



## INFRASTRUCTURE SERVICES COMMITTEE

**Thursday, September 21, 2017**  
**SCRD Boardroom, 1975 Field Road, Sechelt, B.C.**

### AGENDA

---

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

#### AGENDA

1. Adoption of Agenda

#### PETITIONS AND DELEGATIONS

#### REPORTS

- |     |   |                       |
|-----|---|-----------------------|
| 2.  | General Manager, Infrastructure Services/Regional Engineer<br>Water Supply Update <b>(Voting – A, B, D, E, F, Sechelt)</b>  | Verbal<br>Update      |
| 3.  | Chief Administrative Officer<br>SCRD Solid Waste Program and Member Municipal Council Workshop<br><b>(Voting – All)</b>   | Annex A<br>pp 1 – 4   |
| 4.  | Manager, Solid Waste Services<br>Timeline for the Draft Regional Organics Diversion Strategy<br><b>(Voting – All)</b>   | Annex B<br>pp 5 – 10  |
| 5.  | Manager, Transit and Fleet<br>2017-18 BC Transit Annual Operating Agreement (AOA) Amendment for<br>Expansion <b>(Voting – B, D, E, F, Sechelt, SIGD, Gibsons)</b>                             | Annex C<br>pp 11 – 12 |
| 6.  | Manager, Transit and Fleet<br>BC Transit 2016-17 Annual Performance Summary (APS)<br><b>(Voting – B, D, E, F, Sechelt, SIGD, Gibsons)</b>   | Annex D<br>pp 13 – 23 |
| 7.  | Transportation Advisory Committee Minutes of July 20, 2017<br><b>(Voting – B, D, E, F, Sechelt, SIGD, Gibsons)</b>  | Annex E<br>pp 24 – 26 |
| 8.  | Senior Planner – Official Community Plan Amendment Bylaws<br>(Affordable Housing Policies) – Consideration for First Reading<br><b>(Voting – A, B, D, E, F)</b>                               | Annex F<br>pp 27 – 48 |
| 9.  | Parks Planning Coordinator - License Agreement Maryanne West Park<br><b>(Community Parks) (Voting – A, B, D, E, F)</b>  | Annex G<br>pp 49 – 50 |
| 10. | Planner – SCRD Zoning Amendment Bylaw No. 310.168, 2016 (Mobile<br>Home Park and Strata Development) – Consideration for Second<br>Reading – Electoral Area E <b>(Voting – A, B, D, E, F)</b> | Annex H<br>pp 51 – 62 |



- |  |                         |
|--|-------------------------|
| 11. Senior Planner – Short Term Rental – Public Consultation Report<br><b>(Rural Planning) (Voting – A, B, D, E, F)</b>  | Annex I<br>pp 63 – 98   |
| 12. Senior Planner – Elphinstone OCP Amendment Bylaw No. 600.7, 2016 and SCRD Zoning Amendment Bylaw No. 310.170, 2016 (969 Keith Road) – Public Hearing Report and Consideration of Third Reading – Electoral Area E<br><b>Electoral Area E (Rural Planning) (Voting – A, B, D, E, F)</b>     | Annex J<br>pp 99 – 114  |
| 13. Planner – SCRD Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017 and Egmont / Pender Harbour OCP Amendment Bylaw No. 432.33, 2017 (West Coast Wilderness Lodge) – Consideration of Third Reading and Adoption<br><b>Electoral Area A (Rural Planning) (Voting – A, B, D, E, F)</b> | Annex K<br>pp 115 - 129 |
| 14. Planning Technician - Development Variance Permit DVP00016 (Madsen)<br><b>Electoral Area A (Rural Planning) (Voting – A, B, D, E, F)</b>   | Annex L<br>pp 130 – 136 |
| 15. Planning Technician - Frontage Waiver – Subdivision 2016-01786 (Wood)<br><b>Electoral Area D (Rural Planning) (Voting – A, B, D, E, F)</b>   | Annex M<br>pp 137 – 143 |

## COMMUNICATIONS

- |  |                  |
|--|------------------|
| 16. <u>Kevin Richter</u> , Assistant Deputy Minister, Ministry of Transportation and Infrastructure, dated August 28, 2017<br>Regarding Highway Maintenance Agreements | Annex N<br>p 144 |
|--|------------------|

## NEW BUSINESS

### IN CAMERA

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

## ADJOURNMENT



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

---

**TO:** Infrastructure Services Committee – September 21, 2017

**AUTHOR:** Janette Loveys, Chief Administrative Officer

**SUBJECT:** **SCRD SOLID WASTE PROGRAM AND MEMBER MUNICIPAL COUNCIL WORKSHOP**

---

### **RECOMMENDATION(S)**

**THAT the report titled SCRD Solid Waste Program and Member Municipal Council Workshop be received;**

**AND THAT an invitation be extended to member municipal Councils to participate in a workshop scheduled for Tuesday, October 24, 2017;**

**AND FURTHER THAT a workshop report with recommendations be prepared and brought back to Committee within this fiscal year.**

---

### **BACKGROUND**

There is keen interest on behalf of the Board and member municipalities to work together and strengthen their resolve to effectively identify strategies to extend the life of the Sechelt Landfill and better manage the diversion programs either locally or regionally.

At the same time, it has been identified that time is now of the essence and key decisions on how to move forward must be made by the SCRD Board. Questions remain about how and where member municipalities fit into diversion programs and if the goals and objectives of the programs are aligned. The underpinning concern is the Sechelt Landfill remaining useful life is estimated at 10 years to 12 years with business as usual. In past Committee meetings, Directors have expressed that this is no longer acceptable and that the window of time to make decisions is closing fast.

The March 2, 2017 Board workshop was a good opportunity to discuss and prioritize the key objectives in the Solid Waste Master Plan. On April 27, 2017 the Board approved the attached report outlining the work plan (Attachment A).

### **DISCUSSION**

There is a growing need for further discussions to take place among the SCRD Board and full member municipal Councils in order to better understand where there are real opportunities to collaborate and where there is a desire to manage their own programs. There is a realization that there is limited time and SCRD is faced with making substantive decisions on how to proceed with bans, bylaw updates, and program delivery options, and that there will be both operating and capital financial implications.

Staff recommend that a workshop be held. The proposed workshop is scheduled for Tuesday, October 24 from 9:30am to 3:30pm. This date has been coordinated with member municipalities

administration. This workshop is an opportunity for all local governments to engage in dialogue together and for everyone to gain a better understanding of the variables and assumptions.

Staff have started to develop a workshop plan along with a key decision matrix and intend to utilize outside expertise to assist with knowledge sharing and facilitation.

Some key components are:

- Status of the Sechelt Landfill and financial implications
- Status of legislative and bylaw review including options to modernize
- Agreement for program integration and associated implementation plans
- Best practices in local government

Following the workshop, Staff will prepare a report which includes recommendations for the path forward, and present it within this fiscal year. Staff understand the time-sensitive nature of this issue and will endeavor to have an acceptable turnaround timeframe. This report will also assist to inform the 2018 budgeting process and will include an updated work plan.

Staff recommend the planned workshop proceed and that invitations be sent to member municipal Councils seeking their participation. A background package of information will be prepared for each elected official and distributed prior to the workshop.

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

There are a number of Strategic Priorities which relate to the overall objective of this workshop such as Embed Environmental Leadership, Ensure Fiscal Sustainability and Enhance Board Structure and Processes.

The 2011 SCRD Solid Waste Management Plan continues to be a guiding policy document.

#### **CONCLUSION**

There are solid waste discussions and decisions within individual member municipalities and at SCRD being made concurrently.

With the Sechelt Landfill life expectancy now 10 to 12 years, Staff recommend that a workshop be held on Tuesday, October 24 with the member municipalities' Councils to better gauge their interest in regional cooperation.

#### **ATTACHMENTS - Solid Waste Workshop Next Steps – April 20, 2017**

This report provides information reviewed by:			
Manager		Finance	
GM	X – M. Day	Legislative	
CAO	X – J. Loveys	Other	

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

---

**TO:** Infrastructure Services Committee - April 20, 2017

**AUTHOR:** Robyn Cooper, Manager, Solid Waste Services

**SUBJECT:** SOLID WASTE WORKSHOP NEXT STEPS

---

### **RECOMMENDATION(S)**

**THAT the report titled Solid Waste Workshop Next Steps be received;**

**AND THAT the Board supports in principle to implement solid waste programs, services and policies that/which:**

- i) extend the life of the Sechelt Landfill**
- ii) prevent organic material from being disposed as garbage**

**AND FURTHER THAT the Board supports the following as short-term priorities and that staff will bring forward reports to future Infrastructure Services Committees:**

- i) Curbside Recycling**
  - ii) Future of Sechelt Landfill**
  - iii) Green Waste**
  - iv) Illegal Dumping**
  - v) MMBC**
  - vi) Organics Diversion Strategy**
  - vii) South Coast Recycling**
  - viii) SWMP Plan Review**
- 

### **BACKGROUND**

A special Infrastructure Services Committee Meeting was held on March 2, 2017.

The Special ISC consisted of a solid waste workshop. The workshop objective was to engage in an open dialogue on the future of solid waste management on the Sunshine Coast.

The workshop was facilitated by the CAO and included a presentation given by the Manager, Solid Waste Services and financial information on solid waste provided by the General Manager, Corporate Services/Chief Financial Officer.

After the presentation, a discussion was held to help identify short-term and long-term priorities for solid waste. Short-term was defined as now until 2019 and Long-term was defined at 2019-2024.

The minutes from the Special ISC were adopted at the March 23, 2017 Board meeting.

The purpose of this report is to develop recommendations based on the short-term priorities that were identified at the Special ISC.

## **DISCUSSION**

Based on time-constraints, the specific programs, policies or services for each short-term and long-term priority were not identified. However, there was agreement that the over-arching priority is to extend the life of the Sechelt Landfill and this should include preventing organic material from being disposed as garbage.

### *Timeline for next steps*

Based on the short-term priorities identified, reports will be brought forward to future ISC meetings as summarized in Table 1.

Table 1: 2017 Report Schedule for Short-term priorities

Short-term priority	2017 Report Schedule
Green Waste	Q3
Illegal Dumping	Q3
MMBC	Q3
Organics Diversion Strategy	Q3
South Coast Recycling	Q3
Curbside Recycling	Q4
Future of Sechelt Landfill	Q4
SWMP Plan Review	Q4

## **STRATEGIC PLAN AND RELATED POLICIES**

This report is in support of the key strategic priority of Embed Environmental Leadership and the Solid Waste Management Plan.

## **CONCLUSION**

A special Infrastructure Services Committee Meeting was held on March 2, 2017.

As part of the meeting, a discussion was held to help identify short-term and long-term priorities for solid waste. The specific programs, policies or services for each short-term and long-term priority were not identified. However, there was agreement that the priorities should result in extending the life of the Sechelt Landfill and should include preventing organic material from being disposed as garbage.

Staff are preparing reports on each short-term priority to be brought forward to a future ISC in 2017 as outlined in this report.

Reviewed by:			
Manager	X – R. Cooper	Finance	
GM		Legislative	
CAO	X – J. Loveys	Other	



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

---

**TO:** Infrastructure Services Committee – September 21, 2017

**AUTHOR:** Robyn Cooper, Manager, Solid Waste Services

**SUBJECT:** **TIMELINE FOR THE DRAFT REGIONAL ORGANICS  
DIVERSION STRATEGY**

---

### **RECOMMENDATION(S)**

**THAT the report titled Timeline for the Draft Regional Organics Diversion Strategy be received;**

**AND THAT the Timeline for the Regional Organics Diversion Strategy be adopted.**

---

### **BACKGROUND**

Diversion of organics has been identified as a priority to extend the lifespan of the Sechelt Landfill and to meet the targets set out in the SCRD's 2011 Solid Waste Management Plan (SWMP).

A Draft Regional Organics Diversion Strategy was developed by Carey McIver and Associates Ltd. and presented at the July 20, 2017 Infrastructure Services Committee Meeting. The resulting recommendations were subsequently adopted at the July 27, 2017 Board Meeting as follows:

#### **242/17 Recommendation No. 3**

THAT staff report on a possible landfill ban on residential organics in 2020 and beyond.

#### **242/17 Recommendation No. 4**

THAT staff report on an Organics Strategy Implementation Plan in Q4 2017;

AND THAT Compost Coaching and Food Waste Reduction Programs be considered for inclusion in 2018 Budget deliberations;

AND FURTHER THAT consideration be given to partnerships with stakeholders for the implementation of on-site Compost Coaching.

#### **242/17 Recommendation No. 5**

THAT forthcoming staff reports and communication plans identify rural best practices with regards to wild animal welfare for both backyard composting and curbside pickup.

**242/17 Recommendation No. 7**

AND THAT the Draft Regional Organics Diversion Strategy be adopted;

AND THAT the strategy be maintained in draft form until an implementation plan is developed and approved;

AND FURTHER THAT recommendations from the Draft Regional Organics Diversion Strategy that require funding be brought forward to the 2018 and 2019 budgets.

The purpose of this report is to provide a Timeline for the Draft Regional Organics Diversion Strategy.

**DISCUSSION**

The timeline considers both the priorities identified in the Strategy and the 242/17 Board recommendations. It is intended to be a high-level guiding document that lists the main tasks required to fulfill each priority, with their associated timing and phases.

The timeline specifically addresses the Board recommendations regarding compost coaching, food waste reduction programs and a possible landfill ban on residential organics. After much consideration when reviewing the priority items of the Strategy and associated timelines, compost coaching and food waste reduction programs were placed in 2019 and a possible landfill ban on residential organics in 2020.

Although the Strategy recommends residential curbside collection for residences in Areas currently receiving curbside garbage collection, the timeline provides for interim drop-off at two locations while the planning process is underway for a potential 2019 curbside program. This also ensures equitable service for all residents as the recommended approach for organics diversion for Electoral Area A (Pender Harbour/Egmont) is drop-off.

The timeline is intended to be a living document and will be updated as required.

The timeline begins in Q4 2017. However, the timeline is reliant upon several process steps first being completed, and any delays in these initial steps will result in a corresponding delay in starting the Plan. The initial process is summarized in Table 1.

Table 1 – Process Required for Strategy Implementation

<b>Process Required Prior for Strategy Implementation</b>	<b>Status</b>	<b>Date</b>
Develop Regional Organics Diversion Strategy	Completed	Jul 2017
Board Adoption of Strategy	Adopted as Draft	Jul 27, 2017
Board direction to develop Timeline	Completed	Sep 2017
Board Adoption of Timeline	In Progress	Sep 21, 2017 ISC Oct 12, 2017 Board
Workshop with member municipal Councils and SCRD Board	Started	Oct 24, 2017
Board Adoption of Strategy	Not Started	Nov 16, 2017 ISC Nov 23, 2017 Board
Begin Implementation of Strategy	Not Started	Dec 2017

### *Financial Implications*

Each component of the Draft Regional Organics Diversion Strategy will require a separate budget to be developed. Actual budgets are dependent on options and approaches selected and level of participation by Electoral Areas and member municipalities. Capital and operational budgets will be refined and finalized as the implementation plan proceeds and brought forward to the 2018 and 2019 Budgets as required.

### *Timeline for next steps*

The next step after Board adoption of the timeline, and subsequently the Strategy, is to secure long-term legal contracts with a processor and a hauler. Any delay in securing contracts will shift the timeline as it the driver for most of the remaining actions of the Strategy.

### *Communications Strategy*

A communication plan will be developed for each component of the Strategy and is identified in the Timeline.

## **STRATEGIC PLAN AND RELATED POLICIES**

A Regional Organics Diversion Strategy supports the Strategic Priority of Embed Environmental Leadership.

The Strategy is in support of the SCRD's Solid Waste Management Plan's target of 65%-69% diversion and organics diversion is one of the SWMP's reduction initiatives.

## **CONCLUSION**

The Draft Regional Organics Diversion Strategy was developed in response to a need to extend the lifespan of the Sechelt Landfill and help meet the targets in the SCRD's Solid Waste Management Plan.

The first step after Board adoption of the Draft Strategy was to develop a timeline. As such, a comprehensive timeline of high level tasks required to launch each priority of the Draft Strategy has been completed.

After Board adoption of the timeline, and subsequently the Strategy, the work will begin as identified in the Timeline.

## **ATTACHMENT – Timeline for the Draft Regional Organics Diversion Strategy**

Reviewed by:			
Manager	X-R.Cooper	Finance	
GM	X-M. Day	Legislative	
CAO	X-J.Loveys	Other	

Draft Regional Organic Waste Diversion Strategy		2017		2018				2019				2020				2021			
Priority	Implementation Actions and Timeline	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
#1	<b>Establish Food Waste Contracts</b>																		
	Regulatory review																		
	Procurement process for processing																		
	Procurement process for hauling																		
	Board decision reports																		
#2	<b>Commercial Food Waste Drop-off at Pender Harbour Transfer Station</b>																		
	Establish and implement food waste drop-off																		
	Promote program as part of Commercial Food Waste Ban process																		
	Evaluate effectiveness (Waste Composition Study)																		
#3	<b>Commercial Food Waste Ban</b>																		
	Pre-ban consultation and education with haulers and ICI sector																		
	Develop communications materials																		
	Bylaw amendment, Board decision report																		
	Implement ban: Phase 1 Education and Awareness																		
	Implement ban: Phase 2 Enforcement																		
	Ongoing ban communications, enforcement																		
	Evaluate effectiveness (#Waste Composition Study)																		
#4a	<b>Residential Food Waste Drop-Off at Pender Harbour Transfer Station</b>																		
	Establish and implement food waste drop-off																		
	Ongoing communications, service delivery, continuous improvement																		
	Evaluate effectiveness (Waste Composition Study)																		
#4b	<b>Residential Food Waste Drop-Off in Sechelt – interim option</b>																		
	Develop options for drop-off																		
	Board decision report																		
	Promote and implement program																		
	Ongoing communications, service delivery, continuous improvement																		
	Evaluate effectiveness (Waste Composition Study)																		
#4c	<b>Residential Food Waste Drop-Off for South Coast – interim option</b>																		
	Develop options for drop-off																		
	Board decision report																		
	Promote and implement program																		
	Ongoing communications, service delivery, continuous improvement																		
	Evaluate effectiveness (Waste Composition Study)																		
	Undertake feasibility work on South Coast site to include food waste drop-off																		
#5	<b>Curbside Collection of Food Waste</b>																		
	Program planning and best practices including wildlife management																		
	RFP for curbside collection of garbage & food scraps* (bear resistant cart)																		
	Board decision report																		
	Bylaw amendment,* Board decision report																		
	Program promotion and launch*																		
	Ongoing communication, service delivery, enforcement, continuous improvement*																		
	Evaluate effectiveness (Waste Composition Study)																		

Draft Regional Organic Waste Diversion Strategy		2017		2018				2019				2020				2021			
Priority	Implementation Actions and Timeline	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
#6	<b>At-Home Compost Coaching Program</b>																		
	Program planning, including community based social marketing																		
	Board decision reports, including 2019 budget consideration																		
	Program promotion and launch																		
	Program evaluation and continuous improvement																		
	Ongoing communication and program delivery																		
#7	<b>Investigate Backyard Composter Subsidy</b>																		
	Best practice research, options and link to Compost Coaching																		
	Board decision reports, including 2019 budget consideration																		
	If approved, program promotion and launch																		
	Program evaluation and continuous improvement																		
	Ongoing communication and program delivery																		
#8	<b>Food Waste Reduction Campaign</b>																		
	Program planning, including community based social marketing																		
	Board decision reports, including 2019 budget consideration																		
	Program promotion and launch																		
	Program evaluation and continuous improvement																		
	Ongoing program delivery																		
#9	<b>Waste Composition Study</b>																		
	Item included in 2020 financial process																		
	Procurement process for consultant services to complete study: Residential, ICI, drop-off bins																		
	Waste Audit #1																		
	Waste Audit #2																		
	Final Report received																		
	Board report for information																		
#10	<b>Residential Food Waste Ban<sup>1</sup></b>																		
	Evaluate results of Waste Composition Study & implications of ban																		
	Board decision report																		

#### Timeline Legend

The timeline following uses these indicator colours to assist in understanding the nature and breakdown of each task.

Board Report	
Program Launch	
Planning and Design	
Conducting the Work	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Infrastructure Services Committee – September 21, 2017

**AUTHOR:** Gordon Dykstra, Manager, Transit and Fleet

**SUBJECT:** 2017-18 BC TRANSIT ANNUAL OPERATING AGREEMENT (AOA) AMENDMENT FOR EXPANSION

---

### RECOMMENDATION(S)

**THAT the report titled 2017-18 BC Transit Annual Operating Agreement (AOA) Amendment for Expansion be received;**

**AND THAT the Delegated Authorities be authorized to sign the 2017-18 BC Transit AOA as amended for transit expansion.**

---

### BACKGROUND

Each year BC Transit and the SCRD enter into an AOA from April 1 to March 31 based on the BC Transit fiscal year. The AOA establishes transit service levels, funding and costs based on the number of service hours and kilometers planned. The AOA for 2017-18 base service was presented to the Corporate and Administrative Services Committee on May 25, 2017. The 2017-18 AOA with service levels equal to the previous year, was subsequently approved and was signed on June 14, 2017.

Transit expansion for 2017 was based on the Transit Future Plan (TFP) adopted by the Board in early 2014. Following Board approval, an MOU was signed on May 2, 2016 approving the implementation of expansion Service Priority 1 (Increase Frequency from Sechelt to Langdale and provide Community Feeder Bus Service) in the fall of 2017.

### DISCUSSION

With the completion of new bus schedules beginning on October 10, 2017, the required service hours have now been defined in detail and incorporated into an amended AOA. The expansion AOA has been received from BC Transit, effective for the period of October 10, 2017 to March 31, 2018, reflecting the final six months of the BC Transit fiscal year.

Variable costs in the AOA have been increased based on the additional service hours and a proportional increase in vehicle distance costs. Due to the extent of the increase in hours, fixed costs were also increased proportionally.

Fare revenue is expected to rise as the result of the additional service, however ridership and fare revenue will not immediately increase to the degree. Revenue recovery for the added service has been projected at 60% of the current rate for the first year. While growth is anticipated, it may take some time (two to three years) for transit ridership to fully reach the revenue recovery per trip generated by the current service.

### ***Financial Implications***

The annual budget estimate for this expanded service totaled \$832,295, with the SCRD share projected at \$465,029. These amounts are supported by the current 2017-2021 Financial Plan as approved by the Board.

As with the initial 2017-18 AOA, this amendment takes place in the third year of a three-year funding agreement between BC Transit and the Province. Because the transit funding model is currently under discussion between BC Transit and the Province, an additional two-year budget forecast for 2018-2020 is not included.

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

Providing transit service supports the Strategic Priorities of Facilitating Community Development Supporting Sustainable Economic Development and Embedding Environmental Leadership, as well as supporting the “We Envision” goal of reducing single occupancy vehicle use.

### **CONCLUSION**

The amended AOA costs are within the budget parameters for transit expansion previously approved by the Board. The final AOA figures are substantially equivalent to those accounted for in the Transit function [310].

Staff recommend that this report be received and that the Delegated Authorities be authorized to sign the Amended 2017-18 BC Transit AOA.

Reviewed by:			
Manager	X – G. Dykstra	Finance	X-T.Perreault
GM	X - M. Day	Legislative	
CAO	X – J. Loveys	Other	X-B.Wing-Financial Analyst



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Infrastructure Services Committee Meeting – September 21, 2017

**AUTHOR:** Gordon Dykstra, Manager, Transit & Fleet

**SUBJECT:** BC TRANSIT 2016-17 ANNUAL PERFORMANCE SUMMARY (APS)

---

### RECOMMENDATION(S)

**THAT the report titled BC Transit 2016-17 Annual Performance Summary be received for information.**

---

### BACKGROUND

Following the completion of their fiscal year on March 31<sup>st</sup>, BC Transit provides each local transit system with an Annual Performance Summary (APS). The APS compares system service and financial performance year-over-year and in comparison to similar BC Transit systems. The purpose of this report is to present to Board BC Transit's 2016-17 Annual Performance Summary for Sunshine Coast Transit (Attachment A).

For comparison purposes, BC Transit groups its various systems into three “tiers” based on population size.

- Tier 1: Communities of 50,000+ population served (with the exception of Whistler)
- Tier 2: Communities of 20,000 - 50,000 population served
- Tier 3: Communities of less than 20,000 population served

The Sunshine Coast is classed as a Tier 3 system, and grouped with cities such as Cranbrook, Chilliwack, Squamish, Prince Rupert and Nelson. The Tier 3 classification is based on the separate populations of Gibsons and Sechelt.

Transit on the Sunshine Coast is provided in two formats, “Conventional” (scheduled) and “Custom” (pre-booked, mobility focused, and often called para-transit). The primary effectiveness measure for public transit is rides per hour, which also translates into a measure of efficiency when weighed against costs.

### DISCUSSION

The APS provides system financial and performance information including fare revenue and service costs. Ridership figures are derived from fare revenue. Because the APS report is a BC Transit report, the financial figures used do not reflect the total SCRD transit budget, which includes items which are not cost-shared with BC Transit. It should also be noted that due to delayed invoicing by the SCRD resulting from software changes, the last four months of financial costs are estimates (accruals) based on figures from the previous year.

*Conventional Transit Service Year-Over-Year Analysis*

For 2016-17, conventional transit service has seen a slight increase in costs, and no change in revenue and ridership, with a resulting 4% drop in Operating Cost Recovery compared with the prior year.

The cost increase is due primarily to two factors:

- 1) A revised BC Transit formula for determining fuel costs when para-transit buses are used on conventional service.
- 2) A slight (1%) increase in conventional service hours resulting from the shift of some para-transit hours to conventional, in order to provide the two dedicated ferry buses on Friday evenings.

The SCRD's Operating Cost Recovery remains a solid 32.7%, compared to the 20% Tier 3 average.

The SCRD also performed well in rides-per-hour compared with other relatively rural transit services: at 19.3 rides per hour the SCRD exceeded the peer group average for both Tier 2 and Tier 3 systems. That being said, there was a slight drop (2%) in total rides per hour compared with the previous year.

**Table 1 - Conventional Transit YOY Changes**

Measure	2015/16	2016/17	Budget 16/17	Peer Avg. 2016/17	Peer Avg. 2015/16
Average trips per hour	19.6	19.3	19.2	18.5	18.7
Operating cost per hour	\$89.56	\$92.55	\$97.09	\$110.90	\$109.83
Operating cost per trip	\$4.56	\$4.79	\$4.52	\$5.99	\$5.88
Operating cost recovery (rev./costs)	34.2%	32.7%	30.6%	20.6%	20.7%

\*These figures are specific to the AOA and do not include non-cost shared SCRD budget items.

The Sunshine Coast continues to out-perform similar-sized conventional BC Transit systems on key performance indicators, and the recent declines in fare revenues have halted.

One item of note is that fare revenue continues a shift toward cash, which aids cost recovery but which may indicate a reduced commitment to long-term use.

*Custom Transit Service Year-Over-Year Analysis*

A slight increase in Custom service hours has been accompanied by a slight increase in trips. For 2016/17 Custom transit, rides per hour remain steady as does Operating Cost Recovery, while costs (based on accruals) were below budget.

*Table 2 - Custom Transit YOY Changes*

Measure	2015/16	2016/17	Budget 16/17	Peer Avg. 2016/17	Peer Avg. 2015/16
Average rides per hour	2.1	2.1	2.2	2.4	2.5
Operating cost per hour	\$94.72	\$87.99	\$89.70	\$74.08	\$75.76
Operating cost per trip	\$45.32	\$42.83	\$41.38	\$29.61	\$29.51
Operating cost recovery (rev./cost)	3.1%	3.1%	3.3%	6.5%	6.2%

\*These figures are specific to the AOA and do not include non-cost shared SCRD budget items.

Performance remains below the peer average for Customer service, the result of fewer average trips per service hour compared to similar systems. Sunshine Coast custom service experiences long trips between stops, as well as frequent booking cancellations due to an aging user population, coupled with an inability to manually book replacement trips on short notice. The result is increased operating costs per trip and reduced cost recovery.

#### *Financial Implications*

As noted, the final four months of data in the BC Transit report are based on accruals and derived from figures from the previous year. The expansion plans for conventional service being implemented this fall will increase service costs overall while temporarily reducing proportional fare revenue. This will negatively affect system performance figures over the short-term (2-3 years). When the anticipated longer-term goal of increased transit ridership is met, these performance results should return to current levels, or better.

#### *Looking to the Future*

Marketing efforts have been undertaken in preparation for service expansion, and will continue into the coming year, with the goal of increasing ridership and system performance results. No further expansion is planned for 2018-19, providing a period of stability to assess performance following system improvements.

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

Efficient transit service supports the strategic objective of Ensuring Fiscal Sustainability, while providing transit supports the SCRD strategic objectives of Embedding Environmental Leadership, Facilitating Community Development, and supporting Sustainable Community Development.

### **CONCLUSION**

Following a fare-box revenue decline over two years, revenue now appears stable in alignment with other performance measures, which remain above average. Declines in ridership have tapered off, and some shift from monthly passes to pay-as-go has occurred.

Expansion is expected to result in a near-term but temporary decline in performance results.

It is recommended that this report be received for information.

Attachment “A” – 2016-17 BCT Ann. Performance Summary (APS) – Sunshine Coast

Reviewed by:			
Manager	X-G. Dykstra	Finance	
GM	X-M. Day	Legislative	
CAO	X-J. Loveys	Other	

## Sunshine Coast Regional Transit System



The Annual Performance Summary (APS) is a key component of the Annual Partnership Communications Calendar. It provides a snapshot of transit investment and performance within your community as compared to previous years, to budget, to system level performance targets and to peer communities.\* This information is intended to support local decisions on service priorities and potential investments into service and capital initiatives. Upon alignment of future initiatives through the Transit Improvement Program, this information is used to update your three year budget forecasts and inform BC Transit's Service and Capital Plan.

### 2016/17 BC Transit Initiatives

BC Transit's shared services model continues to achieve transit system costs across British Columbia well below those of industry averages including lower costs per hour and per passenger.

In 2016/2017, BC Transit continued to focus its efforts on enhancing the efficiency and effectiveness of service. Among those efforts was the emphasis on optimizing the use of existing service hours and improving the return on investment for our stakeholders. The Custom Registration Program was expanded further across the province with the aim of facilitating more effective and appropriate use of specialized handyDART resources while supporting the future sustainability of the overall transit program. Most recently, BC Transit refocused five staff members solely on driving operational and customer service excellence in their respective regions. These Regional Transit Managers of Operations will monitor key performance indicators in their region. This includes the use of tools, such as secret riders and to place increased emphasis on effective and efficient service delivery while streamlining operational processes with service providers.

Several other initiatives are underway to mitigate the increasing cost of transit service provision. The Compressed Natural Gas (CNG) program has successfully proved the reliability of, and investment in, the technology. Both the Kamloops and Nanaimo fleets converted to 100% CNG vehicles resulting in significant improvements in fuel efficiency, lower costs, and the reduction of harmful emissions. The program will help pave the way for further deployments and savings to other local government partners across the province. Our contracting strategy continues to effectively contain lifts associated to the provision of service while ensuring operational sustainability. Shortened amortization periods of vehicles and the pooling of lease fees by vehicle type and year, are managing the volatility of maintenance costs while increasing the overall service reliability of the provincial fleet. Combined with on-going savings on fuel, these initiatives have again positively contributed to performance indicators related to operating costs.

---

\* The Sunshine Coast Regional APS report provides performance information for the conventional service business unit (866) and the custom service business unit (767).

## 2016/17 Sunshine Coast Regional Initiatives and Highlights

There was ongoing administrative activity in 2016/17 regarding the Sunshine Coast Regional Transit System, particularly with respect to efforts to better align the transit schedules with the BC Ferries seasonal schedule changes. Other activities included working with our regional partners to confirm 3-year transit expansion initiatives including the significant 6,300 annual service hour expansion that will take effect in the Fall of 2017. Other planning work included the June 2016 SCRD Community Bus Route review which looked at ongoing service performance monitoring and reliability / on-time performance issues on the Route 2 West Sechelt, 3 Sechelt Arena and 4. Halfmoon Bay. Service changes resulting from this review were (1) Route 3 be amended to turn around at Harbour Way (2) Two community bus route trips per weekday be provided by heavy duty vehicles in order to provide additional recovery time on Routes 2, 3 and 4 and (3) the Route 2 West Sechelt be extended along Nickerson road to Tower road to better serve the West Sechelt residential area. These recommended service changes were approved by the SCRD Infrastructure Services Committee and implemented in October 2016.

In late 2015, the SCRD Infrastructure Services Committee approved a new transit fare structure which was implemented in the Sunshine Coast Transit System on May 1<sup>st</sup>, 2016. The SCRD adopted a simplified transit fare structure in order to help support the financial sustainability of the Sunshine Coast transit system, more clearly reflect the actual costs of providing service and encourage longer-term commitment to transit use. The approved new fare structure essentially reduced adult fares for cash, tickets and Day passes while removing discounts for seniors and youth (except for monthly passes) to create a more user-friendly single-fee system for everyone. The new rates saw cash fares move from \$2.25 to \$2.00, Day Passes move from \$5.50 to \$5.00 and a 10-pack of tickets go from \$20 to \$18. The cost for monthly passes stayed the same at \$60, however, the discounted pass rate increased from \$38 to \$42.

There were also notable marketing initiatives that took place in 2016/17. These included a rider appreciation day in March 2016 where BC Transit and SCRD staff provided cookies and coffee. Another part of this event included outreaching to Chatelech Secondary School to help promote the Sunshine Coast Transit System through interactive computer tablets and promote the launch of the Google Trip Planner within the Sunshine Coast Transit System. Other local marketing initiatives included:

- Roberts Creek Earth Day
- Sea Cavalcade Express Shuttle Service
- Bike to Work Week
- Sechelt Business Fair
- Grad Pass
- Canada Day/Holiday Promotion

**Conventional Service (Business Unit 866)**

Local Investment Measures	2016/17 Actual	2015/16 Actual	YoY Var	2016/17 AOA Budget	AOA Budget Var	2016/17 Tier 3 Average*	Tier 3 Average Var
Revenue service hours (000)	23	23	1%	23	-1%	12	91%
Total cost (\$000)	\$2,364	\$2,270	4%	\$2,486	-5%	\$1,503	57%
Service hours per capita	1.20	1.20	0%	1.21	-1%	0.79	52%
Fleet size	8	8	0%	8	0%	6	42%
Return on Investment	2016/17 Actual	2015/16 Actual	YoY Var	2016/17 AOA Budget	AOA Budget Var	2016/17 Tier 3 Average	Tier 3 Average Var
Passenger trips (000)	441	443	0%	442	0%	221	100%
Total revenue (\$000)	\$691	\$690	0%	\$682	1%	\$269	157%
Passenger trips per capita	23.3	23.6	-1%	23.3	0%	14.6	59%
Revenue per trip	\$1.55	\$1.53	2%	\$1.53	1%	\$1.19	30%
Performance	2016/17 Actual	2015/16 Actual	YoY Var	2016/17 AOA Budget	AOA Budget Var	2016/17 Tier 3 Average	Tier 3 Average Var
Operating cost per service hour	\$92.55	\$89.56	3%	\$97.09	-5%	\$110.90	-17%
Operating cost per passenger trip	\$4.79	\$4.56	5%	\$5.04	-5%	\$5.99	-20%
Passenger trips per service hour	19.3	19.6	-2%	19.2	0%	18.5	4%
Operating cost recovery	32.7%	34.2%	-4%	30.6%	7%	20.3%	61%

**Key Conventional Service Outcomes**

Total revenue service hours increased by a marginal 1% resulting from a slight reallocation of hours from custom transit to conventional transit as well as changes in year-over-year calendar days. Total costs increased by 4% year-over-year but came in 5% below 2016/17 budget. The primary reason for the cost increase is related to the fuel adjustment that was completed to reflect the portion of fuel costs associated with the light-duty buses that perform conventional transit service. However, it is very important to note that the last 4 months of financial operational reporting was based on accruals due to the transition of the new financial software being implemented at the SCRD.

\* Tier 3 Average is the average of thirteen Tier 3 conventional systems.

4 seasonal transit schedule changes continued to be implemented throughout 2016/17 in an effort to better align transit schedules to BC Ferries schedule changes from Langdale to Horseshoe Bay.

Ridership has remained flat in 2016/17 over 2015/16 with no material variance. Similarly, total revenue has also remained flat over the previous year. Year-end reported revenue figures do show a year-over-year shift between discounted fare products and cash fares suggesting a drop in regular riders and an increase in casual riders. Higher percentages of discounted fare revenues are preferred as it can result in a more stable ridership base and sustainable revenues.

The operating cost per service hour increased 3% over 2015/16 as a result of higher total cost and relatively flat service hours. This is also the case with the operating cost per passenger trip, or that total rides have remained flat and total costs increased. Flat total revenues and rising costs have also meant a lower overall cost recovery.

### Custom Service (Business Unit 767)

Local Investment Measures	2016/17 Actual	2015/16 Actual	YoY Var	2016/17 AOA Budget	AOA Budget Var	2016/17 Tier 3 Average*	Tier 3 Average Var
Revenue service hours (000)	4	3	9%	4	-2%	5	-21%
Total cost (\$000)	\$381	\$377	1%	\$393	-3%	\$388	-2%
Service hours per capita	0.14	0.13	8%	0.15	-2%	0.19	-23%
Fleet size	4	4	0%	4	0%	3	29%
Return on Investment	2016/17 Actual	2015/16 Actual	YoY Var	2016/17 AOA Budget	AOA Budget Var	2016/17 Tier 3 Average	Tier 3 Average Var
Passenger trips (000)	7	7	7%	8	-7%	11	-35%
Total revenue (\$000)	\$10	\$10	2%	\$11	-8%	\$22	-55%
Passenger trips per capita	0.3	0.3	6%	0.3	-7%	0.5	-37%
Revenue per trip	\$1.34	\$1.40	-4%	\$1.36	-1%	\$1.97	-32%
Performance	2016/17 Actual	2015/16 Actual	YoY Var	2016/17 AOA Budget	AOA Budget Var	2016/17 Tier 3 Average	Tier 3 Average Var
Operating cost per service hour	\$87.99	\$94.72	-7%	\$89.70	-2%	\$74.08	19%
Operating cost per passenger trip	\$42.83	\$45.32	-5%	\$41.38	4%	\$29.61	45%
Passenger trips per service hour	2.1	2.1	-2%	2.2	-5%	2.4	-16%
Operating cost recovery	3.1%	3.1%	1%	3.3%	-5%	6.5%	-52%

\* Tier 3 Average is the average of ten Tier 3 custom systems.



### Key Custom Outcomes

The figures show a 9% increase in revenue service hours delivered over 2015/16. However, this may be inflated as the last 4 months of financial operational reporting was based on accruals due to the transition of the new financial software being implemented at the SCRD. There was a marginal 1% increase in total costs that relates to the increase in reported service hours with the final year-end figure coming in below budget projections.

Total rides and revenue rose slightly over the previous year in alignment with the extra service delivered. Again, the actual year-end numbers may be slightly different once the final figures have been reconciled and accruals reversed.

The accruals will also impact the key performance indicators. In summary, the year-end operating cost per service hour experienced a positive 7% decrease as result of the small change in operating costs in relation to the service hour increase. Similarly, the operating cost per passenger trip has also dropped by 5% due to higher total passenger rides over operating cost changes. However, while still positive the operating cost recovery finished 2016/17 flat over the previous year as revenues did not exceed operating cost increases.

## Future Priorities

The following is a list of transit priorities that form the 2017/18 work plan between BC Transit and the SCRD:

- Implementation of the 6,300 service hour expansion scheduled for Fall 2017 that will see increased frequency on the Core Transit Network between Sechelt and Langdale. Increased service coverage to Field Road will also be achieved through this service enhancement. Also, this service expansion will see the addition of 6 new medium-duty Vicinity buses and will require an operational transition with this new vehicle type.
- Continue working on bus stop enhancements including a possible new exchange for the Hwy 101 at Field Road intersection to support the Fall 2017 service
- Continue working with BC Ferries to better align transit service with the ferry schedules in order to improve connections for Sunshine Coast commuters to the Mainland.

### Key Performance Indicator (KPI) Glossary

Key Performance Indicator	Definition
<b>Fleet size</b>	The total number of transit vehicles providing a given type of service for the year.
<b>Operating cost per passenger trip</b>	Total cost for the year less the local contribution to lease fees (debt service) per total passenger trips for the year.
<b>Operating cost per service hour</b>	Total cost for the year, not including taxi, less the local contribution to lease fees (debt service) per total revenue service hours delivered for the year.
<b>Operating cost recovery</b>	Total revenue for a system for the year divided by total cost for the year less the local contribution to lease fees (debt service).
<b>Passenger trips</b>	Total passenger trips for the year. An estimated measure of system ridership.
<b>Passenger trips per capita</b>	Total passenger trips for the year per the defined population of the area being served by the type of service. For Conventional systems this is the population that falls within 400m of the fixed route conventional service by line work. For Custom and Paratransit systems this is the population within the defined limits of service. In systems that do not have defined limits of service this is the population that falls within the boundaries of the system as described in Schedule A of the Annual Operating Agreement (AOA).
<b>Passenger trips per service hour</b>	Total passenger trips for the year, not including taxi, per total revenue service hours delivered for the year.
<b>Revenue per trip</b>	Total revenue, less advertising revenue, for a system for the year per non-Taxi Saver trips for the year.
<b>Revenue service hours</b>	Total revenue service hours delivered for the year. (Does not include Taxi)
<b>Service hours per capita</b>	Total revenue service hours vehicles were on the road (excluding deadhead) for the year per the defined population of the area being served by the type of service. For Conventional systems this is the population that falls within 400m of the fixed route conventional service by linework. For Custom and Paratransit systems this is the population within the defined limits of service. In systems that do not have defined limits of service this is the population that falls within the boundaries of the system as described in Schedule A of the AOA.
<b>Total cost</b>	Total AOA cost, which includes the local contribution to lease fees (debt service) but not the provincial contribution.
<b>Total revenue</b>	Total revenue for a system for the year, which include fares (cash, ticket, passes but not including Taxi Saver recoveries) and advertising revenue.



**SUNSHINE COAST REGIONAL DISTRICT  
TRANSPORTATION ADVISORY COMMITTEE**

**July 20, 2017**

RECOMMENDATIONS FROM THE TRANSPORTATION ADVISORY COMMITTEE MEETING  
HELD IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975  
FIELD ROAD, SECHELT, BC

<b>PRESENT:</b> (Voting Members)	Director, Electoral Area E, Chair Director, Electoral Area A Alternate Director, Electoral Area E Alternate Director, Electoral Area B Director, Electoral Area F Director, Electoral Area D Director, District of Sechelt Director, Town of Gibsons School District No. 46 BC Ferries Transportation Choices (TraC)	Lorne Lewis Frank Mauro Laurella Hay Brian Smith Ian Winn Mark Lebbell Darren Inkster Jeremy Valeriote Dave Mewhort Robert Edwards Martin Prestage
<b>ALSO PRESENT:</b> (Non-Voting)	Area E Community Association Manager, Transit and Fleet General Manager, Planning and Community Development Ministry of Transportation and Infrastructure Operations Manager, Ministry of Transportation and Infrastructure RCMP RCMP Recorder Media	Clint Budd Gordon Dykstra Ian Hall  Colin Midgley Don Legault  S/Sgt. Vishal Mathura C/O Mike Hacker Susan Fernandez 2

**CALL TO ORDER**                      2:58 p.m.

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

**PETITIONS AND DELEGATION**

**MINUTES**

**Recommendation No. 1**      *Transportation Advisory Committee Recommendations*

The Transportation Advisory Committee recommended that the recommendations of the April 20, 2017 Transportation Advisory Committee meeting be received for information.

## COMMUNICATIONS

### **Recommendation No. 2**      *Communications*

The Transportation Advisory Committee recommended that the communication from Transportation Choices (TraC), regarding Sand and Gravel on Shoulders and Bike to Work Week be received.

#### **TraC Sealing Sand on Shoulders: Bike to Work Week**

- *In late May there was a dangerous accumulation of sand on the shoulders due to road sealing work creating hazardous for bikers just prior to Bike to Work Week.*
- *Don Legault explained that the timing was unfortunate and there has been a conversation with the contractor regarding the quantity of sand, however the work is necessary to prevent road deterioration and pothole development.*
- *Bike to Work Week was a repeated success in terms of participant numbers, with slightly lower mileage reported.*

## NEW BUSINESS

### ROUNDTABLE

- *Paving on Francis Peninsula Road and Garden Bay Road caused minimal disruption and was completed quickly.*
- *The entry to Highway 101 at Redroofs Road South has a potentially dangerous merge due to the angle of entry and the difficulty viewing approaching traffic. A study was completed examining potential re-alignment options but these are limited due to private land; MoTI will advocate for changes as opportunities arise.*
- *Paving plans and progress on the bike lane program through the District of Sechelt were discussed. Limited paving is currently being done due to funding, as MoTI is working with an interim budget.*
- *Adequate parking at Langdale terminal was raised as a problem for the general public and particularly seniors, some of whom have limited access to transit. BC Ferries is aware of parking lot capacity issues. Overflow parking will be used for July and August. A new terminal will add 70 to 100 extra stalls. It was noted that island residents purchase a monthly pass and don't always have parking access.*
- *Resurfacing of Port Melon Highway has been completed.*
- *Machine road brushing has been suspended due to the extreme fire risk but intersection clearing may be done using other equipment.*
- *Marine Drive residents are posting their own warning signage for speeding.*

- *Central and Marine Drive intersection into Gibsons should have a sign saying “hidden intersection.” Don Legault to arranged for signage; speed bumps are not an option since they impede emergency vehicle access.*
- *Concerns were raised regarding general deterioration of highway infrastructure, including lines fading on Rat Portage Hill, sealing on Lower Road peeling, potholes and road slumping.*
- *A ports update was provided:*
  - *Ports repairs are underway and the new Ports Monitoring Committee is preparing to hold their first meeting.*
  - *SCRD, in partnership with the District of Sechelt and Town of Gibsons, has applied for a Vancouver Coastal Health active community grant for Phase 2 of the Suncoaster Trail.*
  - *Gambier Island trail network is in the planning stage, with much local support.*
- *Snow clearing at fire halls was raised; it was noted that MoTI cannot dictate where a private contractor plows as long as they fulfill their contract.*
- *Questions were raised regarding completion of the bike lane in upper Gibsons, and collisions on Gibsons Way. Don Legault will request MoTI follow-up.*
- *Sightlines and speeding on Reed Road were discussed.*
- *Emergency preparedness for a bridge washout on Ocean Beach Esplanade was raised as a potential agenda item for the next Transportation Advisory Committee meeting.*
- *Development of biking/walking trails along Gower Point Road was raised; MoTI (Colin Midgley) is the point of contact for any follow-up.*

*The meeting was adjourned at 3:56 pm.*

**NEXT MEETING**                      October 19, 2017 at 2:45 pm

**ADJOURNMENT**                      3:56 pm

---

Committee Chair





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

---

**TO:** Infrastructure Services Committee – September 21, 2017

**AUTHOR:** Yuli Siao, Senior Planner

**SUBJECT:** OFFICIAL COMMUNITY PLAN AMENDMENT BYLAWS (AFFORDABLE HOUSING POLICIES) - CONSIDERATION FOR FIRST READING

---

### **RECOMMENDATIONS**

**THAT** the report titled Official Community Plan Amendment Bylaws (Affordable Housing Policies) - Consideration for First Reading be received;

**AND THAT** the following Official Community Plan Amendment Bylaws be forwarded to the Board for First Reading:

- Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.4, 2017
- Roberts Creek Official Community Plan Amendment Bylaw No. 641.8, 2017
- Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2017
- West Howe Sound Official Community Plan Amendment Bylaw No. 640.2, 2017

**AND THAT** the proposed affordable housing policies be incorporated into the Egmont/Pender Harbour Official Community Plan Bylaw No. 708, 2017 for consideration at Second Reading;

**AND THAT** this report be referred to:

- shíshálh and Skwxwú7mesh Nations;
- all Advisory Planning Commissions;
- Vancouver Coastal Health Authority;
- Town of Gibsons;
- District of Sechelt; and
- Sunshine Coast Housing Committee

**AND THAT** a public information meeting be held with respect to the proposed Official Community Plan Amendment Bylaws (Affordable Housing Policies);

**AND FURTHER THAT** comments received from the referrals and the public information meeting be incorporated into a report to be presented to a future Committee meeting for consideration of Second Reading of the proposed bylaws.

---

## BACKGROUND

On June 22, 2017, the Sunshine Coast Regional District Board adopted the following Resolution:

209/17      **Recommendation No. 2**      *Affordable Housing*

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

AND THAT Crown Land be referred to as Crown/Unceded Land in Staff reports regarding affordable housing;

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

Building on previous reports on affordable housing opportunities and policies, this report presents OCP amendment bylaws to implement land use policies to support affordable housing in the rural areas of the Sunshine Coast.

## DISCUSSION

Upon receiving the Board's direction and further feedback from the community on the recommended affordable housing policies, this report addresses these comments and provides updated policies to be incorporated into the OCP amendment bylaws.

As discussed in the June Staff Report, a set of common policies have been identified to strengthen affordable housing policies across five Official Community Plans, which include Egmont/Pender Harbour, Halfmoon Bay, Roberts Creek, Elphinstone and West Howe Sound. The Hillside/Port Mellon and Twin Creek areas in Electoral Area F are not considered suitable locations for higher-density affordable housing because of their predominantly industrial, rural and resource extraction land uses, and lack of developed infrastructure and services to support residential development. The focus of the OCPs of these two areas is on industrial development and preventing conflict with other more sensitive land uses such as residential use.

Once adopted, SCRD will incorporate provisions to support these policies into the zoning bylaws and any other relevant bylaws through bylaw reviews and updates. There are areas in the zoning bylaws that can be updated to support affordable housing policies; for example, increasing the maximum size of an auxiliary dwelling beyond 55 m<sup>2</sup> can provide more living space for an affordable unit where it can be adequately accommodated; reducing the minimum building width of a dwelling below 6 m can offer more flexibility in developing smaller lots, designing efficient living space and facilitating the placement of infill units or structures where appropriate.

### Recommended New Policies

The following are new common policies on affordable housing recommended for the Official Community Plans of Egmont / Pender Harbour, Halfmoon Bay, Roberts Creek, Elphinstone and West Howe Sound. These policies will form a new section or replace existing sections

concerning affordable housing (i.e. Roberts Creek OCP Sections 17.8 & 17.9, West Howe Sound OCP Section 6) in each of the five OCPs. The OCP amendment bylaws for Halfmoon Bay, Roberts Creek, Elphinstone and West Howe Sound can be found in Attachments A – D. As the review of a new Egmont / Pender Harbour OCP is currently underway, the proposed affordable housing policies are recommended to be incorporated into the Egmont / Pender Harbour Official Community Plan Bylaw No. 708, 2017 for the Board's consideration of Second Reading.

### **Affordable Housing**

Affordable housing is commonly defined as housing that costs no more than 30% of the gross median household income. Affordable housing is essential for building a healthy and equitable community and benefits the quality of life for all residents. In a healthy community there are diverse housing options for all segments of the population. Securing affordable housing is recognized as a significant challenge for many communities of the Sunshine Coast. The following policies seek to create land use opportunities and favourable conditions for the provision of affordable housing through a number of strategies including infill development and density increase in appropriate areas and use of efficient design and technology.

#### **Objectives**

- a. Increase the supply of housing units through infill development on existing eligible parcels.
- b. Direct cluster housing, medium-density and mixed-use development to affordable locations, such as village core areas.
- c. Integrate affordable housing within the rural context.
- d. Encourage small-lot subdivisions with density bonusing and adequate utility servicing.
- e. Encourage the use of advanced sewage treatment systems and efficient building and site design.
- f. Enhance affordability by improving infrastructure and servicing in affordable locations.

#### **Policies**

- a. Infill development of auxiliary dwellings, duplexes and second dwellings shall be focused on existing eligible parcels in accordance with zoning bylaw parcel size requirements. There is currently an ample supply of eligible parcels within the Plan boundaries where additional dwelling units could be built. To fully utilize the infill potential of these parcels and prevent unnecessary sprawl of residential development to other rural areas, the existing parcel size requirements should be maintained until such time when the eligible parcels have been substantially built out. The Regional District shall continue monitoring the availability of such parcels before adjusting the parcel size requirements and relevant policies accordingly.
- b. Affordable location is key to locating medium-density and mixed-use development. Affordable locations are normally those near village cores or hubs where there are potential community sewage treatment facilities, convenient access to schools, services, amenities and employment, and good connection to major collector roads and public transportation. These areas shall be prioritized for multi-family residential development,

which may take the form of strata housing, multi-plex, townhouse, low-rise apartment, and so forth. Mixed-use development that combines residential use with commercial, retail, service and office uses is also appropriate in such areas. These types of development may be accommodated by density increase and/or creating specific Comprehensive Development zones through the rezoning process.

- c. Affordable housing shall be developed to integrate into rural communities and strengthen community identity and character. This can be achieved by creating developments that are complementary to the scale, layout, building design, landscaping and view of neighbouring properties and the surrounding natural environment.
- d. In areas not designated by any other policies of the Official Community Plan for comprehensive development to support affordable housing, rezoning may be considered to allow a density bonus for subdivisions with a minimum lot size of 700 m<sup>2</sup>, provided that there is provision of a minimum of 20% designated affordable housing units secured by a housing agreement, and suitable water supply, storm water management, sewage treatment facility and traffic circulation. The density bonus provides an opportunity to integrate affordable housing with market-priced housing. This type of subdivision is generally intended for detached or semi-detached single-family homes. It helps to fill the gap between conventional low-density residential development and medium-density residential development. It offers an alternative for those who desire detached or semi-detached housing but cannot afford large lots. This type of development can increase residential density in rural areas and effectively blend into the rural landscape without affecting community character.
- e. A housing agreement pursuant to the *Local Government Act* shall be considered as a tool to secure the provision of affordable housing in appropriate areas, and enable site-specific provisions to enhance long-term affordability of the development which can include energy and resource efficient building design, durable construction, and innovative architectural and landscape design that is compatible with the character of the surrounding neighbourhoods.
- f. Sewage treatment systems that do not require an absorption field occupy much less land than conventional septic systems, making higher-density development more affordable. They should be considered for small-lot or cluster housing developments subject to the approval of the Vancouver Coastal Health Authority.
- g. Smaller buildings are more suitable for infill, small-lot and cluster development. They normally cost less to build and maintain. With the use of energy-efficient technology and durable building materials, they can be made more affordable over the long term. This type of construction should be encouraged wherever suitable.
- h. The Regional District shall seek opportunities to improve infrastructure and servicing in affordable locations to further enhance their affordability, such as pedestrian connections, parks, trails, biking paths, community sewage treatment plants and transit service.

#### *Organization and Intergovernmental Implications*

The proposed OCP amendments, if endorsed by the Board after First Reading, will be referred to agencies and community groups for comments. Communication and consultation with other levels of government are essential during the process of reviewing the OCP amendments.

*Financial Implications*

None at this time.

*Timeline for next steps*

1. For the bylaw amendments to Halfmoon Bay, Roberts Creek, Elphinstone and West Howe Sound, this report will be referred to agencies, and a public information meeting will be organized. Comments received from the referrals and the public information meeting will be incorporated into a Staff report to the Planning and Community Development Committee for consideration of Second Reading of the proposed bylaws. Then a public hearing will be held. Comments received from the public hearing along with recommended conditions will be presented to the SCRD Board for consideration of Third Reading of the bylaws. Upon fulfillment of conditions approved by the Board the bylaws will be adopted.
2. The recommended policies will be incorporated into the Egmont / Pender Harbour Official Community Plan Bylaw No. 708, 2017.
3. The recommended policies will be implemented through updates to the zoning bylaws and any other relevant bylaws.

*Communications Strategy*

Information on this application will be posted to the SCRD website. Any public meetings will be advertised in the local newspaper.

**STRATEGIC PLAN AND RELATED POLICIES**

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

- Incorporate land use planning and policies to support local economic development
- Collaborate with community groups and organizations to support their objectives and capacity
- Land use policies and regulations are supporting affordable housing

The subject of this report is also aligned with the sustainable land use principles that were developed in 2016, which were expanded upon from 'We Envision'.

**CONCLUSION**

Based on previous research, community feedback and the Board's direction, Staff recommend OCP amendments to incorporate affordable housing policies across five applicable electoral areas. Consultation with the public and agencies through information meetings and referrals will follow as part of the bylaw adoption process.

*Attachments*

Attachment A – Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.4

Attachment B – Roberts Creek Official Community Plan Amendment Bylaw No. 641.8

Attachment C – Elphinstone Official Community Plan Amendment Bylaw No. 600.7

Attachment D – West Howe Sound Official Community Plan Amendment Bylaw No. 640.2

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

**Attachment A**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 675.4**

A bylaw to amend the *Halfmoon Bay Official Community Plan Bylaw No. 675, 2014*

---

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 *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.4, 2017*.

**PART B – AMENDMENT**

2. *Halfmoon Bay Official Community Plan Bylaw No. 675, 2014* is hereby amended as follows:

Insert the following section immediately following Section 28:

**“ 29. Affordable Housing**

Affordable housing is commonly defined as housing that costs no more than 30% of the gross median household income. Affordable housing is essential for building a healthy and equitable community and benefits the quality of life for all residents. In a healthy community there are diverse housing options for all segments of the population. Securing affordable housing is recognized as a significant challenge for many communities of the Sunshine Coast. The following policies seek to create land use opportunities and favourable conditions for the provision of affordable housing through a number of strategies including infill development and density increase in appropriate areas and use of efficient design and technology.

**29.1 Objectives**

- a. Increase the supply of housing units through infill development on existing eligible parcels.
- b. Direct cluster housing, medium-density and mixed-use development to affordable locations, such as village core areas.
- c. Integrate affordable housing within the rural context.
- d. Encourage small-lot subdivisions with density bonusing and adequate utility servicing.

- e. Encourage the use of advanced sewage treatment systems and efficient building and site design.
- f. Enhance affordability by improving infrastructure and servicing in affordable locations.

## 29.2 Policies

- a. Infill development of auxiliary dwellings, duplexes and second dwellings shall be focused on existing eligible parcels in accordance with zoning bylaw parcel size requirements. There is currently an ample supply of eligible parcels within the Plan boundaries where additional dwelling units could be built. To fully utilize the infill potential of these parcels and prevent unnecessary sprawl of residential development to other rural areas, the existing parcel size requirements should be maintained until such time when the eligible parcels have been substantially built out. The Regional District shall continue monitoring the availability of such parcels before adjusting the parcel size requirements and relevant policies accordingly.
- b. Affordable location is key to locating medium-density and mixed-use development. Affordable locations are normally those near village cores or hubs where there are potential community sewage treatment facilities, convenient access to schools, services, amenities and employment, and good connection to major collector roads and public transportation. These areas shall be prioritized for multi-family residential development, which may take the form of strata housing, multi-plex, townhouse, low-rise apartment, and so forth. Mixed-use development that combines residential use with commercial, retail, service and office uses is also appropriate in such areas. These types of development may be accommodated by density increase and/or creating specific Comprehensive Development zones through the rezoning process.
- c. Affordable housing shall be developed to integrate into rural communities and strengthen community identity and character. This can be achieved by creating developments that are complementary to the scale, layout, building design, landscaping and view of neighbouring properties and the surrounding natural environment.
- d. In areas not designated by any other policies of the Official Community Plan for comprehensive development to support affordable housing, rezoning may be considered to allow a density bonus for subdivisions with a minimum lot size of 700 m<sup>2</sup>, provided that there is provision of a minimum of 20% designated affordable housing units secured by a housing agreement, and suitable water supply, storm water management, sewage treatment facility and traffic circulation. The density bonus provides an opportunity to integrate affordable housing with market-priced housing. This type of subdivision is generally intended for detached or semi-detached single-family homes. It helps to fill the gap between conventional low-density residential development and medium-density residential development. It offers an alternative for those who desire detached or semi-detached housing but cannot afford large lots. This type of development can increase residential density in rural areas and effectively blend into the rural landscape without affecting community character.
- e. A housing agreement pursuant to the *Local Government Act* shall be considered as a tool to secure the provision of affordable housing in appropriate areas, and enable site-specific provisions to enhance long-term affordability of the development which can include energy and resource efficient building design, durable construction, and innovative architectural and landscape design that is compatible with the character of the surrounding neighbourhoods.



- f. Sewage treatment systems that do not require an absorption field occupy much less land than conventional septic systems, making higher-density development more affordable. They should be considered for small-lot or cluster housing developments subject to the approval of the Vancouver Coastal Health Authority.
- g. Smaller buildings are more suitable for infill, small-lot and cluster development. They normally cost less to build and maintain. With the use of energy-efficient technology and durable building materials, they can be made more affordable over the long term. This type of construction should be encouraged wherever suitable.
- h. The Regional District shall seek opportunities to improve infrastructure and servicing in affordable locations to further enhance their affordability, such as pedestrian connections, parks, trails, biking paths, community sewage treatment plants and transit service.”

## PART C – ADOPTION

READ A FIRST TIME this DAY OF MONTH YEAR

PURSUANT TO SECTION 475 OF THE *LOCAL GOVERNMENT ACT* CONSULTATION REQUIREMENTS CONSIDERED this DAY OF MONTH YEAR

READ A SECOND TIME this DAY OF MONTH YEAR

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

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

READ A THIRD TIME this DAY OF MONTH YEAR

ADOPTED this DAY OF MONTH YEAR

---

Corporate Officer

---

Chair

**Attachment B**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 641.8**

A bylaw to amend the *Roberts Creek Official Community Plan Bylaw No. 641, 2012*

---

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. 641.8, 2017*.

**PART B – AMENDMENT**

3. *Roberts Creek Official Community Plan Bylaw No. 641, 2012* is hereby amended as follows:
  - i. Delete Sections 17.8 and 17.9
  - ii. Renumber Sections 17.10 – 17.15 to 17.8 – 17.13 respectively
  - iii. Insert the following section immediately following Section 19:

**“ 20. Affordable Housing**

Affordable housing is commonly defined as housing that costs no more than 30% of the gross median household income. Affordable housing is essential for building a healthy and equitable community and benefits the quality of life for all residents. In a healthy community there are diverse housing options for all segments of the population. Securing affordable housing is recognized as a significant challenge for many communities of the Sunshine Coast. The following policies seek to create land use opportunities and favourable conditions for the provision of affordable housing through a number of strategies including infill development and density increase in appropriate areas and use of efficient design and technology.

**20.1 Objectives**

- a. Increase the supply of housing units through infill development on existing eligible parcels.

- b. Direct cluster housing, medium-density and mixed-use development to affordable locations, such as village core areas.
- c. Integrate affordable housing within the rural context.
- d. Encourage small-lot subdivisions with density bonusing and adequate utility servicing.
- e. Encourage the use of advanced sewage treatment systems and efficient building and site design.
- f. Enhance affordability by improving infrastructure and servicing in affordable locations.

## **20.2 Policies**

- a. Infill development of auxiliary dwellings, duplexes and second dwellings shall be focused on existing eligible parcels in accordance with zoning bylaw parcel size requirements. There is currently an ample supply of eligible parcels within the Plan boundaries where additional dwelling units could be built. To fully utilize the infill potential of these parcels and prevent unnecessary sprawl of residential development to other rural areas, the existing parcel size requirements should be maintained until such time when the eligible parcels have been substantially built out. The Regional District shall continue monitoring the availability of such parcels before adjusting the parcel size requirements and relevant policies accordingly.
- b. Affordable location is key to locating medium-density and mixed-use development. Affordable locations are normally those near village cores or hubs where there are potential community sewage treatment facilities, convenient access to schools, services, amenities and employment, and good connection to major collector roads and public transportation. These areas shall be prioritized for multi-family residential development, which may take the form of strata housing, multi-plex, townhouse, low-rise apartment, and so forth. Mixed-use development that combines residential use with commercial, retail, service and office uses is also appropriate in such areas. These types of development may be accommodated by density increase and/or creating specific Comprehensive Development zones through the rezoning process.
- c. Affordable housing shall be developed to integrate into rural communities and strengthen community identity and character. This can be achieved by creating developments that are complementary to the scale, layout, building design, landscaping and view of neighbouring properties and the surrounding natural environment.
- d. In areas not designated by any other policies of the Official Community Plan for comprehensive development to support affordable housing, rezoning may be considered to allow a density bonus for subdivisions with a minimum lot size of 700 m<sup>2</sup>, provided that there is provision of a minimum of 20% designated affordable housing units secured by a housing agreement, and suitable water supply, storm water management, sewage treatment facility and traffic circulation. The density bonus provides an opportunity to integrate affordable housing with market-priced housing. This type of subdivision is generally intended for detached or semi-detached single-family homes. It helps to fill the gap between conventional low-density residential development and medium-density residential development. It offers an alternative for those who desire detached or semi-detached housing but cannot afford large lots. This type of development can increase residential density in rural areas and effectively blend into the rural landscape without affecting community character.

- e. A housing agreement pursuant to the *Local Government Act* shall be considered as a tool to secure the provision of affordable housing in appropriate areas, and enable site-specific provisions to enhance long-term affordability of the development which can include energy and resource efficient building design, durable construction, and innovative architectural and landscape design that is compatible with the character of the surrounding neighbourhoods.
- f. Sewage treatment systems that do not require an absorption field occupy much less land than conventional septic systems, making higher-density development more affordable. They should be considered for small-lot or cluster housing developments subject to the approval of the Vancouver Coastal Health Authority.
- g. Smaller buildings are more suitable for infill, small-lot and cluster development. They normally cost less to build and maintain. With the use of energy-efficient technology and durable building materials, they can be made more affordable over the long term. This type of construction should be encouraged wherever suitable.
- h. The Regional District shall seek opportunities to improve infrastructure and servicing in affordable locations to further enhance their affordability, such as pedestrian connections, parks, trails, biking paths, community sewage treatment plants and transit service."

## PART C – ADOPTION

READ A FIRST TIME this DAY OF MONTH YEAR

PURSUANT TO SECTION 475 OF THE *LOCAL GOVERNMENT ACT* CONSULTATION REQUIREMENTS CONSIDERED this DAY OF MONTH YEAR

READ A SECOND TIME this DAY OF MONTH YEAR

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

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

ADOPTED this \_\_\_\_\_ DAY OF \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR

Chair

**Attachment C**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 600.7**

A bylaw to amend the *Elphinstone Official Community Plan Bylaw No. 600, 2008*

---

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

**PART A – CITATION**

1. This bylaw may be cited as the *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2017*.

**PART B – AMENDMENT**

4. *Elphinstone Official Community Plan Bylaw No. 600, 2008* is hereby amended as follows:

Insert the following section immediately following Section B-12:

**“ B-13 Affordable Housing**

Affordable housing is commonly defined as housing that costs no more than 30% of the gross median household income. Affordable housing is essential for building a healthy and equitable community and benefits the quality of life for all residents. In a healthy community there are diverse housing options for all segments of the population. Securing affordable housing is recognized as a significant challenge for many communities of the Sunshine Coast. The following policies seek to create land use opportunities and favourable conditions for the provision of affordable housing through a number of strategies including infill development and density increase in appropriate areas and use of efficient design and technology.

**B-13.1 Objectives**

- a. Increase the supply of housing units through infill development on existing eligible parcels.
- b. Direct cluster housing, medium-density and mixed-use development to affordable locations, such as village core areas.
- c. Integrate affordable housing within the rural context.
- d. Encourage small-lot subdivisions with density bonusing and adequate utility servicing.

- e. Encourage the use of advanced sewage treatment systems and efficient building and site design.
- f. Enhance affordability by improving infrastructure and servicing in affordable locations.

#### B-13.2 Policies

- a. Infill development of auxiliary dwellings, duplexes and second dwellings shall be focused on existing eligible parcels in accordance with zoning bylaw parcel size requirements. There is currently an ample supply of eligible parcels within the Plan boundaries where additional dwelling units could be built. To fully utilize the infill potential of these parcels and prevent unnecessary sprawl of residential development to other rural areas, the existing parcel size requirements should be maintained until such time when the eligible parcels have been substantially built out. The Regional District shall continue monitoring the availability of such parcels before adjusting the parcel size requirements and relevant policies accordingly.
- b. Affordable location is key to locating medium-density and mixed-use development. Affordable locations are normally those near village cores or hubs where there are potential community sewage treatment facilities, convenient access to schools, services, amenities and employment, and good connection to major collector roads and public transportation. These areas shall be prioritized for multi-family residential development, which may take the form of strata housing, multi-plex, townhouse, low-rise apartment, and so forth. Mixed-use development that combines residential use with commercial, retail, service and office uses is also appropriate in such areas. These types of development may be accommodated by density increase and/or creating specific Comprehensive Development zones through the rezoning process.
- c. Affordable housing shall be developed to integrate into rural communities and strengthen community identity and character. This can be achieved by creating developments that are complementary to the scale, layout, building design, landscaping and view of neighbouring properties and the surrounding natural environment.
- d. In areas not designated by any other policies of the Official Community Plan for comprehensive development to support affordable housing, rezoning may be considered to allow a density bonus for subdivisions with a minimum lot size of 700 m<sup>2</sup>, provided that there is provision of a minimum of 20% designated affordable housing units secured by a housing agreement, and suitable water supply, storm water management, sewage treatment facility and traffic circulation. The density bonus provides an opportunity to integrate affordable housing with market-priced housing. This type of subdivision is generally intended for detached or semi-detached single-family homes. It helps to fill the gap between conventional low-density residential development and medium-density residential development. It offers an alternative for those who desire detached or semi-detached housing but cannot afford large lots. This type of development can increase residential density in rural areas and effectively blend into the rural landscape without affecting community character.
- e. A housing agreement pursuant to the *Local Government Act* shall be considered as a tool to secure the provision of affordable housing in appropriate areas, and enable site-specific provisions to enhance long-term affordability of the development which can include energy and resource efficient building design, durable construction, and innovative architectural and landscape design that is compatible with the character of the surrounding neighbourhoods.



- f. Sewage treatment systems that do not require an absorption field occupy much less land than conventional septic systems, making higher-density development more affordable. They should be considered for small-lot or cluster housing developments subject to the approval of the Vancouver Coastal Health Authority.
- g. Smaller buildings are more suitable for infill, small-lot and cluster development. They normally cost less to build and maintain. With the use of energy-efficient technology and durable building materials, they can be made more affordable over the long term. This type of construction should be encouraged wherever suitable.
- h. The Regional District shall seek opportunities to improve infrastructure and servicing in affordable locations to further enhance their affordability, such as pedestrian connections, parks, trails, biking paths, community sewage treatment plants and transit service.”

## PART C – ADOPTION

READ A FIRST TIME this DAY OF MONTH YEAR

PURSUANT TO SECTION 475 OF THE *LOCAL GOVERNMENT ACT* CONSULTATION REQUIREMENTS CONSIDERED this DAY OF MONTH YEAR

READ A SECOND TIME this DAY OF MONTH YEAR

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

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

READ A THIRD TIME this DAY OF MONTH YEAR

ADOPTED this DAY OF MONTH YEAR

---

Corporate Officer

---

Chair

**Attachment D**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 640.2**

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. 640.2, 2017*.

**PART B – AMENDMENT**

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

Replace Section 6 with the following section:

**“ 6. Affordable Housing**

Affordable housing is commonly defined as housing that costs no more than 30% of the gross median household income. Affordable housing is essential for building a healthy and equitable community and benefits the quality of life for all residents. In a healthy community there are diverse housing options for all segments of the population. Securing affordable housing is recognized as a significant challenge for many communities of the Sunshine Coast. The following policies seek to create land use opportunities and favourable conditions for the provision of affordable housing through a number of strategies including infill development and density increase in appropriate areas and use of efficient design and technology.

**6.1 Objectives**

- a. Increase the supply of housing units through infill development on existing eligible parcels.
- b. Direct cluster housing, medium-density and mixed-use development to affordable locations, such as village core areas.
- c. Integrate affordable housing within the rural context.

- d. Encourage small-lot subdivisions with density bonusing and adequate utility servicing.
- e. Encourage the use of advanced sewage treatment systems and efficient building and site design.
- f. Enhance affordability by improving infrastructure and servicing in affordable locations.

## 6.2 Policies

- a. Infill development of auxiliary dwellings, duplexes and second dwellings shall be focused on existing eligible parcels in accordance with zoning bylaw parcel size requirements. There is currently an ample supply of eligible parcels within the Plan boundaries where additional dwelling units could be built. To fully utilize the infill potential of these parcels and prevent unnecessary sprawl of residential development to other rural areas, the existing parcel size requirements should be maintained until such time when the eligible parcels have been substantially built out. The Regional District shall continue monitoring the availability of such parcels before adjusting the parcel size requirements and relevant policies accordingly.
- b. Affordable location is key to locating medium-density and mixed-use development. Affordable locations are normally those near village cores or hubs where there are potential community sewage treatment facilities, convenient access to schools, services, amenities and employment, and good connection to major collector roads and public transportation. These areas shall be prioritized for multi-family residential development, which may take the form of strata housing, multi-plex, townhouse, low-rise apartment, and so forth. Mixed-use development that combines residential use with commercial, retail, service and office uses is also appropriate in such areas. These types of development may be accommodated by density increase and/or creating specific Comprehensive Development zones through the rezoning process.
- c. Affordable housing shall be developed to integrate into rural communities and strengthen community identity and character. This can be achieved by creating developments that are complementary to the scale, layout, building design, landscaping and view of neighbouring properties and the surrounding natural environment.
- d. In areas not designated by any other policies of the Official Community Plan for comprehensive development to support affordable housing, rezoning may be considered to allow a density bonus for subdivisions with a minimum lot size of 700 m<sup>2</sup>, provided that there is provision of a minimum of 20% designated affordable housing units secured by a housing agreement, and suitable water supply, storm water management, sewage treatment facility and traffic circulation. The density bonus provides an opportunity to integrate affordable housing with market-priced housing. This type of subdivision is generally intended for detached or semi-detached single-family homes. It helps to fill the gap between conventional low-density residential development and medium-density residential development. It offers an alternative for those who desire detached or semi-detached housing but cannot afford large lots. This type of development can increase residential density in rural areas and effectively blend into the rural landscape without affecting community character.
- e. A housing agreement pursuant to the *Local Government Act* shall be considered as a tool to secure the provision of affordable housing in appropriate areas, and enable site-specific provisions to enhance long-term affordability of the development which can include energy and resource efficient building design, durable construction, and

innovative architectural and landscape design that is compatible with the character of the surrounding neighbourhoods.

- f. Sewage treatment systems that do not require an absorption field occupy much less land than conventional septic systems, making higher-density development more affordable. They should be considered for small-lot or cluster housing developments subject to the approval of the Vancouver Coastal Health Authority.
- g. Smaller buildings are more suitable for infill, small-lot and cluster development. They normally cost less to build and maintain. With the use of energy-efficient technology and durable building materials, they can be made more affordable over the long term. This type of construction should be encouraged wherever suitable.
- h. The Regional District shall seek opportunities to improve infrastructure and servicing in affordable locations to further enhance their affordability, such as pedestrian connections, parks, trails, biking paths, community sewage treatment plants and transit service.”

## PART C – ADOPTION

READ A FIRST TIME this DAY OF MONTH YEAR

PURSUANT TO SECTION 475 OF THE *LOCAL GOVERNMENT ACT* CONSULTATION REQUIREMENTS CONSIDERED this

DAY OF MONTH YEAR

READ A SECOND TIME this

DAY OF MONTH YEAR

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

DAY OF MONTH YEAR

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

DAY OF MONTH YEAR

READ A THIRD TIME this

DAY OF MONTH YEAR

ADOPTED this

DAY OF

MONTH

YEAR

---

Corporate Officer

---

Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Infrastructure Services Committee - September 21, 2017

**AUTHOR:** Trevor Fawcett, Parks Planning Coordinator

**SUBJECT:** LICENSE AGREEMENT MARYANNE WEST PARK

---

### RECOMMENDATION(S)

**THAT the report titled License Agreement Maryanne West Park be received;**

**AND THAT the Sunshine Coast Regional District (SCRD) enter into a License Agreement allowing School District 46 (SD46) to occupy and use a section of Maryanne West Park for the operation and maintenance of a community playground;**

**AND THAT the SCRD Delegated Authorities be authorized to sign the License Agreement.**

---

### BACKGROUND

In 2008, a community-led initiative working in consultation with SD46 and SCRD constructed a children's playground in the southeast corner of Maryanne West Park. The cost of construction was approximately \$250,000. This playground is a valued community asset.

### DISCUSSION

Since installation of the playground equipment, SD46 has inspected and maintained the equipment keeping it clean and safe. The playground is primarily used by children attending Cedar Grove Elementary. Although SD46 consulted the SCRD on installation of the playground within Maryanne West Park a formal agreement between the two parties was never established.

SD46 and SCRD wish to formalize a license agreement that outlines the responsibilities of the parties and the liability and risk associated with the operation of the playground. SD46 will maintain the playground to a standard approved by the SCRD and will carry \$5,000,000 general liability insurance for all activities carried on within the license area.

#### *Organizational and Intergovernmental Implications*

SD46 will assume liability and maintenance responsibility for the equipment and lands located on SCRD property.

#### *Financial Implications*

SD46 will be responsible for all costs associated with maintaining the playground in a clean and safe condition as well as removal of the equipment at end of life.

*Timeline for Next Steps or Estimated Completion Date*

SD46 has signed the License Agreement. Once SCRD Board approval has been granted, the Delegated Authorities can sign for the SCRD bringing the agreement into effect.

**STRATEGIC PLAN AND RELATED POLICIES**

This playground was funded and constructed through the efforts of a dedicated community group. Since its inception the playground has provided a facility that has served children within the community. Facilitating community development is a key objective within the SCRD's strategic plan.

**CONCLUSION**

Entering into a License Agreement with SD46 for the operation of a playground on SCRD property will formalize liability and maintenance responsibilities for this valuable community asset.

Staff recommend approval of the License Agreement with SD46 and request Board endorsement.

Reviewed by:			
Manager	X - A. Allen	Finance	
GM	X – I. Hall	Legislative	X - A. Legault
CAO	X – J. Loveys	Parks Risk Mgmt	X - C. Hogg X – B. Wong



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Infrastructure Services Committee – September 21, 2017

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

**SUBJECT:** **SCRD ZONING AMENDMENT BYLAW No. 310.168, 2016 (MOBILE HOME PARK AND STRATA DEVELOPMENT) – CONSIDERATION FOR SECOND READING – ELECTORAL AREA E**

---

### RECOMMENDATIONS

1. **THAT the report titled SCRD Zoning Amendment Bylaw No. 310.168, 2016 (Mobile Home Park And Strata Development) – Consideration For Second Reading – Electoral Area E be received;**
  2. **AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw 310.168, 2016* be forwarded to the Board for Second Reading;**
  3. **AND THAT the offer of \$15,000 of land improvements in the park area in-lieu of a \$15,000 deposit for future park development work be accepted;**
  4. **AND THAT the wastewater treatment system requirements Agreement be finalized prior to consideration for Third Reading;**
  5. **AND THAT a Public Hearing to consider *Sunshine Coast Regional District Zoning Amendment Bylaw 310.168, 2016* be scheduled for 7:00 p.m., November 8, 2017, at Chaster House, located at 1549 Ocean Beach Esplanade;**
  6. **AND FURTHER THAT Director \_\_\_\_\_ be delegated as the Chair and Director \_\_\_\_\_ be delegated as the Alternate Chair for the Public Hearing.**
- 

### BACKGROUND

In 2009, an applicant rezoned a 10.88 hectare property at 1327 Fitchett Road in Elphinstone to allow a 19-lot strata subdivision on the north half of the property and a 60-space mobile home park on the south half. As a community contribution for the increased density, the applicant covenanted approximately 50% of its land to protected greenspace and public Park along Chaster Creek and provided SCRD with a \$15,000 letter of credit for the purpose of constructing a pedestrian bridge across Chaster Creek.

Since the 2009 rezoning was approved, the uses remain as they were in 2009 (ready mix concrete) and the property has not completed its subdivision. The letter of credit for the pedestrian bridge had also expired.

In the fall of 2016, SCRD received a zoning bylaw amendment application for the same property, requesting to (1) add additional land (2400 m<sup>2</sup>) to the park dedication on the northeast

corner, (2) separate a 1400 m<sup>2</sup> lot on the southeast corner, and (3) connect a septic field to the strata development, Lot A, from the mobile home development, Lot B.

Through further investigation of a location for the pedestrian bridge, it was determined that there was no feasible access for the bridge.

This application was considered by the Planning and Community Development Committee in December, and on January 12, 2017, the Board read the bylaw for the first time and adopted Resolution 007/17, Recommendation No. 1 as follows:

**Recommendation No. 1** *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.168, 2016*

THAT the report titled Sunshine Coast Regional District Zoning Amendment Bylaw 310.168, 2016 (BYL00001) – Electoral Area E be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.168, 2016* be forwarded to the Board for First Reading;

AND THAT the SCRD accept the proposed park dedication and work with the applicant to amend the existing covenant to remove the requirement for the pedestrian bridge and use the money in lieu of the bridge for future on-site park development;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.168, 2016* be referred to the Ministry of Transportation and Infrastructure, Vancouver Coastal Health Authority, and the Squamish Nation for comment;

AND FURTHER THAT after referral comments have been received, *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.168, 2016* be considered for the scheduling of a Public Hearing.

The purpose of this report is to:

- report back the referral comments received,
- provide an update to the proposed covenant amendment, and
- recommend Second Reading and the scheduling of a Public Hearing.

A summary of the application is provided in the table below. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.168, 2016* is enclosed for reference as Attachment A.

Owner / Applicant:	0734692 BC LTD / Larry W. Penonzek
Legal Description:	South ½ of DL 908 Plan 15254, PID 015-955-362
Location:	1327 Fitchett Road, Elphinstone, BC
Existing Zoning:	R2 (Residential Two), R2A (Residential Two A) and RM3 (Residential Multiple Three)

Existing Subdivision District:	A (min. 1000 m <sup>2</sup> ), C (min. 2000 m <sup>2</sup> ), RM3 (Comprehensive Development Cluster Housing)
Proposed Zoning:	R2A (Residential Two A), RM3 (Residential Multiple Three) and RU1 (Rural Residential)
Proposed Subdivision District:	A (min. 1000 m <sup>2</sup> ) and RM3 (Comprehensive Development Cluster Housing)
OCP Designation:	Comprehensive Development Cluster Housing / Residential C
Parcel Area:	10.88 hectares (26.88 acres)

## DISCUSSION

### *Referral Comments*

The application was referred to the *Skwxwú7mesh* Nation, Ministry of Transportation and Infrastructure, and Vancouver Coastal Health Authority.

1. *Skwxwú7mesh* Nation – The *Skwxwú7mesh* Nation did not comment on the referral.
2. Ministry of Transportation and Infrastructure (MOTI) – MOTI has no issues with this rezoning application. A Section 52 approval is required before consideration of adoption. Staff have sent the paperwork to MOTI for approval.
3. Vancouver Coastal Health (VCH) – VCH provided initial comments on the referral, enclosed as Attachment B. Comments included requirements for Proposed Lot C, sewage disposal and wastewater treatment requirements, and affordable housing. In addition to the letter, VCH supported a covenant amendment to reflect the new wastewater treatment design, once agreed upon, and described in more detail below.
4. Ministry of Environment and Climate Change Strategy (MOECCS) – MOECCS Staff have confirmed that the sewage system as proposed is within the jurisdiction of VCH rather than within the MOECCS.

### *Covenant BB1085551 Amendment*

A Section 219 *Land Title Act* covenant was registered on the property as a condition of the initial rezoning in 2009 to restrict the use and development of the land. The covenant required conditions such as the subdivision layout design, sewage treatment system requirements, a stormwater management plan, a Statutory Right of Way for maintenance and public access, a housing Agreement, and a pedestrian foot-bridge.

Since that time, there have been some changes to the initial proposal and the covenant requires amendments to reflect the changes. The Board Resolution from January 12, 2017 directed Staff to work with the applicant to review applicable changes and are summarized as follows:

### *1. Subdivision Design*

The new design is generally similar to the old plan. Subtle differences include the added park dedication on the northwest, proposed Lot C on the southeast, and four extra mobile home spaces. The amended covenant should reflect the updated plan.

### *2. Sewage Treatment System Requirements*

The original commitment was to install a community sewage treatment system designed and constructed to standards within SCRD's bylaws and Municipal Sewage Regulations as outlined within the Municipal Sewage Regulations (MSR), which is regulated by the MOECCS. This system would be designed and constructed and after a period of two years be transferred to SCRD.

The applicant has subsequently requested to develop four separate smaller wastewater treatment systems in a centralized location and not transfer ownership to SCRD. Each smaller system would be dedicated to one specific section of the mobile home park. The bare land strata development would have its own system, separately owned and maintained from the mobile home park but still located within the mobile home park. It is beneficial to separate the bare land strata subdivision from the mobile home park as these will be separate ownership entities after completion of the development. Although the property is presently a single entity, after the development takes place they will be separate developments.

Research conducted by SCRD and consultants in preparation for the proposed Well Protection Plan identifies that the subject property is located within the catchment area of an SCRD drinking water supply well. SCRD and VCH had preliminary discussions and identified concerns with concentrated discharge of wastewater effluent which would result from the proposed wastewater treatment systems. Without direct ownership and operation of the proposed wastewater treatment system, SCRD will have limited mechanisms to ensure a high quality of effluent produced by the development over the lifecycle of the treatment system. In order to protect the long-term quality and reliability of the drinking water supply wells, SCRD will continue working with VCH through meaningful engagement to develop standards for effluent from all new privately owned and operated sewage treatment facilities located within SCRD well catchment areas.

Staff will continue to work with the applicant and VCH on the framework for the legal mechanisms to ensure that the wastewater treatment system is properly operated and maintained throughout its lifecycle and is able to produce high quality effluent to reduce negative impacts on the groundwater.

It is recommended that the amended covenant include stipulations and guarantees respecting the ownership and performance of the sewage system. Staff recommend that as a consideration of Third Reading that the detailed design drawings be submitted and reviewed.

The detailed drawings of the 4-system treatment proposal shall include:

- A draft legal Agreement that indicates SCRD will not be liable for the ownership and operation systems and guarantees that the systems will be designed to ensure that effluent is of quality that will not negatively impact the drinking water quality at Chaster Well. This on-going quality level can only be established through effective design, regular testing and monitoring, and appropriate response to identified issues.
- A mechanism for sharing the monitoring results with SCRD will be explored. This Agreement will be reviewed by SCRD legal counsel and SCRD Regional Engineer. The Agreement shall identify remedial action to undertake if effluent targets are not achieved and shall ensure that results be shared with SCRD in perpetuity.
- A written report, with supporting documentation outlining the specifics of the system and expected treatment outputs.

There is an existing covenant on title, which no longer reflects the intentions of the SCRD and applicants due to time passing between initial approval and implementation of development. There is value in retaining the covenant and updating it to reflect current approval conditions. The covenant would be transferred to the titles of properties created from the subsequent subdivision and serve as a reminder of the conditions of approval and serve to guide future decisions and expectations.

Staff recommend that the amendments be disclosed as part of the Public Hearing process and be finalized as a condition of Third Reading.

### *3. Pedestrian Bridge*

The bridge was intended to be built in partnership with SCRD at the time of subdivision with \$15,000 from the developer. Due to the lack of feasible access routes for the bridge, the applicant has proposed to provide improvements to the park area to a sum of \$15,000 in-lieu of the bridge. This would include but not be limited to improving the access road, clearing and seeding the level area near the creek (approximately 0.5 acres) and removing danger trees within these areas. Work is to be complete prior to registration of the subdivision. A proposal has been suggested and this will be confirmed by Parks Staff during the subdivision review process.

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

After Second Reading, a Public Hearing is recommended to be scheduled for November 8, 2017 at 7:00 pm at the Chaster House, located at 1549 Ocean Beach Esplanade.

Staff will report back to a future Planning and Community Development Committee with feedback from the Public Hearing.

#### *Communications Strategy*

Information on the Public Hearing will be posted to SCRD website, social media and the Coast Reporter newspaper.

## STRATEGIC PLAN AND RELATED POLICIES

A Strategic Plan priority is to facilitate community development.

The following are quotes from the We Envision regional sustainability plan, which lend support to the creation of affordable housing:

- We envision all people on the Sunshine Coast having access to high-quality drinking water, locally grown and produced food, and a wide selection of affordable housing options to meet present and future demands.
- We envision a wide selection of housing options, including access to affordable housing, that meet the present and future needs of all Sunshine Coast residents, while demonstrating sustainable building practices.

The implementation of this development plan may provide affordable housing.

## CONCLUSION

Conditions in the covenant must be amended to reflect the changes to the initial 2009 approval including subdivision design, sewage treatment system requirements, and the park development plan. Staff are working with the applicant to finalize the details and technicalities of the covenant amendment, specifically relating the sewage treatment details and park dedication. The details will be finalized and made available to the public prior to the Public Hearing and form a part of Recommendations for consideration of Third Reading.

Staff recommend that the bylaw be forwarded to the Board for Second Reading and that a Public Hearing be scheduled at 7:00 pm on November 8, 2017 at Chaster House located at 1549 Ocean Beach Esplanade.

### *Attachments*

- Attachment A – SCRD Zoning Amendment Bylaw No. 310.168, 2016
- Attachment B – VCH Letter

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

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

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

---

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

**PART A – CITATION**

1. This bylaw may be cited as the *Sunshine Coast Regional District Zoning Amendment Bylaw 310.168, 2016*.

**PART B – AMENDMENT**

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

**PART C – ADOPTION**

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

---

Corporate Officer

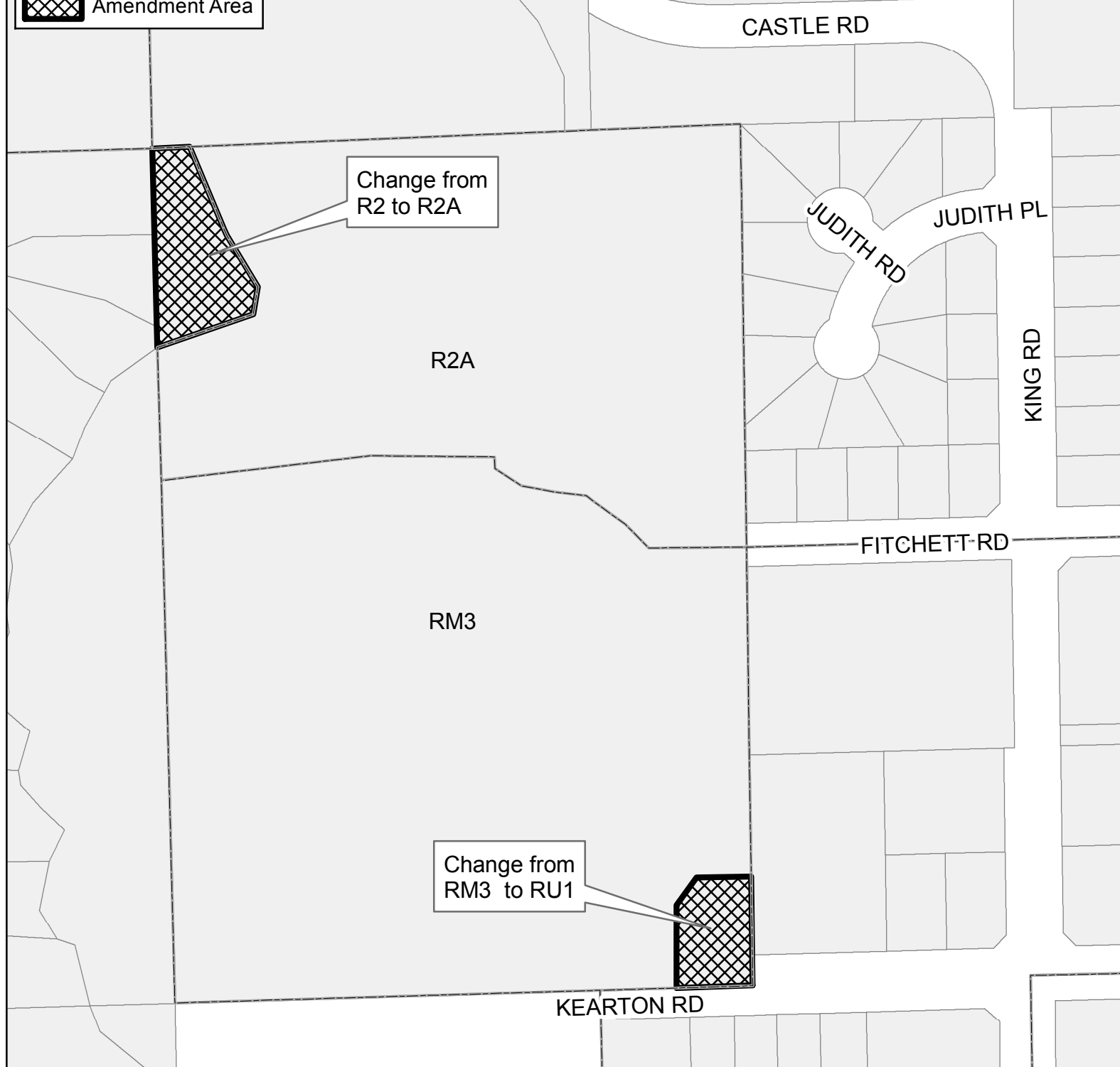
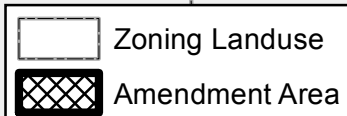
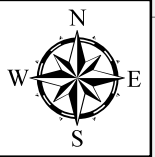
---

Chair



# Appendix A to Zoning Amendment Bylaw 310.168, 2016

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



Chair

59

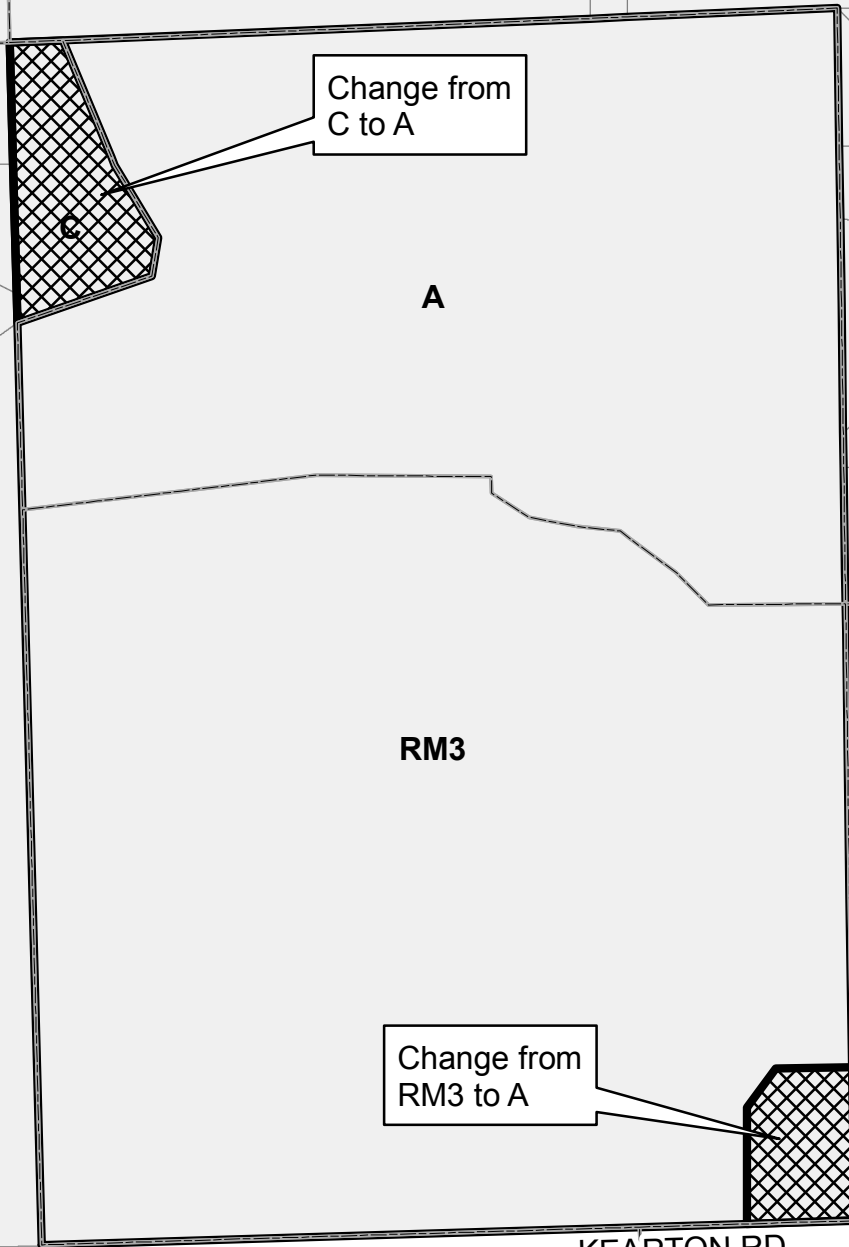
Corporate Officer

# Appendix B to Zoning Amendment Bylaw No. 310.168, 2016

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



- Subdivision District Boundary
- Amendment Area



Chair

60

Corporate Officer

Lesley-Ann Staats  
Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC  
V0N 3A1

RE: Fitchett Road Bylaw Amendment Referral – BYL00001

Dear Ms. Staats,

In response to the referral received on January 18<sup>th</sup>, 2017, Vancouver Coastal Health (VCH) offers the following comments with regard to safe drinking water, safe sewerage disposal, and affordable housing.

### **Proposed Lot C**

The proposed plot plan indicates that the dwelling on this property is currently serviced by on-site sewerage. This lot does not meet the standards of the VCH Subdivision Guideline (2010) for on-site sewerage, as it is below the minimum size of lot required for on-site sewerage (2000m<sup>2</sup>). As a result, VCH only supports the creation of proposed Lot C if it is to be connected to a community sewerage system. In order to ensure safe drinking water supply for this property, it must also be serviced by the nearby SCRD water system, if not already.

### **Mobile Home Park and Bare Lot Strata**

#### *Sewage Disposal*

VCH recognizes there has been a change in the proposal for on-site sewerage management between 2009 and 2016. In 2009, a system compliant with the Municipal Sewerage Regulation (now Municipal Wastewater Regulation) was proposed given that daily domestic sewage flow was projected to be above 22,700L. This is represented by a covenant registered on title between the SCRD and the property owner in 2009. This covenant also indicates that ownership and operation of the sewerage systems would be turned over to the SCRD over a period of 4 years.

The 2016 proposal features the net addition of 4 housing units, as well as dividing wastewater treatment into two adjacent sewerage systems rather than one; one to service the mobile home park and one to serve the strata lots to the north. These individual systems are proposed to be under 22,700L daily domestic sewage flow and would therefore be governed by the Sewerage System Regulation, not the Municipal Wastewater Regulation.

Despite being split into two systems, the volume of effluent discharged from 84 units on the lot is substantial. There is significant potential for groundwater mounding, as well as microbiological and chemical contamination of nearby Chaster Creek. Chaster Creek recharges the aquifer for Chaster Well, which provides potable water to many residents in the area. As part of the subdivision referral process, VCH has requested a hydrogeological assessment from the applicant to address these concerns, as well as several others.

In a site visit on November 17<sup>th</sup>, 2016, VCH conducted a preliminary subdivision assessment. Test pits of varying soil quality were observed. While many test pits met depth requirements set out by the Subdivision Guideline, soil quality was questionable and there was evidence that the area set out for sewerage may not be native mineral soil. Concrete pieces, large pieces of wood, and other waste products indicative of fill were observed in and around test pits.

VCH has not yet provided final comment on the subdivision referral received by Ministry of Transportation and Infrastructure. Further site and soil information has been requested from the applicant.

VCH also recognizes that this development is in the 10 year catchment area for the downslope Chaster Well as identified by a recent hydrogeological report from well protection plans.

VCH therefore recommends that the intent of the original covenant be upheld, and the system be designed to comply with the Municipal Sewage Regulation rather than the Sewerage System Regulation. Ownership and operation of the system should be turned over to the SCRCD within a reasonable time after construction to ensure diligence and compliance toward the Municipal Sewage Regulation is upheld.

#### *Affordable Housing*

The importance of affordable housing on the Sunshine Coast cannot be overstated. VCH supports the We Envision mandates identified in the referral document and agrees that small lot subdivisions can provide affordable housing options.

#### **Conclusion**

VCH has no objection to this zoning bylaw amendment on the condition that concerns surrounding safe drinking water supply and on-site sewerage systems are addressed adequately.

If you have any questions regarding this response, please contact the undersigned.

Sincerely,



Chris Morse, C.P.H.I.(C)  
Environmental Health Officer  
Vancouver Coastal Health  
604-315-9755  
chris.morse@vch.ca

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Infrastructure Services Committee – September 21, 2017

**AUTHOR:** David Rafael, Senior Planner

**SUBJECT:** SHORT TERM RENTAL – PUBLIC CONSULTATION REPORT

---

### RECOMMENDATIONS

**THAT the report titled Short Term Rental – Public Consultation Report be received for information.**

---

### BACKGROUND

The purpose of this report is to provide information about progress on the short term rental project, including on-going engagement work that is nearing the end of the first stage. Staff is proceeding with next steps within the previously-approved engagement plan.

At the May 25, 2017 regular Board meeting the following resolution was adopted:

**147/17      Recommendation No. 6      *Short-Term Rental Public Engagement***

THAT the report titled Short-Term Rental Public Engagement be received;

AND THAT Staff report on results of the first stage of the public engagement process to a Planning and Community Development Committee meeting in the 3<sup>rd</sup> Quarter of 2017.

A component of the first stage of public consultation was an on-line workbook and questionnaire that was open from June 19 until August 15, 2017. 662 responses to the questionnaire were received. A summary of the engagement plan is included in Attachment A.

The workbook containing background information and a frequently asked questions (FAQ) document was linked with a questionnaire. Links to the questionnaire, background and FAQ along with staff reports were included on a dedicated project page on the SCRD website ([www.scrd.ca/str](http://www.scrd.ca/str)). The project webpage will be maintained and updated for at least the entire project period.

Public consultation opportunity was shared via a robust communications plan, inviting all residents and short term rental (STR) operators to participate in the questionnaire. The communications plan included:

- a dedicated project page on the SCRD website
- the project was also highlighted on the front page of the SCRD website which had a link to the project webpage
- notices in newspapers including The Local, Coast Reporter and Harbour Spiel

- advertisements on Coast FM radio
- referrals to community groups (such as the Advisory Planning Commissions, electors/community associations, Chambers of Commerce and Sunshine Coast Tourism)
- SCRD Facebook and Twitter accounts, and
- an article in the July Coast Current.

A number of print and radio ‘earned media’ mentioned further publicized the project.

## **DISCUSSION**

The response to the workbook and questionnaire was successful as it attracted 662 responses and a great deal of useful information from both residents and STR operators.

The questionnaire offers ‘finger on the pulse’ feedback rather than a statistically accurate review. However, Staff note that the responses appear to provide a fair representation of the population and present a balanced set of feedback.

The project is being developed within the Rural Planning function and any future regulatory options would apply to the rural electoral areas, rather than to the Sunshine Coast as a whole. The questionnaire and consultation allows for input from all parts of the Sunshine Coast. The questionnaire responses can be filtered to create different data sets.

To date Staff have looked at two presentations of data: all 662 responses combined and the 388 whose primary residence or property is within the rural electoral areas. This was done to see if there were significant differences between the two sets of respondents. The responses have more similarities than differences and review of the data will continue into the second stage.

Staff will also look at other data sets including responses from identified short term rental operators and off-coast residents who responded to the questionnaire.

During the first stage Staff have also held meetings with key stakeholders and to date have met with representatives from the Sechelt and District Chamber of Commerce (Sechelt Chamber) and Sunshine Coast Tourism. Recently a round table meeting occurred with representatives of Sechelt and Gibsons Chambers of Commerce, Sunshine Coast Tourism and the Sechelt Downtown Business Association. Offers to meet have been extended to other community groups as well.

The questionnaire results and discussions to date have raised some interesting points that will be followed up with targeted meetings. For example, comments were made regarding the impact STR’s have on house sales and on the role they can play in setting the amount of mortgage allowed by a lender. Staff will follow up with the local real estate and finance sectors on these points.

The attached report sets out the results. Analysis will continue and the results will be refined such as by incorporating responses to open ended questions.

*Timeline for next steps or estimated completion date*

Staff will continue to analyse the responses especially the detailed comments. Targeted meetings with key stakeholders will continue in through to Q4 with public meetings. A report with options is targeted for 2018 Q1.

**Communications Strategy**

Information on the project webpage will be updated. Public meetings will be advertised by notices in the local newspapers and radio station; contact with community groups and use of SCRD social media.

Staff are also developing plans on how to graphically display the data sets including the use of info-graphics, which will assist in describing themes that are emerging from the workbook and related engagement.

**STRATEGIC PLAN AND RELATED POLICIES**

The STR project meets the Strategic Plan Values of:

- Collaboration
- Respect and Equality, and
- Transparency

**CONCLUSION**

The main component of the first stage of public consultation was the workbook and questionnaire. It was successful in providing a great deal of useful information from residents and short term residential operators. A report is provided that sets out the results of analysis completed to date. The analysis and stakeholder meetings have identified some additional questions that will be considered in the second stage.

The second stage will include public meetings and discussions with stakeholders and industry leaders. The workbook information will continue to be analyzed and will help to frame the upcoming meetings and discussions with industry leaders.

*Attachments*

Attachment A – Short Term Rental Engagement Plan Summary

Attachment B – Short Term Rentals on the Sunshine Coast Regional – Short Term Rental Workbook

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

## ATTACHMENT A

### **Short Term Rental Engagement Plan Summary**

The following is a summary of the two-stage engagement plan presented to the May 11, 2017 SCRD Planning and Community Development Committee.

#### **First Stage:**

To inform, educate and gather information over the spring and summer and report to a 3rd Quarter Planning and Community Development Committee.

#### **Second Stage:**

Discuss feedback and options in more detail. Reporting back on this second stage will include recommendations on implementation options and tools.

The following public groups and stakeholders have been identified:

- Community Groups – Advisory Planning Commissions, Community Associations
- Chambers of Commerce
- Sunshine Coast Tourism
- B&B Owners Association, Hotel Owners, STR operators
- Sunshine Coast Housing Land Trust and Housing Committee
- Sechelt Indian Government District
- Local Real Estate Offices
- Property Management Firms
- Financial Institutions
- General Public - neighbours of STRs, tourists/short term workers/users



# **Sunshine Coast Regional District**

## **Short Term Rentals on the Sunshine Coast**

## **Short Term Rental Workbook**

Report to the Planning and Community Development Committee

September 14, 2017

D. Rafael, Senior Planner – Sunshine Coast Regional District





## SUNSHINE COAST REGIONAL DISTRICT

### Results: Short Term Rental Workbook

#### Short Term Rental on the Sunshine Coast Regional District

##### SUMMARY

##### About Short Term Rentals on the Sunshine Coast Regional District

The target markets for short-term rentals (STR) are often tourists and temporary workers. STRs are generally considered as the rental of one or more rooms or an entire dwelling for periods of less than 30 days. Within the SCRD an STR is not a permitted use in rural and residential zones and is considered different from a traditional bed and breakfast, which is defined and regulated in both SCRD zoning bylaws. An STR is a more intensive commercial-like use than a bed and breakfast. The primary difference being that a bed and breakfast has an on-site operator, a resident or owner of the parcel.

In 2012, due to a number of complaints regarding nightly or short-term rentals, the Board considered a report setting out issues and options to address concerns. The Board determined that the current approach of enforcing existing zoning and/or noise bylaws on a complaint driven basis for issues regarding nightly/short term rentals in residential and rural zones be continued.

In 2016 the SCRD Board responded to concerns regarding the potential impact of STRs on long term rentals and affordable housing. Staff were directed to review the issues and provide options for moving forward.

##### Overview of First Stage Consultation: The Short Term Rental Workbook

In 2017, the Board considered a staff report and directed staff to begin a public consultation process. The decision was made to gather information from residents, tourism and housing sectors, community groups and organizations to assist in identifying preferred approaches to managing short term rental accommodation.

Previous staff reports and information about the Short Term Rental Project can be found here:

[www.scrd.ca/str](http://www.scrd.ca/str)

##### Purpose and Structure of the Report

This report is designed to share results from the First Stage of public consultation on STR. The results from the questionnaire will be used to guide the Second Stage, which includes further stakeholder consultation and public meetings.

The results of the workbook and questionnaire are organized under the following sub-headings:

- General Observations
- Overview of Workbook

- Results for all respondents (662 responses) with highlights from the rural electoral areas (EAs) (388 responses)
- Supporting Documents

Due to the number of responses and detailed comments, not all of the information has been analyzed. A full analysis and report on consultation results will be prepared when all consultation efforts are complete.

## General Observations

Views about short term rentals on the Sunshine Coast is complex. There are many interconnected community benefits and impacts. Changes have taken place over time and the issues are dynamic with changing influences and seasonal variability.

- The workbook and questionnaire attracted 662 responses;
- Over 100 STR operators responded;
- The responses provided valuable information from both residents and short term rental operators;
- The overall responses were largely similar to the rural electoral area responses;
- The results also introduce some new questions for further investigation, to be incorporated into the Second Stage, including a review of whether or not many traditional B&Bs have evolved to become short term rentals.

## Overview of the Workbook

In the First Stage of consultation the workbook was the primary tool for reaching interested participants and gathering their feedback. The workbook contained three key components:

1. background information
2. a frequently asked questions (FAQ) document
3. a questionnaire

The Workbook was distributed via a robust communications plan, inviting all residents and STR operators to participate in the questionnaire. The communications plan included:

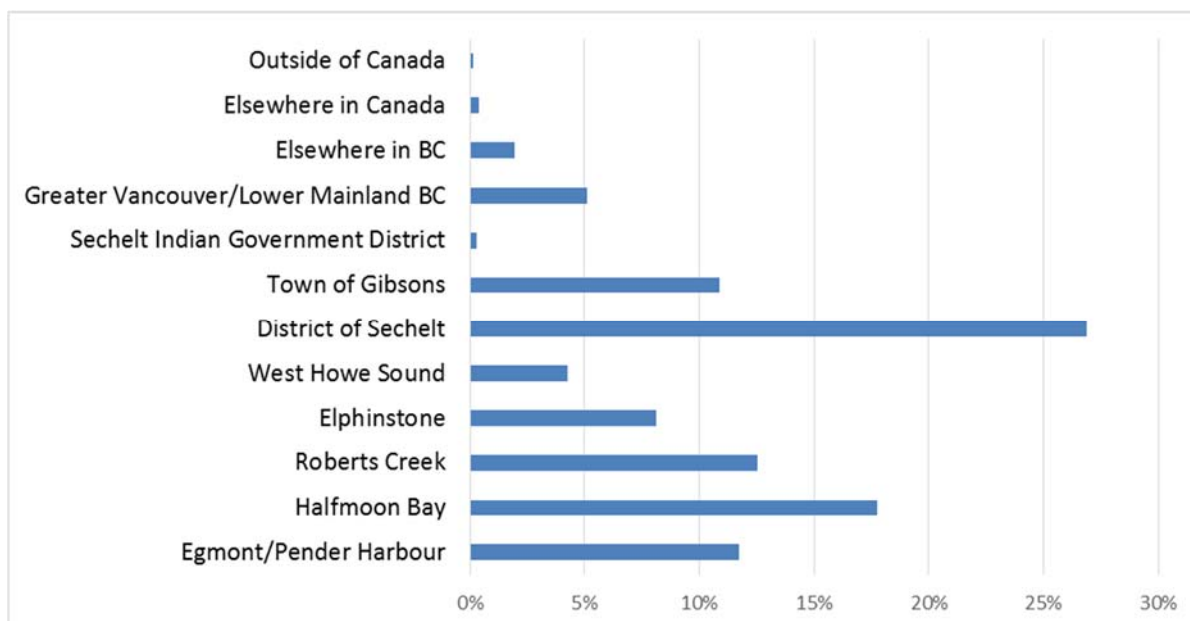
- a dedicated project page on the SCRD website;
- information the front page of the SCRD website which had a link to the project webpage;
- notices in newspapers including The Local, Coast Reporter and Harbour Spiel; advertisements on CoastFM;
- referrals to community groups (such as the Advisory Planning Commissions, electors/community associations, Chambers of Commerce and Sunshine Coast Tourism);
- SCRD Facebook and Twitter accounts; and an article the July Coast Current.

The Second Stage of consultation takes place in fall of 2017 and involves conversations with stakeholders and public meetings. A report with complete consultation results and options is targeted for 2018 Q1.

## RESULTS

### 1. Where is your property and residence?

The question allowed for multiple responses based on location of primary residence and property on the Sunshine Coast; in some cases this is one and the same and in other cases there may be multiple properties. Over half of the respondents have primary residence in the Electoral Areas, which is generally consistent with the population distribution identified within the 2016 Census.



### 2. Respondent's Age

The age breakdown of respondents is similar to the 2016 Census for the Sunshine Coast, with the large majority within the 25-64 age-range.

### 3, 4 and 19. STR near you and Do you operate an STR

Over 90% of all respondents and 80% of EA respondents are aware of an STR operating near where they live. Approximately 15% of respondents operate an STR.

### 5 and 6. Used STR on Coast or Elsewhere

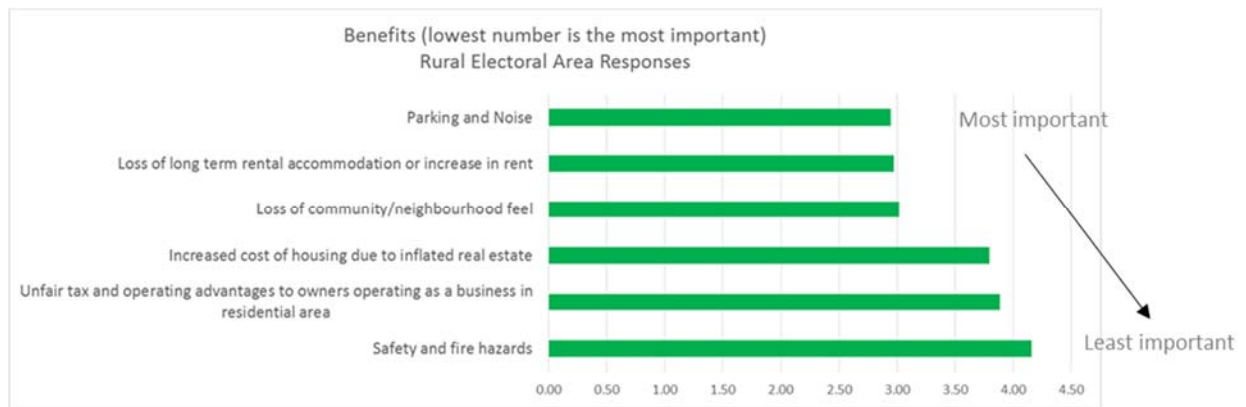
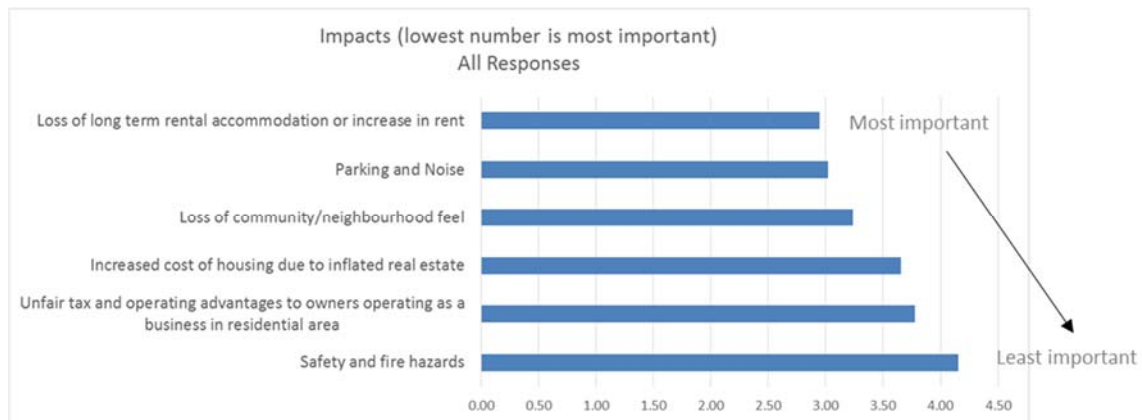
About two-thirds have not used an STR on the Sunshine Coast and of those that did over most used them for holidays and close to 10% for a place to stay while looking for a home. A number of other uses were also noted such as place to live while home repaired after fire damage repaired, visiting relatives, attend family events or for overflow of visiting family/friends. A number of people noted that they have used B&Bs rather than STRs.

Over half of all respondents have used an STR elsewhere for holiday accommodation and nearly one in five as a place to stay while working out of town.

Over two-thirds of those from the EAs have not used an STR on the Coast. Those that have used them for holiday accommodation. For those who used them off-Coast, nearly two-thirds used them as holiday accommodation and about 15% when working away from home.

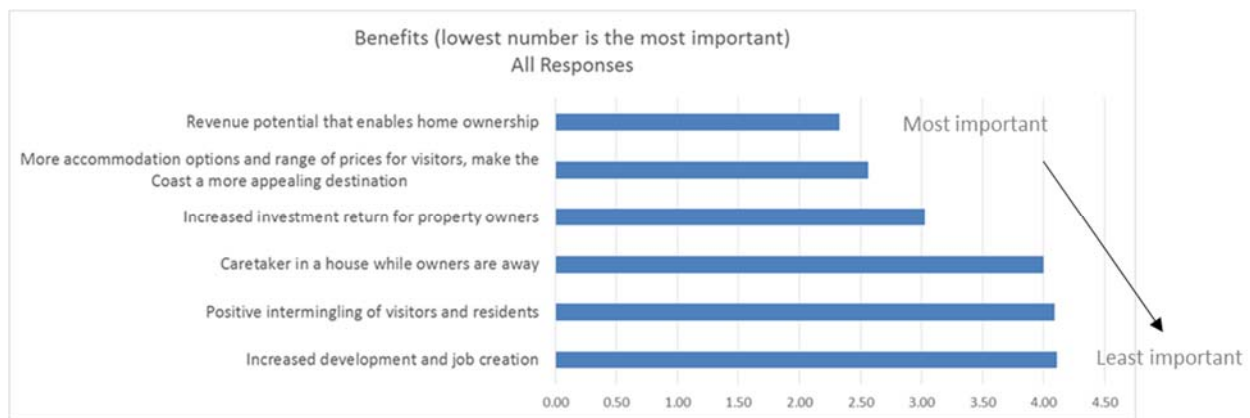
## 7. Impacts

The questionnaire asked people to rank a set of six possible impacts from most important (Rank 1) to least important (Rank 6). The overall pattern was similar for all respondents and those from the EAs. The one difference is that relative rank of the first two impacts. The charts below show the relative weighted average of the responses.



## 8. Benefits

The questionnaire asked people to rank a set of six possible benefits from most important (Rank 1) to least important (Rank 6). The response was the same for all respondents and those from the EAs. The charts below show the relative weighted average of the responses.



## 9 and 10. STR Definition (the rental of a house for a period of 30 days or less) and Alternative Definitions

About two-thirds of respondents agreed with the proposed definition. A number of respondents noted that use of the term 'house' is limiting; suites in a house or other forms of dwellings should be included. An alternative or addition could be to limit the number of people renting the STR. For those that disagreed there was a slight preference for "one week or less".

### 11. Should the SCRD Allow STR?

Over 40% consider that STR should be allowed but with conditions, almost 30% said they should be allowed with no conditions. Almost 30% do not want them allowed.

### 12 to 17. Conditions/Regulations for STRs

Six questions were asked to gather views on potential conditions or regulations for STRs. They covered: Q12 - location and property size; Q13 - need for a full-time operator on site; Q14 - space/type of house used for STR; Q15 - options for regulating STRs; Q16 - what is an appropriate fine; and Q17 – about the Hotel Tax.

Regarding STR property size and location the most popular answer (over one-third) was to allow them on any property (no size limit). The second most popular answer (under 20%) is "near existing commercial areas" which reinforces the view that STRs should not be in residential areas. A significant proportion (about 7%) added "not in residential areas" as a write in response.

Almost 60% want a full time resident on the property and several commented that it could be someone living nearby who can respond to complaints on a 24 hour basis.

Regarding the type of dwelling or space used for an STR, almost one-third do not want any restriction on the type of space for an STR. About 5% proposed multiple options such as the main house and a cottage. A few people noted that the number of guests is the main concern not the type of unit.

When offered a range of options for regulating STRs, the use of business licences was seen as the preferred regulatory method by over 40%.

In terms of fines about 20% consider the current fine of \$100 per ticket to be sufficient; the majority would like the fine increased.

Regarding the Hotel Tax (Municipal and Regional District Tax) 45% consider the current rules should apply (that it is only paid if 4 or more units are rented) and 20% want it applied to STRs even if only one unit is provided.

### 18. Additional Comments

There is a large volume of comments to be analyzed from the open ended questions. The analysis from these comments will be provided with the final consultation report.

A few questions have emerged that will be explored further in The Second Stage. These include:

Are traditional Bed and Breakfast operators becoming STR operators?

One interesting point that came up a few times is that there has been a loss in B&Bs as they have converted to STRs. This was also noted in discussions with Sunshine Coast Tourism on the Sunshine Coast, including the Powell River area.

Do STRs have an impact on the property market?

Some people have commented that the presence of STR in adjacent properties and the creation of “transient hotel zones” is impacting sale of property. However, several respondents stated that STR income helps to make property affordable. The impact on sales is an issue that staff will look into in more details through discussions with representatives from the local real estate industry.

What role do STRs have in establishing lending approval for mortgages?

In discussions with stakeholders it was noted that the ability to include rental of single rooms as a mortgage helper is now less likely to be considered by banks and mortgage lenders. However rental of entire unit is more likely to be used to determine amount loaned. Staff will follow this up with the finance sector.

Other questions that may guide the Second Stage are likely to come forward as analysis continues.

### 19 to 27. STR Operators

Over 100 operators responded to questions about specific aspects of how STRs operate on the Sunshine Coast; 67 of these are with the rural electoral areas.

The majority of STRs represented in responses are one unit (about 75%) and few make use of property management companies or agents (10%). Most either rent the entire house (about 30%) or a second house on the property (about 20%), including carriage house or cottage. The rest use a mix of rooms and suites within a house.

While about one-third of STRS are advertised on only one website there are a range of sites used with the most popular being (in order of frequency): AirBnB (13); personal sites (6); VRBO (5); and TripAdvisor (5). Most of the bookings are for a period of one week or less (about 75%) with about one-third of the bookings being for 3 nights or less. Several people noted that the rental period varies in part based on the time of year (longer or not at all in off-season).

Just over half the people who responded noted that they earn less than \$10,000 per year from STR. However over 30% earn more than \$15,000. Almost half of the responses noted that the income helps to off-set rent/mortgage and around 25% noted it contributes to paying bills. Some people noted that it provides enough income to cover all their living costs.

When asked what the space would be used for if it were not an STR, the most frequent answer was that the unit would be available for friends/family. About 6% of STR operators commented that they would do long term rental if not used as an STR; several responses noted challenges they had experienced with long term renters and the perception that the BC *Residential Tenancy Act* is weighted in favour of tenants. It is interesting to note that several comments from non-operators considered that the legislation was weighted in favour of landlords. The *Residential Tenancy Act* does not apply to living accommodation occupied as vacation or travel accommodation or primarily occupied for business purposes rented under a single agreement.

For the most part the pattern of EA responses is the same as that for all operators. However there are some differences. A greater percentage of those operating in the EAs make use of a second dwelling on the property (around 40%). Slightly more than half of the people who responded noted that they earn more than \$10,000 per year; including about one-third who earn over \$15,000.

## SUPPORTING DOCUMENTS

The following supporting documents are attached to this report:

Appendix 1: Workbook

Appendix 2: Questionnaire

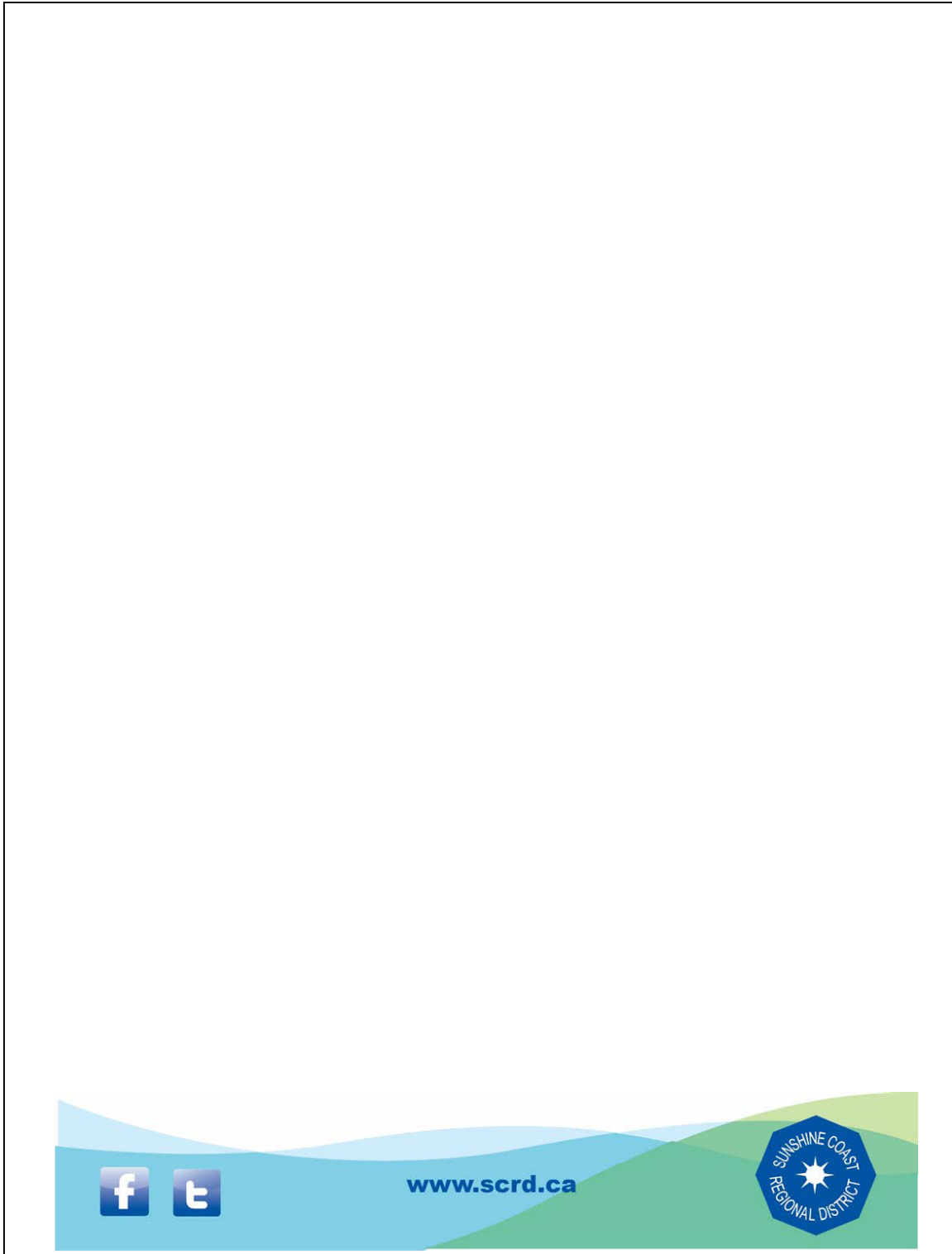
Appendix 3: Frequently Asked Questions



# SHORT TERM RENTALS on the Sunshine Coast

## Workbook





## A Workbook on Housing: Short Term Rentals

---

SECTION	PAGE
Introduction and Guidance to the Questionnaire	2
Why is the SCRD Looking at Short Term Rentals?	3
Current Affordable Housing Policy Updates	4
What is a Short Term Rental?	4
Definitions	5
Approaches from Elsewhere	6
Review of Local Government Options	7
Amend Zoning to Permit STR	7
Site Specific Rezoning	8
Temporary Use Permits	9
Business Licensing	10
Bylaw Enforcement	11
Hotel Tax - Municipal and Regional District Tax	12

---



[www.scrd.ca](http://www.scrd.ca)



### Introduction and Guidance to the Questionnaire

There is growing concern regarding the possible impacts of Short Term Rentals (STR), notably noise and reducing neighbourhood/community feel. Recently concerns have been raised in many jurisdictions that STRs reduce the supply of affordable rental housing. However there are positive impacts such as increasing the supply of tourist accommodation and assisting property owners to earn income to offset housing costs.

There is no single source of information with respect to how many STRs are currently active or specific data regarding the actual benefits and impacts are in our communities. In response to community concern, the Sunshine Coast Regional District (SCRD) is seeking information from residents, tourism and housing sectors, community groups and organizations to:

- 1) understand the prevalence of STRs, their benefits and impacts
- 2) assist in identifying preferred approaches to managing STR accommodation

With more specific information gathered, an informed conversation can take place about what next steps may be needed to support STRs as well as address or protect from community impacts.

Please review this workbook and follow the prompts for the online questionnaire. The questionnaire is organized into (4) main sections:

- 1) General Information: about you, what electoral area you live in and where you live, and if you own an STR property on the Coast (see Questions 1 to 6)
- 2) Questions about the working definition of STR, as well as questions about the benefits and impacts of STRs (see Questions 7 to 10)
- 3) Questions about preferred tools for supporting STRs and addressing potential impacts (see Questions 11 to 18) and
- 4) Questions that are oriented to STR owners (see Questions 19 to 27)

The questionnaire can be found [here](#).

After the workbook is complete, residents, businesses, community organizations and the SCRD will be better informed to answer the next set of questions: is there anything we need to do and what is that? It will help guide the SCRD on preferred options for regulation which will be the subject of additional engagement later this year.

Answers to questions raised in the feedback/questionnaire responses will be added to the Frequently Asked Questions document that will be available [here](#).

Thank you for sharing your views about short term rentals on the Sunshine Coast.



### Why is the SCRD Looking at Short Term Rentals?

Short term rentals have been synonymous with companies such as Airbnb and VRBO and are growing in use as a means for property owners to supplement income and provide access to a wider range of accommodation options for tourists and short term workers. STRs can include a traditional bed and breakfast, which is located within an owner's primary residence, as well as the renting out of an entire house where the owner is not present.

Local governments and residents alike are taking notice of the rising number of STRs in communities. It is known that STRs generate both benefits and impacts. The SCRD is one of many organizations that has a role in supporting short term rental operators, as well as addressing the impacts that may be experienced by surrounding neighbourhoods and communities.

The SCRD looks to the *Local Government Act* (Provincial) and the region's zoning bylaws to determine the tools that could be used to support and/or address issues arising from STRs. The SCRD zoning bylaws identify where tourist accommodations (such as motels and B&Bs) are permitted and has set out regulations to limit the impact within or near residential areas. While B&Bs are a permitted use, STRs are not a permitted use (see below for a comparison of STR and B&B).

In the five electoral areas of the SCRD (West Howe Sound, Elphinstone, Roberts Creek, Halfmoon Bay and Pender Harbour/Egmont) 161 to 262 units were found available for rent using four STR advertising websites (see table below). It is expected that there is some duplication among the online rental sites (i.e. one unit on more than one site). The research to date does not confirm the amount of duplication.

Electoral Area (EA)	STR Units Available (February 2017)			
	vrbo.com	tripping.com	Airbnb.ca*	homeaway.com
A - Egmont/Pender Harbour	54	118	48	56
B - Halfmoon Bay	51	56	56	45
D - Roberts Creek	33	49	50	32
E - Elphinstone	11	9	17	11
F - West Howe Sound	16	30	12	17
<b>TOTAL SCRD EA</b>	<b>165</b>	<b>262</b>	<b>183</b>	<b>161</b>



#### Current Affordable Housing Policy Updates

The SCRD is also identifying areas and opportunities to increase the provision of affordable housing by reviewing current housing policies in the OCPs. Additional information about the review can be found [here](#).

#### What is a Short Term Rental?

Short Term Rental businesses and community impacts are a relatively new field of research. As such, a working definition is being used. Many local governments consider that an STR is the rental of a house for periods of 30 days or less.



### Definitions

Below are some common terms that are helpful to understand when considering the land use planning tools associated with STRs.

**Zone:** Land is designated into zones that sets out the uses that are allowed on a property. The zone also includes regulations such as how far from a property line a building can be built.

**Zoning Bylaw:** A regulatory tool that is adopted by the local government (in this case, SCRD). It applies to a large area and includes all the different types of zones and regulations that governs the acceptable uses of property. The SCRD has adopted two zoning bylaws which can be found [here](#).

**Amendment/Rezoning:** A process to change the uses or regulations set out in a zone; requires public consultation as set out in Provincial legislation and in the SCRD procedures bylaw. Information about rezoning can be found on the SCRD's [OCP & Zoning Bylaw Amendment Brochure](#).

**What is the difference between an STR and a B&B?** In attempting to understand the current situation regarding STRs on the Sunshine Coast, it is also important to understand the difference between STRs and B&Bs. While there are similarities there are significant differences. Below is a summary of the main characteristics of each:

B&B	STR
Permitted use in most residential and rural zones	Not permitted in any zone in Electoral Areas B to F. In Electoral Area A some zones allow tourist accommodation similar to STR but not in the most residential zones
Require an on-site operator	Often no on-site supervision is provided
Located within a portion of a house	Often the entire house is rented
There are limits for number of rooms and in Egmont/Pender Harbour the number of guests is also limited	No limit in number of bedrooms No limit in number of guests
Bylaw requires provision of breakfast	No requirement



### Approaches from Elsewhere

Information from the [City of Vancouver](#) notes that the income generated from STR in one to two weeks can match long term rental income collected in one month. This is considered to have an impact on a property owner's decision to operate an STR rather than rent for a long period. The result being that less homes are available for long term rental and this contributes to driving up rents and reducing affordability. The City is proposing that owners and renters would be allowed to rent part or all of their principal residence on a nightly basis, if they have a business license.

Sun Peaks Mountain Resort Municipality report [Short-Term Rentals: Ways Forward](#) identified challenges and benefits. SCRD considers that these, in addition to concerns regarding loss of affordable long-term rental, also apply on the Sunshine Coast.

Resort Municipality of Whistler recently reviewed [tourist accommodation](#) policies and do not permit overnight tourist accommodation in residential neighbourhoods. STR, where permitted, are required to have a business license.

Additional information about other local government approaches was included in the February 9, 2017 SCRD staff report which can be found [here](#).

Questions 1 to 10 can be answered at this time, or the entire questionnaire can be completed at one time.





### Review of Local Government Options

The SCRD has a number of tools available that could be implemented, depending on the information that is gathered via the questionnaire. Below is a description of each of the possible tools. Please familiarize yourself with the available tools in advance of participating in the questionnaire.

#### Amend Zoning to Permit STR

*(Question 11, with potential conditions in Questions 12 to 14)*

One of the tools to allow a STR could be making a change to the current bylaw.

Possible Conditions	Required Process	Pro	Con
<ul style="list-style-type: none"> <li>- limit the number of rooms</li> <li>- allow in a small house, or on properties over a certain size</li> <li>- the rules could vary depending on location or property size</li> </ul>	<ul style="list-style-type: none"> <li>- referrals to government agencies and partners</li> <li>- public information meeting</li> <li>- a Public hearing</li> </ul>	<ul style="list-style-type: none"> <li>- rules would be known</li> <li>- local issues or concerns can be incorporated</li> </ul>	<ul style="list-style-type: none"> <li>- length of time to develop the amendments to the zoning bylaws that best reflect community input</li> <li>- challenging to reach consensus by all interested parties</li> </ul>



[www.scrd.ca](http://www.scrd.ca)



**Site Specific Rezoning****(Question 15)**

This option recognizes that many short term rental businesses operate without incident. A property owner can apply to the SCRD to amend or rezone a single property to allow STR to be a permitted use.

Possible Conditions	Required Process	Pro	Con
<ul style="list-style-type: none"> <li>- could include setting site specific regulations such as a limit on the number of houses and/or rooms used on each property</li> <li>- possibly require an operator to be on site, similar to B&amp;Bs</li> </ul>	<ul style="list-style-type: none"> <li>- application fee</li> <li>- application is considered by the SCRD Board, advisory committees, referral agencies and the public</li> <li>- a public information meeting</li> <li>- a public hearing before the Regional District Board make their decision</li> <li>- for more information: <a href="#">OCP &amp; Zoning Bylaw Amendment Brochure</a></li> </ul>	<ul style="list-style-type: none"> <li>- local residents are consulted and have input into the rezoning decision</li> </ul>	<ul style="list-style-type: none"> <li>- this can be a relatively lengthy and potentially costly process for the applicant</li> </ul>



[www.scrd.ca](http://www.scrd.ca)



### Temporary Use Permits

#### (Question 15)

An alternative to business licensing and site specific rezoning could be temporary use permits (TUP) which are issued by the SCRD.

Possible Conditions	Required Process	Pro	Con
<ul style="list-style-type: none"> <li>- time limit of permit</li> <li>- use and noise limits</li> </ul>	<ul style="list-style-type: none"> <li>- public consultation and notification would take place prior to the SCRD considering approval of a TUP</li> <li>- Once approved, it lasts for up to three years</li> <li>- May be renewed once for another period of up to three years</li> <li>- After one renewal, a new TUP application would need to be submitted</li> </ul>	<ul style="list-style-type: none"> <li>- renewal of an existing permit or consideration of a new permit would allow the SCRD and local community to consider the impact of the use based on actual experience</li> <li>- Introduce regulations that are difficult or not possible to apply through zoning</li> <li>- For example a TUP could establish a maximum number of days in a year the business could operate or contact information for the operator must be posted in a public place on the property</li> </ul>	<ul style="list-style-type: none"> <li>- operators may feel constrained by conditions</li> <li>- operators may have to seek approval on an on-going basis</li> </ul>

#### Other notes

If the terms and conditions of a TUP are violated in a manner or frequency that creates an ongoing disturbance to or impact on neighbours then the permit can be allowed to lapse. The activity being carried out under the permit must cease when the permit expires. The SCRD would not be obliged to either renew or issue a new TUP.



[www.scrd.ca](http://www.scrd.ca)



### Business Licensing

#### (Question 15)

Regional Districts do not have the legislative authority to implement business licensing. The SCR D would need to ask the Province for this authority.

This is a very complicated process and it is not possible to limit business licenses to just STRs.

Some municipal local governments have regulated nightly/short term rentals through business licenses. This approach acknowledges short term rentals as a permitted use and provides for a relatively simple and effective enforcement mechanism in situations where regulations are breached.

Possible Conditions	Required Process	Pro	Con
<ul style="list-style-type: none"> <li>- a property owner would need to have a business license</li> <li>- owner makes a refundable \$1,000 deposit as a bond</li> <li>- owner agrees to comply with the regulations (list of operating parameters)</li> <li>- enforcement procedure in place</li> </ul>	<ul style="list-style-type: none"> <li>- would have to seek approval from the Provincial Government</li> <li>- if approval granted, SCR D would have to establish a new service which would require funding from taxation rather than just user fees</li> </ul>	<ul style="list-style-type: none"> <li>- SCR D could introduce rules regarding operation and withdraw a license if there are significant issues (such as noise complaints)</li> </ul>	<ul style="list-style-type: none"> <li>- a long standing reluctance from the Province of BC to authorize the issuance of business licenses in regional districts</li> <li>- creating a new service for the SCR D could be lengthy and costly</li> <li>- includes all businesses</li> </ul>



[www.scrd.ca](http://www.scrd.ca)



**Bylaw Enforcement****(Question 16)**

This is the current approach used to address complaints associated with Short Term Rentals. The SCRD *Noise Control Bylaw No. 597* identifies quiet hours where activities that cause or permit a noise of any kind which interrupts the sleep or prevents the sleep of a person in the neighbourhood or vicinity is not permitted.

Bylaw enforcement takes place on a complaint driven basis per existing SCRD policy where there are noise complaints, is the use is not permitted in zoning or if the is construction without a building permit.

Possible Conditions	Required Process	Pro	Con
<ul style="list-style-type: none"> <li>- a large fine could act as a deterrent to</li> <li>- In the event that fines went unpaid and the problematic short term rentals continued, staff are aware of a possible remedy involving having the unpaid fine liability registered against the property title</li> </ul>	<ul style="list-style-type: none"> <li>- an amendment to Bylaw No. 638 would be required to increase the fine or have the option to register unpaid fines against the title</li> </ul>	<ul style="list-style-type: none"> <li>- a service already exists: the SCRD can issue fines (\$100 per ticket) under the <i>Notice Enforcement Bylaw No. 638</i>.</li> <li>- The same \$100 fine can be issued for a contravention of the zoning bylaw.</li> <li>- More than one fine can be issued if the complaints continue or the issues are not resolved</li> </ul>	<ul style="list-style-type: none"> <li>- reactive tool only</li> </ul>



[www.scrd.ca](http://www.scrd.ca)



**Hotel Tax - Municipal and Regional District Tax****(Question 17)**

If STRs are permitted then it may also be worthwhile to investigate the feasibility of inclusion of short term rental properties in the two percent hotel tax program that operates on the Coast.

Possible Conditions	Required Process	Pro	Con
<ul style="list-style-type: none"> <li>- the hotel tax rules are linked to provincial sales tax and is triggered when four or more units are rented, a unit can be each room or the entire dwelling depending on how the STR operates</li> </ul>	<ul style="list-style-type: none"> <li>- would require a change in provincial legislation</li> <li>- would likely apply to B&amp;Bs as well</li> </ul>	<ul style="list-style-type: none"> <li>- 'levels the playing field'</li> <li>- provides additional resources for Sunshine Coast Tourism to promote the Coast as a tourist destination</li> </ul>	<ul style="list-style-type: none"> <li>- potentially a lengthy process as it requires change in provincial legislation?</li> </ul>

Questions 11 to 19 complete the remainder of the general survey and questions 20 to 27 pertain to operators of STRs.



## Appendix 2: Questionnaire



### Short Term Rentals

#### Short Term Rental of Housing

Local governments and residents alike are taking notice of the rising number of short term housing rentals in communities. It is known that short term rentals (STR) generate both benefits and impacts. On the Sunshine Coast, no detailed data exists regarding how many STRs are currently active or what the specific benefits and impacts are in our communities.

The purpose of this questionnaire is to gather information that will assist the community and the SCRD in understanding the benefits and impacts of STRs in communities of the Sunshine Coast. The responses will help guide the SCRD on preferred options which will be the subject of additional engagement later this year.

The SCRD [webpage](#) for short term rentals includes a [workbook](#) that contains facts and information on STRs and it should be read before answering the questionnaire. It also has copies of previous SCRD staff reports and an Frequently Asked Questions document that will be updated as the responses come in.

If you currently operate a short term rental property there are additional questions about how you operate (Q. 19 to Q. 27).

Answers are confidential. No questions can be used to identify specific properties or individuals. The average time to complete the survey is 12 minutes.

1. Where do you live? Please select answer for both columns if you live off Coast and own property on the Coast.

Where is your property on the Sunshine Coast?	Where is your primary residence?
Egnon/Pender Harbour	
Halfmoon Bay	
Roberts Creek	
Elphinstone	
West Howe Sound	
District of Sechelt	
Town of Gibsons	
Sechelt Indian Government District	
Greater Vancouver/Lower Mainland BC	
Elsewhere in BC	
Elsewhere in Canada	
Outside of Canada	

2. What is your age?

- ☐ 25 or under
- ☐ 25 to 64
- ☐ 65 or above

3. Is there a Short Term Rental operating near where you live?

- ☐ Yes
- ☐ No
- ☐ Not sure

4. Do you currently own or operate an Short Term Rental?

- ☐ Yes
- ☐ No



5. Have you used a Short Term Rental on the Sunshine Coast for accommodation? Please select all that apply

- ☐ As a place to live while looking for a long term home
- ☐ As holiday accommodation
- ☐ As a place to stay while working out of town
- ☐ I have not used STRs on the Sunshine Coast
- ☐ Other (please specify)

6. Have you used a Short Term Rental elsewhere? Please select all that apply

- ☐ As a place to live while looking for a long term home
- ☐ As holiday accommodation
- ☐ As a place to stay while working out of town
- ☐ Other (please specify)

7. Please rank the following impacts associated with short term rentals (1 = most significant)

...	<input type="text"/>	Parking and Noise
...	<input type="text"/>	Unfair tax and operating advantages to owners operating as a business in residential area
...	<input type="text"/>	Increased cost of housing due to inflated real estate
...	<input type="text"/>	Loss of community/neighbourhood feel
...	<input type="text"/>	Safety and fire hazards
...	<input type="text"/>	Loss of long term rental accommodation or increase in rent

3

8. Please rank the following benefits associated with short term rentals  
(1 = most significant)

<input type="text"/>	Increased investment return for property owners
<input type="text"/>	Revenue potential that enables home ownership
<input type="text"/>	More accommodation options and range of prices for visitors, make the Coast a more appealing destination
<input type="text"/>	Increased development and job creation
<input type="text"/>	Positive intermingling of visitors and residents
<input type="text"/>	Caretaker in a house while owners are away

9. Possible definition for Short Term Rental - The SCRD is considering how to define an Short Term Rental in the event that the SCRD moves forward with regulation options. The suggested definition of a Short Term Rental is: **the rental of a house for a period of 30 days or less.** Do you agree with this definition?

- ☐ Yes
- ☐ No
- ☐ Further thoughts?

10. If you disagree with the 30 day term specified, what do you consider a reasonable rental period?

- ☐ One week, or less
- ☐ Two weeks, or less
- ☐ Four weeks, or less
- ☐ Don't know
- ☐ Other (please specify)

11. Do you think the SCRD should allow Short Term Rentals?

- ☐ Yes
- ☐ Yes, but only if certain conditions are met
- ☐ No
- ☐ Other (please specify)

12. Do you think the SCRD should allow Short Term Rentals in specific locations based upon the following (choose all that apply)

- ☐ Any property, no size limit
- ☐ On properties greater than 4,000 square metres (1 acre)
- ☐ On properties greater than 1 hectare (2.5 acres)
- ☐ Near existing commercial areas
- ☐ Close to bus stops
- ☐ Other (please specify)

13. Should there be a full time resident on a property with an operating Short Term Rentals?

- ☐ Yes
- ☐ No
- ☐ Other (please specify)

5

#### 14. What type of space should be allowed for Short Term Rental?

- ☐ One bedroom
- ☐ Two or more bedrooms
- ☐ An entire house
- ☐ A second house on a property
- ☐ Within a house but with a floor area restriction
- ☐ No restrictions
- ☐ None of the above
- ☐ Other (please specify)

#### 15. What do you think is the best method for regulating Short Term Rentals?

- ☐ Property-specific rezoning application (approval, subject to community consultation)
- ☐ Temporary use permit (temporary approval, subject to community consultation)
- ☐ Business license
- ☐ Other (please specify)

#### 16. Is a \$100 fine for non-compliance appropriate?

- ☐ Yes
- ☐ No
- ☐ Other (please specify)

17. Should the Hotel Tax also apply to Short Term Rentals and B&Bs even if they do not rent out four or more units? (current threshold for tax applicability)

- ☐ Yes to STRs only even if only one unit is rented
- ☐ Yes to both STRs and B&Bs even if only one unit is rented
- ☐ No, the tax should only apply if four or more units are rented as is currently the rule
- ☐ Other (please specify)

18. Please add any additional comments on this topic

19. Do you operate a Short Term Rental on your property in the SCRD?  
If yes, please answer questions 20-27

- ☐ Yes
- ☐ No

20. How many units do you rent?

- ☐ One
- ☐ Two
- ☐ Three
- ☐ Four or more

21. Do you use a property management company or agent to manage the Short Term Rental?

- ☐ Yes
- ☐ No

7

22. How many different websites do you use to advertise your Short Term Rental?

- ☐ One
- ☐ Two
- ☐ Multiple
- ☐ please specify websites

23. What type of space do you rent?

- ☐ Rooms within a house
- ☐ The whole house
- ☐ A second house on the property
- ☐ Other (please specify)

24. How long is the normal rental period?

- ☐ 2 or 3 nights
- ☐ One week, or less
- ☐ Two weeks
- ☐ One month
- ☐ Other (please specify)

25. How much did you earn from Short Term Rentals in the past 12 months? This information helps the SCRD understand the economic benefits to the Sunshine Coast.

- ☐ Under \$5,000
- ☐ \$5,000 to \$10,000
- ☐ \$10,000 to \$15,000
- ☐ More than \$15,000
- ☐ Prefer not to say

26. How did you use the additional income (select all that apply)

- ☐ Housing costs (off-set rent or mortgage)
- ☐ Bills, groceries, etc
- ☐ Entertainment, travel etc
- ☐ Savings, investment, etc
- ☐ Other (please specify)

27. How would the space be most often used if it wasn't a short term rental

- ☐ It would be vacant
- ☐ Used by family or friends
- ☐ Primary residence
- ☐ Long term rental
- ☐ Other (please specify)

## Appendix 3: Frequently Asked Questions

### Short Term Rentals Frequently Asked Questions

**Question:**

Why does the SCRD allow bed and breakfasts but not short term rentals?

**Answer:**

The approach to allowing businesses in residential areas within the Sunshine Coast has been to allow low impact activities that fit within the residential neighbourhoods. They should almost be invisible or not stand out from residential activities.

The use of a few rooms in a house as a bed and breakfast fits within this approach. In part this is because there is a resident living on the property who can address issues such as noise complaints. Another reason is that it encourages houses to be occupied and this helps to create community. STRs may also meet these expectations, however there is concern that a number of them are vacant for prolonged periods. Also without regulation they may become party houses which do not fit within most people's expectations of what residential area should be.

**Question:**

Why is the SCRD looking at STRs now?

**Answer:**

While STRs have been around for a long time, they have recently become more popular and more numerous, for tourists and for property owners. Thus the impacts are becoming more apparent. This extends beyond noise complaints and there is growing evidence around the world that STRs are reducing the availability of long term rental. This is contributing to decreasing affordability of rental homes. Several groups on the Coast, including the local governments, are looking at how to address a lack of affordable housing and the potential impact of STRs is one aspect of this.

**Question:**

Can the rules differ between and within Electoral Areas?

**Answer:**

A zoning bylaw can set out permitted uses and regulations based on location at the electoral area level. The SCRD has done this in two ways. The first is by having a separate bylaw for the Egmont/Pender Harbour Electoral Area (Bylaw 337) than for the other four electoral areas (Bylaw 310). The second is that Bylaw 310 sets out some Electoral Area specific regulations, such as new kennels are permitted in Elphinstone and West Howe Sound, but not in Roberts Creek and Halfmoon Bay.

There are local differences in permitted uses such as on a single property or a unique zone that was created to apply to a few properties. These are included in the zoning bylaws due to site or area specific proposals. Approaches to STR regulation can take into account local or electoral area concerns.





## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Infrastructure Services Committee – September 21, 2017

**AUTHOR:** David Rafael, Senior Planner

**SUBJECT:** ELPHINSTONE OCP AMENDMENT BYLAW No. 600.7, 2016 AND SCRD ZONING AMENDMENT BYLAW No. 310.170, 2016 (969 KEITH ROAD) – PUBLIC HEARING REPORT AND CONSIDERATION OF THIRD READING – ELECTORAL AREA E

---

### RECOMMENDATIONS

**THAT** the report titled Elphinstone OCP Amendment Bylaw No. 600.7, 2016 and SCRD Zoning Amendment Bylaw No. 310.170, 2016 (969 Keith Road) – Public Hearing Report and Consideration of Third Reading – Electoral Area E be received;

**AND THAT** *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016* be forwarded to the Board for Third Reading;

**AND THAT** *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016* be forwarded to the Board for Third Reading;

**AND FUTHER THAT** the following conditions be met before the bylaws be considered for adoption:

- (a) a covenant be registered on title outlining conditions prior to a concrete plant being approved to require receipt and approval by the Regional District of a dust management plan and updated drainage plan;
  - (b) written confirmation that the drainage plan satisfies the Ministry of Transportation and Infrastructure comments regarding the current natural drainage course;
  - (c) confirmation that oil separators are installed.
- 

### BACKGROUND

At the May 25, 2017, Regular Board meeting the following resolutions were adopted:

174/17      **Recommendation No. 9**      *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016 and SCRD Zoning Amendment Bylaw No. 310.170, 2016*

THAT the report titled Elphinstone Official Community Plan Amendment Bylaw No. 600.7 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170 (969 Keith Road - Shazach Holdings Inc.) – Electoral Area E be received;

AND THAT *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016* be forwarded to the Board for Second Reading;

AND THAT *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016* is consistent with the SCRD's 2017-2021 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016* be forwarded to the Board for Second Reading;

AND THAT a public hearing to consider *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016* be scheduled for 7:00 p.m., Tuesday June 27, 2017, at Frank West Hall, located at 1224 Chaster Road, Elphinstone;

AND FURTHER THAT Director Lebbell be delegated as the Chair and Director Lewis be delegated as the Alternate Chair for the public hearing.

183/17 THAT *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016* be read a second time.

184/17 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016* be read a second time.

A Public Hearing was held on June 27, 2017 and attended by six members of the public with one written submission received. The Report of the Public Hearing is attached (Attachment A).

The purpose of this report is to provide information on the Public Hearing and obtain direction from the Committee on moving forward.

## DISCUSSION

### *Analysis*

At the Public Hearing concerns were raised regarding current traffic, road conditions and the proposed concrete batch plant. The points raised included:

- That there is noise due to trucks serving the gravel mine located near the subject property and if additional uses take place, particularly a concrete plant, then this could further increase traffic and noise;
- Keith Road at Payne Road is an intersection with a blind corner and vehicles, especially ferry traffic, often travel at high speed;
- Concern about a concrete batch plant being introduced as it would bring further industrial activity into a residential area.

Two people noted the recent flood that originated in a property north of the subject property. This raised a concern regarding potential impact of future flood events and additional washing out of the subject property and whether contaminants will be included in flood debris.

A request was made that traffic, road and flood issues be addressed before SCRD considers adopting the bylaws.

Staff commented that the issues raised regarding road conditions and traffic will be forwarded to the Ministry of Transportation and Infrastructure.

Staff consider that flooding was not related to the subject property or the proposed zoning amendment. Regarding traffic issues, some aspects are related to road design and others to existing traffic related to the gravel mine nearby and use of the roads as a 'bypass' for ferry traffic. Regarding the concrete plant, Staff note that the area includes a gravel mine with a concrete asphalt plant and is rural rather than residential.

Hearing attendees raised concerns about a concrete batch plant being a permitted use. Staff shared dust control and drainage strategies for addressing these concerns. Altering the use of the property by not including a concrete batch plant as a permitted use would necessitate a Second Reading with amendment and another public hearing.

#### *Next Steps*

Staff recommend Bylaw Nos. 600.7 and 310.170 receive Third Reading subject to the following conditions:

1. Prior to consideration of adoption the applicant needs to register a covenant on title of the property outlining conditions prior to a concrete plant being approved to require receipt and approval of a dust management plan and updated drainage plan by the Regional District.
2. Written confirmation from the Ministry of Transportation and Infrastructure that the drainage plan meets its requirements and does not impact the road network; and
3. Oil separators are installed as set out in the drainage plan.

#### *Organization and Intergovernmental Implications*

As reported at the May 11, 2017, Planning and Community Development Committee there would be no impact on the 2011 Solid Waste Management Plan.

#### *Financial Implications*

As reported at the May 11, 2017, Planning and Community Development Committee there would be no impact on the 2016-2020 Financial Plan.

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

Third Reading can take place at the October 12 Board Meeting and consideration of adoption can occur after the covenant is registered and conditions met.

## STRATEGIC PLAN AND RELATED POLICIES

The SCR D Value of Transparency was supported by holding a Public Hearing.

## CONCLUSION

A Public Hearing was held regarding a proposal to amend the Elphinstone OCP and Zoning Bylaw No. 310. The main concerns raised at the hearing related to a flood that originated off site, traffic/road safety concerns and the impact of industrial uses such as a concrete plant being allowed in a residential area. Staff note that the first two issues are not the result of the proposal and that the area is rural with existing industrial activity. Controls regarding the concrete plant use are recommended below.

Staff recommend that the bylaws receive Third Reading and that prior to consideration of adoption:

1. A covenant be registered on title outlining conditions prior to a concrete plant being approved to require receipt and approval of a dust management plan and updated drainage plan by the Regional District;
2. The Ministry of Transportation and Infrastructure provide written confirmation that the drainage plan is satisfactory; and
3. Oil separators be installed.

## Attachments

Attachment A – Public Hearing Report

Attachment B - Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016 and  
Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016

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

## ATTACHMENT A

### SUNSHINE COAST REGIONAL DISTRICT

---

REPORT OF A PUBLIC HEARING HELD AT  
Frank West Hall  
1224 Chaster Road, Elphinstone, BC  
June 27, 2017

---

"Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016"  
and  
"Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016"

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

---

#### CALL TO ORDER

The public hearing for Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016 was called to order at 7:00 p.m.

#### Director Lebbell, Chair

The Chair introduced staff in attendance and read prepared remarks with respect to the procedures to be followed at the public hearing. The Chair then indicated that following the conclusion of the public hearing the SCR D Board may, without further notice or hearing, adopt or defeat the bylaws or alter and then adopt the bylaws providing the alteration does not alter the use or increase the density.

The Chair reminded those attending that the hearing is the public's opportunity for input on the bylaws and no further information can be received once the public hearing has concluded. Elected Officials are not permitted to receive any communication or correspondence such as email/phone calls or written submissions after the close of a public hearing. Any further submissions need to be directed to staff.

#### PURPOSE OF BYLAW

##### David Rafael, Senior Planner, SCR D Planning and Development

David Rafael, Senior Planner, SCR D Planning and Development introduced Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016.

The subject property is located at 969 Keith Road, Elphinstone. The application is to allow historic uses (concrete batch plant, general contractor facility, equipment works yard including sales and rentals, storage and sale of landscaping products, and a third dwelling which is currently a manufactured home) to be permitted uses and increase floor area and height restrictions.

Sunshine Coast Regional District  
Report of a Public Hearing held June 27, 2017 regarding Bylaw Nos. 600.7, 2016 and 310.170, 2016

Page 2 of 8

A map of the site location was presented at the public hearing to demonstrate the adjacent roads and gravel mine located in the area.

The Senior Planner summarized the proposed bylaw amendments with respect the Elphinstone Official Community Plan and Sunshine Coast Regional District Zoning Bylaw No. 310.

The current Elphinstone Official Community Plan Land Use Designation for the property is Rural (RU). The proposed Elphinstone Official Community Plan Amendment Bylaw would include site specific uses and conditions of use as such:

Insert the following in Section B-5.1 Policies:

7. On Lot 1, DL 1657, Plan VAP23053, PID 016-713-541

i. The following uses may be permitted:

- (a) general contractor facility;
- (b) storage and sale of landscape products such as topsoil, bark mulch, gravel and sand;
- (c) concrete batch plant;
- (d) third dwelling, in the form of a manufactured home, auxiliary to the uses in (a) – (c) to be used for the purpose of housing a caretaker or watchman.

ii. The following conditions of use may apply:

- (a) vehicle repair and maintenance buildings may be up to 7.5 m in height and have a total floor area of 600 square metres;
- (b) manufacturing or storage buildings may be up to 7.5 m in height and have a total floor area of 600 square metres;
- (c) equipment works yard shall be screened by a solid fence or landscaping and have a total site area of up to one hectare.

The current Sunshine Coast Regional District Zoning Bylaw No. 310 Land Use Designation is Rural Two (RU2). The proposed Zoning Amendment Bylaw would include site specific uses and conditions of use are as such:

“Site Specific Uses:

1011.10 In addition to the uses permitted in Sections 1011.1 to 1011.5, the following uses are permitted on Lot 1, DL 1657, Plan VAP23053, PID 016-713-541:

- (a) general contractor facility;
- (b) equipment works yard;
- (c) storage and sale of landscape products such as topsoil, bark mulch, gravel and sand;
- (d) concrete batch plant;
- (e) third dwelling, in the form of a manufactured home, auxiliary to the uses in (a) – (d) to be used for the purpose of housing a caretaker or watchman.

Conditions of Use:

1011.11 On Lot 1, DL 1657, Plan VAP23053, PID 016-713-541 the following conditions apply:

- (a) For vehicle repair and maintenance, despite Sections 1011.2 (3):
  - i. there is no storage outside of an enclosed building;

- ii. no such building shall exceed 7.5 m in height;
- iii. the total floor area of such buildings shall not exceed 600 square metres;
- iv. the required setback from all parcel lines is 7.5 metres.

(b) For manufacturing or storage, despite Sections 1011.4 (3):

- i. there is no storage outside of an enclosed building;
- ii. more than one building is permitted;
- iii. no such building shall exceed 7.5 m in height;
- iv. the total floor area of such buildings shall not exceed 600 square metres;
- v. the required setback from all parcel lines is 7.5 metres.

(c) For equipment works yard:

- i. more than one site area may be used;
- ii. the use shall be screened by a solid fence or landscaping;
- iii. the maximum total site area shall be one hectare"

A new definition is proposed to clarify the meaning of general contractor facility as such:

"general contractor facility" means a business that provides services to the construction sector and includes offices and other related facilities and auxiliary uses such as rental and repair of vehicles and equipment, sale of used vehicles or equipment no longer required by the business, and excludes the on-site auctioning of equipment.

#### Proposed Amendments for Third Reading

The Legal Description should be amended in both bylaws text and maps to remove reference to the PID (Property Identification Number) as it is not required.

#### Legal Agreements and Conditions

If the proposed bylaw receives Third Reading, the legal agreements and conditions to be met before consideration of adoptions are proposed as follows:

(a) Register a Covenant on Title of the property outlining conditions prior to a Concrete Plant being approved to include receipt and approval of a dust management plan and updated drainage plan by the Regional District.

The Senior Planner noted that an updated drainage plan has already been proposed and received by the SCRD.

(b) Conditions before Adoption related to the Drainage Plan include the installation of oil separators and confirmation from the Ministry of Transportation and Infrastructure that the drainage plan meets its requirements and does not impact the road networks.

The Senior Planner noted that that a verbal response has been received from the Ministry of Transportation and Infrastructure, but is awaiting a written response.

Sunshine Coast Regional District  
Report of a Public Hearing held June 27, 2017 regarding Bylaw Nos. 600.7, 2016 and 310.170, 2016

Page 4 of 8

## **PUBLIC SUBMISSIONS**

The Senior Planner stated that one written submission was received from the public prior to the Public Hearing. The written submission from Mr. Tim Stephens, 1102 Reed Road noted objection to the proposed bylaw amendments (Appendix A). Mr. Stephens is present and indicated he would present his submission.

## **NEXT STEPS**

The Senior Planner advised that a report of the public hearing including public submissions will be provided to the Planning and Community Development Committee. The report will also outline the recommendations for next steps with respect to the proposed bylaws.

The Senior Planner concluded his presentation.

## **CALL FOR SUBMISSIONS**

Chair Lebbell noted that the proposed bylaws have been referred to the Electoral Area E Advisory Planning Commission for comment and that a Public Information Meeting was held on February 15, 2017. The SCRD Planning and Community Development Committee has also received staff reports and minutes from the public engagement meetings.

The Chair called a first time for submissions.

### **Tim Stephens, 1102 Reed Road**

Mr. Stephens provided a written submission prior to public hearing and verbally stated he has several objections to the proposed bylaw. Noted that a flood occurred last October, which washed away portions of the 10 acre lot (application) into his property. Concerned that if another flood occurs, the oil and other materials being used in the current operations at the property will wash onto his and other properties nearby. What are the flood provisions? Concerned with the 4.5m height restrictions, as the buildings currently on the property are already over limit, at least 3 storeys high. Property view is impeded due to the size of the concrete batch plant and other out buildings. Believes that the intersection at Cemetery Road and Payne Road will become more dangerous, due to an increase in heavy equipment and truck. Poses safety and noise concerns with the use of jake-brakes. Concerned with the property use and the range of uses, specifically the concrete batch plant. The potential increase of truck traffic down Cemetery Road, Payne Road and Reed Road will be near residential areas and cause concern for property owners of the 50 unit subdivision (Parkland) in the area. Concerned with a potential toxic spill. Concern for the Payne/Cemetery intersection and who will pay for re-engineering this. Questions the concept of a manufacturing facility placed in the middle of a residential neighbourhood. Concerns for his property value, did not buy his property knowing that there would be a manufacturing facility in the area. Noted that the buildings on site are already illegal and over height. Concerned about another potential flood and contamination with toxic materials.

### **Stephine Boyd, 1035 Cemetery Road**

Ms. Boyd stated that her property is directly across from the proposed site. Asked why a third dwelling would this be permitted?

The Senior Planner replied that there already are three dwellings on the property and through the bylaw amendment process the applicant is trying to sort out the historical uses versus the current permitted uses such as the third dwelling on site.



Sunshine Coast Regional District  
Report of a Public Hearing held June 27, 2017 regarding Bylaw Nos. 600.7, 2016 and 310.170, 2016

Page 5 of 8

Ms. Boyd noted that the flood wiped out the driveway and is not receiving any assistance from the Ministry of Transportation and Infrastructure. No one will take responsibility for the flood that occurred. Express concerned about another flood in the future. Concerned about impacts on traffic in the area and specifically the Payne/Cemetery road intersection. Would like to know if there are plans to widen the road?

The Senior Planner noted that road planning, maintenance and repair is the jurisdiction of the Ministry of Transportation and Infrastructure (MoTI). The SCRZ can work with MoTI to share community concerns and identify issues that need to be resolved, but ultimately it is up to MoTI decision on what to do. As far as who pays, this would be under general taxation.

Ms. Boyd noted concern with safety due to more traffic and larger vehicles, the recreational use for property owners will be diminished (horse-back riding, bicycling).

The Senior Planner noted that these concerns will be passed along to the Ministry of Transportation and Infrastructure. Road conditions are an existing situation.

Ms. Boyd is also concerned about property values with the addition of an industrial concrete batch plant in a residential area.

**Clint Budd, 1432 Velvet Road**

Mr. Budd asked if the proposed changes to zoning bylaw were site specific, would the Elphinstone Official Community Plan inconsistency also be a site specific case?

The Senior Planner noted that both the zoning bylaw and Official Community Plan amendments are site specific to this property.

The Chair called a second time for submissions.

**Tim Stephens, 1102 Reed Road**

Mr. Stephens made the suggestion that consideration of approval of the bylaws be after MoTI and Ministry of Environment have approved the drainage plan for prevention of flooding and reviewed both the Payne/Cemetery Road and Keith/Cemetery Road intersections. Believes that the issue of road safety should be addressed before the bylaw and permitted uses are approved. Concerned that the buildings were constructed on the property against what the zoning bylaw allows, and owner is now asking for permission. Concerned about what will be done on the site in the future.

The Senior Planner noted that if there is a zoning bylaw contravention, one option is for the property owner to apply to amend the zoning bylaw and Official Community Plan.

Mr. Stephens inquired about the name of the applicant for the bylaw amendments.

The Senior Planner noted that the bylaw amendments are under a company name (Shazach Holdings) and the main contact is Julian Burnick (applicant/agent).

Chair Lebbell asked for clarification that the drainage plan is site specific to this property.

The Senior Planner presented the drainage plan to show the existing and proposed additions to the drainage plan, indicating the location of one MoTI point of interest to be retained (within the BC Hydro right of way/transmission line route) and additions of swails, oil separators and retention settling pond. Noted

Sunshine Coast Regional District  
Report of a Public Hearing held June 27, 2017 regarding Bylaw Nos. 600.7, 2016 and 310.170, 2016

Page 6 of 8

the location of the stream and drop off within the property. The Development Permit Area designation requires that a Development Permit be applied for with respects to any land alteration within the area. Minor developments in the proposed drainage plan would be allowed as they would protect the stream habitat. The site has been cleaned up and materials removed well before the application was submitted, which should address most issues with contaminants. A covenant could be placed on title to require the drainage plan be approved by SCRD before a concrete plant can operate.

**Tim Stephens, 1102 Reed Road**

Mr. Stephens noted that the creek within the drainage plan runs through his property. Noted this was the creek that flooded and almost took out the second dwelling on this property. Concerned that the drainage plan should be approved before the bylaw amendment, in order to protect public safety.

The Senior Planner clarified that the drainage plan is not a flood prevention plan.

Chair Lebbell asked for clarification for what happens after the drainage plan is referred to MoTI.

The Senior Planner noted that MoTI is generally concerned with the aspects of drainage that relates to or may impact roadside ditches and roadways, specifically how the water drainage would impact MoTI infrastructure. The drainage plan is to address normal business activity and rain events not extreme storm events.

Mr. Stephens noted that the flood was not due to extreme weather, it was caused by human activity.

The Chair called a third and final time for submissions.

The Senior Planner set out the time line for next steps and the options that are normally included in the staff report along with a staff recommendation of the best course forward. The report will include a record of the hearing, The Chair confirms that the record is accurate, it is not word for word by a fair reflection of what was said.

**CLOSURE**

There being no further submissions from the public, the Chair announced the public hearing for proposed Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016 closed at 7:45 p.m.

The Chair thanked everyone for attending the public hearing and reminded that any further discussion on this topic be with the Senior Planner and not Elected Officials.

Certified fair and correct:



M. Lebbell, Chair

Prepared by:



A. Ruinat, Recording Secretary

**Staff Report to Infrastructure Services Committee - September 21, 2017**  
**Elphinstone OCP Amendment Bylaw No. 600.7, 2016 and SCRD Zoning**  
**Amendment Bylaw No. 310.170, 2016 (969 Keith Road) – Public Hearing Report and**  
**Consideration of Third Reading – Electoral Area E**

Page 11 of 16

Sunshine Coast Regional District  
Report of a Public Hearing held June 27, 2017 regarding Bylaw Nos. 600.7, 2016 and 310.170, 2016

Page 7 of 8

**APPENDIX A**

**David Rafael**

**From:** Tim Stephens  
**Sent:** Monday, June 26, 2017 12:10 PM  
**To:** David Rafael  
**Subject:** PUBLIC HEARING JUNE 27, FRANK WEST HALL

June 26, 2017

David Rafael,

Senior Planner  
Planning and Development,  
SCRD

Mr. Rafael,

I live at 1102 Reed Road, approximately 150 feet (50 meters) from Payne Road, which parallels my 600-foot deep property.

In one hour, this morning, I have heard 4 large dump trucks growling down Payne Road. In the time it has taken me to write this letter to you, four or five more have rumbled down the extremely steep hill of Payne Road — my “noise corridor.” They typically use their “jake brakes,” which thunder through my yard, and fill my house with noise. On Saturday, I had a barbecue with friends and family — and right in the middle, ON SATURDAY, one of these trucks threw its thunder through the entire group. Even now, some of these vehicles make my windows shake.

Allowing the zoning changes contemplated in your Public Hearing Notification of June 12, 2017 regarding Lot 1, DL 1657, Plan VAP23053, will inevitably INCREASE this trucking traffic on Payne Road, increasing the disturbance to the property owners and tenants within hearing distance of the road. This is a direct assault on the peaceful and quiet enjoyment which every homeowner should be able to expect in their own homes. I believe that destroying this peace and quiet (or significantly reducing it further) might be constitutionally illegal.

Additional factors:

- a. there is a large, growing PARKLAND subdivision of — ? 50-plus? — new homes on Payne Road, south of Reed, but on the direct route to Highway 101, where these trucks now drive. In Phase Two of this Parkland subdivision (already begun) another 50 to 100 homes will be built. It WILL NOT BE LONG BEFORE THESE NEW HOMEOWNERS PETITION to have this industrial traffic re-routed, ESPECIALLY if this traffic increases. Where can a re-route lie? Only along Reed Road, where I live. Already, logging trucks use Reed. Routing the gravel trucks along Reed will add to noise pollution. You might catalogue this as a “what if,” but it is a powerful, almost inevitable “what if.”
- b. There is a rumour in our neighbourhood that Gibsons town is attempting to push the Swanson's cement plant out of their present location on Payne Road (immediately south of the new Parkland subdivision) because 1) the subdivision owners/contractors don't want this “ugly industry” in their backyards, even though they bought their properties knowing full well that the Swanson plant was there; and 2) that Gibsons town wants to use the land to expand their residential footprint. In contrast, I did NOT buy my property knowing there would be industrial activity within 100 meters of my home. To force this activity — and its consequent toxic noise pollution increase — on me AFTER I have bought my property, is draconian and unfair.
- c. To relocate a concrete batch plant from its present, legally-conforming location, into the middle of a residential neighbourhood, just because the town of Gibsons doesn't want it, “uses” the SCRD as a “little neighbour” to dump their problems onto.
- d) The petitioner in this case has not described what particular use he would put the proposed rezoning to. But all uses allowed under this bylaw change would increase industrial traffic and the disruption of our residential neighbourhood. If we wanted noise, we would have moved into a Gibsons apartment or house, not paid more for a small acreage with its peace and quiet.
- e) Who will be to blame when one of these massive trucks kills someone's pet or livestock, or their young child?
- f) the corner of Payne Road and Cemetery Road is already dangerous. It is poorly engineered, and even small vehicles have difficulty with this 90-degree corner, which is steep, partially “blind,” unbanked, and bordered with deep ditches. This re-zoning would require a major re-construction of this corner, which would be paid for by the very residents this re-zoning will negatively impact. This adds insult to the proposed injury.

Therefore, I am opposed to this proposed bylaw change.

I would also like to note that restricting all comment to those residing within 100 meters of the described lot, seems a little specious. At least 100 to 200 homeowners will be severely affected if this proposal is approved (because the main “intrusion” resulting from a bylaw change will be the additional

**Staff Report to Infrastructure Services Committee - September 21, 2017**  
**Elphinstone OCP Amendment Bylaw No. 600.7, 2016 and SCRZ Zoning**  
**Amendment Bylaw No. 310.170, 2016 (969 Keith Road) – Public Hearing Report and**  
**Consideration of Third Reading – Electoral Area E**

**Page 12 of 16**

Sunshine Coast Regional District  
Report of a Public Hearing held June 27, 2017 regarding Bylaw Nos. 600.7, 2016 and 310.170, 2016

Page 8 of 8

industrial-truck traffic it creates in a wholly-residential neighbourhood, which not only will negatively affect the few "close" neighbours, but people all down the road) yet comment is restricted to approximately 10 homeowners/residents.

I would also question whether absent landowners adjacent to the above-described lot have been notified of this proposed rezoning and the public hearing. Obviously, about 5 lots near the subject lot are presently unoccupied, and some of these absent owners might not even live on the Sunshine Coast. Although I live here, the notice of the hearing was only delivered to me by hand less than 2 weeks ago. Has every landowner been notified? And if so, have they been notified in time?

Please enter this protest in the record. I will be attending the Public Hearing June 27/17.

Yours sincerely,

Tim Stephens

1102 Reed Road

---

This email was scanned by Bitdefender

## ATTACHMENT B

### ELPHINSTONE OFFICIAL COMMUNITY PLAN

#### BYLAW NO. 600.7

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

---

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

#### PART A – CITATION

1. This bylaw may be cited as the *Elphinstone Official Community Plan Amendment Bylaw No. 600.7, 2016*.

#### PART B – AMENDMENT

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

A. Renumber policy 7 as 8;

B. Insert the following in Section B-5.1 Policies -

7. On Lot 1, DL 1657, Plan VAP23053, PID 016-713-541

i. The following uses may be permitted:

- (a) general contractor facility;
- (b) storage and sale of landscape products such as topsoil, bark mulch, gravel and sand;
- (c) concrete batch plant;
- (d) third dwelling, in the form of a manufactured home, auxiliary to the uses in (a) – (c) to be used for the purpose of housing a caretaker or watchman.

ii. The following conditions of use may apply:

- (a) vehicle repair and maintenance buildings may be up to 7.5 m in height and have a total floor area of 600 square metres
- (b) manufacturing or storage buildings may be up to 7.5 m in height and have a total floor area of 600 square metres
- (c) equipment works yard shall be screened by a solid fence or landscaping and have a total site area of up to one hectare.

**PART C – ADOPTION**

READ A FIRST TIME this 24<sup>th</sup> DAY OF NOVEMBER 2016

PURSUANT TO SECTION 475 OF THE *LOCAL GOVERNMENT ACT* CONSULTATION  
REQUIREMENTS CONSIDERED this 24<sup>th</sup> DAY OF NOVEMBER 2016

READ A SECOND TIME this 25<sup>th</sup> DAY OF MAY 2017

CONSIDERED IN CONJUNCTION WITH THE  
SUNSHINE COAST REGIONAL DISTRICT  
FINANCIAL PLAN AND ANY APPLICABLE WASTE  
MANAGEMENT PLANS PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this 25<sup>th</sup> DAY OF MAY 2017

PUBLIC HEARING HELD PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this 27<sup>th</sup> DAY OF JUNE 2017

READ A THIRD TIME this DAY OF MONTH YEAR

ADOPTED this DAY OF MONTH YEAR

---

Corporate Officer

---

Chair

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 310.170

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

---

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

#### PART A – CITATION

1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.170, 2016*.

#### PART B – AMENDMENT

3. Sunshine Coast Regional District Zoning Bylaw No. 310, 1987 is hereby amended by:

A. Inserting the following in Section 201:

“general contractor facility” means a business that provides services to the construction sector and includes offices and other related facilities and auxiliary uses such as rental and repair of vehicles and equipment, sale of used vehicles or equipment no longer required by the business, and excludes the on-site auctioning of equipment;

B. Inserting the following in Section 1011 RU2 Zone (Rural Two):

##### **Site Specific Uses**

1011.10 In addition to the uses permitted in Sections 1011.1 to 1011.5, the following uses are permitted on Lot 1, DL 1657, Plan VAP23053, PID 016-713-541:

- (e) general contractor facility;
- (f) equipment works yard;
- (g) storage and sale of landscape products such as topsoil, bark mulch, gravel and sand;
- (h) concrete batch plant;
- (i) third dwelling, in the form of a manufactured home, auxiliary to the uses in (a) – (d) to be used for the purpose of housing a caretaker or watchman.

**Conditions of Use**

1011.11 On Lot 1, DL 1657, Plan VAP23053, PID 016-713-541 the following conditions apply:

- (a) For vehicle repair and maintenance, despite Sections 1011.2 (3):
  - i. there is no storage outside of an enclosed building;
  - ii. no such building shall exceed 7.5 m in height;
  - iii. the total floor area of such buildings shall not exceed 600 square metres;
  - iv. the required setback from all parcel lines is 7.5 metres.
- (b) For manufacturing or storage, despite Sections 1011.4 (3):
  - i. there is no storage outside of an enclosed building;
  - ii. more than one building is permitted;
  - iii. no such building shall exceed 7.5 m in height;
  - iv. the total floor area of such buildings shall not exceed 600 square metres;
  - v. the required setback from all parcel lines is 7.5 metres.
- (c) For equipment works yard:
  - i. more than one site area may be used;
  - ii. the use shall be screened by a solid fence or landscaping;
  - iii. the maximum total site area shall be one hectare.

**PART C – ADOPTION**

READ A FIRST TIME this	24 <sup>th</sup> DAY OF	NOVEMBER	2016
READ A SECOND TIME this	25 <sup>th</sup> DAY OF	MAY	2017
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	27 <sup>th</sup> DAY OF	JUNE	2017
READ A THIRD TIME this	DAY OF	MONTH	YEAR
APPROVED PURSUANT TO SECTION 52 OF <i>THE TRANSPORTATION ACT</i> this	DAY OF	MONTH	YEAR
ADOPTED this	DAY OF	MONTH	YEAR

---

Corporate Officer

---

Chair



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Infrastructure Services Committee – September 21, 2017

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

**SUBJECT:** SUNSHINE COAST REGIONAL DISTRICT ELECTORAL AREA A ZONING AMENDMENT BYLAW NO. 337.114, 2017 AND EGMONT / PENDER HARBOUR OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW NO. 432.33, 2017 (WEST COAST WILDERNESS LODGE) – CONSIDERATION FOR THIRD READING AND ADOPTION

---

### RECOMMENDATIONS

**THAT** the report titled Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017 and Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017 (West Coast Wilderness Lodge) – Consideration for Third Reading and Adoption be received;

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

**AND FURTHER THAT** prior to adoption of Egmont / Pender Harbour OCP Amendment Bylaw 432.33, 2017 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw 337.114, 2017, Covenant P72072 be removed from the Title of the subject property.

---

### BACKGROUND

The West Coast Wilderness Lodge applied to convert the grounds and building of a vacant fish processing plant into a health and wellness spa with accommodations, located at 6719 Maple Road, Egmont. On July 24, 2017, a Public Hearing was held at the Egmont Community Hall.

The purpose of this report is to provide feedback on the Public Hearing and to recommend a Third Reading, removal of Covenant P72072, and adoption of the bylaws.

### DISCUSSION

#### *Public Hearing*

A Public Hearing was held on July 24, 2017 at the Egmont Community Hall. The meeting was advertised on the SCRD website and for two consecutive weeks in local newspapers.

Fifteen people attended the Public Hearing and SCRD Staff presented the proposal and answered questions from the public. Enclosed as Attachment A are the minutes from the hearing.

Those who attended generally supported the development and the year-round employment opportunity in the area, although concerns about noise, safety and pollution from float plane traffic was raised. Float plane traffic is regulated federally by Transport Canada.

Out-of-scope issues were raised such as the need for a water main extension, more bike lanes, slower speed signs, walking paths, and more beach accesses in Egmont.

#### *Covenant P72072*

Covenant P72072 was registered on title as a condition of the previous rezoning to convert the residential property to an industrial property. The covenant requires a 15 metre setback to neighbouring property lines which was intended as a noise buffer. Staff recommend removing this covenant from the title of the subject property as industrial noise will not be associated with the new development. Regular five metre setbacks as defined under the Tourist Commercial zone will apply.

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

Upon Third Reading and adoption, the OCP and zoning bylaw will be amended and the applicant can proceed with their application for building permits.

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

The SCRD priorities of Transparency and Collaboration were supported in the engagement and Public Hearing processes.

### **CONCLUSION**

Feedback from the Public Hearing was generally supportive. Staff recommend that the bylaws be forwarded to the Board for a Third Reading, and prior to adoption, Covenant P72072 be removed from the Title of the subject property.

#### *Attachments*

- Attachment A – Public Hearing Minutes
- Attachment B – Egmont / Pender Harbour OCP Amendment Bylaw 432.33, 2017
- Attachment C – Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw 337.114, 2017

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

## SUNSHINE COAST REGIONAL DISTRICT

---

### REPORT OF A PUBLIC HEARING HELD AT Egmont Community Hall 6801 Bathgate Road, Egmont, BC, July 24, 2017

---

“Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017”;  
and  
“Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017”

PRESENT:	Chair, Area E Director Alternate Chair, Area A Director	L. Lewis F. Mauro
ALSO PRESENT:	Planner Recording Secretary Senior Planner Members of the Public	L.A. Staats J. Stevens D. Rafael 15

---

### CALL TO ORDER

The public hearing for “Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017” and “Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017” was called to order at 5:05 p.m.

### Director Lewis, Chair

The Chair introduced staff in attendance and read prepared remarks with respect to the procedures to be followed at the public hearing. The Chair then indicated that following the conclusion of the public hearing the SCRD Board may, without further notice or hearing, adopt or defeat the bylaws or alter and then adopt the bylaws providing the alteration does not alter the use or increase the density.

The Chair reminded those attending that tonight is your opportunity for input on the bylaws and no further information can be received once the public hearing has concluded. Elected Officials are not permitted to receive any communication or correspondence such as email/phone calls or written submissions after the close of a public hearing. Any further submissions need to be directed to staff.

### PURPOSE OF BYLAW

#### Lesley-Ann Staats, Planner, SCRD Planning and Development

Lesley-Ann Staats, Planner, SCRD Planning and Development introduced “Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017” and “Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017”.

## **Report of a Public Hearing for OCP Bylaw 432.33 & Bylaw 337.114 – July 24, 2017**

The purpose of Bylaws No. 432.33 and 337.114 is to amend the Egmont/Pender Harbour Official Community Plan, Bylaw No. 432, by re-designating the property from “Aquaculture Industrial” to “Tourist Commercial” and to amend Zoning Bylaw No. 337 by rezoning the property from I2 (Aquaculture Industrial) to a C2 (Tourist Commercial) zone.

The subject property is located at 6719 Maple Road, Egmont, BC. The overall intent of the application is to convert a vacant industrial fish processing facility into a health and wellness spa with tourist and staff accommodations and to update the definition of lodge to include staff accommodation. The wellness centre is planned to operate year round and will include a restaurant and lounge, yoga studio, exercise room, spa, commercial and nutritional kitchens, meeting rooms for corporate retreats, up to 30 sleeping units, an 8 – 12 room dorm for staff accommodation.

### **REFERRAL COMMENTS**

- Egmont / Pender Harbour Advisory Planning Commission - support
- *Shishalh* Nation
  - Preliminary Field Reconnaissance (PFR) required
  - PFR complete. No additional archaeological studies required at this time.
  - Ministry of Transportation and Infrastructure - no concerns
- Vancouver Coastal Health Authority
  - No objection
  - Approvals are required for: on-site sewage disposal; food premise as specified under the Health Act; commercial swimming pools; and community water systems. As part of the building permit process all conditions by VCH will need to be met.

### **ADDITIONAL INFORMATION**

- Geotechnical Assessment
  - No landslide hazard
  - Rockfall analysis required to determine safe building sites
  - Property is safe for development
- Environmental Assessment
  - Required as per the Contaminated Sites Regulation under the Environmental Management Act
  - No remediation required
- Covenant – no build buffer along perimeter
  - 20 m from east, 7.5 m from road, 7.5 m from west
  - Covenant will be removed and 5 m side yard setback will apply

### **PUBLIC SUBMISSIONS**

The Planner read out one submission letter dated July 21, 2017 received from Adriana Ruso and Fiko Karacic, 6735 Maple Road, Egmont, BC attached to this report as Appendix A

## **Report of a Public Hearing for OCP Bylaw 432.33 & Bylaw 337.114 – July 24, 2017**

The Planner advised that a report of OCP Bylaw 432.22, rezoning Bylaw 337.114 including the public hearing report and the one public submission will be provided to the September 14, 2017 Planning and Community Development Committee meeting.

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

**Cathy Grey**  
**6706 Maple Road**  
**Egmont, BC**

Ms. Grey said that she supports the development application but is concerned about the noise pollution of the float planes landing in the ocean at the foreshore beside the proposed West Coast Wilderness Lodge.

**Mario Agosti**  
**6749 Maple Road**  
**Egmont, BC**

Mr. Agosti said that he has concerns with the closeness of the float planes on the foreshore that will come into the Wellness Centre landing too close to his dock. He asked why the money was spent on the lodge and not the fish plant and why the property is being used as is before being rezoned. He also said the proposed density in the rezoning application is too high.

**David Rafael**  
**Senior Planner**

The Senior Planner explained that when a use is not permitted the owner can apply to rezone and the use may continue during the rezoning process. There is a risk that they could lose investment and can harm any good will from the community.

**Mario Agosti**  
**6749 Maple Road**  
**Egmont, BC**

Mr. Agosti asked if a new application would be applied to the community water system. He said that a watermain extension should be required for the development and that the watermain should be expanded as a favour to the Town of Egmont.

**Lesley-Ann Staats**  
**Planner**

The Planner explained that there was enough water on site and that the applicant did not need to hook up to a municipal water system.

**Paul Hansen**  
**Applicant**  
**6649 Maple Road**  
**Egmont, BC**

Mr. Hansen said that they presently use 22 cubic metres of water a day, less than that used by the fish plant, and that they can bring in more water. With regard to float planes, none will land at

## **Report of a Public Hearing for OCP Bylaw 432.33 & Bylaw 337.114 – July 24, 2017**

the spa site and there are sites other than the Westcoast Wilderness Lodge that have float plane traffic.

**Peter Laurie**  
**16660 Backeddy Road**  
**Egmont, BC**

Mr. Laurie said he supports the rezoning application expansion plans and that a full year round business would enhance the area.

**Doug Elliott**  
**6867 Old School Trail**  
**Egmont, BC**

Mr. Elliot said he is in favour of the application but would not like to see jet skis run out of the facility and there should be a limit to the number of float airplanes landing on the foreshore that will come into the Wellness Centre to five per day. In addition he would like to see a municipal water line extended to the Town of Egmont up to Malibu which would enable development in the area.

**Ron Fearn**  
**6004 Egmont Road**  
**Egmont, BC**

Mr. Fearn said he supports the West Coast Wilderness Lodge wellness centre development. He said floatplanes are nothing new in this area, but would like to see a bicycle lane on the road. He said the subject property was once a sawmill, then a fish plant and now a proposal for a wellness centre and supports the transition of businesses.

**Fiko Karacic**  
**6735 Maple Road**  
**Egmont, BC**

Mr. Karacic said he supports the rezoning application if guests are coming to enjoy clean air, quietness and the marine life but does not like chartered float planes landing and departing into Egmont because he says the chartered float planes are a safety issue which will pose a risk to tourist kayaking and canoeing on the water near the shore and a noise that will disturb the quiet enjoyment of property owners.

**Director Lewis**  
**Chair**

The Chair asked Paul Hansen, applicant, to respond to Mr. Karacic's comments.

**Paul Hansen, applicant**  
**6649 Maple Road**  
**Egmont, BC**

Mr. Hansen said that he cannot tell the airlines whether Harbour Air or another airline where and how to take off and land when they come into the foreshore by the West Coast Wilderness Lodge wellness centre. He further said that any concerns should be directed to the airline companies.

## **Report of a Public Hearing for OCP Bylaw 432.33 & Bylaw 337.114 – July 24, 2017**

**Director Lewis  
Chair**

The Chair asked the audience if there was anyone who had not spoken who wanted to speak.

**Jeff Muckle  
6966 Egmont Road  
Egmont, BC**

Mr. Muckle said he does not have a house on his lot but he comes to Egmont occasionally. He said he cannot speak to the noise issue but supports the Wellness centre because he thinks it is a good thing to try and provide full time year round employment for the people of Egmont.

**Steve McCanse  
6681 Maple Road  
Egmont, BC**

Mr. McCanse said he gives full support to the West Coast Wilderness Lodge rezoning application.

**Director Lewis  
Chair**

The Chair called a 2<sup>nd</sup> time for further submissions.

**Cathy Grey  
6706 Maple Road  
Egmont, BC**

Ms. Grey said it would be nice to have a walking path due to traffic concerns with a connect to the cross roads up to the Backeddy Lodge. She says she walks her dog along the road and says it is dangerous with the traffic especially with the big trucks.

**Elizabeth Schleimer  
6110 North Lake Road  
Egmont, BC**

Ms. Schleimer said that she is in favour of the bylaw amendment. She would like to see a walkway path to Waugh Lake and a road facility with a speed limit/caution sign posted. She said that Maple Road is not cared for and that she believes that the SCRD is not giving Egmont enough support.

**Director Mauro, Area A Director**

Director Mauro said that there is a proposal for a walk way to be built however there has been a delay with technical difficulties such as long time home ownership of property along the walk way and as soon as that is resolved which it is his understanding that this issue is very close to being resolved, the walkway will be built.

## Report of a Public Hearing for OCP Bylaw 432.33 & Bylaw 337.114 – July 24, 2017

**Ron Fearn**  
6004 Egmont Road  
Egmont, BC

Mr. Fearn said that he has a concern with the lack of public beach boat launch in Egmont. He said he knows of only one public beach boat launch in Egmont which is in disrepair and has not been suitable for launching boats in years.

**Tom Silvey**  
6755 Bradwynn Road  
Egmont, BC

Mr. Silvey said that he is in support of the project because it will bring jobs and services to Egmont.

**Doug Elliott**  
6867 Old School Trail  
Egmont, BC

Mr. Elliott noted that the facility is located in a ravine, sloped area and thus the noise will travel upwards and not outwards. Mr. Elliott believes it is an excellent facility and would like to see it get more operational use by the community.

**Director Lewis**  
Chair

The Chair called a third and final time for submissions.

**Paul Hansen, Applicant**  
6649 Maple Road  
Egmont, BC

Mr. Hansen said he wants to leave a business legacy and the West Coast Wilderness Lodge will bring income into the small community of Egmont as a tax generator which can be spent on in the community such as on beach accesses or water mains.

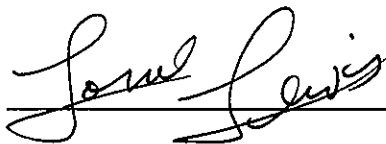
### CLOSURE


There being no further submissions from the public, the Chair announced the public hearing for proposed "Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017"; and "Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017" closed at 5:51 p.m.

The Chair thanked everyone for attending the public hearing.

Certified fair and correct:

Prepared by:

  
Chair

  
Recording Secretary



Adriana Ruso  
Fiko Karacic  
6735 Maple Rd  
Egmont BC V0N1N0  
Tel 604-883-2126; 604-219-5452  
Email: adrianarus@gmail.com

July 21, 2017

Lesley Ann Staats

Sunshine Coast Regional District

**Re: Public Hearing Notification – Health and Wellness Spa with Tourist Accommodations**

We, as owners of the property located at the above address, were invited to the public hearing concerning the purpose to convert a vacant industrial fish processing plant into a health and wellness spa with tourism and staff accommodations. As we appreciate the development of our community and look forward to adding more recreational facilities to the current inventory, we would like to bring up some points of consideration. Our main goal is to protect the environment and the right of residents and their guest to enjoy the waterways.

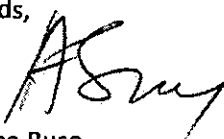
We understood that this development will possibly bring in chartered float planes into Egmont and we are concerned that:

- Frequent flight to and from Egmont will create noise and disturb the environment (especially marine life) and the neighboring properties
- The arrival and departure of float planes will pose a risk to tourists doing kayaking and canoeing on the water, near the shore.
- The noise pollution will increase during the summer months

We would like to see these concerns addressed in the proposed changes in the new zoning application to minimize the impact that this new development will have on the neighboring properties.

Please do not hesitate to contact us if you have any questions.

Regards,



Adriana Ruso

**SUNSHINE COAST REGIONAL DISTRICT****BYLAW NO. 432.33**

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

---

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

**PART A – CITATION**

1. This bylaw may be cited as the *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017*.

**PART B – AMENDMENT**

2. *Egmont / Pender Harbour Official Community Plan Bylaw No. 432, 1996* is hereby amended as follows:
  - a) Schedule A4 is amended by re-designating District Lot 6990 Group 1 New Westminster District from “Aquaculture Industrial” to “Tourist Commercial”, as depicted on Appendix ‘A’, attached to and forming part of this bylaw.

**PART C – ADOPTION**

READ A FIRST TIME this	23	DAY OF MARCH ,	2017
PURSUANT TO SECTION 475 OF THE <i>LOCAL GOVERNMENT ACT</i> CONSULTATION REQUIREMENTS CONSIDERED this	24	DAY OF MARCH,	2017
READ A SECOND TIME this	22	DAY OF JUNE,	2017
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	22	DAY OF JUNE,	2017
READ A SECOND TIME, AS AMENDED this	13	DAY OF JULY,	2017
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	24	DAY OF JULY,	2017

READ A THIRD TIME this

#### DAY OF MONTH, YEAR

ADOPTED this

#### DAY OF MONTH, YEAR

---

Corporate Officer

---

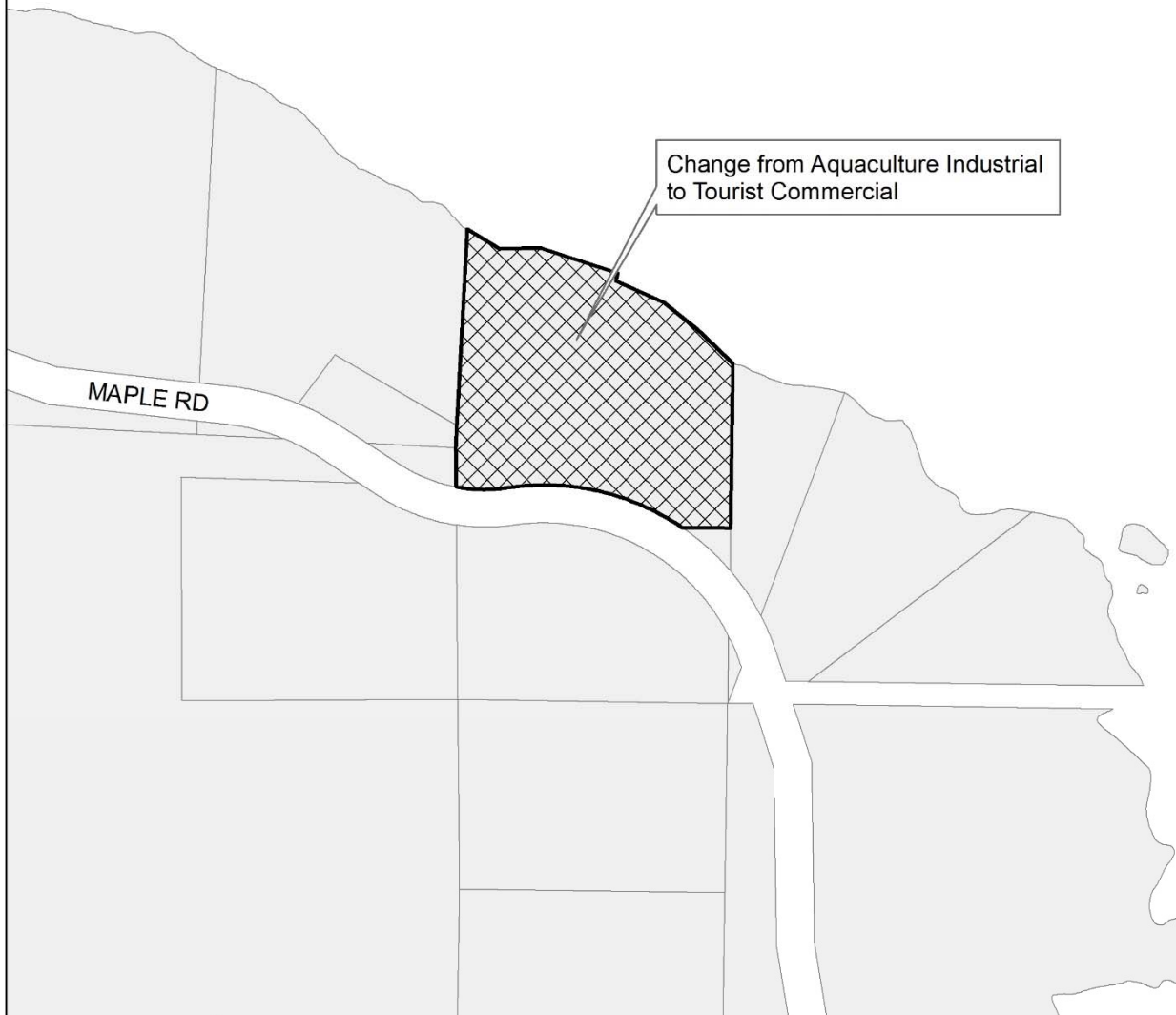
Chair

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

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



 Subject Property



\_\_\_\_\_  
Chair

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

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 337.114

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

---

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

#### PART A – CITATION

1. This bylaw may be cited as the *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017*.

#### PART B – AMENDMENT

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

“lodge” means an establishment consisting of three or more attached or detached sleeping units for temporary occupancy by transient persons and lodge staff and which may include a restaurant and recreation facilities for the use of tourists.
  - b) Schedule A is amended by rezoning District Lot 6990 Group 1 New Westminster District from “I2” (Aquaculture Industrial) to “C2” (Tourist Commercial), as depicted on Appendix ‘A’, attached to and forming part of this bylaw.
  - c) Part VIII (Commercial Zones), Section 811 C2 Zone (Commercial Two) is amended by inserting 811.1B in numerical order as follows:

#### Site Specific Uses

811.1B In addition to the uses permitted in Section 811.1, the following uses are permitted on District Lot 6990 Group 1 New Westminster District:

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

**PART C – ADOPTION**

READ A FIRST TIME this	23	DAY OF MARCH,	2017
READ A SECOND TIME this	22	DAY OF JUNE,	2017
READ A SECOND TIME, AS AMENDED this	13	DAY OF JULY,	2017
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	24	DAY OF JULY,	2017
READ A THIRD TIME this	####	DAY OF MONTH,	YEAR
ADOPTED this	####	DAY OF MONTH,	YEAR

---

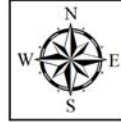
Corporate Officer

---

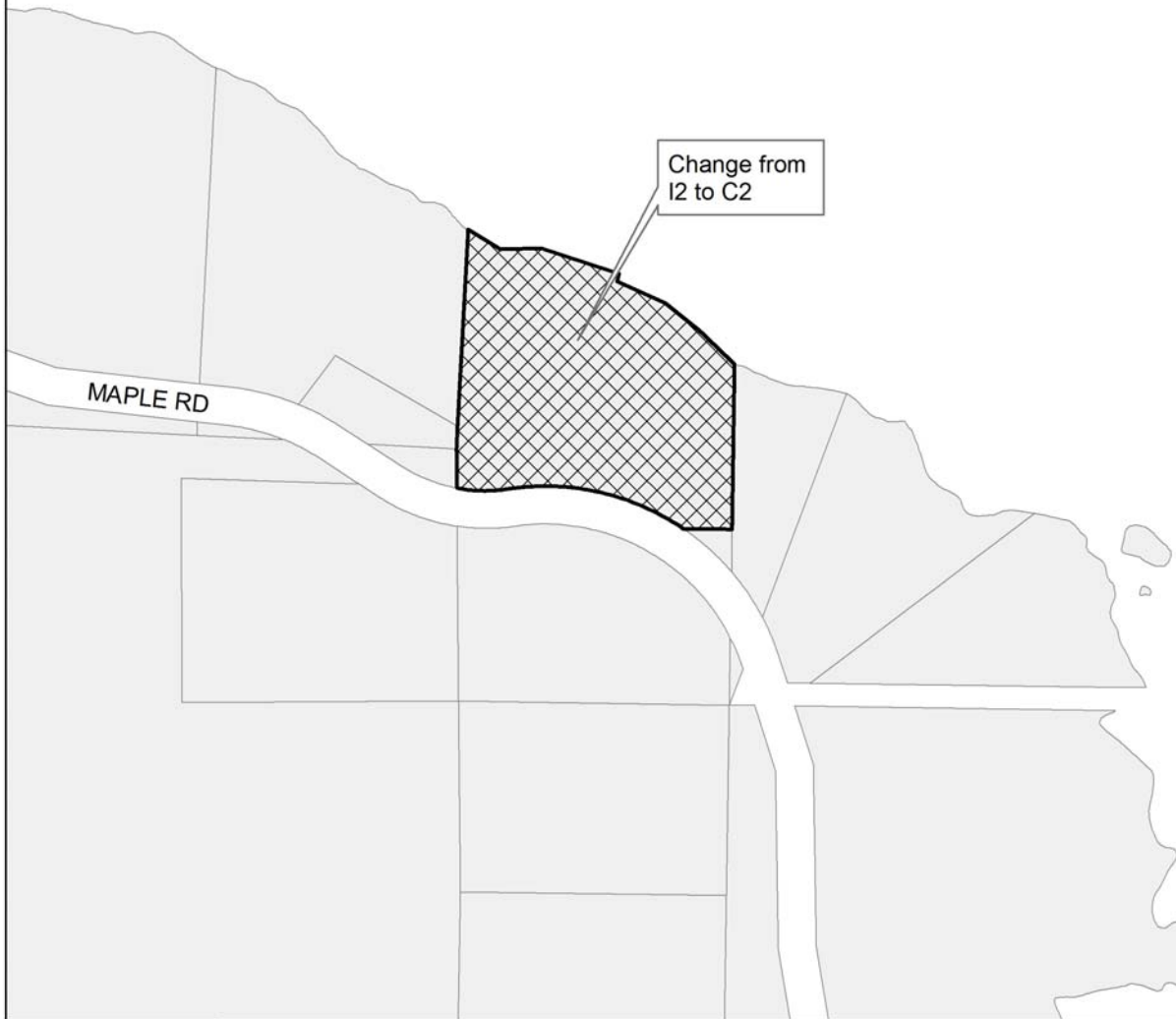
Chair

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

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



 Subject Property



\_\_\_\_\_  
Chair

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





## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Infrastructure Services Committee – September 21, 2017

**AUTHOR:** Sven Koberwitz, Planning Technician

**SUBJECT:** DEVELOPMENT VARIANCE PERMIT DVP00016 (MADSEN) - ELECTORAL AREA A

---

### RECOMMENDATIONS

**THAT the report titled Development Variance Permit DVP00016 (Madsen) - Electoral Area A be received;**

**AND THAT Development Variance Permit DVP00016 to vary the exterior parcel line setback from 4.5 metres to 2.4 metres, as per Section 611.4 of Zoning Bylaw No. 337, 1990, be issued.**

---

### BACKGROUND

The SCRd received an application for a development variance permit to relax the minimum setback to a rear parcel line. The intent of this application is to enable the siting of a second-storey deck. A building permit has been issued to construct a new single family dwelling on the subject property. The proposed deck will be constructed if the variance application is successful.

Owner / Applicant:	Githa Madsen
Civic Address:	13242 Deller Road
Legal Description:	Lot 2 Block COF13 District Lot 1397 VAP10482 PID: 009-395-008
Electoral Area:	Area A - Egmont/Pender Harbour
Parcel Area:	1,295 sq. m
OCP Land Use:	Residential A
Land Use Zone:	Residential 2 (R2)
Application Intent:	To vary the exterior parcel line setback from 4.5 metres to 2.4 metres, as per Section 611.4 of Zoning Bylaw No. 337, 1990, to enable the siting of a deck within the rear setback adjacent to Deller Road.

*Table 1 - Application Summary*

The subject property is located between Deller Road and Garden Bay Road, in close proximity to the Sundowner Inn.

The purpose of this report is to provide information on the application and obtain direction from the Corporate and Administrative Services Committee on moving forward.



Figure 1 - Location Map

## DISCUSSION

## Analysis

Access to the subject property is provided by Deller Road to the west. A single family dwelling is currently located on the property that will be demolished to make room for a new sewage disposal field. A new single family dwelling will be constructed on the upper portion of the property adjacent to Deller Road.

Typically, a rear parcel line setback is 2.0 metres, however because the rear parcel line is adjacent to a public road the setback is increased to 4.5 metres. Any buildings constructed within 4.5 metres of a public road also require a permit from the Ministry of Transportation and Infrastructure. This permit has been obtained and the proposed encroachment authorized by Ministry Staff.

The lot is composed primarily of bedrock and slopes steeply down towards Garden Bay Road. A building permit has been issued for a single family home to be constructed on the upper portion of the lot.

The applicant wishes to construct a second-storey deck on the west side of the home. The deck and support posts would be located within the 4.5 metre rear parcel line setback. The legal front parcel line is adjacent to Garden Bay Road, however there is no requirement to access the property from the legal front parcel line. In this case the topography of the property makes that impractical.

Moving the proposed home further to the east would be difficult due to the steep drop off directly to the east of the proposed home. Additionally, a rock outcrop projects from the property several

meters into the road right of way creating a natural separation between the proposed home and the road surface.

The structure of the home is located at the appropriate setback of 4.5 metres. The support posts for the deck will be sited at 3.0 metres and the edge of the deck at 2.4 metres from the parcel line.

Planning Staff consider this variance to be minor and anticipate no impacts to Deller Road or nearby neighbours.

#### *Official Community Plan*

The proposed residential use conforms to the OCP land use designation, Residential A.

The property is not located within any current or proposed development permit areas.

#### *Options*

Possible options to consider:

#### **Option 1: Issue the permit.**

The applicant would be permitted to construct the second storey deck as proposed.

Planning Staff recommend this option.

#### **Option 2: Deny the permit.**

The current 4.5 metre setback would continue to apply. The new single family dwelling would be constructed in accordance with the building permit that has been issued.

#### *Organization and Intergovernmental Implications*

Below is a summary of application referrals to date:

Referral	Comments
SCRD Building Department	No concerns with application.
shíshálh Nation	Referred on June 15, 2017. No comments were received within the 60 day referral period.
Egmont/Pender Harbour Advisory Planning Commission	The APC recommended approval of the application at a meeting on July 25, 2017.
Neighbouring Property Owners/Occupiers	Notifications were distributed to owners and occupiers of properties within a 50 metre radius of the subject property. No comments have been received to date.

**STRATEGIC PLAN AND RELATED POLICIES**

N/A

**CONCLUSION**

The SCRD has received a development variance permit to relax the minimum required rear parcel line setback from 4.5 metres to 2.4 metres to enable the construction of a second storey deck.

Planning Staff consider this variance to be minor with little to no impact on the surrounding area and therefore recommend approval of this application.

*Attachments*

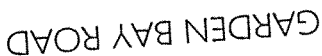
Attachment A - Site Plan

Attachment B - Plans

Attachemnt C - Contour Map

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

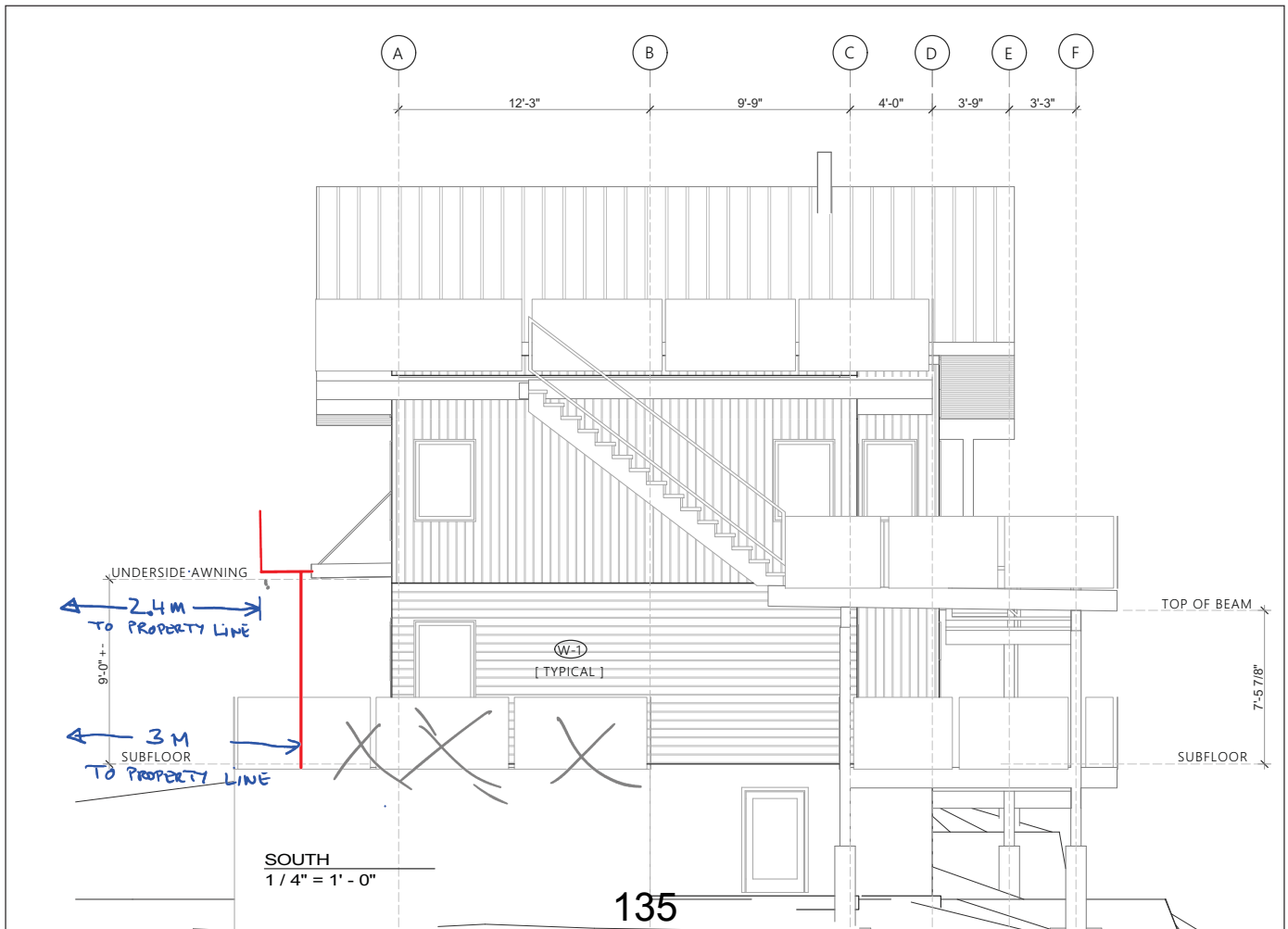
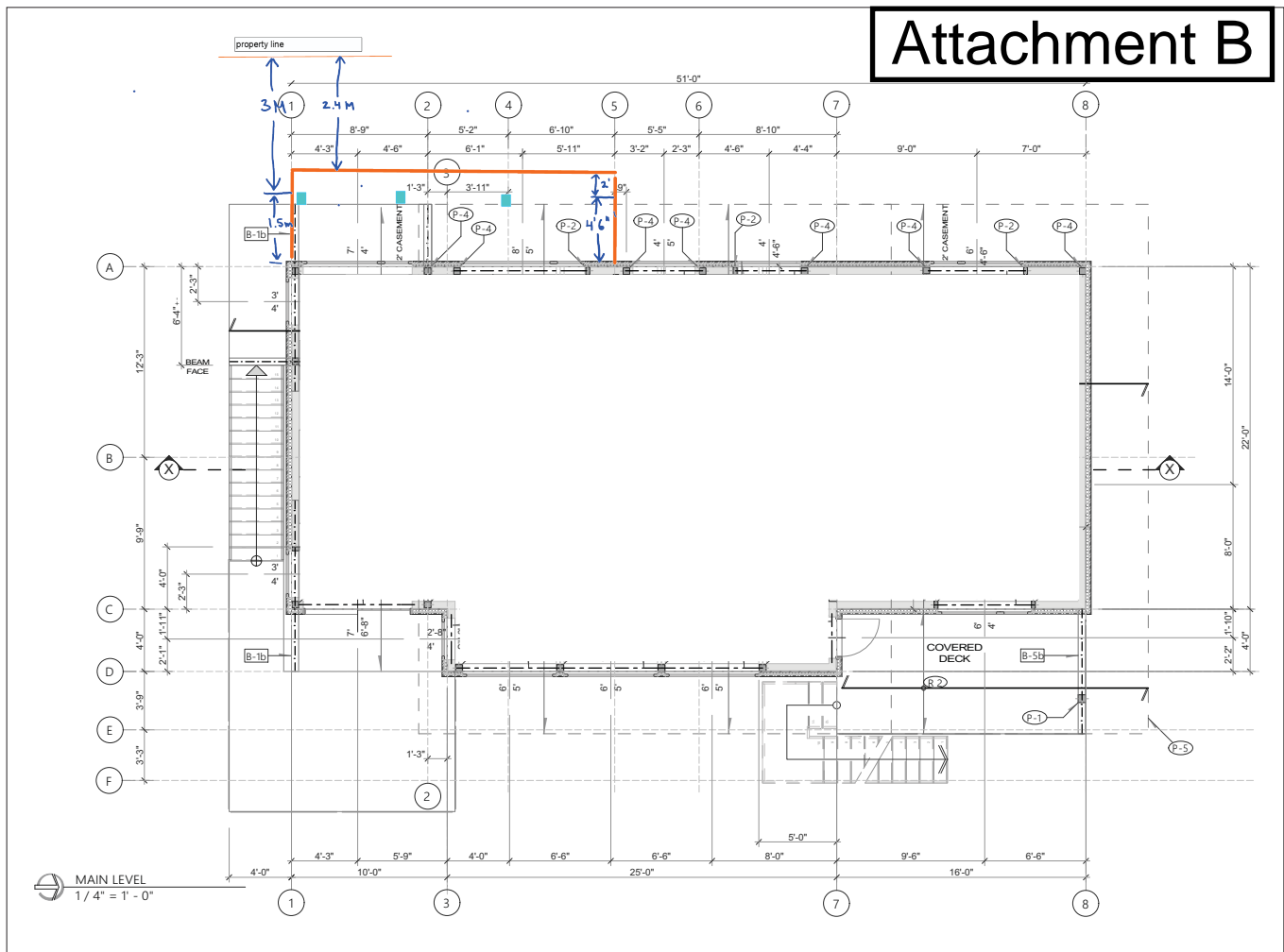
posts 3m  $\rightarrow$  setback

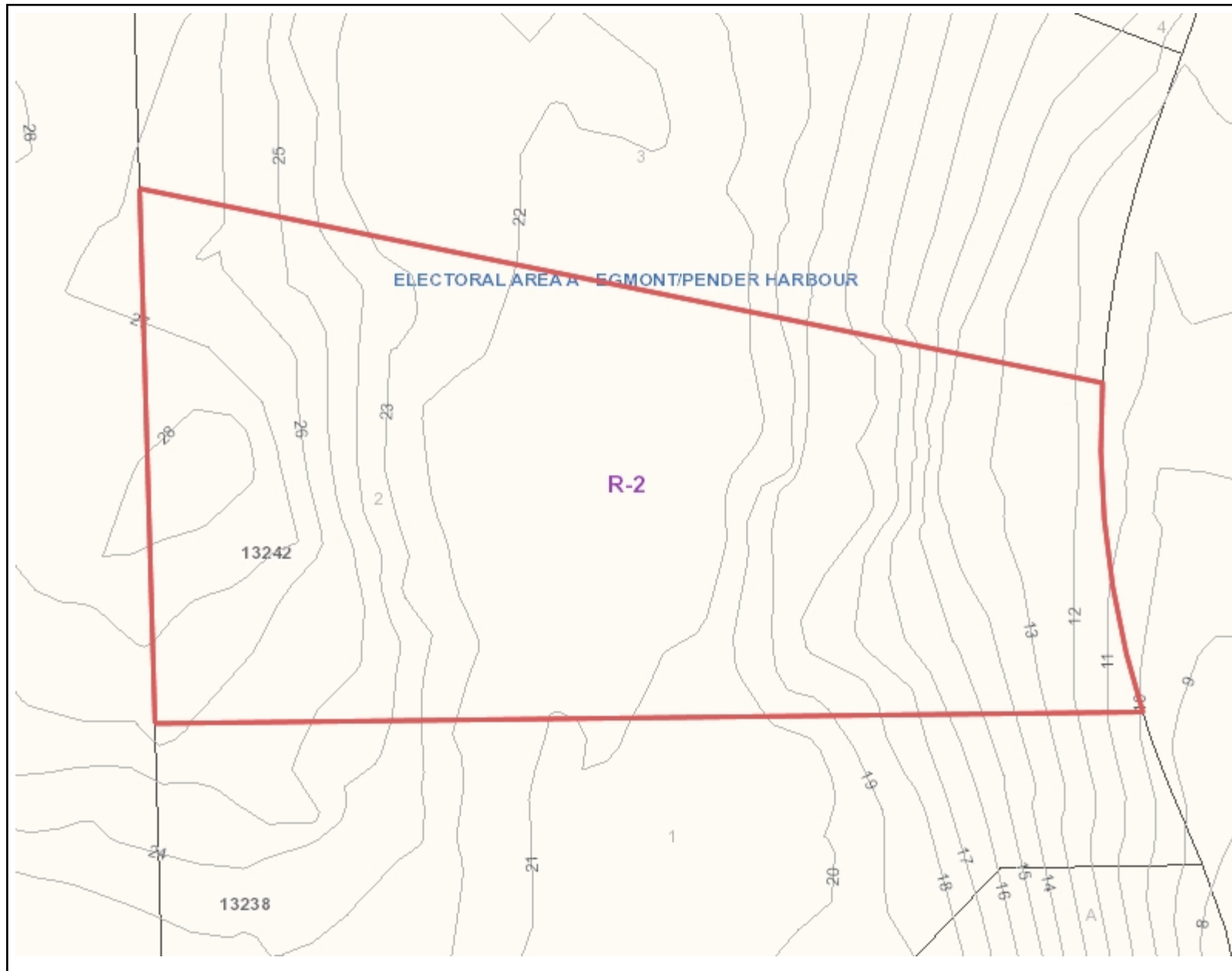


1 : 150

134

# Attachment B





### Legend

- Contours
- Zoning Landuse
- Parcels
- Jurisdiction
- Roads**
  - Highway
  - Roads
- Golf Courses
- Parks**
  - SCRD Park
  - Recreation Site
  - Municipal Park
  - Provincial Park
  - Wharf
  - Cemetery
- Band Lands

0.0 0 0.01 0.0 Kilometers

This information has been compiled by the Sunshine Coast Regional District (SCRD) using data derived from a number of sources with varying levels of accuracy. The SCRD disclaims all responsibility for the accuracy or completeness of this information.







## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

**TO:** Infrastructure Services Committee – September 21, 2017

**AUTHOR:** Sven Koberwitz, Planning Technician

**SUBJECT:** FRONTAGE WAIVER - SUBDIVISION 2016-01786 (WOOD) - ELECTORAL AREA D

### RECOMMENDATIONS

**THAT** the report titled **Frontage Waiver - Subdivision 2016-01786 (Wood) - Electoral Area D** be received;

**AND THAT** the requirement for 10% lot frontage onto a road for Lots 1 and 2 in the proposed subdivision of Lot 6 Block 2 District Lot 1318 Plan 7087 be waived.

### BACKGROUND

The Ministry of Transportation and Infrastructure issued Preliminary Layout Approval for the subdivision of Lot 6 Block 2 District Lot 1318 Plan 7087 into three lots. Two of the lots have a panhandle layout in order to provide legal access to Flume Road.



Figure 1 - Location of subject property.

Section 512 of the *Local Government Act* requires that all new parcels have a minimum 10% parcel frontage onto a highway unless a local government waives the requirement. The SCRD Board must waive the lot frontage requirement for the subdivision to proceed.

## DISCUSSION

### *Analysis*

The application involves a three lot subdivision of the subject property fronting Flume Road (Attachment A). The subject property is located within the 'C' subdivision district and each new lot is above the minimum parcel size of 2000 sq. m.

Lot 3 will have greater than 10% frontage along Flume Road. However, lots 1 and 2 will have less than 10% frontage due to the need for panhandle access. In order to reduce the number of driveway accesses along Flume Road, a shared driveway easement between lots 1 and 2 is required as a condition of subdivision approval.

Preliminary Layout Approval has been issued by the Ministry of Transportation and Infrastructure Approving Officer and given that the access has been approved as part of the subdivision, the Planning and Development Division supports the frontage waiver request.

The Roberts Creek Advisory Planning Commission recommended support for the subdivision application on October 17, 2016.

### *Options*

Possible options to consider:

#### **Option 1: Issue the waiver.**

The proposed 3 lot subdivision will be approved provided all other conditions of the Preliminary Layout Approval are met.

This is the recommended option.

#### **Option 2: Deny the waiver.**

The subdivision could not proceed as proposed.

## STRATEGIC PLAN AND RELATED POLICIES

N/A

## CONCLUSION

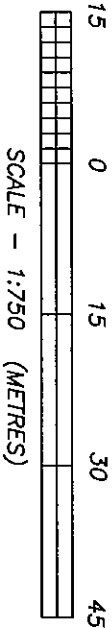
A waiver for the 10% frontage requirement is required by the SCRD Board for the subdivision application to proceed. Preliminary Layout Approval has been granted by the Ministry of Transportation and Infrastructure, therefore Planning Staff support the frontage waiver request.

### *Attachments*

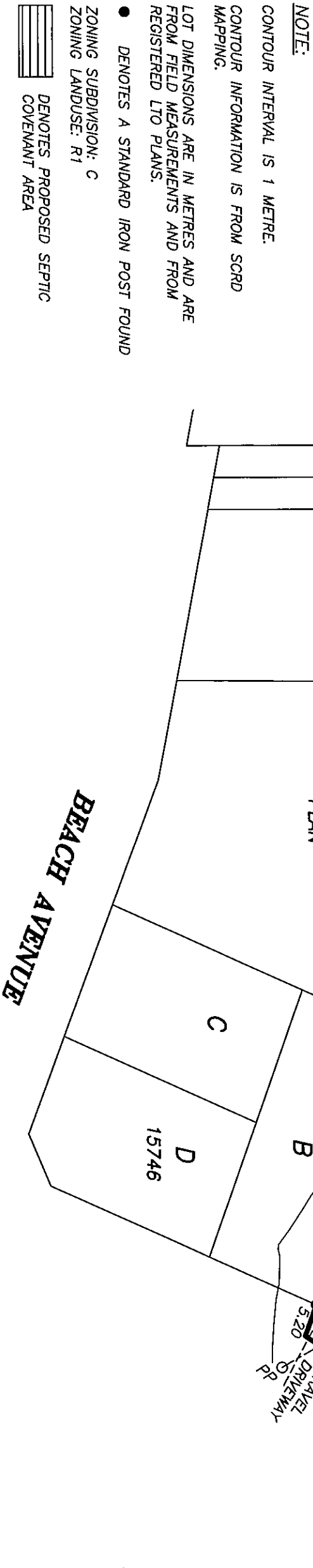
Attachment A - Proposed Subdivision Plan  
Attachment B - MOTI PLA  
Attachment C - SCRD Subdivision Conditions

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

PROPOSED SUBDIVISION PLAN OF LOT 6, BLOCK 2, DL 1318, G.1, NWD, PLAN 7087.



LOCATION: 1071 AND 1077 FLUME ROAD, ROBERTS CREEK, BC  
PID: 010-737-332



REVISED: APRIL 10, 2016  
REVISED: MARCH 8, 2016  
DATE: DECEMBER, 4 2015  
STRAIT LAND SURVEYING INC.  
SEAMUS POPE, BCLS  
BOX 61 (5689 DOLPHIN ST)  
SECHELIT, BC V0N 3A0  
T. 604.885.3237  
15244-1205



## Attachment B

eDAS File #: 2016-01786

Date: Dec/06/2016

Michael and Julia A Wood  
1071 Flume Road  
Roberts Creek, BC V0N 2W2

Attention: Julia A Wood, Applicant

**Re: Proposed Subdivision of  
LOT 6 BLOCK 2 DISTRICT LOT 1318 PLAN 7087  
1071 Flume Road, Roberts Creek**

Your proposal for a three-lot Conventional subdivision has received preliminary layout approval, **subject to the following condition(s):**

1. The applicant shall comply with the requirements of the Sunshine Coast Regional District's letter dated November 8, 2016. Written confirmation from the regional district that the subdivision complies with all applicable bylaws shall be submitted with the final plans.
2. The applicant shall comply with the requirements of the Vancouver Coastal Health Authority's letter dated October 3, 2016. Written confirmation from the health authority that their concerns have been addressed shall be submitted with the final plans.
3. A single shared access shall be constructed for Proposed Lots 1 and 2 and a reciprocal access easement shall be registered over the panhandles of the two lots.
4. A covenant pursuant to Section 219 of the Land Title Act in favour of the Minister shall be registered over the same area as the reciprocal access easement to implement to following restrictions:
  - a) No buildings or structures shall be constructed within the covenant area.
  - b) The covenant area shall be used for access and utility purposes only.The covenant and the easement can be combined into a single document.
5. Within the covenant document, the Minister shall be identified as Her Majesty the Queen in right of the Province of British Columbia as represented by the

Local District Address
Sechelt Area Office Box 950 Sechelt, BC V0N 3A0 Canada Phone: (604) 740-8987 Fax: (604) 740-8988

Minister of Transportation and Infrastructure, Parliament Buildings, Victoria, BC, V8V 1X4.

6. As covenants are required to address concerns raised by the Ministry and/or other agencies, the necessary notation listing the covenant holders and the number of covenants for each shall be included on the Schedule of Owners and Witnesses of the Application to Deposit Plan at Land Title Office. A notation on the plan image listing the covenants is also required.
7. The necessary Approving Officer statement in the covenants required as a condition of approval of the proposed subdivision must be included on the Form D of the covenant document.
8. Any required culverts shall have a minimum diameter of 600mm.
9. Final plans are to be prepared by a BCLS and shall be identified with the file number 2016-01786.

The approval granted is only for the general layout of the subdivision and is valid for one year from the date of this letter. However, if at any time there is a change in legislation or regulations this preliminary layout approval is subject to review and may be cancelled.

Submission of Final Plans (Survey Plan Certification and Application to Deposit) to be accompanied by a current Tax Certificate (FIN 55), together with a plan examination fee of \$50.00 plus \$100.00 per lot created by the plan (for a Total of \$450.00). If paying by cheque, make payable to the Minister of Finance.

If you have any questions please feel free to call the undersigned at (604) 527-2246.

Please quote file number 2016-01786 when contacting this office.

Signed on behalf of Provincial Approving Officer by



Rupinder Prihar  
Area Development and Operations Technician

cc: Sunshine Coast Regional District  
Vancouver Coastal Health Authority

**CONDITIONS TO BE INCORPORATED INTO MOTI PRELIMINARY LAYOUT APPROVAL****MOTI File No. 2016-01786****Date: October 19, 2016**

The following conditions must be satisfied before a letter of confirmation can be sent to the Approving Officer:

**1. Bylaw 310 Compliance**

- a) **Density:** Both proposed properties meet the minimum parcel size established by the C (2000 m<sup>2</sup> Min.) subdivision district. The applicant is to provide a copy of the final subdivision plan prepared by a BCLS to the SCRd to confirm that the final survey is in compliance with Section 406.3 regarding density requirements.
- b) **Useable Area:** The applicant is to provide a copy of all legal plans (easements, reference plans, right-of-ways etc.) required for this subdivision for review by the SCRd to confirm that all proposed lots 3,500 m<sup>2</sup> in area or larger have a minimum useable area of 2,000 m<sup>2</sup>.
- c) **Setbacks:** The applicant is to provide a legal survey to confirm that all existing buildings and structures are located outside the required setbacks in Section 601.4 from all new parcel lines.
- d) **Auxiliary Building Floor Area:** The applicant is to provide a legal survey to confirm all existing auxiliary buildings do not exceed the maximum permitted floor area of 100 m<sup>2</sup> per proposed lot.
- e) **Frontage Waiver:** As per the Local Government Act, the minimum frontage along a highway must be 10% of the perimeter of the lot being created. One or more of the proposed lots do not appear to meet this requirement. A waiver of this requirement must be granted by the Sunshine Coast Regional District Board prior to final approval of the subdivision. The applicant should apply for this waiver with the SCRd Planning and Development Division; a \$150 fee will apply.

**2. Official Community Plan Compliance**

- a) **Flume Road:** Flume Road is designated a major local road as per the Roberts Creek Official Community Plan. Therefore the SCRd recommends that the Approving Officer require a shared driveway easement for Proposed Lots 2 and 3 in order to avoid an excessive number of new driveways off of Flume Road.

- 3. **Building Department Comments:** If retaining walls or other earth retention measures are required for site grading or any other purposes, building permits and engineering may be required.
- 4. **Infrastructure Department Comments:** As per the Local Government Act and Bylaw 693, a Development Cost Charge (DCC) in the amount of \$7,264.00 is required to be paid in full to the Sunshine Coast Regional District prior to issuance of final development approval. Two service connections and water meters are required for each lot in this development.

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

CC:  
Applicant  
Ministry of Transportation and Infrastructure







Annex N  
SCRD  
RECEIVED  
SEP 06 2017



August 28, 2017

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

Reference: 267955

MASTER FILE COPY

Dear Chair Nohr:

**Re: Highway Maintenance Agreements**

I am writing in response to your letter of June 19, 2017, regarding local government input on the ministry's highway maintenance agreements. Please accept my apologies for the delay in my response.

The ministry shares the Sunshine Coast Regional District's commitment to ensuring the services provided by our maintenance contractors meet the highest standards possible.

As you may be aware, the current highway maintenance contracts are scheduled to expire over the next few years. The ministry is currently reviewing the language and specifications contained within these contracts to determine which areas can be updated and improved.

While the maintenance contracts are developed to address the province as a whole, we do recognize that communities have specific issues. You may be pleased to know that one of the changes to the contract will be to require more sweeping on cycling routes, which I understand has been an issue for the Sunshine Coast Regional District.

Information gathered for the Contractor Assessment Program (CAP) is used to guide us in this review process. We rely on ministry staff from around the province, as well as local governments such as yours, community leaders, stakeholders and the travelling public to provide input on how to better serve the needs of their communities. Past performance is taken into account through ongoing audits of each maintenance contractor's performance, as well as through stakeholder consultations.

We value the working relationship we have with your community and would invite you to speak with Ian Pilkington, Director, Highway Maintenance Contract Renewal, to discuss these matters and any other concerns you may have, such as future performance requirements and improving transparency of the renewal process. He can be reached by telephone at 250 356-7627 or email at [Ian.Pilkington@gov.bc.ca](mailto:Ian.Pilkington@gov.bc.ca) and would be pleased to speak with you.

.../2

Ministry of Transportation  
and Infrastructure

Office of the  
Assistant Deputy Minister  
Highways Department

Mailing Address:  
PO Box 9850 Stn Prov Govt  
Victoria BC V8W 9T5  
Telephone: 250 387-3260  
Fax: 250 387-6431

Location:  
5B 940 Blanshard Street  
Victoria BC V8W 3E6  
[www.gov.bc.ca/tran](http://www.gov.bc.ca/tran)

Thank you for taking the time to write.

Sincerely,



Kevin Richter  
Assistant Deputy Minister  
Highways Department

Copy to:      Honourable Claire Trevena  
                 Minister of Transportation and Infrastructure  
                 MLA, North Island

Thomas Chhun, District Manager  
Lower Mainland District