Way Agreement with BC Hydro and TELUS for Katherine Lake Park located at 4775 Garden Bay Road.

**Recommendation No. 9**     *Ports Monitors Committee Terms of Reference*

THAT the report titled Ports Monitors Committee Terms of Reference be received;

AND THAT the Ports Monitors Committee Terms of Reference be approved as amended to include an Alternate for the Director Liaison;

AND FURTHER THAT staff place advertisements seeking expressions of interest from the community to serve on the Ports Monitors Committee.

**Recommendation No. 10**     *NRAC Revised Terms of Reference*

THAT the report titled Natural Resources Advisory Committee (NRAC) – Revised Terms of Reference be received;

AND THAT the Natural Resources Advisory Committee Terms of Reference be amended to include an Alternate for the Director Liaison;

AND FURTHER THAT staff provide a report to Committee with amended Terms of Reference after consultation with the current Natural Resources Advisory Committee is completed.

**Recommendation No. 11**     *AAC Updated Terms of Reference*

THAT the report titled Agricultural Advisory Committee – Updated Terms of Reference be received;

AND THAT the Agricultural Advisory Committee (AAC) Terms of Reference be approved as amended to include an Alternate for the Director Liaison.

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

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

AND THAT the Gambier Island – South West Peninsula Trail Network Task Force Terms of Reference be approved as amended to include:

- Consideration for members who represent perspectives of full-time, part-time and weekend residents;
- Consideration of central meeting locations to facilitate maximum attendance by members;



080/17 cont.

- Attach the Islands Trust Gambier Island Official Community Plan as a Reference Document.

AND FURTHER THAT staff place advertisements seeking expressions of interest from the community to serve on the Gambier Island – South West Peninsula Trail Network Task Force.

**Recommendation No. 13**    *Salish Sea Marine Trail Launch Strategy*

THAT the report titled Salish Sea Marine Trail Launch Strategy be received;

AND THAT the SCRD work with the BC Marine Trails Network Association to analyze potential launch sites;

AND FURTHER THAT staff report back to the Committee with recommendations for supporting BC Marine Trails Network designation of particular launch sites to access the Salish Sea Marine Trail.

**Recommendation No. 14**    *Egmont Community Club Agreement to Operate Klein Lake Campground*

THAT the report titled Egmont Community Club Agreement to Operate Klein Lake Campground be received;

AND THAT the SCRD support a Partnership Agreement between Recreation Sites BC and the Egmont Community Club to operate Klein Lake Campground.

**Recommendation No. 15**    *Egmont/Pender Harbour (Area A) APC Meeting Minutes of January 31, 2017*

THAT the Egmont/Pender Harbour (Area A) Advisory Planning Commission (APC) meeting minutes of January 31, 2017 be received.

**Recommendation No. 16**    *Halfmoon Bay (Area B) APC Meeting Minutes of January 24, 2017*

THAT the Halfmoon Bay (Area B) Advisory Planning Commission (APC) meeting minutes of January 24, 2017 be received.

**Recommendation No. 17**    *Roberts Creek (Area D) APC Meeting Minutes of January 16, 2017*

THAT the Roberts Creek (Area D) Advisory Planning Commission (APC) meeting minutes of January 16, 2017 be received.

**Recommendation No. 18**    *West Howe Sound (Area F) APC Meeting Minutes of January 24, 2017*

THAT the West Howe Sound (Area F) Advisory Planning Commission (APC) meeting minutes of January 24, 2017 be received.

080/17 cont.

**Recommendation No. 19**    *Sunshine Coast Policing Committee Meeting Minutes of January 19, 2017*

THAT the Sunshine Coast Policing Committee meeting minutes of January 19, 2017 be received.

**Recommendation No. 20**    *Correspondence regarding Provincial Private Moorage Policy*

THAT the correspondence from Donna Myketa, A/Director of Authorizations, Ministry of Forests, Lands and Natural Resource Operations dated January 17, 2017 regarding Provincial Private Moorage Policy Update be received.

**Recommendation No. 21**    *Meeting Request regarding Broadband and Cellular Connectivity on the Sunshine Coast*

THAT the correspondence from Bette-Jo Hughes, Associate Deputy Minister and Government Chief Information Officer, Ministry of Technology, Innovation and Citizen's Services dated January 24, 2017 requesting a meeting regarding Broadband and Cellular Connectivity on the Sunshine Coast be received.

**CARRIED**

Infrastructure

**It was moved and seconded**

081/17

THAT Infrastructure Services Committee recommendation Nos. 1-6 of February 16, 2017 be received, adopted and acted upon as follows:

**Recommendation No. 1**    *Chapman Lake Water Supply Expansion Project Environmental Assessment Report*

THAT the report titled Chapman Lake Water Supply Expansion Project Environmental Assessment Report be received;

AND THAT a report on the 2015 and 2016 Chapman Creek flow measurement data from below the intake be brought to a future Infrastructure Services Committee meeting.

**Recommendation No. 2**    *Water Demand Management Rebate program*

THAT the report titled Water Demand Management Rebate Program be received;

AND THAT the Toilet Rebate Program's expiry at the end of 2017 be communicated to the community;

AND THAT staff report in the third quarter of 2017 on Washing Machine and Rainwater Harvesting Rebate Programs which include diverse approaches such as cisterns, cast in place concrete ponds and hardware and if deemed feasible presented as 2018 budget proposals.

081/17 cont.

**Recommendation No. 3**      *Waste Reduction Initiatives Program Update*

THAT the report titled Waste Reduction Initiatives Program Update be received.

**Recommendation No. 4**      *SCRD Solid Waste – Proposed Next Steps*

THAT the report titled SCRD Solid Waste – Proposed Next Steps be received;

AND THAT a Special Infrastructure Services Committee meeting be scheduled for March 2, 2017.

**Recommendation No. 5**      *SCRD 50<sup>th</sup> Anniversary Committee*

THAT the report titled Sunshine Coast Regional District (SCRD) 50<sup>th</sup> Anniversary Committee be received;

AND THAT:

- The Terms of Reference for the Sunshine Coast Regional District 50<sup>th</sup> Anniversary Committee as presented in Attachment 1 be approved;
- Advertisements seeking expressions of interest from the community to serve on the Committee be placed;
- The Board Chair and Chief Administrative Officer review the expressions of interest and select the community members for the Committee;
- Director Winn be designated to participate on the 50<sup>th</sup> Anniversary Committee;

AND THAT staff be authorized to apply to the Community Fund for Canada's 150<sup>th</sup> for a grant to support the celebration;

AND FURTHER THAT the 50<sup>th</sup> Anniversary Committee report to a future meeting on a plan to conduct the anniversary celebration in a cost effective manner.

**Recommendation No. 6**      *Transportation Advisory Committee Minutes*

THAT the Transportation Advisory Committee (TAC) minutes of January 19, 2017 be received for information.

**CARRIED**

Notice on Title

**It was moved and seconded**

082/17

THAT the report titled Placement of Notice on Title be received.

**CARRIED**

*The owner of The South 380 Feet of Block D (Reference Plan 807), District Lot 809, Group 1, NWD PID 012-461-709 was present to request an extension to bring the property into compliance.*

Notice on Title                    **It was moved and seconded**

083/17                            THAT consideration of placing a notice against title of The South 380 Feet of Block D (Reference Plan 807), District Lot 809, Group 1, NWD PID 012-461-709 be postponed to the May 25, 2017 Regular Board meeting.

**CARRIED**

Notice on Title                    **It was moved and seconded**

084/17                            THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Block A, District Lot 3250, Plan 16718, NWD PID 007-372-337.

**CARRIED**

## **MOTIONS**

Remuneration                    **It was moved and seconded**

085/17                            THAT Chair Nohr be authorized to attend the Association of Vancouver Island Coastal Communities (AVICC) Solid Waste meeting in Nanaimo on March 3, 2017;

AND THAT travel expenses be paid for Chair Nohr's attendance at the AVICC Solid Waste meeting in Nanaimo on March 3, 2017.

**CARRIED**

Remuneration                    **It was moved and seconded**

086/17                            THAT the Directors authorized to attend the Columbia Institute 2017 High Ground: Leadership in Transitioning Times Conference in Vancouver on March 31- April 1, 2017 be paid travel expenses for attendance at the Conference.

**CARRIED**

*The Board moved In Camera at 2:14 p.m.*

**IN CAMERA****It was moved and seconded**

087/17

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (f), (g), (i) and (k) of the *Community Charter* – “law enforcement...”, “litigation or potential litigation...”, “the receipt of advice that is subject to solicitor-client privilege...” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

**CARRIED**

*The Board moved out In Camera at 2:21 p.m.*

**Appointments****It was moved and seconded**

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.

**CARRIED****Gambier Float****It was moved and seconded**

089/17

THAT the Gambier Float Replacement project budget be increased to \$99,594 and funded through reserves;

AND THAT the 2017 - 2022 Financial Plan be amended accordingly;

AND FURTHER THAT staff report to a Q3 Committee meeting to present:

- A 20-year capital plan for SCRD docks and analysis of financial implications;
- A community perspective on the present and future of SCRD ports;
- A review of options to enhance fiscal sustainability of ports including but not limited to: new funding approaches, alternative capital strategies, partnerships and divestment.

**CARRIED**

**Nonconforming Use    It was moved and seconded**

090/17

THAT the Tenants in Common of Lot 1, DL 3992, and Reference Plan 4767, Garden Bay Lake (Jobe) be advised that any future development of the property must conform with the provisions in the applicable SCRD bylaws, such as Sunshine Coast Regional District Electoral Area A Zoning Bylaw No. 337, 1990 and Egmont/Pender Harbour Official Community Plan (OCP) Bylaw No. 432, 1998;

AND THAT prior to land alteration or the issuance of a building permit, a development permit is required, subject to the following requirements:

a) a Qualified Environmental Professional (QEP) must examine the subject property and make recommendations pursuant to the Riparian Areas Regulation, specifically relating to identifying the Streamside Protection and Enhancement Area (SPEA) and required mitigations measures within and adjacent to the SPEA;

b) consistency with the Lakeshore Vegetation Retention policies of the Egmont/Pender Harbour OCP are to be reviewed by the QEP;

c) provision of Development Approval Information as specified in the OCP;

d) submit a site plan indicating compliance to the 30 metre setback from Garden Bay Lake as required within Section 516.1 (b) of Zoning Bylaw 337;

e) compliance with the Municipal Sewage Regulation and Drinking Water Protection Act and any other applicable provincial health statutes and regulations with respect to the protection of the licensed North Pender Community drinking water supply and especially in regards to sewage disposal on the lot;

AND THAT the Tenants in Common resolve deficiencies with existing buildings and structures that do not presently possess or are not covered by building permits;

AND THAT the Tenants in Common consult with the Ministry of Transportation and Infrastructure regarding access permit requirements from Garden Bay Road;

AND THAT the SCRD seek an investigation and opinion, in writing, from the Vancouver Coastal Health Authority regarding concerns relating to the adequacy of onsite sewage disposal and potential impact on Garden Bay Lake as a community water source;

AND FURTHER THAT a letter be written to the Ombudsperson Officer describing the situation and that the Ombudsperson's offer of a meeting be accepted to discuss more fully Lot 1, DL 3992, Reference Plan 4767 in response to the Ombudsperson Officer's letter of December 2, 2015.

**CARRIED**

**Contract Award                    It was moved and seconded**

091/17                    THAT the contract for Residential Garbage Collection RFP No. 16 277 be awarded to Direct Disposal for the value amount up to \$795,218.90 for a two year term beginning March 1, 2017;

AND THAT the base budget for Refuse Collection [355] Contracts Operating be increased to reflect the new contract costs;

AND THAT the difference for 2017 and 2018 be funded from operating reserves;

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

**CARRIED**

**ADJOURNMENT                    It was moved and seconded**

092/17                    THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 2:21 p.m.

Certified correct \_\_\_\_\_

Corporate Officer

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chair

**SUNSHINE COAST REGIONAL DISTRICT  
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE  
January 19, 2017**

RECOMMENDATIONS FROM THE SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

<b>PRESENT:</b>	Chair	I. Winn
	Directors	F. Mauro G. Nohr L. Lewis M. Lebbell S. White (Alt.) D. Wright
<b>ALSO PRESENT:</b>	Chief Administrative Officer	J. Loveys
	Administrative Assistant / Recorder	T. Crosby
	Media	0
	Public	0

**CALL TO ORDER** 10:35 a.m.

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

**REPORTS**

*Chief Administrative Officer (CAO) Loveys provided an overview of the 2015-2018 Strategic Plan review process and Strategic Planning Policy.*

**Recommendation No. 1** Strategic Plan Presentation

The Corporate and Administrative Services Committee recommended that the presentation titled Sunshine Coast Regional District Strategic Plan Review dated January 19, 2017 be received.

*Discussion ensued. Highlights of the discussion included:*

**Vision / Mission:**

- Find a balance to meet community expectations of Responsiveness, Transparency and Accountability as a leadership group.
- Recognizing generational diversity and considering this in Board discussions.



- Consider rules and perception, engage the community wherever possible to alleviate the community's frustrations and interpretations of the Regional District processes.
- A short and concise statement: "To provide effective leadership and quality services to our community."
- The median age of the population is 52, provide information, resources and engagement opportunities that are accessible and relevant to all generations and to collect important feedback to support and represent our community better.

**Values:**

- All the values should be inherent in local government actions.
- Collaboration, equity and transparency are a high priorities in the SCRD budgeting process.
- Awareness of the community perception that decisions made outside of the Committee or Board requires process, education and engagement and invitations to participate in the processes so that the Board continues to be transparent in decorum and action.
- Environmental leadership – poignant with any projects the SCRD undertakes especially in terms of infrastructure.
- Equity and equality in the services that the SCRD provides the community.

**Ensure Fiscal Sustainability:**2015-2016 Accomplishments:

- Reasonable budget and appropriate and affordable levels of service.
- Asset Management Plan – sense of accomplishment with the roll-out and positive view toward decision making for the future. Managing asset management plans in a way that is sustainable for taxpayers. Reserve planning for asset control.
- Budgets were well planned and allowed for fiscal responsibility and provided the information to make difficult decisions.
- Processes, planning and teamwork provided clarity and improved budgets (over years).
- Financial Sustainability Policy was updated, five year service plan incorporating the major plans and services levels meeting the sustainable funding policy, all these objectives were completed.

2017-2018 Goals:

- Continue the trend of reasonable budgets and affordable levels of service with upfront discussions of taxation expectations and direction for budget proposals.

- Board's awareness of economic, social and environmental changes and responsiveness to these external pressures and downloading.
- Reserve plans for asset management program, provide a plan for the next 10-20 years. Reserve plans are a value to the taxpayer and shows better future planning without interest rates incurred.
- Hold the budget line, keep taxation as affordable as possible, make conscientious decisions for required and relevant services.
- Transit is an ongoing discussion.
- Solid Waste long-term sustainability plan (landfill closures) required.

**Embed Environmental Leadership:**2015-2016 Accomplishments:

- Howe Sound work to protect, sustain and restore the highly valued biodiversity.
- Support of work on the watershed management plan and Solid Waste Management Plan (SWMP).
- Success with ecological water issues.
- Water metering has shown progressive and positive actions towards environmental values and recognizing the need for water conservation. A facet of Asset Management to track the flow of the water metering program.
- Support of reservoirs and wells as sustainable options.

2017-2018 Goals:

- Continue to work on the Howe Sound biodiversity.
- Continue to support the SWMP.
- Environmental Leadership for activities in, but not limited to, areas such as the Howe Sound region, Sechelt Islands and sub-inlets, Jervis Inlet, Hotham Sound, the Islands and Chapman Lake.
- Work on water storage issues, the lack of water supply and storage is a high priority. Define and educate the community as to who supplies water to the Municipalities and the Regional District.
- Research and improve environmental leadership role in terms of Independent Power Projects (IPP) and Howe Sound issues that are in the Regional District control.

**Support Sustainable Economic Development:**2015-2016 Accomplishments:

- Establishment of the Sunshine Coast Regional Economic Development Organization (SCREDO).
- Supporting tourism opportunities and growth.
- Linking Transit to employment, housing and land-use.

2017-2018 Goals:

- Support the structure of the SCREDO initiative.
- Engage the community to propose initiatives to the Board, identify where efficiencies can be made.
- Workshop for not just organizations but the community to identify improvements to sustainable economic development.
- Encompass and lay the framework for economic development – set directions to achieve goals and objectives. Streamline and structure the collaboration between the parties involved, the formality and the details.
- Support and provide trust and respect to volunteers to ensure continued momentum in the regional economic development program and monitor returns on investment.

*At 12:16 p.m. the Special Corporate and Administrative Services Committee adjourned to Monday, February 6, 2017 at 1:30 p.m.*

*The Special Corporate and Administrative Services Committee reconvened on Monday, February 6, 2017 at 1:30 p.m.*

---

<b>PRESENT:</b>	Chair	I. Winn
	Directors	F. Mauro G. Nohr (on the phone) L. Lewis M. Lebbell J. Valeriote D. Wright
<b>ALSO PRESENT:</b>	Chief Administrative Officer	J. Loveys
	Administrative Assistant / Recorder	T. Crosby
	Media	0
	Public	0

---

## REPORTS

### Enhancing Collaboration with the shíshálh and Skwxwú7mesh Nations

#### 2015-2016 Accomplishments:

- Longhouse and community events provided opportunities to build relationships.
- Lines of communication enhanced with shíshálh Nation Director on the Regional District Board.

#### 2017-2018 Goals:

- Enhance knowledge of First Nations cultures.
- Improve and build upon communication and collaboration between Councils and Board. Request opportunity to present Regional District goals at a First Nation Council Meeting.
- Progression of the Protocol Agreement.
- Invite Skwxwú7mesh Nation to provide a cultural introduction for better understanding.

### Facilitate Community Development

#### 2015-2016 Accomplishments:

- Community dialogues had a positive impact as vehicles for information transfer and public input.
- Successes in housing strategies and transportation plans.
- Reorganization to the Planning and Community Development division increased the Regional District's focus and furthered the planning concepts.
- Supporting volunteers, building capacity and a good resource.

#### 2017-2018 Goals:

- Continue community dialogues and determine methods to increase community participation and frequency of the discussions. Provide a better understanding of what levels of government there are.
- Create space at the community dialogues where comments on successes and suggestions for improvements can be shared.
- Determine the levels of support and a mechanism for the Regional District to advocate for initiatives such as affordable housing or residential care.
- Celebrate volunteers at all levels at once, leveraging resources and working together. Promote volunteerism through outreach and engagement framework.

- Set levels of expectation in the provision of support or assistance to organizations within the community.
- Provide clarity of the organizations roles and what is not provided in terms of service, to hear from the community about issues that are not traditional in nature, to offer the “Big Picture of the Coast”, and demonstrate the potential and transparency of the SCRD.
- Reevaluate grants of assistance funding structures, in some cases allow organizations to allocate funding as required or provide assistance in supporting efforts not necessarily funding. Reconfirm with the community that funding is voluntary not mandatory. Create parameters and roles to limit duplication or overlap of programs offered by community groups.

### **Recruit, Retain and Acknowledge Staff and Volunteers**

#### 2015-2016 Accomplishments:

- Reductions in staffing turnover and the quality of the applicants for available positions is indicative of the SCRD being an “employer of choice”.
- Enhanced succession planning and reorganization of departments has made improvements in staffing and retention.
- Volunteer programs and internally the PEERS and TIERS programs have had a positive impact.
- Senior Leadership Team shifts and the Quarterly Update Reports have provided an improved understanding of what is happening throughout the year.

#### 2017-2018 Goals:

- Increase training for staff and the Board on the avoidance, safety, security and handling of instances of staff harassment.

### **Enhance Board Structure and Process**

#### 2015-2016 Accomplishments:

- Review of the Advisories and SCRD Public Engagement.
- The SCRD Committee structure and the success of the revisions.

#### 2017-2018 Goals:

- Set expectations with communities and the organizations within each.
- Director sustainability – find a balance point between remuneration and meeting requirements. Enhance public knowledge of and determine a succession plan in terms of the expectations for commitment, attracting people into local government, successfully allowing for a diverse representation on future Boards.

- Look into the opportunities and challenges of 4 year terms and shifting complexities of the Board's roles versus remuneration.

*CAO Loveys provided a verbal update of next steps in regards to the Strategic Plan including staff review of same and compilation of information for presentation at the February 23, 2017 Corporate and Administrative Services Committee meeting.*

**ADJOURNMENT**

3:02 p.m.

---

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE**

**February 23, 2017**

RECOMMENDATIONS FROM THE CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

<b>PRESENT:</b>	Chair	I. Winn
	Directors	M. Lebbell L. Lewis F. Mauro G. Nohr J. Valeriote D. Wright
<b>ALSO PRESENT:</b>	Chief Administrative Officer	J. Loveys
	Sr. Mgr., Administration and Legislative Services	A. Legault
	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	G.M., Planning and Community Development	I. Hall
	Manager, Transit and Fleet	G. Dykstra (part)
	Administrative Assistant / Recorder	T. Crosby
	Media	3
	Public	5

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

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

**REPORTS**

**Recommendation No. 1** 2015-2018 Strategic Plan

The Corporate and Administrative Services Committee recommended that the report titled 2015-2018 Strategic Plan – Accomplishments and Goals be received for information.

**Recommendation No. 2** 2015-2018 Strategic Plan Updates

The Corporate and Administrative Services Committee recommended that the January 19, 2017 Special Corporate and Administrative Services Committee meeting minutes be amended to update the third bullet under “Embed Environmental Leadership” 2017-2018 Goals to ‘Environmental Leadership for activities in, but not limited to, areas such as the Howe Sound region, Sechelt Inlet and sub-inlets, Jervis Inlet, Hotham Sound, the Islands and Chapman Lake’.

**Recommendation No. 3**      *2015-2018 Strategic Plan – Director’s Compensation*

The Corporate and Administrative Services Committee recommended that staff report on a potential process for a Director’s compensation review, including but not limited to working groups, qualified individuals, or citizen’s committees;

AND THAT the process timeline allow implementation of any changes for the new Sunshine Coast Regional District (SCRD) Board elected in 2018.

**Recommendation No. 4**      *2015-2018 Strategic Plan Updates*

The Corporate and Administrative Services Committee recommended that the January 19, 2017 Special Corporate and Administrative Services Committee meeting minutes be amended to update the first bullet under “Support Sustainable Economic Development” 2017-2018 Goals to ‘Support the structure of the SCREDO initiative’.

**Recommendation No. 5**      *2015-2018 Strategic Plan – Community Development Workshop*

The Corporate and Administrative Services Committee recommended that the upcoming Community Development workshop include opportunities for the Sunshine Coast Regional District (SCRD) Board to hear from other organizations with Community Development mandates, Stakeholders and Community Partners as to whether there are roles that the SCRD is uniquely suited to play, roles that can be divested, gaps in the Sunshine Coast’s approach to community development, or challenges that current SCRD policies present;

AND THAT the workshop should include an opportunity for participants to learn the limitations of the SCRD’s scope and provide opportunity for participants to interact with the SCRD Board and staff members, and each other.

*Director Nohr left the meeting at 10:36 a.m. and returned at 10:42 a.m.*

**Recommendation No. 6**      *Transit Services*

The Corporate and Administrative Services Committee recommended that the report titled Transit Services Follow-Up Report be received;

AND THAT the Public Transit [310] and Fleet [312] budgets and 2017 budget proposals be forwarded to 2017 Round 2 Budget for consideration.

*The Committee recessed at 11:01 a.m. and reconvened at 11:10 a.m.*

**Recommendation No. 7**      *Youth Programs, Recreation Programs and Youth Centres*

The Corporate and Administrative Services Committee recommended that the report titled Youth Programs, Recreation Programs and Youth Centres be received.

**Recommendation No. 8**      *Community School Youth Programs*

The Corporate and Administrative Services Committee recommended that staff report to a future Corporate and Administrative Services Committee meeting as to how youth programs and restorative justice funding is being used by the community schools, specifically whether funds have been used for salaries to allow teachers to attend restorative justice programs.



**Recommendation No. 9**     *Egmont / Pender Harbour Library Service*

The Corporate and Administrative Services Committee recommended that the report titled Egmont / Pender Harbour Library Service be received;

AND THAT the service area be defined as the boundaries of Electoral Area A – Egmont / Pender Harbour excluding that part of the Sechelt Indian Government District within the geographic boundaries of Electoral Area A;

AND THAT funding for the Pender Harbour Reading Room and Sechelt Public Library be included as part of the proposed Egmont / Pender Harbour Library Service;

AND THAT the cost of the proposed Egmont / Pender Harbour Library Service be recovered by a property value tax based on land and improvements, with provisions included for the use of fees and charges, revenues raised by other means authorized, or received by way of agreement, enterprises, gift, grant or otherwise;

AND FURTHER THAT the requisition limit for the Egmont / Pender Harbour Library Service be set at \$0.04/\$1,000 applied to the net taxable value of land and improvements in the service area.

**Recommendation No. 10**     *Contracts between \$20,000 and \$100,000*

The Corporate and Administrative Services Committee recommended that the report titled Contracts between \$20,000 and \$100,000 – to February 5, 2017 be received for information.

**Recommendation No. 11**     *Parcel Tax Roll Review Panel*

The Corporate and Administrative Services Committee recommended that the report titled Parcel Tax Roll Review Panel be received;

AND THAT Directors Lewis, Wright and Mauro be appointed to the Parcel Tax Roll Review Panel and Director Winn be appointed as Chair;

AND THAT the Parcel Tax Roll Review Panel sitting be scheduled for March 7, 2017 at 9:00 a.m. in the Sunshine Coast Regional District (SCRD) Field Road Office Boardroom;

AND FURTHER THAT the Chief Financial Officer be appointed Collector for the SCRD.

**COMMUNICATIONS****Recommendation No. 12**     *2017 Centre for Civic Governance Forum*

The Corporate and Administrative Services Committee recommended that the correspondence from the Columbia Institute regarding the 2017 Centre for Civic Governance Forum be received;

AND THAT Directors Mauro, Winn, Valeriote, Lewis, Lebbell and Nohr be authorized to attend the forum.

**IN CAMERA**

*The Committee moved In-Camera at 11:44 a.m.*

That the public be excluded from attendance at the meeting in accordance with Section 90(1) (c) and (k) of the *Community Charter* – “labour relations or other employee relations” and “negotiations and related discussion respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

*The Committee moved out of In Camera at 12:24 p.m.*

**ADJOURNMENT**

12:24 p.m.

---

Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT

### Bylaw No. 1086

A bylaw to establish a service within a portion of Electoral Area A - Egmont / Pender Harbour for the purpose of providing a library service

---

WHEREAS under section 332 of the *Local Government Act* a regional district may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Sunshine Coast Regional District wishes to establish a service for the purpose of providing a library service for Electoral Area A - Egmont / Pender Harbour;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 342 of the *Local Government Act*;

AND WHEREAS the Board has received approval of the electors in Electoral Area A - Egmont / Pender Harbour in accordance with section 345 of the *Local Government Act*;

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

1. This bylaw may be cited as the *Egmont / Pender Harbour Library Service Establishing Bylaw No. 1086, 2017*.
2. The service established by this bylaw is the Egmont / Pender Harbour Library Service (the "Service") for the purpose of providing a library service for Electoral Area A – Egmont / Pender Harbour.
3. The boundaries of the service area are the boundaries of Electoral Area A – Egmont / Pender Harbour excluding that part of the Sechelt Indian Government District within the geographic boundaries of Electoral Area A as shown on the map attached as Schedule "A".
4. The "Participating Area" is Electoral Area A - Egmont / Pender Harbour.
5. Cost Recovery

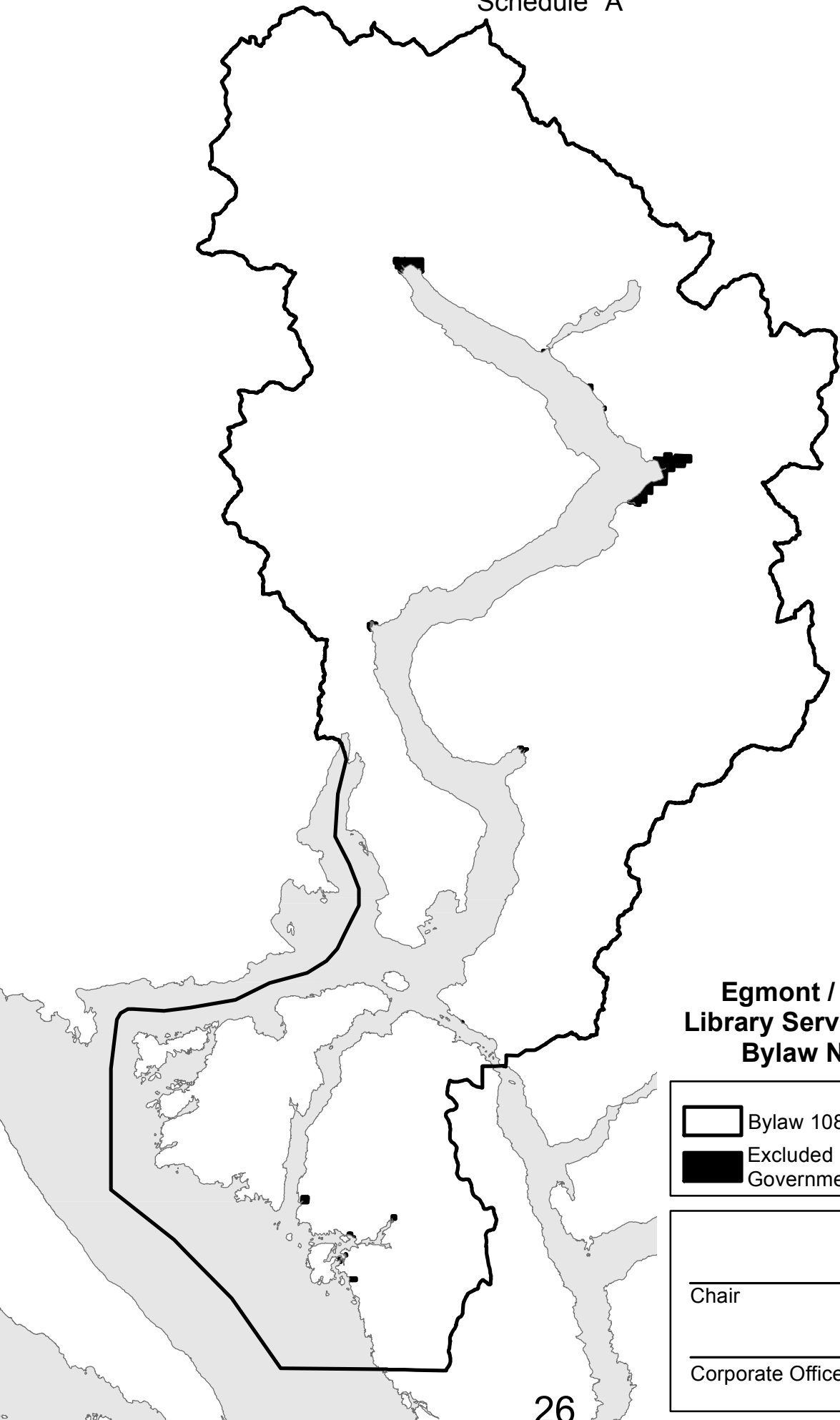
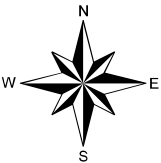
As provided for in section 378 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

- (a) property value tax imposed in accordance with Division 3 of the *Local Government Act*;
- (b) fees and charges imposed under section 397 of the *Local Government Act*;
- (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (d) revenues received by way of agreement, enterprises, gift, grant or otherwise.



In accordance with section 339(1)(e) of the *Local Government Act*, the maximum annual amount that may be requisitioned for the cost of the Service is the greater, at the time of requisition, of:

- ADOPTED this day of

CHAIR



**Egmont / Pender Harbour  
Library Service Establishing  
Bylaw No. 1086, 2017**

-  Bylaw 1086 Boundary
-  Excluded Sechelt Indian  
Government District Lands

\_\_\_\_\_  
Chair

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

**SUNSHINE COAST REGIONAL DISTRICT  
WEST HOWE SOUND OFFICIAL COMMUNITY PLAN  
AMENDMENT BYLAW No. 640.1, 2015**

---

A bylaw to amend the "West Howe Sound Official Community Plan Bylaw No. 640, 2011".

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 "West Howe Sound Official Community Plan Amendment Bylaw No. 640.1, 2015".

**PART B – AMENDMENT**

2. West Howe Sound Official Community Plan Bylaw No. 640, 2011 is amended as follows:

- A. 11.1 Introductory Description, page 99 – insert “9. 2013 The Geotechnical Hazards Report: West Howe Sound”

- B. 11.1 Introductory Description, page 100 – delete

“Development Permit Area Nos. 1 and 2 regulate the development of land for the protection of construction and to mitigate potential hazards from creek flooding and debris flow as well as land stability on steep slopes.”

and insert the following:

“Development Permit Area Nos. 1A-B, 2A-D and 3;

In 2012 and 2013 Kerr Wood Leidel Associates Ltd. Consulting Engineers (KWL) conducted an inventory of hazardous lands within the West Howe Sound Official Community Plan area including creek flow areas and coastal and open slopes. In addition to the inventory of hazardous lands, KWL provided recommendations on the safe use of these lands.

Coastal zone hazards include flooding of lower-lying terrain (DPA 1A) and erosion and instability of oceanfront slopes (DPA 1B). Provincial Guidelines prepared by Ausenco Sandwell in 2011 establish the flood control guidelines and are further described below.

Creek hazards include flooding (DPA 2A), debris floods (DPA 2B), debris flow (DPA 2C) and slope instability associated with ravine sidewalls (DPA 2D). There are three categories within this DPA: creek corridor, ravines, and floodplain. Creeks in the West Howe Sound OCP area were examined by the Kerr Wood Leidel consulting engineers; each creek contains its own set of potential hazards.

Slope hazards (DPA 3) include slope failure/landslides and rock falls. It is important to note that this DPA encompasses areas in the OCP where slope hazards have the highest probability to occur. However, slope hazards may occur in other areas not identified here due to changes in land use, land disturbance or extreme precipitation events.

Seismic-initiated slope hazards (earthquakes) need to be considered under the current guidelines for assessment of slope hazards developed by the Association of Professional Engineers and Geoscientists BC (2008). No map-based screening tool is currently available to identify seismic slope hazard areas and therefore is not a Development Permit area.”

- C. 11.1 Introductory Description, page 100 – amend the development permit area numbers to read:  
Development Permit Area Nos. 4, 5 and 6;  
Development Permit Area No. 7;  
Development Permit Area No. 8;
- D. 11.1 Introductory Description, page 100 - insert the following before the last sentence:  
“There may be spatial overlap between some DPA categories.  
Development Permit Area designations do not apply to Skwxwú7mesh Nation reserves and any guidelines or requirements that would otherwise be applicable are only advisory in nature to these lands.”
- E. Title, Page 101 – delete “: DPA 1 & 2”
- F. Delete Policy 11.2
- G. Delete Policy 11.3
- H. Delete the entire section titled “DPA1 & 2 Exemptions” on pages 106 and 107
- I. Page 101, Insert the following after the title:  
“11.2 A development permit on lands identified on Map 2 as being within DPA Nos. 1A-B, 2A-D and 3 is required for the following activities:  
✓ Subdivision as defined in the *Land Title Act* and *Strata Property Act*;  
✓ Building permits; and  
✓ Land alteration, which includes, but is not limited to, the removal and deposition of soils and aggregates, paving, removal of trees, and the installation of septic fields.

### **Coastal Zone Hazards**

#### **11.3 Development Permit Area 1A: Coastal Flooding**

Rising sea level has been considered in the development of DPA 1A, but the impact of sea level rise on ocean slope erosion and stability is difficult to anticipate. Consideration should be given to a regional study to define future coastal flood construction levels incorporating sea level rise.

DPA 1A extends from the ocean to eight metres Canadian Geodetic Datum (CGD - national reference standard for heights across Canada). Within this DPA, development applications require a coastal flood hazard assessment to define the coastal flood components, namely wave runup, wave setup and wind setup.

Guidelines to address coastal flood hazard and sea level rise have been released by the provincial Ministry of Forests, Lands and Natural Resource Operations. The guidelines define the coastal flood construction level (FCL) as the sum of a number of components, such as tide, sea level rise, storm surge, wave effects and freeboard.

A coastal flood hazard assessment within this development permit area would estimate the FCL for construction on a property. The following chart summarises the components that make up the flood construction level:

Component	Note
Tide	Higher high water large tide
Sea Level Rise	Recommended allowance for global sea level rise: 1 m for year 2100, 2 m for year 2200
Storm Surge	Estimated storm surge associated with design storm event
Wave Effects	50% of estimated wave run up for assumed design storm event. Wave effect varies based on shoreline geometry and composition
Freeboard	Nominal allowance = 0.6 m
Flood Construction Level = Sum of all components.	

If areas on the property are below 8 metres CGD a coastal flood hazard assessment is required, that would include: estimation of coastal flood levels, consideration of future sea level rise and wave run-up effects as outlined in the Provincial Guidelines.

A report within DPA 1A shall include an analysis of the coastal flood hazard including the following:

- (a) An estimation of coastal flood levels for the expected life of the development; and
- (b) An outline all protective measures required to achieve the FCL (e.g. engineered fill or foundations or coastal bank protection or building envelope design).

#### 11.4 Development Permit Area 1B: Coastal Slopes

Slope stability issues on oceanfront slopes has been considered in the development of the Coastal Slopes DPA 1B. Hazards may arise as a result of coastal erosion (e.g. undermining of the toe), poor or mismanaged drainage, gradual weakening, or seismic shaking.

Land is located within DPA 1B if the future estimated natural boundary is located 15 metres or less seaward of the toe of the bluff. If this is the case then the assessment area shall extend from the future estimated natural boundary will be located at a horizontal distance of at least 3 times the height of the bluff.

In some conditions, setbacks may require site-specific interpretation and could result in the use of a minimum distance measured back from the crest of the bluff. The setback may be modified provided the modification is supported by a report, giving consideration to the coastal erosion that may occur over the life of the project, prepared by a suitably qualified professional engineer.

A report within DPA 1B shall include the following:

- (a) Slope profiles with documentation of the limits of slope instability.  
Consideration shall be given to the limits and types of instability and changes



in stability that may be induced by forest clearing. The down-slope impact of land alteration and development shall also be considered. As well, slope stability assessments should consider potential coastal erosion under conditions of future sea level rise;

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

### **Creek Hazards**

#### **11.5 Development Permit Area 2A: Creek Corridor**

DPA 2A applies to all creeks and extends 30 metres from the streamside natural boundary. Flood, debris flow and debris flow hazard assessments will be required within this development permit area. Riparian assessments, as described below in DPA 4 are also required.

A development permit in DPA 2A shall include a review of the property by an appropriately qualified Professional Engineer or Professional Geoscientist as part of a development permit review process. The report shall include an analysis of the land located within the development permit area as well as an analysis of the proposed developments including, but not limited to, building footprint, septic field and land alteration, including tree removal.

Flooding and associated creek processes are subject to assessment and hydrologic investigation at the time of subdivision or building permit or land alteration application. The assessment and investigation shall include a survey of the natural boundary of the creek, and the degree of confinement (e.g. typical cross-sections) and shall consider upstream channels and floodways, debris dams, culverts, sources of debris (channels and eroded banks) and related hydrologic features.

Analysis shall include an estimate of the 200-year return period peak flow and corresponding flood elevation. In addition, consideration shall be given to potential for overbank flooding due to blockages in the creek, such as at upstream road crossings, or areas where debris accumulates.

#### **11.6 Development Permit Area 2B: Ravines**

Ravine areas were defined using the crest lines mapped in the SCRD GIS mapping and based on consideration of stable angles of repose and the typical terrain seen

on the Sunshine Coast. A 30 metre assessment from ravine crests defines the area that falls within DPA 2B. A 15 metre setback line is also indicated.

A report within DPA 2B shall include the following:

- (a) A recommendation of required setbacks from the crests and/or toes of ravine or other steep slopes, and a demonstration of suitability for the proposed use;
- (b) A field definition of the required setback from the top of a ravine or other steep slope; and
- (c) The required setback to top of bank and recommendations relating to construction design requirements for the above development activities, on-site storm water drainage management and other appropriate land use recommendations.

#### 11.7 Development Permit Area 2C: Floodplain

Floodplain areas are distinguished from the creek/river corridor based on their spatial extent. The creek corridor flood hazard applies to relatively well-confined creeks while DPA 2C applies where there is a large area of low-lying land susceptible to flooding located adjacent to watercourses, which is not captured in DPA 2A. Flood and erosion hazard assessment will be required within DPA 2C. The report requirements are set out in Policy 16.13.

#### 11.8 Development Permit Area 2D: Low Channel Confinement

DPA 2D delineates alluvial fans or areas of low channel confinement. These may exist at several locations on a single creek, although typically at the mouth. These areas are either current or former deposition zones that provide opportunities for channel avulsions (significant erosion) to occur.

Available air photographs and contour mapping were used to identify potential areas of low channel confinement, which are included in DPA 2D. Flood and erosion, and channel avulsion hazard assessment will be required within DPA 2D. The report requirements are set out in Policy 11.9.

#### 11.9 A report within DPA, 2C and 2D shall include the following:

- (a) A review of the property by an appropriately qualified Professional Engineer or Professional Geoscientist;
- (b) An analysis of the land located within the development permit area as well as an analysis of the proposed developments including, but not limited to, building footprint, septic field and land alteration including tree removal;
- (c) A hydrologic investigation and assessment of flooding and associated creek processes at the time of subdivision or building permit or land alteration application;
- (d) A survey of the natural boundary of the creek and degree of confinement (e.g. typical cross-sections) and consideration of upstream channels and floodways, debris dams, culverts, sources of debris (channels and eroded banks) and related hydrologic features; and;

- (e) An estimate of the 200-year return period peak flow and corresponding flood elevation.

In addition, consideration shall be given to potential for overbank flooding due to creek blockages such as at upstream road crossings, or areas where debris accumulates.

## **Slope Hazards**

### **11.10 Development Permit Area 3: Open Slope Failure and Rockfalls**

Potential for open slope failures in the West Howe Sound OCP were identified where there are areas of moderately steep and steep terrain. Potential landslide impact areas were only estimated for slopes of 10 m in height or greater. Impact areas were estimated based on the landslide travel angle details. Open slope crests where initiation of a landslide may occur (bluffs higher than 10 m) are delineated in the DPA map. Landslide risk assessments will be required within DPA 3.

Different hazards have been identified within the general category of “steep slope hazards”; applications for subdivision, building permit or land alteration shall include a report from an appropriately qualified professional.

Within the OCP area, there are no extensive, tall rock bluff areas that present a significant rockfall hazard. However, there are small, isolated steep areas that consist of low rock hummocks projecting from surficial material cover. These areas present a low hazard and have not been specifically mapped.

Areas of potential rockfall hazard coincide with the open slope failure areas delineated for DPA 3. Consideration shall be given to the limits and types of instability and changes in stability that may be induced by forest clearing. The down-slope impact of forest clearing and land development shall also be considered.

A report within DPA 3 shall include the following:

- (a) Slope profiles with documentation of the limits of slope instability.  
Consideration shall be given to the limits and types of instability and changes in stability that may be induced by forest clearing. The down-slope impact of forest clearing and land development shall also be considered;
- (b) A detailed stability assessment indicating foreseeable slope failure modes and limiting factors of safety, and stability during seismic events;
- (c) An assessment of shallow groundwater conditions and the anticipated effects of septic systems, footing drains, etc. on local slope stability;
- (d) A recommendation of required setbacks from the crests and/or toes of steep slopes, and a demonstration of suitability for the proposed use;
- (e) A field definition of the required setback from the top of steep slope;
- (f) Appropriate land use recommendations such as restrictions on tree cutting, surface drainage, filling and excavation; and
- (g) If required, definition of the site-specific rock fall shadow area, including an indication of the appropriate buffer zone and required protective works.

### Exemptions to Development Permits for Hazardous Conditions

- 11.11 Development permits shall be required prior to: the subdivision of land; commencement of the construction or addition to a building or other structure; or alteration of land within Development Permit Areas Nos. 1A-B, 2A-D and 3 indicated on Map 2, *with the exception of the following circumstances:*
- ✓ For “Low Importance” structures, as defined in the BC Building Code: Buildings that represent a low direct or indirect hazard to human life in the event of failure, including: low human-occupancy buildings, where it can be shown that collapse is not likely to cause injury or other serious consequences, or minor storage buildings.
  - ✓ The proposed construction involves a structural change, addition, or renovation to existing conforming or lawfully non-conforming buildings or structures, provided that the footprint of the building or structure is not expanded and provided that it does not involve any alteration of land;
  - ✓ The planting of native trees, shrubs, or groundcovers for the purpose of enhancing the habitat values and/or soil stability within the development permit area;
  - ✓ A subdivision or rezoning application, where an existing registered covenant or proposed covenant with reference plan based on a qualified professional's review, relating to the protection of the environment or hazardous conditions outlined in the subject development permit area, is registered on title or its registration secured by a solicitor's undertaking;
  - ✓ Immediate threats to life and property, provided they are undertaken in accordance with the provincial *Water Act*, *Wildlife Act*, and the *Federal Fisheries Act*, and are reported to the Regional District;
  - ✓ Emergency procedures to prevent, control, or reduce erosion, or other immediate threats to life and property provided they are undertaken in accordance with the provincial *Water Act*, *Wildlife Act*, and the *Federal Fisheries Act*, and are reported to the Regional District; and
  - ✓ The lands are subject to the Forest Act or Private Managed Forest Land Act; and
  - ✓ The removal of 2 trees over 20 centimetres, measured at 1.5 metres in height, or 10 square metres of vegetated area per calendar year per lot, provided there is replanting of 4 trees, or re-vegetation of the same amount of clearing.

- J. Page 108, Title – delete “DPA 3, 4 & 5” and replace with “DPA 4, 5 & 6”;
- K. Page 108, Sub-title – delete “11.4 Development Permit Area 3” and replace with “11.12 Development Permit Area 4”;
- L. Page 108, Description, middle of first sentence – delete “Development Permit Area 3” and replace with “Development Permit Area 4”;

M. Page 109, - delete:

"2. All other streams, *whether mapped or unmapped*, are also designated as Development Permit Area 3 as fish and/or fish habitat may be present, or they may flow into a water body that provides fish habitat.

A development permit on lands identified as being within DPA 2 is required for the following activities:"

and replace with:

"2. All other streams, *whether mapped or unmapped*, are also designated as Development Permit Area 4 as fish and/or fish habitat may be present, or they may flow into a water body that provides fish habitat.

A development permit on lands identified as being within DPA 4 is required for the following activities:"

N. Page 110 – delete:

**"DPA 3 Exemptions:** Development permits shall be required prior to: the subdivision of land, commencement of the construction or addition to a building or other structure, or alteration of land within Development Permit Area 3 indicated on Map 2, with the exception of the following circumstances:"

and replace with:

**"DPA 4 Exemptions:** Development permits shall be required prior to: the subdivision of land, commencement of the construction or addition to a building or other structure, or alteration of land within Development Permit Area 4 indicated on Map 2, with the exception of the following circumstances:"

O. Page 112, Sub-title – delete "11.5 Development Permit Area 4" and replace with "11.13 Development Permit Area 5";

P. Page 112, Description, first, second and third paragraphs – delete "DPA 4" and "Development Permit Area 4" and replace with "DPA 5" and "Development Permit Area 5" as appropriate;

Q. Page 112, Description, last sentence – delete "DPAs 1 and 3" and replace with "DPAs 2A-D and 4";

R. Page 114, – delete:

**"DPA 4 Exemptions:** Development permits shall be required prior to: the subdivision of land, commencement of the construction or addition to a building or other structure, or alteration of land within Development Permit Area 4 indicated on Map 2, with the exception of the following circumstances:"

and replace with:

**"DPA 5 Exemptions:** Development permits shall be required prior to: the subdivision of land, commencement of the construction or addition to a building or other structure, or alteration of land within Development Permit Area 5 indicated on Map 2, with the exception of the following circumstances:"

S. Page 115, Sub-title – delete "11.6 Development Permit Area 5" and replace with "11.14 Development Permit Area 6";

- T. Page 115, Description, first, second and fifth paragraphs – delete “DPA 5” and “Development Permit Area 5” and replace with “DPA 6” and “Development Permit Area 6” as appropriate;
- U. Page 116, delete:  
    **“DPA 5 Exemptions:** Development permits shall be required prior to the subdivision of land, commencement of the construction or addition to a building or other structure, or alteration of land within Development Permit Area 5, as indicated on Map 2, with the exceptions:”  
and replace with:  
    **“DPA 6 Exemptions:** Development permits shall be required prior to the subdivision of land, commencement of the construction or addition to a building or other structure, or alteration of land within Development Permit Area 6, as indicated on Map 2, with the exceptions:”
- V. Page 118, Sub-title – delete “11.7 Development Permit Area 6” and replace with “11.15 Development Permit Area 7”
- W. Page 118, Description, third paragraphs– delete “Development Permit Area 6” and replace with “Development Permit Area 7”;
- X. Page 118, Guidelines, first sentence– delete “Development Permit Area 6” and replace with “Development Permit Area 7”;
- Y. Page 119 - delete “DPA 6 Exemptions” and replace with “DPA 7 Exemptions”
- Z. Page 120, sub-title – replace “11.8 Development Permit Area 7:” and replace with “11.16 Development Permit Area 8:”;
- AA. Page 120, Description – delete “DPA 7” and replace with “DPA 8”;
- BB. Page 120, Guidelines – delete “DPA 7” and replace with “DPA 8”;
- CC. Page 122, Energy Efficiency, third point – delete “Development Permit Area No. 7” and replace with “ Development Permit Area No. 8”;
- DD. Page 122, sub-title - delete “DPA 7 Exemptions” and replace with “DPA 8 Exemptions”;
- EE. Amend the following references to development permit areas throughout the OCP as follows:
- i. Update Table of Contents, section 11;
  - ii. Page 48 - delete first paragraph and replace with:  
    “The applicable Development Permit Areas (DPA) within the Neighbourhood Village Centre designation are DPA Nos. 2A-D: Creek Hazards, DPA 4: Stream Riparian Assessment Areas, Development Permit Area 5: Aquifer and Watershed Protection, and Development Permit Area 7: Residential Agricultural Buffering.”;
  - iii. Page 48 – delete “DPA 1 & 3” and replace with “DPA 2A-D & 4”;
  - iv. Page 48 – delete “DPA 4” and replace with “DPA 5”;
  - v. Page 48 – delete “DPA 6” and replace with “DPA 7”;
- FF. Delete Map 2 and replace it with Map 2 shown in Appendix A to this bylaw.

**PART C - ADOPTION**

PURSUANT TO SECTION 879 OF THE *LOCAL GOVERNMENT ACT* CONSULTATION REQUIREMENTS CONSIDERED this

25<sup>th</sup> DAY OF JUNE 2015

READ A FIRST TIME this

25<sup>th</sup> DAY OF JUNE 2015

CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO SECTION 882 OF THE *LOCAL GOVERNMENT ACT* this

14<sup>th</sup> DAY OF JANUARY 2016

READ A SECOND TIME this

14<sup>th</sup> DAY OF JANUARY 2016

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

16<sup>th</sup> DAY OF FEBRUARY 2016

READ A THIRD TIME this

26<sup>th</sup> DAY OF JANUARY 2017

ADOPTED this

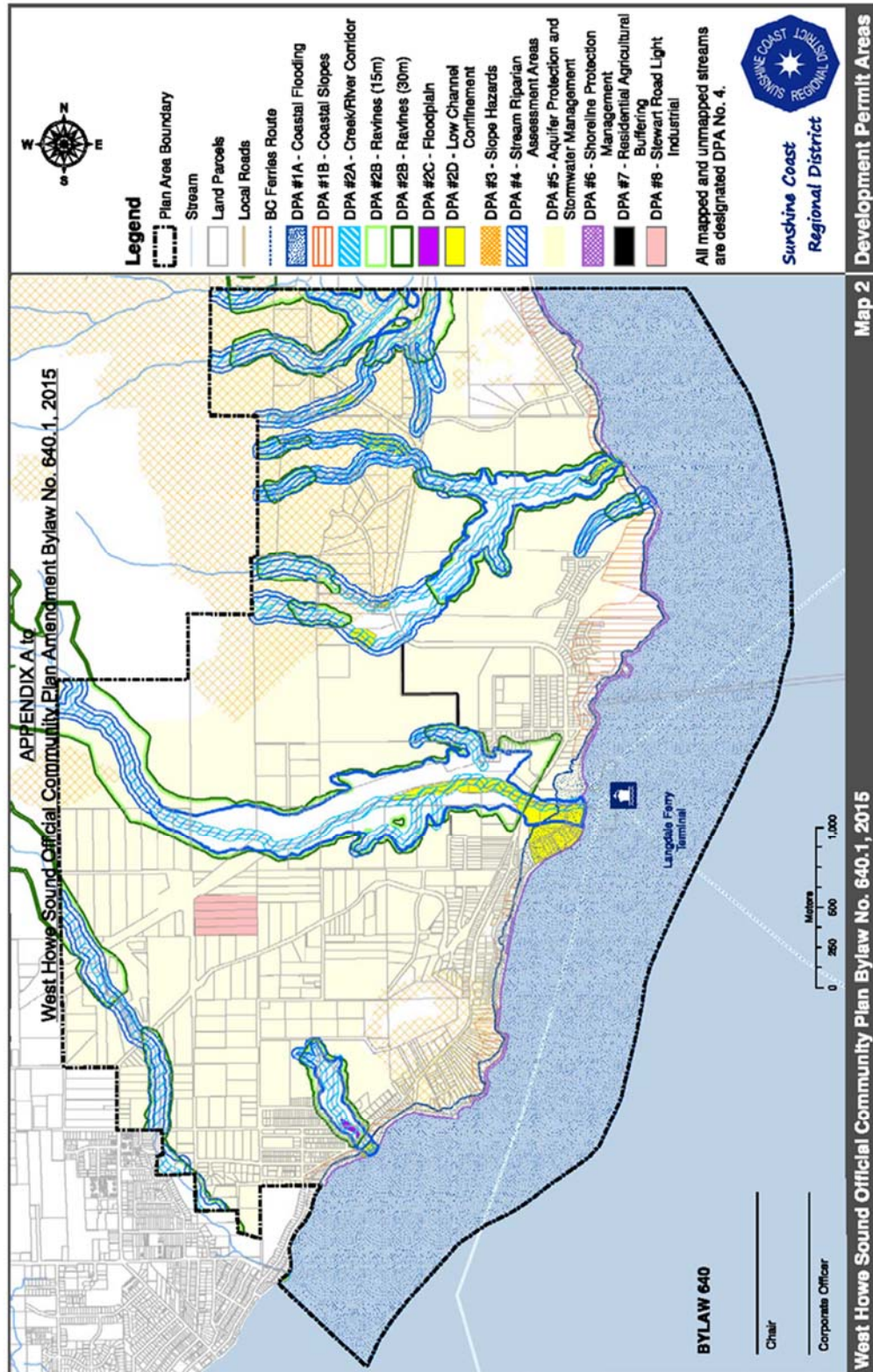
DAY OF MONTH YEAR

---

Corporate Officer

---

Chair





**SUNSHINE COAST REGIONAL DISTRICT  
ELPHINSTONE OFFICIAL COMMUNITY PLAN  
AMENDMENT BYLAW No. 600.6, 2015**

---

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

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

**PART A - CITATION**

1. This bylaw may be cited as the "Elphinstone Official Community Plan Bylaw No. 600.6, 2015".

**PART B – AMENDMENT**

2. Elphinstone Official Community Plan Bylaw No. 600, 2007 is amended as follows:

- A. Delete the preamble to Part B-1

- B. Insert the following as the preamble to Part B-1:

“The planning for Elphinstone accounts for the natural carrying capacity of the Plan Area based on analysis of soil capacity for septic disposal, hydrology, geotechnical hazards and environmentally sensitive lands. Information was obtained from many sources including the 2004 Elphinstone Official Community Plan Review Technical Background Update, and the 2003 Sunshine Coast Sensitive Ecosystem Inventory.

In 2012 and 2013 Kerr Wood Leidel Associates Ltd. Consulting Engineers (KWL) conducted an inventory of hazardous lands within the Elphinstone electoral area including creek flow areas and coastal and open slopes. In addition to the inventory of hazardous lands, KWL provided recommendations on the safe use of these lands.

Information from these documents has been used to shape the land use designations detailed in Parts B-2 to B-12. Specific regulations concerning protection of the local natural environment are included within the following policies on development permit areas.

While Development Permit Area Nos. 1 to 4 regulate the development of land for the protection of the natural environment and to mitigate hazards, Development Permit Area (DPA) Nos. 5 and 6 provide design guidelines that give direction on the form and character of commercial and multiple-family development. The DPA Nos. 5 and 6 design guidelines are not based on one specific architectural design theme, but emphasize the creation of a village environment over strip highway commercial development. The intent of the design guidelines is to allow flexibility, yet achieve designs which support a socially and economically viable neighbourhood.

Development Permit Areas cannot regulate density, land use, or building size. The land use designations in Parts B-2 to B-12 of this OCP provide direction on the future zoning of land that provides the detailed day-to-day regulation of land use, density and building size and siting. The Low-Impact Development Servicing policies in Part C-3 are designed to provide guidance on future development and servicing policies and requirements that the Regional District should adopt to assist with the vision of creating a diversified sustainable community.

There may be spatial overlap between some DPA categories.”

- C. Amend the following references to development permit areas throughout the OCP as follows:
1. In B-1.1 part 1, replace "Development Permit Area Nos. 1 and 2." with "Development Permit Area Nos. 1A, 1B, 2A, 2B, 2C, 2D and 3."
  2. In B-1.1 part 2, replace "Development Permit Area No. 3." with "Development Permit Area No. 4."
  3. In B-1.1 part 3, replace "Development Permit Area Nos. 4, 5 and 6." with "Development Permit Area Nos. 5, 6 and 7."
  4. In Policy B-1.5, header, replace "Development Permit Area No. 3" with "Development Permit Area No. 4"
  5. In Policy B-1.5, part 1 (a), replace "DPA No. 3" with "DPA No. 4"
  6. In Policy B-1.5, part 1 (b)ii, replace "Development Permit Area No. 3" with "Development Permit Area No. 4"
  7. In Policy B-1.6, header, replace "Development Permit Area Nos. 4, 5 and 6" with "Development Permit Area Nos. 5, 6 and 7."
  8. In Policy B-1.6, part 2, header and first paragraph, delete "4, 5 and 6" and replace with "5, 6 and 7"
- D. Policy B-1.6, delete the following last sentence in 1. Justification (a) Development Permit Area No. 4 Highway 101 Commercial Industrial Mixed-Use:
- "Although outside the town's boundary, Development Permit Area No. 4 is the perceived gateway to the upper Gibsons commercial district at Highway 101 and Pratt Road."
- E. Renumber Policies B-1.5 to B-1.11 as B-1.11 to B-1.17;
- F. Delete Policy B-1.2 part 2 and replace with the following
- "2. Development permits shall be required prior to: the subdivision of land; commencement of the construction or addition to a building or other structure; or alteration of land within Development Permit Areas Nos. 1 to 4 indicated on Map 2 and any un-mapped streams as set out under Development Permit Area No.4, except where the following exemptions apply:
    - a. For DPA 1A, DPA 1B, DPA 2A, DPA 2B, DPA 2C, DPA 2 D and DPA 3, "Low Importance" structures, as defined in the BC Building Code: Buildings that represent a low direct or indirect hazard to human life in the event of failure, including: low human-occupancy buildings, where it can be shown that collapse is not likely to cause injury or other serious consequences, or minor storage buildings.
    - b. where a development has been approved but not yet built (for "protection of the natural environment, its ecosystems and biological diversity" only);
    - c. The proposed construction involves a structural change, addition or renovation to existing conforming or lawfully non-conforming buildings or structures provided that the footprint of the building or structure is not expanded and provided that it does not involve any alteration of land.
    - d. The planting of native trees, shrubs, or groundcovers for the purpose of enhancing the habitat values and/or soil stability within the development permit area.

- e. A subdivision where an existing registered covenant or proposed covenant with reference plan based on a qualified professional's review, relating to the protection of the environment or hazardous conditions outlined in the subject development permit area, is registered on title or its registration secured by a solicitor's undertaking.
  - f. Immediate threats to life and property provided they are undertaken in accordance with the provincial Water Act and Wildlife Act and the Federal Fisheries Act, and are reported to the Regional District.
  - g. Emergency procedures to prevent, control or reduce erosion, or other immediate threats to life and property provided they are undertaken in accordance with the provincial Water Act and Wildlife Act and the Federal Fisheries Act, and are reported to the Regional District.
  - h. The lands are subject to the Forest Act or Private Managed Forest Land Act; and
  - i. The lands are to be used for 'farm operation' as defined by the Farm Practices Protection Act (for protection of the natural environment, its ecosystems and biological diversity only).
  - j. The removal of 2 trees over 20 centimetre diameter breast height or 10 square metres of vegetated area of per calendar year per lot, provided there is replanting of 4 trees or re-vegetation of the same amount of clearing.
  - k. Development Permit Area designations do not apply to *Skwxwú7mesh* Nation reserves and any guidelines or requirements that would otherwise be applicable are only advisory in nature to these lands."
- G. Delete Policy B-1.3 Development Permit Area No. 1 Beach Front and Ravine/Creek-Eroded Slopes
- H. Delete Policy B-1.4 Development Permit Area No. 2 Base of Mount Elphinstone and Creek Ravine Mouths
- I. Insert the following after the end of Policy B-1.2:

**"Protection of Development from Hazardous Conditions**

Coastal zone hazards include flooding of lower-lying terrain (DPA 1A) and erosion and instability of oceanfront slope (DPA 1B). Provincial Guidelines prepared by Ausenco Sandwell in 2011 establish the flood control guidelines and are further described below.

Creek hazards include flooding (DPA 2A), debris floods (DPA 2B), debris flow (DPA 2C) and slope instability associated with ravine sidewalls (DPA 2D). There are three categories within this DPA: creek corridor, ravines, and floodplain. Creeks in the Elphinstone OCP area were examined by the Kerr Wood Leidel consulting engineers; each creek contains its own set of potential hazards.

Slope hazards (DPA 3) include slope failure/landslides and rock falls. It is important to note that this DPA encompasses areas in the OCP where slope hazards have the highest probability to occur. However, slope hazards may occur in other areas not identified here due to changes in land use, land disturbance or extreme precipitation events.

Seismic-initiated slope hazards (earthquakes) need to be considered under the current guidelines for assessment of slope hazards developed by the Association of Professional Engineers and Geoscientists BC (2008). No map-based screening tool is currently available to identify seismic slope hazard areas and therefore is not a Development Permit area.

## Coastal Zone Hazards

### B-1.3 Development Permit Area 1A: Coastal Flooding

Rising sea level has been considered in the development of DPA 1A, but the impact of sea level rise on ocean slope erosion and stability is difficult to anticipate. Consideration should be given to a regional study to define future coastal flood construction levels incorporating sea level rise.

DPA 1A extends from the ocean to eight metres Canadian Geodetic Datum (CGD - national reference standard for heights across Canada). Within this DPA, development applications require a coastal flood hazard assessment to define the coastal flood components, namely wave runup, wave setup and wind setup.

Guidelines to address coastal flood hazard and sea level rise have been released by the provincial Ministry of Forests, Lands and Natural Resource Operations. The guidelines define the coastal flood construction level (FCL) as the sum of a number of components, such as tide, sea level rise, storm surge, wave effects and freeboard.

A coastal flood hazard assessment within this development permit area would estimate the FCL for construction on a property. The following chart summarises the components that make up the flood construction level:

Component	Note
Tide	Higher high water large tide
Sea Level Rise	Recommended allowance for global sea level rise: 1 m for year 2100, 2 m for year 2200
Storm Surge	Estimated storm surge associated with design storm event
Wave Effects	50% of estimated wave run up for assumed design storm event. Wave effect varies based on shoreline geometry and composition
Freeboard	Nominal allowance = 0.6 m
Flood Construction Level = Sum of all components.	

If areas on the property are below 8 metres CGD a coastal flood hazard assessment is required, that would include: estimation of coastal flood levels, consideration of future sea level rise and wave run-up effects as outlined in the Provincial Guidelines.

A report within DPA 1A shall include an analysis of the coastal flood hazard including the following:

- (a) An estimation of coastal flood levels for the expected life of the development; and
- (b) An outline all protective measures required to achieve the FCL (e.g. engineered fill or foundations or coastal bank protection or building envelope design).

**B-1.4 Development Permit Area 1B: Coastal Slopes**

Slope stability issues on oceanfront slopes has been considered in the development of the Coastal Slopes DPA 1B. Hazards may arise as a result of coastal erosion (e.g. undermining of the toe), poor or mismanaged drainage, gradual weakening, or seismic shaking.

Land is located within DPA 1B if the future estimated natural boundary is located 15 metres or less seaward of the toe of the bluff. If this is the case then the assessment area shall extend from the future estimated natural boundary will be located at a horizontal distance of at least 3 times the height of the bluff.

In some conditions, setbacks may require site-specific interpretation and could result in the use of a minimum distance measured back from the crest of the bluff. The setback may be modified provided the modification is supported by a report, giving consideration to the coastal erosion that may occur over the life of the project, prepared by a suitably qualified professional engineer.

A report within DPA 1B shall include the following:

- (a) Slope profiles with documentation of the limits of slope instability.  
Consideration shall be given to the limits and types of instability and changes in stability that may be induced by forest clearing. The down-slope impact of land alteration and development shall also be considered. As well, slope stability assessments should consider potential coastal erosion under conditions of future sea level rise;
- (b) A detailed stability assessment indicating foreseeable slope failure modes and limiting factors of safety, and stability during seismic events;
- (c) An assessment of shallow groundwater conditions and the anticipated effects of septic systems and footing drains on local slope stability;
- (d) A recommendation of required setbacks based on slope height, erosion susceptibility, and stability from the crest of steep slopes, and a demonstration of suitability for the proposed use;
- (e) If required, definition of the site-specific rock fall shadow area, including an indication of the appropriate buffer zone and required protective works; and
- (f) Appropriate land use recommendations such as restrictions on tree cutting, surface drainage, filling and excavation.

**Creek Hazards****B-1.5 Development Permit Area 2A: Creek Corridor**

DPA 2A applies to all creeks and extends 30 metres from the streamside natural boundary. Flood, debris flow and debris flow hazard assessments will be required within this development permit area. Riparian assessments, as described below in DPA 4 are also required.

A development permit in DPA 2A shall include a review of the property by an appropriately qualified Professional Engineer or Professional Geoscientist as part of a development permit review process. The report shall include an analysis of the land located within the development permit area as well as an analysis of the

proposed developments including, but not limited to, building footprint, septic field and land alteration, including tree removal.

Flooding and associated creek processes are subject to assessment and hydrologic investigation at the time of subdivision or building permit or land alteration application. The assessment and investigation shall include a survey of the natural boundary of the creek, and the degree of confinement (e.g. typical cross-sections) and shall consider upstream channels and floodways, debris dams, culverts, sources of debris (channels and eroded banks) and related hydrologic features.

Analysis shall include an estimate of the 200-year return period peak flow and corresponding flood elevation. In addition, consideration shall be given to potential for overbank flooding due to blockages in the creek, such as at upstream road crossings, or areas where debris accumulates.

#### **B-1.6 Development Permit Area 2B: Ravines**

Ravine areas were defined using the crest lines mapped in the SCRD GIS mapping and based on consideration of stable angles of repose and the typical terrain seen on the Sunshine Coast. A 30 metre assessment from ravine crests defines the area that falls within DPA 2B. A 15 metre setback line is also indicated.

A report within DPA 2B shall include the following:

- (a) A recommendation of required setbacks from the crests and/or toes of ravine or other steep slopes, and a demonstration of suitability for the proposed use;
- (b) A field definition of the required setback from the top of a ravine or other steep slope; and
- (c) The required setback to top of bank and recommendations relating to construction design requirements for the above development activities, on-site storm water drainage management and other appropriate land use recommendations.

#### **B-1.7 Development Permit Area 2C: Floodplain**

Floodplain areas are distinguished from the creek/river corridor based on their spatial extent. The creek corridor flood hazard applies to relatively well-confined creeks while DPA 2C applies where there is a large area of low-lying land susceptible to flooding located adjacent to watercourses, which is not captured in DPA 2A. Flood and erosion hazard assessment will be required within DPA 2C. The report requirements are set out in Policy B-1.9

#### **B-1.8 Development Permit Area 2D: Low Channel Confinement**

DPA 2D delineates alluvial fans or areas of low channel confinement. These may exist at several locations on a single creek, although typically at the mouth. These areas are either current or former deposition zones that provide opportunities for channel avulsions (significant erosion) to occur.

Available air photographs and contour mapping were used to identify potential areas of low channel confinement, which are included in DPA 2D. Flood and erosion, and channel avulsion hazard assessment will be required within DPA 2D. The report requirements are set out in Policy B-1.9.

B-1.9 A report within DPA 2C and 2D shall include the following:

- (a) A review of the property by an appropriately qualified Professional Engineer or Professional Geoscientist;
- (b) An analysis of the land located within the development permit area as well as an analysis of the proposed developments including, but not limited to, building footprint, septic field and land alteration including tree removal;
- (c) A hydrologic investigation and assessment of flooding and associated creek processes at the time of subdivision or building permit or land alteration application;
- (d) A survey of the natural boundary of the creek and degree of confinement (e.g. typical cross-sections) and consideration of upstream channels and floodways, debris dams, culverts, sources of debris (channels and eroded banks) and related hydrologic features; and;
- (e) An estimate of the 200-year return period peak flow and corresponding flood elevation.

In addition, consideration shall be given to potential for overbank flooding due to creek blockages such as at upstream road crossings, or areas where debris accumulates.

### **Slope Hazards**

#### **B-1.10 Development Permit Area 3: Open Slope Failure and Rockfalls**

Potential for open slope failures in the Elphinstone OCP were identified where there are areas of moderately steep and steep terrain. Potential landslide impact areas were only estimated for slopes of 10 m in height or greater. Impact areas were estimated based on the landslide travel angle details. Open slope crests where initiation of a landslide may occur (bluffs higher than 10 m) are delineated in the DPA map. Landslide risk assessments will be required within DPA 3.

Different hazards have been identified within the general category of “steep slope hazards”; applications for subdivision, building permit or land alteration shall include a report from an appropriately qualified professional.

Within the OCP area, there are no extensive, tall rock bluff areas that present a significant rockfall hazard. However, there are small, isolated steep areas that consist of low rock hummocks projecting from surficial material cover. These areas present a low hazard and have not been specifically mapped.

Areas of potential rockfall hazard coincide with the open slope failure areas delineated for DPA 3. Consideration shall be given to the limits and types of instability and changes in stability that may be induced by forest clearing. The down-slope impact of forest clearing and land development shall also be considered.

A report within DPA 3 shall include the following:

- (a) Slope profiles with documentation of the limits of slope instability. Consideration shall be given to the limits and types of instability and changes in stability that may be induced by forest clearing. The down-slope impact of forest clearing and land development shall also be considered;

- (b) A detailed stability assessment indicating foreseeable slope failure modes and limiting factors of safety, and stability during seismic events;
  - (c) An assessment of shallow groundwater conditions and the anticipated effects of septic systems, footing drains, etc. on local slope stability;
  - (d) A recommendation of required setbacks from the crests and/or toes of steep slopes, and a demonstration of suitability for the proposed use;
  - (e) A field definition of the required setback from the top of steep slope;
  - (f) Appropriate land use recommendations such as restrictions on tree cutting, surface drainage, filling and excavation; and
  - (g) If required, definition of the site-specific rock fall shadow area, including an indication of the appropriate buffer zone and required protective works.”
- J. Update the Table of Contents
- K. Delete Maps 1 to 6 and replace with Maps 1 to 6 shown in Appendix A to this bylaw.

---

## PART C - ADOPTION

PURSUANT TO SECTION 879 OF THE *LOCAL GOVERNMENT ACT* CONSULTATION REQUIREMENTS CONSIDERED this

25<sup>th</sup> DAY OF JUNE 2015

READ A FIRST TIME this

25<sup>th</sup> DAY OF JUNE 2015

READ A SECOND TIME this

14<sup>th</sup> DAY OF JANUARY 2016

CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO SECTION 882 OF THE *LOCAL GOVERNMENT ACT* this

14<sup>TH</sup> DAY OF JANUARY 2016

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

16<sup>th</sup> DAY OF FEBRUARY 2016

READ A THIRD TIME this

26<sup>th</sup> DAY OF JANUARY 2017

ADOPTED this

DAY OF MONTH YEAR

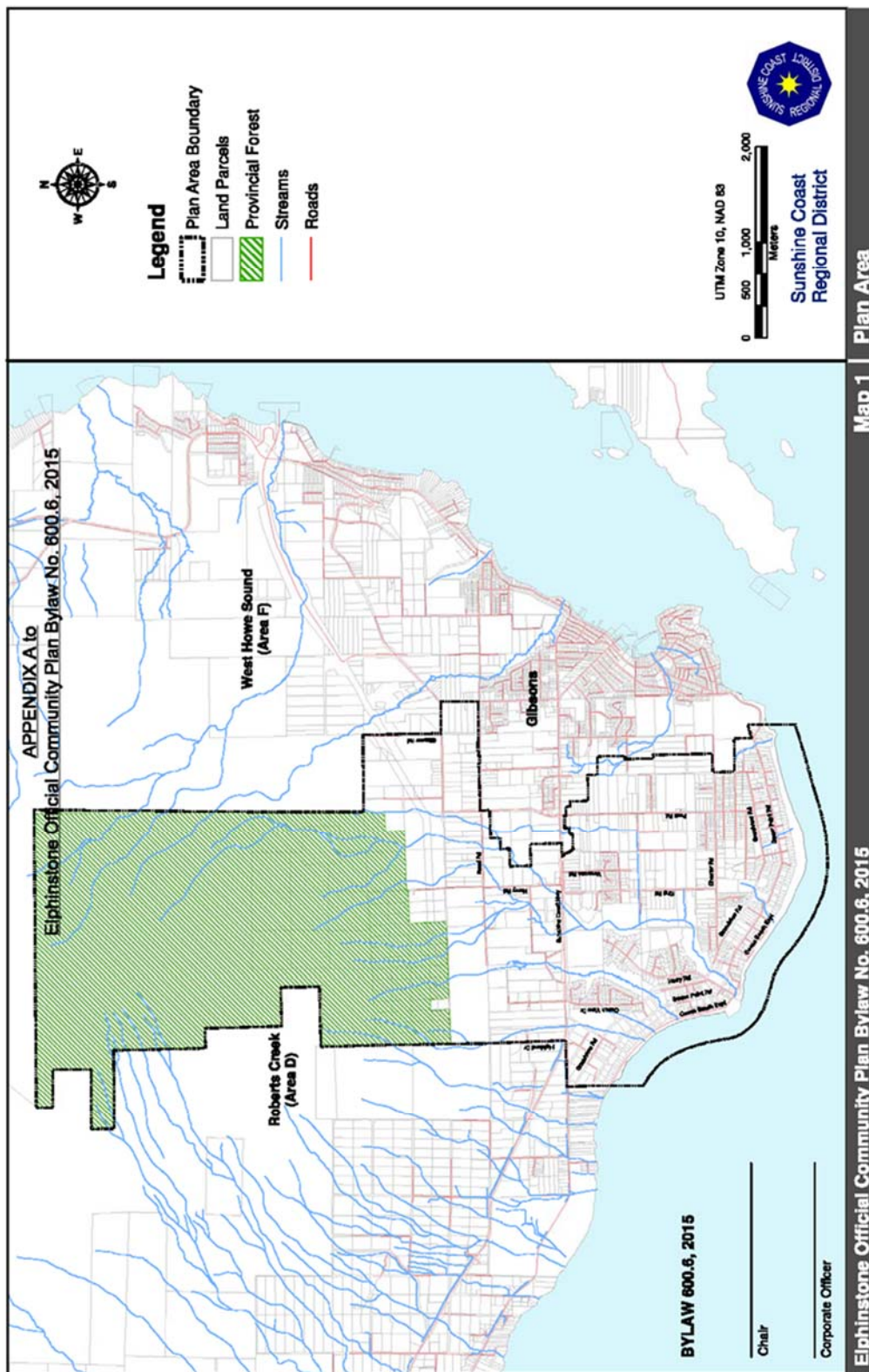
---

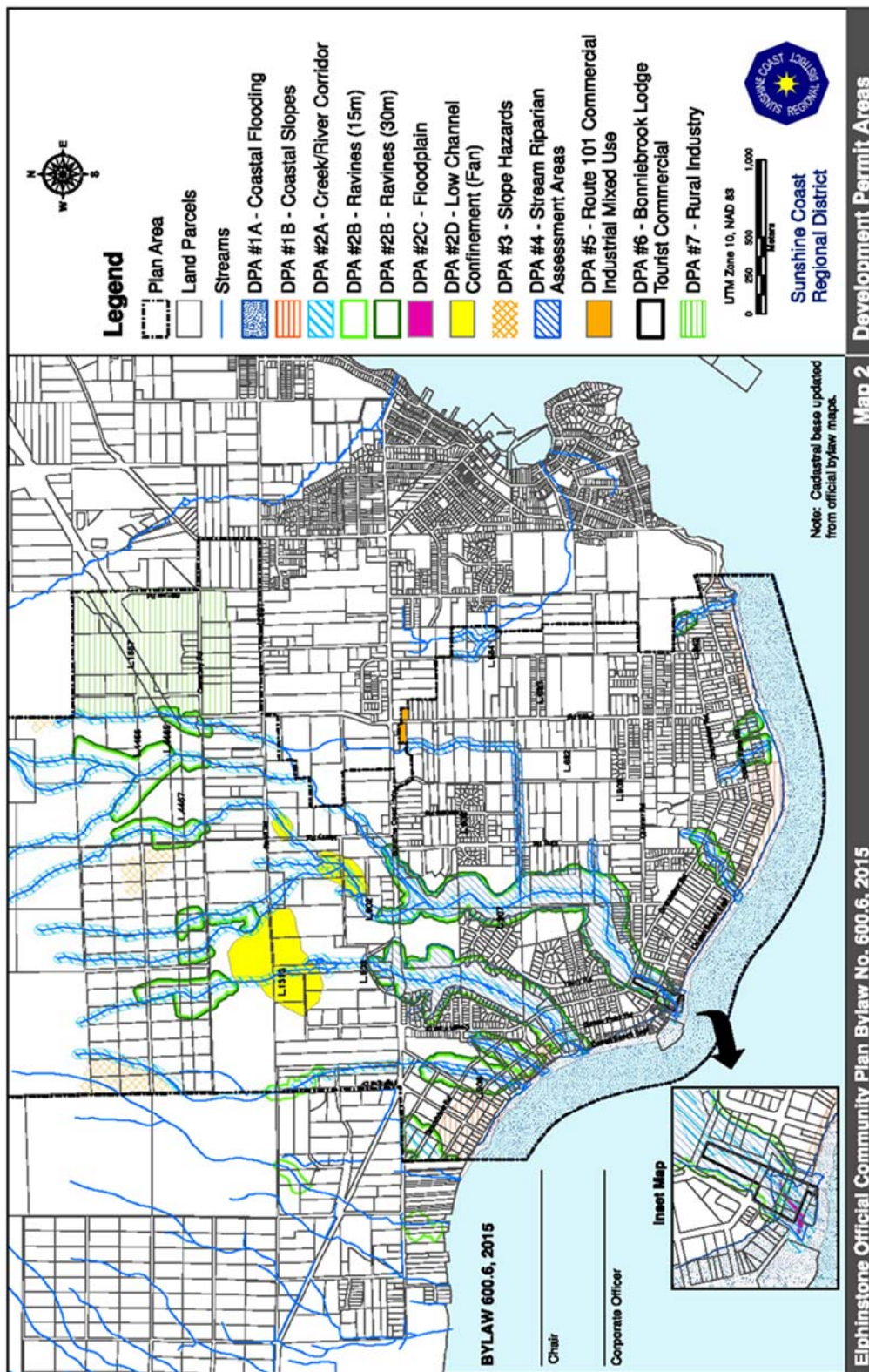
Corporate Officer

---

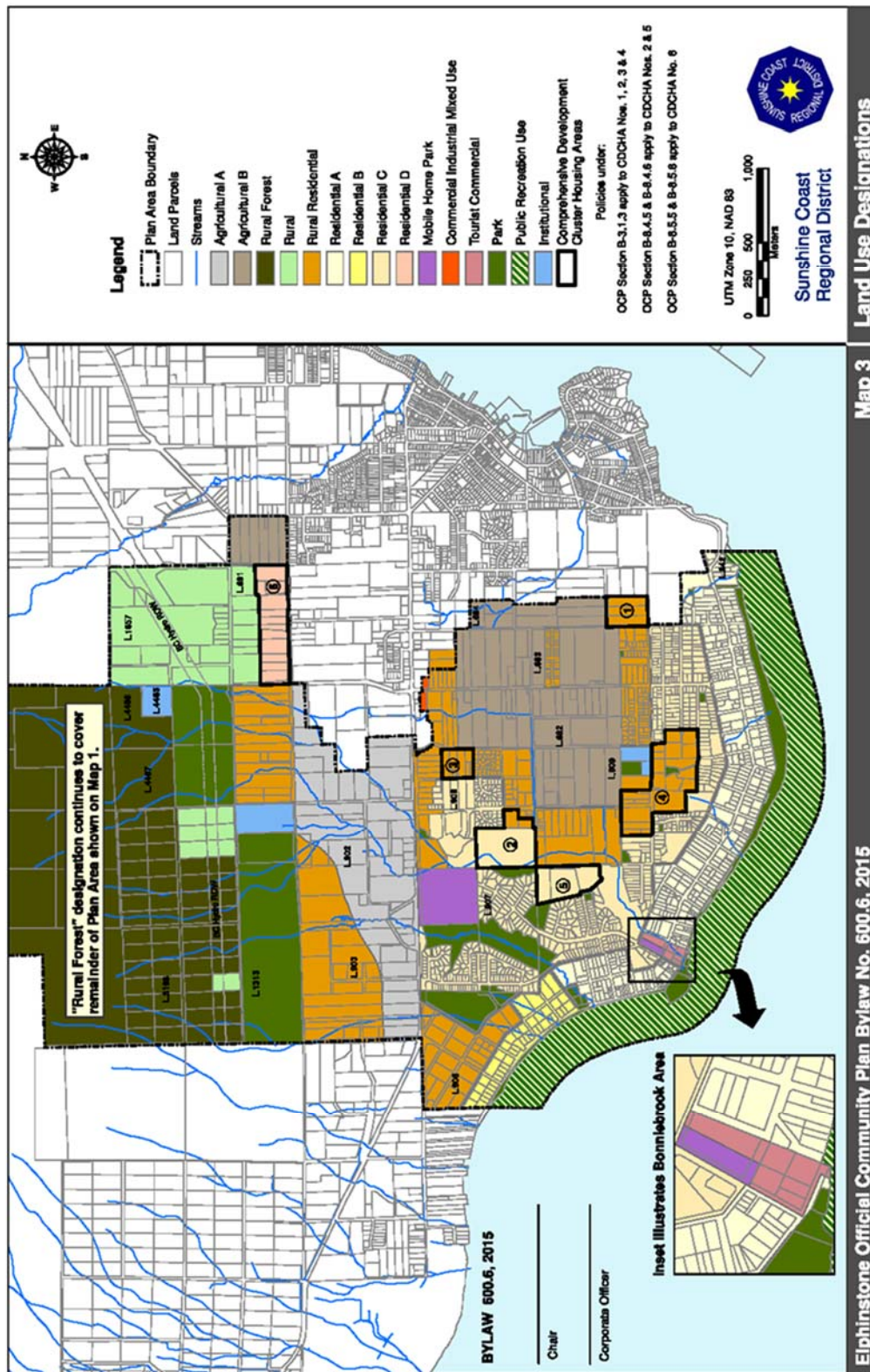
Chair

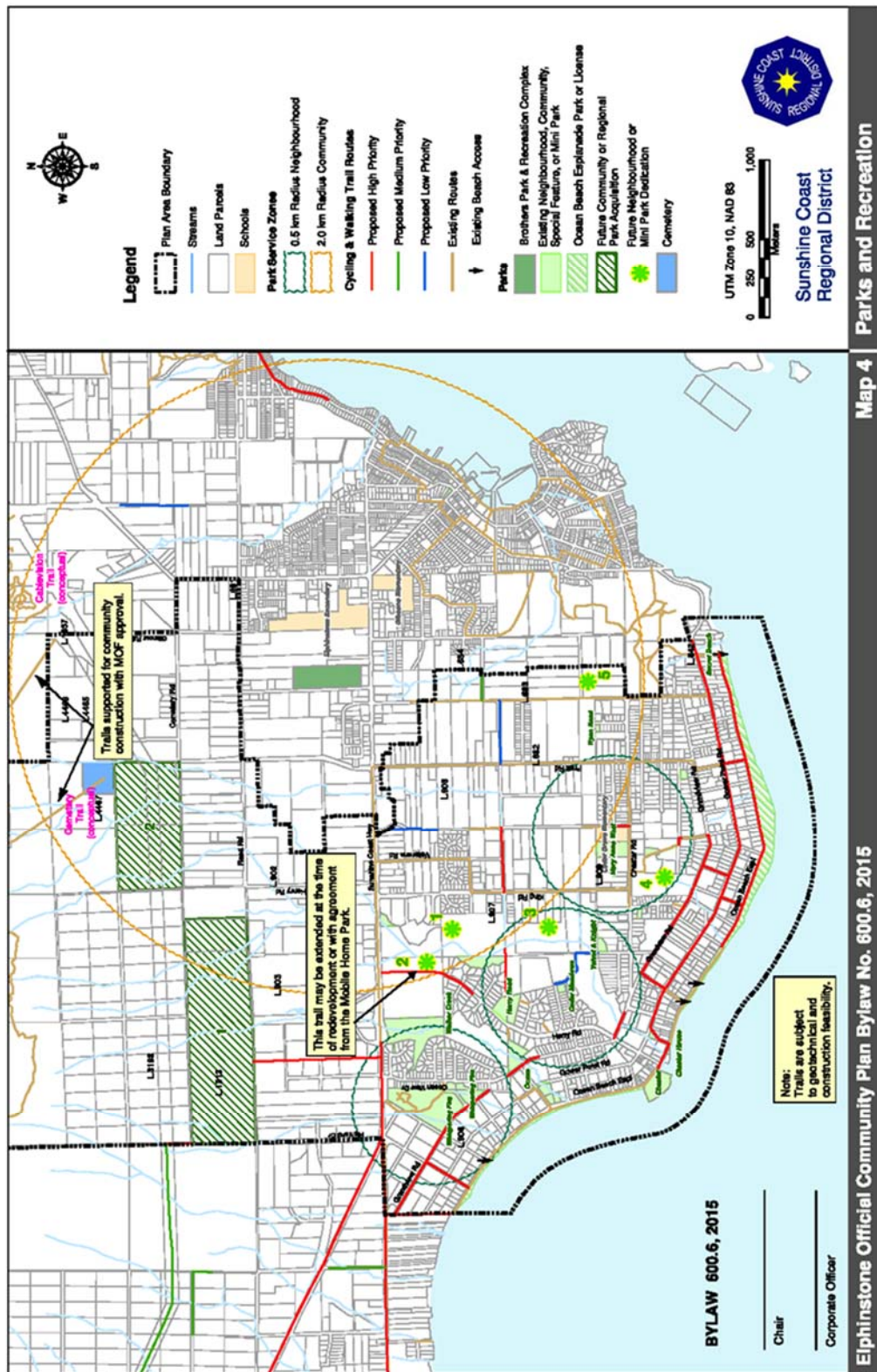




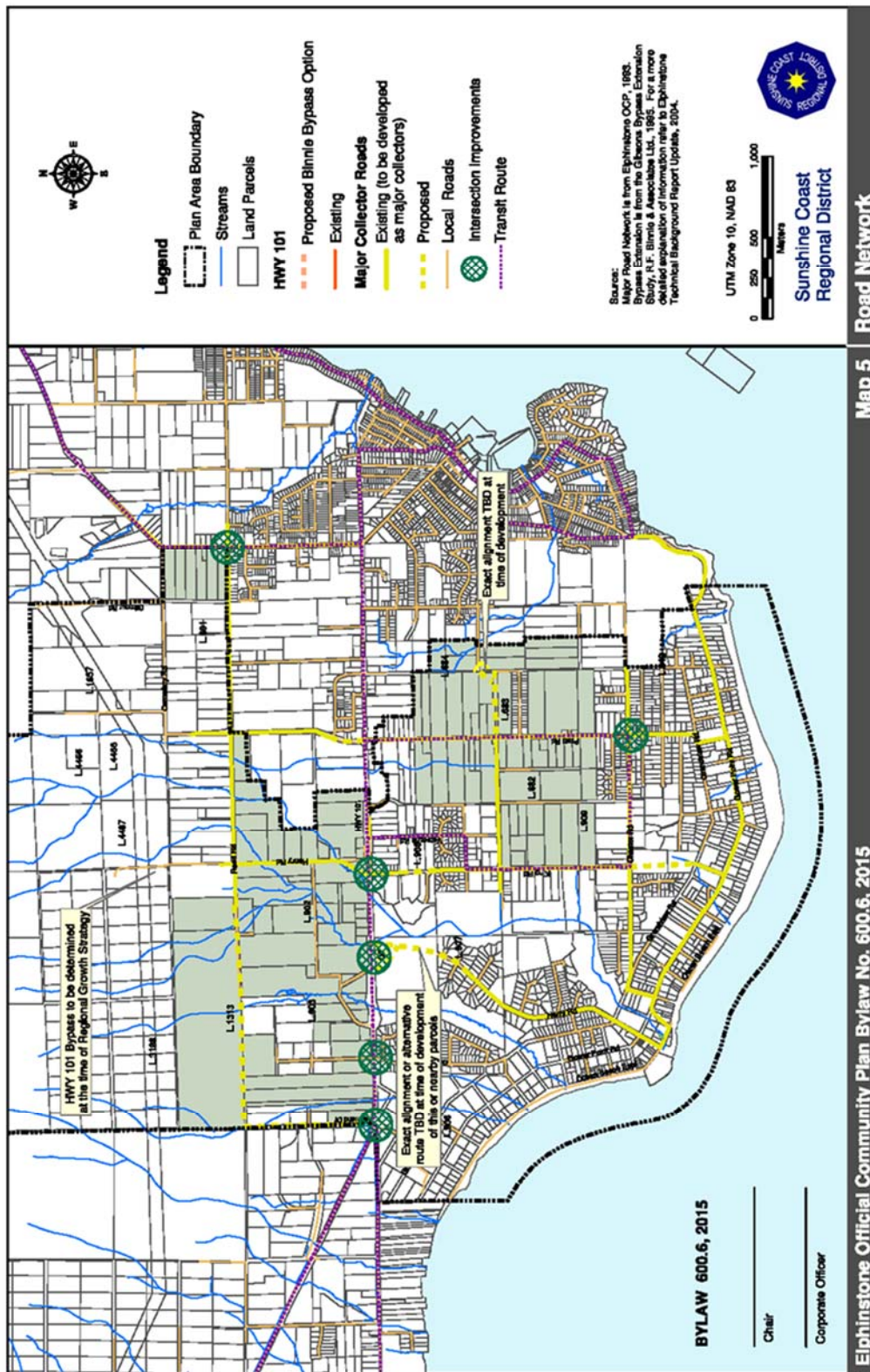


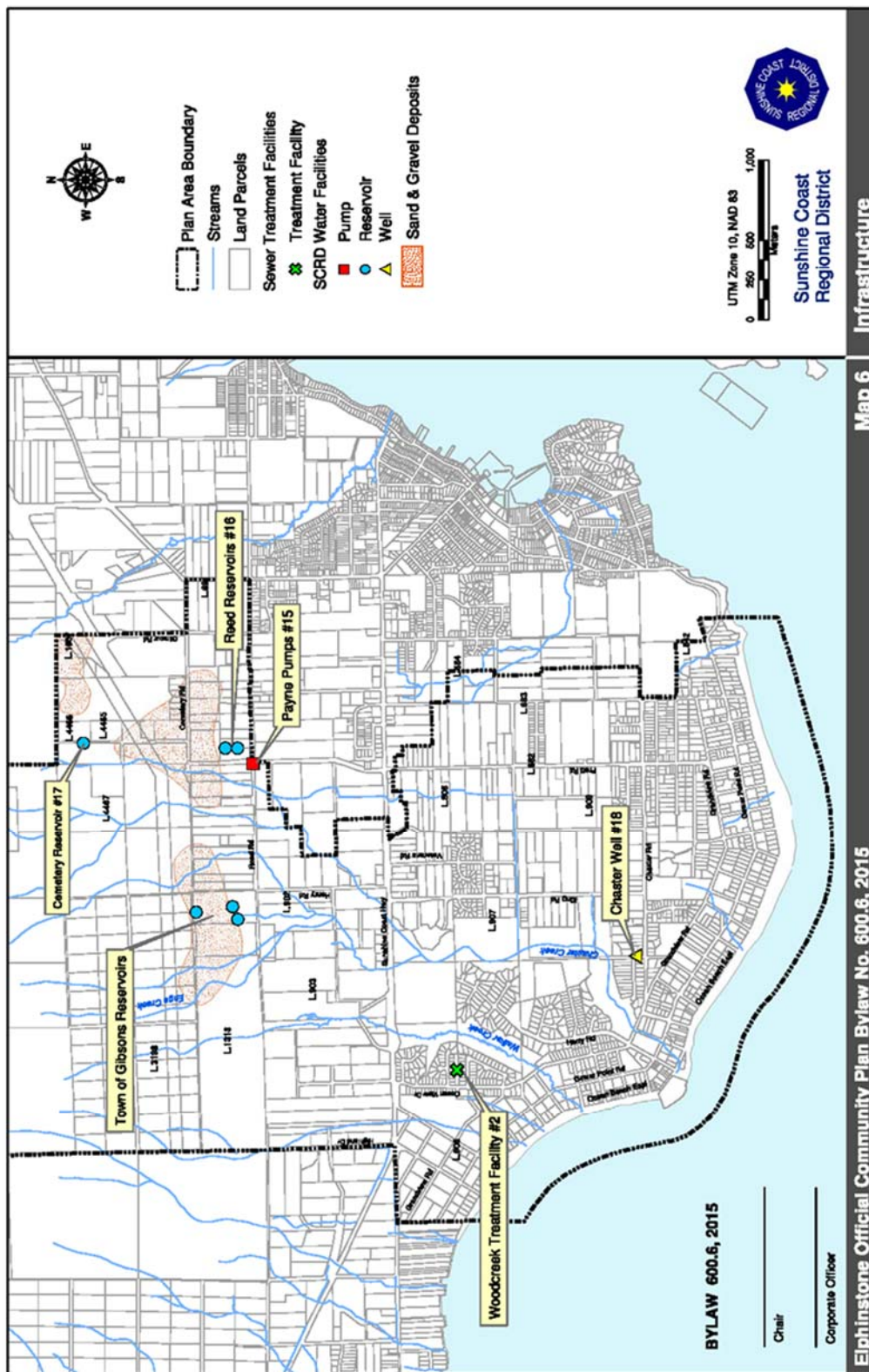












**SUNSHINE COAST REGIONAL DISTRICT  
ROBERTS CREEK OFFICIAL COMMUNITY PLAN  
AMENDMENT BYLAW NO. 641.4, 2015**

---

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

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 "Roberts Creek Official Community Plan Amendment Bylaw No. 641.4, 2015".

**PART B – AMENDMENT**

2. Roberts Creek Official Community Plan Bylaw No. 641, 2011 is amended as follows:
  - A. Renumber Development Permit Area 1: Stream Riparian Assessment Areas to DPA 4
  - B. Delete Development Permit Area 2: Beach Front And Ravine Slopes
  - C. Delete Development Permit Area 3: Creek Flooding and Associated Debris Flow And Erosion
  - D. Renumber Development Permit Area 4: Roberts Creek Shoreline to DPA 5
  - E. Renumber Development Permit Area 5: Multi-Family/Cluster Housing Development to DPA 6
  - F. Renumber Development Permit Area 6: Roberts Creek Village Commercial Core Area to DPA 7
  - G. Renumber Development Permit Area 7: Agricultural Buffering to DPA 8
  - H. Page 75 - Insert the following into the preamble to Section 16 after the first paragraph:
 

“In 2012 and 2013 Kerr Wood Leidel Associates Ltd. Consulting Engineers (KWL) conducted an inventory of hazardous lands within the Roberts Creek electoral area including creek flow areas and coastal and open slopes. In addition to the inventory of hazardous lands, KWL provided recommendations on the safe use of these lands.

Coastal zone hazards include flooding of lower-lying terrain (DPA 1A) and erosion and instability of oceanfront slopes (DPA 1B). Provincial Guidelines prepared by Ausenco Sandwell in 2011 establish the flood control guidelines and are further described below.

Creek hazards include flooding (DPA 2A), debris floods (DPA 2B), debris flow (DPA 2C) and slope instability associated with ravine sidewalls (DPA 2D). There are three categories within this DPA: creek corridor, ravines, and floodplain. Creeks in the Roberts Creek OCP area were examined by the Kerr Wood Leidel consulting engineers; each creek contains its own set of potential hazards.

Slope hazards (DPA 3) include slope failure/landslides and rock falls. It is important to note that this DPA encompasses areas in the OCP where slope hazards have the highest probability to occur. However, slope hazards may occur in other areas not identified here due to changes in land use, land disturbance or extreme precipitation events.

Seismic-initiated slope hazards (earthquakes) need to be considered under the current guidelines for assessment of slope hazards developed by the Association of Professional Engineers and Geoscientists BC (2008). No map-based screening tool is currently available to identify seismic slope hazard areas and therefore is not a Development Permit area.

There may be spatial overlap between some DPA categories.”

- I. Delete Policy 16.1 and insert the following:
- “16.1 Development Permits shall be required prior to the subdivision of land; commencement of the construction of, addition to or alteration of a building or other structure; or alteration of land within a designated development permit area as shown on Map 5.”
- J. Amend Policy 16.3 as follows:
1. Delete the text in (iii) and add the following text:

“to a subdivision or rezoning application, where an existing registered covenant or proposed covenant with reference plan based on a geotechnical engineer and/or qualified environmental professional’s review, relating to the protection of the hazardous or environment conditions outlined in the subject development permit area, is registered on title or its registration secured by a solicitor’s undertaking;”
  2. Delete sections (v) and (vi)
  3. Insert the following:

“(v) to the removal of 2 trees over 20 centimetre diameter breast height or 10 square metres of vegetated area of per calendar year per lot, provided there is replanting of 4 trees or re-vegetation of the same amount of clearing;”
  4. Amend the numbering in Policy 16.3 as needed.
  5. In (x) and (xi) delete:

“for “a” protection of the natural environment, its ecosystems and biological diversity only”

and add the following text in its place:

“for Development Permit Area 4: Stream Riparian Assessment Areas”;
  6. Insert the following:

“(xv) for DPA 1A, DPA 1B, DPA 2A, DPA 2B, DPA 2C, DPA 2 D and DPA 3 “Low Importance” structures, as defined in the BC Building Code: Buildings that represent a low direct or indirect hazard to human life in the event of failure, including: low human-occupancy buildings, where it can be shown that collapse is not likely to cause injury or other serious consequences, or minor storage buildings.”
  7. Insert the following:

“(xvi) Development Permit Area designations do not apply to shíshálh Nation or Skwxwú7mesh Nation Band Land or reserves and any guidelines or requirements that would otherwise be applicable are only advisory in nature to these lands.”



- K. Insert the following after Policy 16.6:

**“Protection of Development from Hazardous Conditions**

**Coastal Zone Hazards**

**16.7 Development Permit Area 1A: Coastal Flooding**

Rising sea level has been considered in the development of DPA 1A, but the impact of sea level rise on ocean slope erosion and stability is difficult to anticipate. Consideration should be given to a regional study to define future coastal flood construction levels incorporating sea level rise.

DPA 1A extends from the ocean to eight metres Canadian Geodetic Datum (CGD – national reference standard for heights across Canada). Within this DPA, development applications require a coastal flood hazard assessment to define the coastal flood components, namely wave runoff, wave setup and wind setup.

Guidelines to address coastal flood hazard and sea level rise have been released by the provincial Ministry of Forests, Lands and Natural Resource Operations. The guidelines define the coastal flood construction level (FCL) as the sum of a number of components, such as tide, sea level rise, storm surge, wave effects and freeboard.

A coastal flood hazard assessment within this development permit area would estimate the FCL for construction on a property. The following chart summarises the components that make up the flood construction level:

Component	Note
Tide	Higher high water large tide
Sea Level Rise	Recommended allowance for global sea level rise: 1 m for year 2100, 2 m for year 2200
Storm Surge	Estimated storm surge associated with design storm event
Wave Effects	50% of estimated wave run up for assumed design storm event. Wave effect varies based on shoreline geometry and composition
Freeboard	Nominal allowance = 0.6 m
Flood Construction Level = Sum of all components.	

If areas on the property are below 8 metres CGD a coastal flood hazard assessment is required, that would include: estimation of coastal flood levels, consideration of future sea level rise and wave run-up effects as outlined in the Provincial Guidelines.

A report within DPA 1A shall include an analysis of the coastal flood hazard including the following:

- (a) An estimation of coastal flood levels for the expected life of the development; and
- (b) An outline all protective measures required to achieve the FCL (e.g. engineered fill or foundations or coastal bank protection or building envelope design).

#### 16.8 Development Permit Area 1B: Coastal Slopes

Slope stability issues on oceanfront slopes has been considered in the development of the Coastal Slopes DPA 1B. Hazards may arise as a result of coastal erosion (e.g. undermining of the toe), poor or mismanaged drainage, gradual weakening, or seismic shaking.

Land is located within DPA 1B if the future estimated natural boundary is located 15 metres or less seaward of the toe of the bluff. If this is the case then the assessment area shall extend from the future estimated natural boundary will be located at a horizontal distance of at least 3 times the height of the bluff.

In some conditions, setbacks may require site-specific interpretation and could result in the use of a minimum distance measured back from the crest of the bluff. The setback may be modified provided the modification is supported by a report, giving consideration to the coastal erosion that may occur over the life of the project, prepared by a suitably qualified professional engineer.

A report within DPA 1B shall include the following:

- (a) Slope profiles with documentation of the limits of slope instability.  
Consideration shall be given to the limits and types of instability and changes in stability that may be induced by forest clearing. The down-slope impact of land alteration and development shall also be considered. As well, slope stability assessments should consider potential coastal erosion under conditions of future sea level rise;
- (b) A detailed stability assessment indicating foreseeable slope failure modes and limiting factors of safety, and stability during seismic events;
- (c) An assessment of shallow groundwater conditions and the anticipated effects of septic systems and footing drains on local slope stability;
- (d) A recommendation of required setbacks based on slope height, erosion susceptibility, and stability from the crest of steep slopes, and a demonstration of suitability for the proposed use;
- (e) If required, definition of the site-specific rock fall shadow area, including an indication of the appropriate buffer zone and required protective works; and
- (f) Appropriate land use recommendations such as restrictions on tree cutting, surface drainage, filling and excavation.

## **Creek Hazards**

### **16.9 Development Permit Area 2A: Creek Corridor**

DPA 2A applies to all creeks and extends 30 metres from the streamside natural boundary. Flood, debris flow and debris flow hazard assessments will be required within this development permit area. Riparian assessments, as described below in DPA 4 are also required.

A development permit in DPA 2A shall include a review of the property by an appropriately qualified Professional Engineer or Professional Geoscientist as part of a development permit review process. The report shall include an analysis of the land located within the development permit area as well as an analysis of the proposed developments including, but not limited to, building footprint, septic field and land alteration, including tree removal.

Flooding and associated creek processes are subject to assessment and hydrologic investigation at the time of subdivision or building permit or land alteration application. The assessment and investigation shall include a survey of the natural boundary of the creek, and the degree of confinement (e.g. typical cross-sections) and shall consider upstream channels and floodways, debris dams, culverts, sources of debris (channels and eroded banks) and related hydrologic features.

Analysis shall include an estimate of the 200-year return period peak flow and corresponding flood elevation. In addition, consideration shall be given to potential for overbank flooding due to blockages in the creek, such as at upstream road crossings, or areas where debris accumulates.

### **16.10 Development Permit Area 2B: Ravines**

Ravine areas were defined using the crest lines mapped in the SCRD GIS mapping and based on consideration of stable angles of repose and the typical terrain seen on the Sunshine Coast. A 30 metre assessment from ravine crests defines the area that falls within DPA 2B. A 15 metre setback line is also indicated.

A report within DPA 2B shall include the following:

- (a) A recommendation of required setbacks from the crests and/or toes of ravine or other steep slopes, and a demonstration of suitability for the proposed use;
- (b) A field definition of the required setback from the top of a ravine or other steep slope; and
- (c) The required setback to top of bank and recommendations relating to construction design requirements for the above development activities, on-site storm water drainage management and other appropriate land use recommendations.

### **16.11 Development Permit Area 2C: Floodplain**

Floodplain areas are distinguished from the creek/river corridor based on their spatial extent. The creek corridor flood hazard applies to relatively well-confined creeks while DPA 2C applies where there is a large area of low-lying land susceptible to flooding located adjacent to watercourses, which is not captured in DPA 2A. Flood and erosion hazard assessment will be required within DPA 2C. The report requirements are set out in Policy 16.13.

**16.12 Development Permit Area 2D: Low Channel Confinement**

DPA 2D delineates alluvial fans or areas of low channel confinement. These may exist at several locations on a single creek, although typically at the mouth. These areas are either current or former deposition zones that provide opportunities for channel avulsions (significant erosion) to occur.

Available air photographs and contour mapping were used to identify potential areas of low channel confinement, which are included in DPA 2D. Flood and erosion, and channel avulsion hazard assessment will be required within DPA 2D. The report requirements are set out in Policy 16.13.

**16.13 A report within DPA 2C and 2D shall include the following:**

- (a) A review of the property by an appropriately qualified Professional Engineer or Professional Geoscientist;
- (b) An analysis of the land located within the development permit area as well as an analysis of the proposed developments including, but not limited to, building footprint, septic field and land alteration including tree removal;
- (c) A hydrologic investigation and assessment of flooding and associated creek processes at the time of subdivision or building permit or land alteration application;
- (d) A survey of the natural boundary of the creek and degree of confinement (e.g. typical cross-sections) and consideration of upstream channels and floodways, debris dams, culverts, sources of debris (channels and eroded banks) and related hydrologic features; and;
- (e) An estimate of the 200-year return period peak flow and corresponding flood elevation.

In addition, consideration shall be given to potential for overbank flooding due to creek blockages such as at upstream road crossings, or areas where debris accumulates.

**Slope Hazards****16.14 Development Permit Area 3: Open Slope Failure and Rockfalls**

Potential for open slope failures in the Roberts Creek OCP were identified where there are areas of moderately steep and steep terrain. Potential landslide impact areas were only estimated for slopes of 10 m in height or greater. Impact areas were estimated based on the landslide travel angle details. Open slope crests where initiation of a landslide may occur (bluffs higher than 10 m) are delineated in the DPA map. Landslide risk assessments will be required within DPA 3.

Different hazards have been identified within the general category of “steep slope hazards”; applications for subdivision, building permit or land alteration shall include a report from an appropriately qualified professional.

Within the OCP area, there are no extensive, tall rock bluff areas that present a significant rockfall hazard. However, there are small, isolated steep areas that consist of low rock hummocks projecting from surficial material cover. These areas present a low hazard and have not been specifically mapped.

Areas of potential rockfall hazard coincide with the open slope failure areas delineated for DPA 3. Consideration shall be given to the limits and types of instability and changes in stability that may be induced by forest clearing. The down-slope impact of forest clearing and land development shall also be considered.

A report within DPA 3 shall include the following:

- (a) Slope profiles with documentation of the limits of slope instability. Consideration shall be given to the limits and types of instability and changes in stability that may be induced by forest clearing. The down-slope impact of forest clearing and land development shall also be considered;
- (b) A detailed stability assessment indicating foreseeable slope failure modes and limiting factors of safety, and stability during seismic events;
- (c) An assessment of shallow groundwater conditions and the anticipated effects of septic systems, footing drains, etc. on local slope stability;
- (d) A recommendation of required setbacks from the crests and/or toes of steep slopes, and a demonstration of suitability for the proposed use;
- (e) A field definition of the required setback from the top of steep slope;
- (f) Appropriate land use recommendations such as restrictions on tree cutting, surface drainage, filling and excavation; and
- (g) If required, definition of the site-specific rock fall shadow area, including an indication of the appropriate buffer zone and required protective works."

L. Amend the following references to development permit areas throughout the OCP as follows:

- 1. Update Table of Contents
  - 2. Policy 6.1.2 – "Development Permit Area 6 (ROBERTS CREEK VILLAGE COMMERCIAL CORE AREA)" to "Development Permit Area 7 (Roberts Creek Village Commercial Core Area)"
  - 3. Policy 6.1.3 – "Development Permit Areas 6 (Roberts Creek Village Core Area)" to "Development Permit Area 7 (Roberts Creek Village Commercial Core Area)"
  - 4. Policy 9.4.15 – "Development Permit Area 7" to "Development Permit Area 8: Agricultural Buffering"
  - 5. Policy 12.4 – "Development Permit Area (Stream Habitat)" to "Development Permit Area 4: Stream Riparian Assessment Areas"
  - 6. Policy 16.3 xii – " DEVELOPMENT PERMIT AREA 4: ROBERTS CREEK SHORELINE" to "Development Permit Area 5: Roberts Creek Shoreline"
  - 7. Policy 16.3 xiii – DEVELOPMENT PERMIT AREA 4: ROBERTS CREEK SHORELINE" to "Development Permit Area 5: Roberts Creek Shoreline"
- and
- "Policy DPA4" to "DPA 5"

8. Policy 16.3 xiv – “DEVELOPMENT PERMIT AREA 6: ROBERTS CREEK VILLAGE COMMERCIAL CORE AREA” to “Development Permit Area 7 (Roberts Creek Village Commercial Core Area)”
  9. Page 78, first sentence – “DPA 1” to “DPA 4”
  10. Page 78, first sentence after JUSTIFICATION – “DEVELOPMENT PERMIT AREA 1: STREAM RIPARIAN ASSESSMENT AREAS” to “Development Permit Area 4: Stream Riparian Assessment Areas”
  11. Page 78, JUSTIFICATION (b) – “Development Permit Area 1” to “Development Permit Area 4”
  12. Page 89, first sentence – “DPA4 is shown on Map 5” to “DPA 5 is shown on Map 5”
  13. Page 89, first sentence after JUSTIFICATION – “DEVELOPMENT PERMIT AREA 4: ROBERTS CREEK SHORELINE” to “Development Permit Area 5: Roberts Creek Shoreline”
  14. Page 89, second sentence after JUSTIFICATION – “DEVELOPMENT PERMIT AREA 4: ROBERTS CREEK SHORELINE” to “DPA 5”
  15. Page 91, first sentence – “DPA5 is shown on Map 5” to “DPA 6 is shown on Map 5”
  16. Page 91, first sentence after JUSTIFICATION – “DEVELOPMENT PERMIT AREA 5: MULTI-FAMILY/CLUSTER HOUSING DEVELOPMENT” to “Development Permit Area 6: Multi-Family/Cluster Housing Development”
  17. Page 94, first sentence – “DPA6 is shown on Map 5” to “DPA 7 is shown on Map 5”
  18. Page 94, first sentence after JUSTIFICATION – “DEVELOPMENT PERMIT AREA 6: ROBERTS CREEK VILLAGE COMMERCIAL CORE AREA” to “Development Permit Area 7: Roberts Creek Village Commercial Core Area”
  19. Page 94, first sentence after APPLICATION OF GUIDELINES – “Development Permit Area No. 6” to “DPA 7”
  20. Page 100, first sentence – “DPA7 is shown on Map 5” to “DPA 8 is shown on Map 5”
  21. Page 100, first sentence after Description – “Development Permit Area 7” to “Development Permit Area 8”
  22. Page 100, second sentence after Description – “Development Permit Area 7: Agricultural Buffering” to “DPA 8”
  23. Page 100, first sentence after Guidelines – “Development Permit Area 7” to “DPA 8”
  24. Policy 17.9 b – “such as DPA 5” to “such as “DPA 6”
  25. Policy 17.15 4 a) – “Development Permit Area 15: Riparian Assessment Areas” to “Development Permit Area 4: Stream Riparian Assessment Areas”
- M. Delete Map 5 and replace it with Map 5 shown in Appendix A to this bylaw.
-

**PART C - ADOPTION**

PURSUANT TO SECTION 879 OF THE *LOCAL GOVERNMENT ACT* CONSULTATION REQUIREMENTS CONSIDERED this

25<sup>th</sup> DAY OF JUNE 2015

READ A FIRST TIME this

25<sup>th</sup> DAY OF JUNE 2015

READ A SECOND TIME this

14<sup>th</sup> DAY OF JANUARY 2016

CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO SECTION 882 OF THE *LOCAL GOVERNMENT ACT* this

14<sup>th</sup> DAY OF JANUARY 2016

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

16<sup>th</sup> DAY OF FEBRUARY 2016

READ A THIRD TIME this

26<sup>th</sup> DAY OF JANUARY 2017

ADOPTED this

DAY OF MONTH YEAR

---

Corporate Officer

---

Chair

