



# PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE

Thursday, March 14, 2019  
SCRD Boardroom, 1975 Field Road, Sechelt, B.C.

## AGENDA

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

### AGENDA

1. Adoption of Agenda

### PRESENTATIONS AND DELEGATIONS

2. Dianne Sanford, Seachange Marine Conservation Society                      Annex A  
Regarding Salish Sea Nearshore Habitat Recovery Project in Sechelt Inlet                      pp 1 - 14
3. Nicole Huska, Secret Cove Heights Development Inc.                      Annex B  
Regarding Proposed Halfmoon Bay OCP Amendment for Remainder DL 2392                      pp 15 - 18  
(Secret Cove Heights Development)

### REPORTS

4. Senior Planner – Introduction to Proposed Halfmoon Bay Official Community Plan Amendment for Remainder DL 2392 (Secret Cove Heights Development) – Electoral Area B                      Annex C  
pp 19 - 32  
**Electoral Area B (Rural Planning) (Voting – A, B, D, E, F)**
5. General Manager, Planning and Community Development – Crown Lease Eligibility of Sunshine Coast Conservation Association Educational Forest Proposal for DL1313                      Annex D  
pp 33 - 35  
**Rural Planning (Voting – A, B, D, E, F)**
6. Manager, Planning and Development – Lot 6 Largo Road Subdivision – Transportation Options – Electoral Area D                      Annex E  
pp 36 - 40  
**Electoral Area D (Rural Planning) (Voting – A, B, D, E, F)**
7. Senior Planner – Roberts Creek Official Community Plan Amendment Bylaw No. 641.11 and Zoning Amendment Bylaw No. 310.182 for Subdivision of Remainder District Lot 1312 – Electoral Area D                      Annex F  
pp 41 - 65  
**Electoral Area D (Rural Planning) (Voting – A, B, D, E, F)**
8. Senior Planner – Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2018 Consideration for Second Reading and Scheduling of a Public Hearing – Toma Subdivision                      Annex G  
pp 66 - 86  
**Electoral Area B (Rural Planning) (Voting – A, B, D, E, F)**
9. Senior Planner – Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019 (Jacobs – 2723 Toni Rd) - Consideration of First Reading – Electoral Area D                      Annex H  
pp 87 - 97  
**Electoral Area D (Rural Planning) (Voting – A, B, D, E, F)**

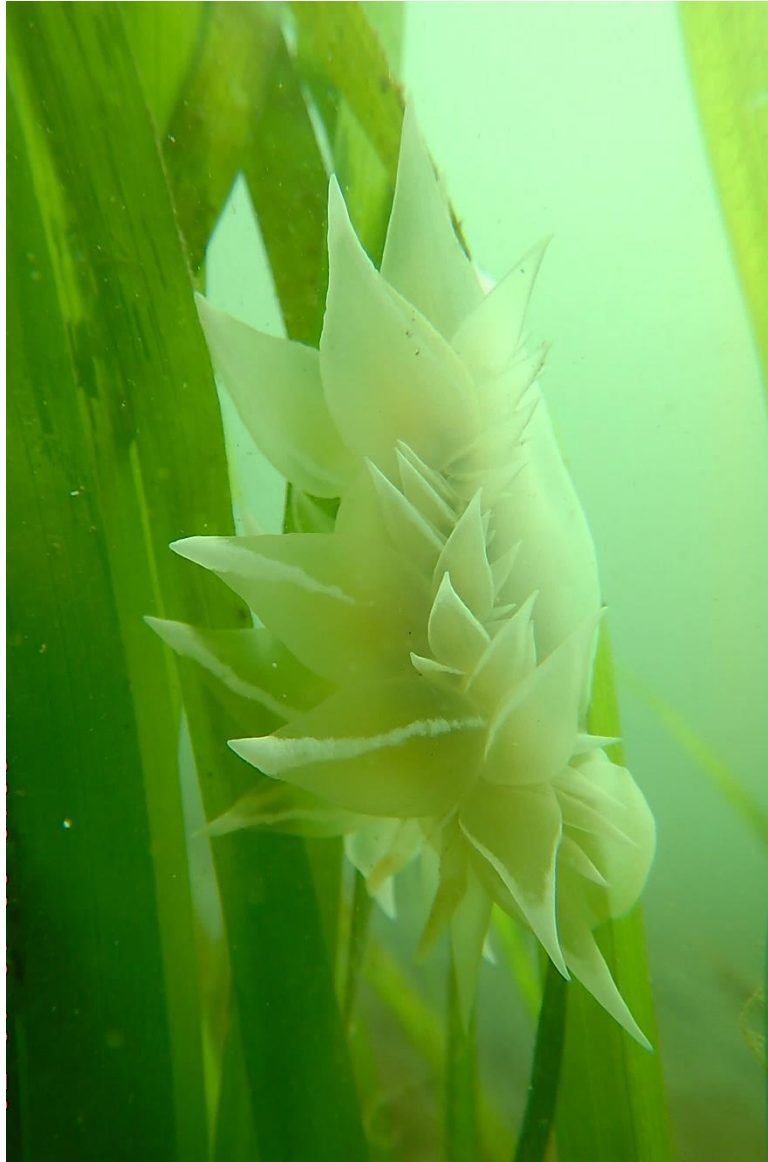
- |  |                         |
|--|-------------------------|
| 10. Manager, Planning and Development – Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017 and Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017 (West Coast Wilderness Lodge) – Consideration for Third Reading and Adoption<br><b>Electoral Area A (Rural Planning) (Voting – A, B, D, E, F)</b> | Annex I<br>pp 98 - 106  |
| 11. Planner – Public Participation Phase 2 Suncoaster Trail Design<br><b>Community Parks (Voting – A, B, D, E, F)</b>  | Annex J<br>pp 107 - 120 |
| 12. Chief Building Official – SCRD Building Bylaw No. 687 Housekeeping Amendments<br><b>Building Inspection Services (Voting – A, B, D, E, F, SIGD)</b>  | Annex K<br>pp 121 - 123 |
| 13. Manager, Facility Services & Parks and Fire Chief, Gibsons & District Volunteer Fire Department – RFP 18 358 Roof Replacement at Frank West Hall and Cliff Mahlman Fire Hall Award Report<br><b>Community Parks (Voting – A, B, D, E, F)</b>   | Annex L<br>pp 124 - 127 |
| 14. Chief Administrative Officer - National Emergency Stockpile System (NESS) Storage at Elphinstone Secondary Memorandum of Understanding<br><b>Sunshine Coast Emergency Program (Voting – All)</b>   | Annex M<br>pp 128       |
| 15. General Manager, Infrastructure Services – North and South Pender Harbour Watermain Replacement Financial Update<br><b>North/South Pender Harbour Water Service (Voting - A, SIGD)</b>   | Annex N<br>pp 129 - 133 |
| 16. Policing Advisory Committee Minutes of January 24, 2019<br><b>(Voting – A, B, D, E, F)</b>   | Annex O<br>pp 134 - 136 |
| 17. Transportation Advisory Committee Minutes of January 24, 2019<br><b>(Voting – A, B, D, E, F)</b>   | Annex P<br>pp 137 - 140 |
| 18. Electoral Area A (Egmont/Pender Harbour) APC Minutes of January 30, 2019<br><b>Electoral Area A (Rural Planning) (Voting – A, B, D, E, F)</b>  | Annex Q<br>pp 141 - 142 |
| 19. Electoral Area D (Roberts Creek) APC Minutes of February 18, 2019<br><b>Electoral Area D (Rural Planning) (Voting – A, B, D, E, F)</b>   | Annex R<br>pp 143 - 145 |
| 20. Electoral Area F (West Howe Sound) APC Minutes of February 26, 2019<br><b>Electoral Area F (Rural Planning) (Voting – A, B, D, E, F)</b>   | Annex S<br>pp 146 - 149 |
| 21. Electoral Area A (Egmont/Pender Harbour) APC Minutes of February 27, 2019<br><b>Electoral Area A (Rural Planning) (Voting – A, B, D, E, F)</b>   | Annex T<br>pp 150 - 151 |
| 22. Electoral Area E (Elphinstone) APC Minutes of February 27, 2019<br><b>Electoral Area E (Rural Planning) (Voting – A, B, D, E, F)</b>   | Annex U<br>pp 152 - 154 |
| 23. Agricultural Advisory Committee Minutes of February 26, 2019<br><b>Rural Planning (Voting – A, B, D, E, F)</b>   | Annex V<br>pp 155 - 157 |

## COMMUNICATIONS

- |  |                   |
|--|-------------------|
| 24. <u>Robin Merriott, Sunshine Coast 101 Committee, dated February 22, 2019</u><br>Regarding Letter of Support for construction of a new highway. | Annex W<br>pp 158 |
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**NEW BUSINESS**

**ADJOURNMENT**



# Habitat Survey Report Sechelt Inlet

Salish Sea Nearshore Recovery Project

## 2018

SeaChange Marine Conservation Society  
Regional Coordinator for Sechelt - Dianne Sanford



## Introduction

The Salish Sea Nearshore Habitat Recovery Project initiated its second year of marine nearshore recovery by launching Regional Community meetings in Howe Sound, Sechelt and Burrard Inlets. The first region, the Gulf Islands, completed habitat surveys and eelgrass restoration in 2017-2018. Nineteen possible restoration opportunities for eelgrass, marine riparian restoration and debris removals were identified during the Community and Technical Working Group meetings in Sechelt. During August 2018, habitat surveys were conducted at 9 of those sites over four days. Emphasis was given to those areas considered to have high habitat connectivity and likelihood of success. More potential restoration sites will be surveyed in the following three years.

All potential restoration sites will be discussed and agreed upon with the shíshálh (Sechelt) First Nation before restoration and/or debris removals commence.

The sites listed below were surveyed, using a boat, SCUBA divers (some sites), cabled underwater and hand-held cameras and a side-scan sonar. Photos, above and under water surveys were produced for each site, and are available upon request.

The following sites were evaluated during Community and Technical Working Group meetings. The black marks (✓) designate suggestions made by the community; the red mark (✓) designates suitable restoration sites as determined from habitat surveys:

Site <sup>1</sup>	Eelgrass Restoration	Marine Riparian Restoration	Subtidal Marine Debris Removal
<b>NE Sechelt Inlet</b>			
Kunechin Pt.	✓		
<b>West Sechelt Inlet</b>			
Halfway Pt.	✓		✓
Old Log Storage Site (S)	✓	✓	✓✓
Skaiaikos Pt.		✓	✓✓
Piper Pt.	✓		✓
Snake Bay	✓✓	✓✓	✓
<b>East Sechelt Inlet</b>			
Davis Brook Public Beach	✓		✓
Burnett Road	✓		
Porpoise Bay	✓ ✓		✓✓

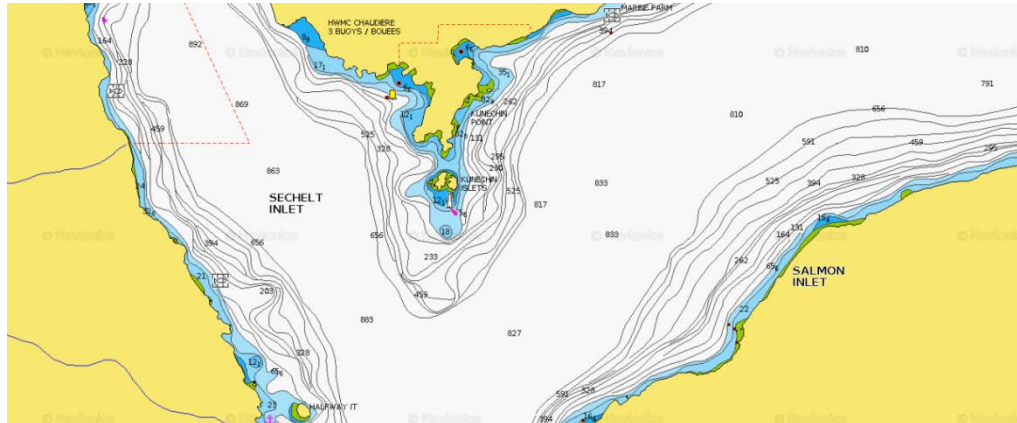
Cover photograph: Coastal Photography Studio

The following report describes each location and makes recommendations for actions that will increase the resiliency of nearshore habitats for salmon and the food webs upon which they depend.

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<sup>1</sup> These recommendations were made during the Technical meetings. Recommendations in the report include actions suggested after a habitat survey was completed at each site.

## Nearshore Habitat Site Assessment Kunechin Pt.



**Survey:** August 27, 2018 (1:34; Tide 3' @ 13:34)

**Kunechin Pt. GPS location:** 49°63.234 N 123°80.207 W

**Habitat Rating:** Kunechin Pt.: Eelgrass: 2 Forage Fish: 1<sup>2</sup>



### Community members' comments:

- Potential site but low priority?
- Eelgrass growing among wood waste; some gaps in the bed
- Degradation from previous logging activities
- Need safe anchoring without disturbing the area (designated recreational anchorage; important site for vessels in distress)
- Negotiate sites with BC Parks re usage/moorings

### Survey notes:

Fetch<sup>3</sup> at this site is 3 km with an easterly aspect<sup>4</sup>. The seabed is consolidated, clean sand (containing very little woody debris). The backshore is a coniferous forest with some campsites. This area is designated as a BC Provincial Park. There were no docks, wharves, mooring buoys or recreational boats present at the time of the survey. The dense eelgrass is a flat continuous habitat (~ 200m x 45m) with the exception of some patchiness on the south side. Eelgrass shoots closer to shore show some stress as evidenced by darkened blades, most likely from exposure to high water and air temperatures during low tides. Understory kelps and algae were growing amidst the eelgrass habitat.

<sup>2</sup> Rating criteria for eelgrass and forage fish: 2 indicates a high rating for quality of plants or spawning habitat; 1 medium and 0 low.

<sup>3</sup> The distance traveled by wind or waves across open water.

<sup>4</sup> The direction in which the shore faces.

However, two large bare patches (both ~6m x 6m) within an otherwise continuous flat eelgrass bed were observed, most likely caused by boat anchor chains scouring the seabed. There had been a derelict vessel removed at this site as well.

Bare patches in a continuous dense eelgrass bed

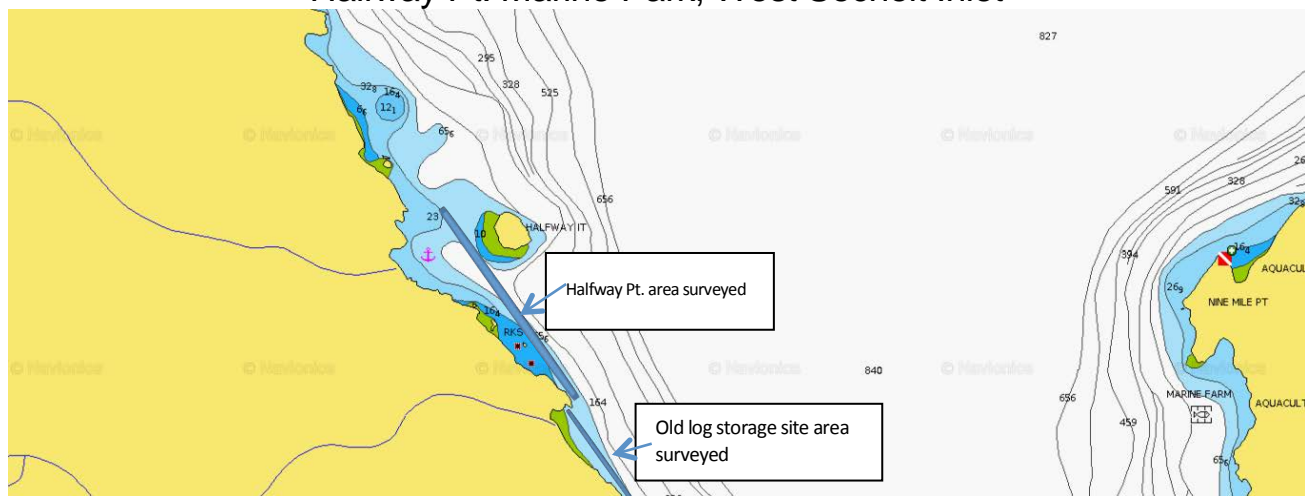


Juvenile sticklebacks, salmon smolts, smelt, perch, perch, Dungeness crabs, rockfish, seastars, sea cucumbers and clam siphons in the sandy substrate were observed during the survey.

### Recommendations

- Signage posted at this site for all recreational users on the importance of eelgrass habitat.
- Designated zones for anchorage posted.
- Use the video and aerial video photography to educate the public about the best practices for nearshore conservation.
- No eelgrass restoration recommended, as the patches will fill in if boats cause no further damage..

## Nearshore Habitat Site Assessment Halfway Pt. Marine Park, West Sechelt Inlet



**Survey:** August 27, 2018 (2:51; Tide: 2.03' @14:58)

**Halfway Pt. GPS location:** 49°60.311 N 123°82.678 W

**Habitat Rating:** Halfway Marine Park: Eelgrass: 2 Forage Fish: ?

### Community members' comments:

- Halfway Marine Park
- Eelgrass bed to south, location to be verified





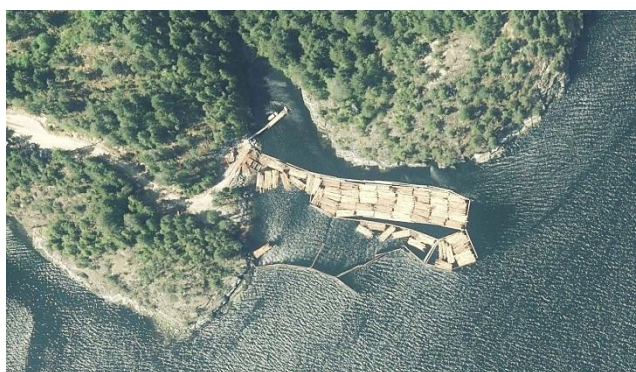
### Survey notes

Fetch is .4 km on west side of Halfway Island; further south the fetch is 2.3 km with a northeasterly aspect. A small fringing eelgrass bed is situated in the middle of the bay facing a cobble/pebble beach. The eelgrass habitat is limited shoreward by cobble and seaward by a steep drop-off at ~16' chart datum. There is a stream nearby a derelict cabin on the north end of the shore. The backshore is a coniferous forest. One mooring was noted but no anchorages or docks seen during the survey. Perch, sea stars, horse clams observed. Further south there is a steep rocky shore, derelict fishing gear closer to shore. Sediment is rockier nearer the shore and a steep slope seaward, limiting the expansion of this bed. Depth range from the edge of the bed shoreward to the deepest edge is 13.5' to 13.8' chart datum. Eelgrass is tall and healthy despite the wave exposure and depth range.

### Recommendations

- Signage on shore for eelgrass protection.
- No restoration needed at this site at this time.
- Derelict nets should be removed from nearshore.

## Nearshore Habitat Site Assessment Old Log Storage Site, West Sechelt Inlet



Site was used in the recent past for log storage  
Photo: 2014



Site now contains derelict logging structures

**Survey:** August 27 2018 (3:37; Tide: 1.98' @ 15:38)

**Log Storage Site GPS location:** 49°59.208 N 123°81.685 W

**Habitat Rating:** Eelgrass: 0 Forage Fish: 0

### Community members' comments:

- Surviving eelgrass bed
- Some cleanup could be helpful
- Cables/debris
- A couple of cabins upland
- Fringing eelgrass beds on west side of inlet
- Log booms on map

### Survey notes:

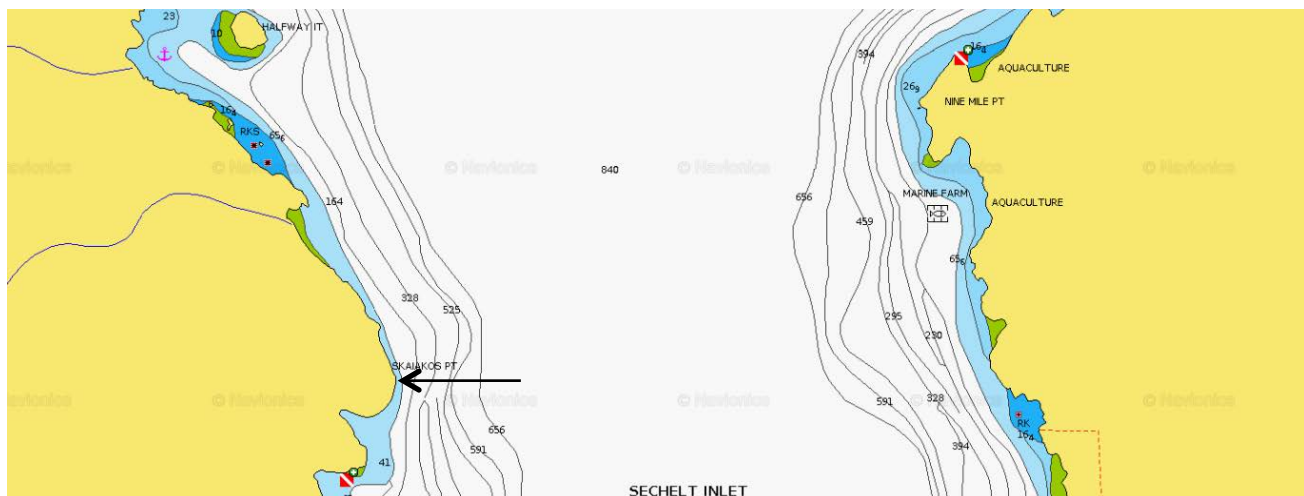
There is potential at this site for shoreline riparian restoration. This bay is too deep for eelgrass growth. The depth close to shore was 22.5' chart datum. Forested backshore. Derelict I-Beam for retaining logs for the log skid on shore and cleared vegetation to the north of the I-Beam. Blasted rock at the location of the I-Beam. Logging road still evident in the backshore.



### Recommendations

- Clean up derelict equipment and log pilings.
- Possibly replant after clean up.

## Nearshore Habitat Site Assessment Skaiakos Pt. West Sechelt Inlet



**Survey:** August 27, 2018 (3:50: Tide: 7.3' @ 15:18)

**Skaiakos Pt. GPS location:** 49°58.410 N 123°81.637 W

**Habitat Rating:** Eelgrass: 0; Forage Fish: 0

### Community members' comments:

- Not on the original notes from the Community Meeting notes

### Survey Notes:

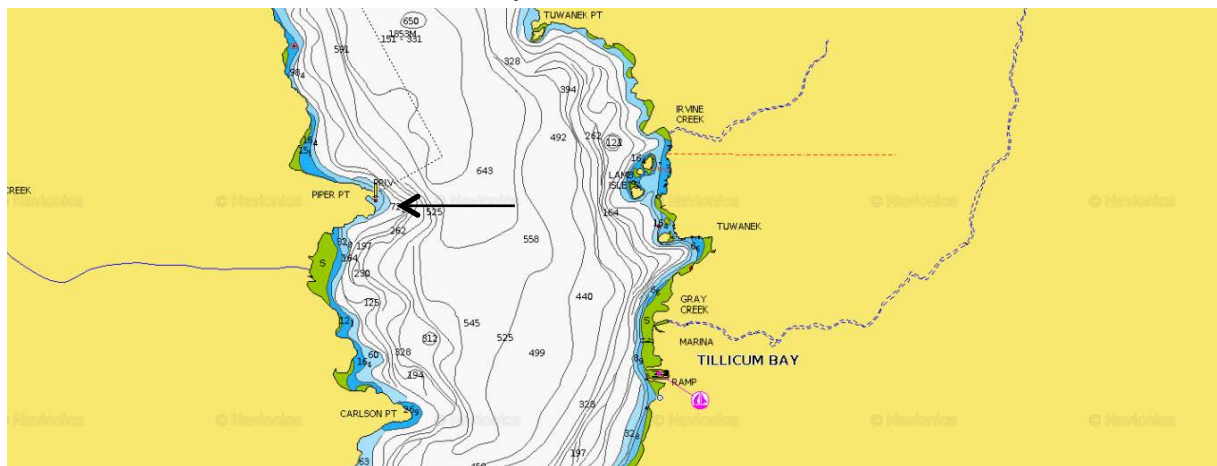
Fetch here is 3.3 km with a northwesterly aspect. A small salt marsh and dry stream bed are located on the nearshore in front of a forested backshore. This was a former log barge site. Two cut pilings are in shallow water on the southeast shore. Kelp and green and brown algae are growing on rocky substrate from ~ -5' to -10' chart datum. Some beach debris, including underwater pipe and plastic debris. The rock wall seen in the right side of the above photo could be distributed along the shore with an excavator and the logs could be placed in the back to provide areas for dune grass growth. No eelgrass observed at this site.



### Recommendations:

- Investigate status of tenured lease at this site.
- Nearshore restoration could redistribute boulders and logs with an excavator to encourage nearshore plant communities.
- Plant suitable native plants after debris removal, such as dune grasses.

### Nearshore Habitat Site Assessment Piper Pt. West Sechelt Inlet



**Survey:** August 27, 2018 (4:20; Tide: 2.35' @ 16:25)

**Piper Pt. GPS location:** 49°54.912 N 123°80.086 W

**Habitat Rating:** Eelgrass: 2; Forage Fish: ?



### Community members' comments:

- Removal of large boat would help restoration of eelgrass bed – not within the SCRD.
- Chain scouring existing eelgrass bed from an anchored 35-40' boat.
- Healthy eelgrass on either side of boat.



### Survey notes:

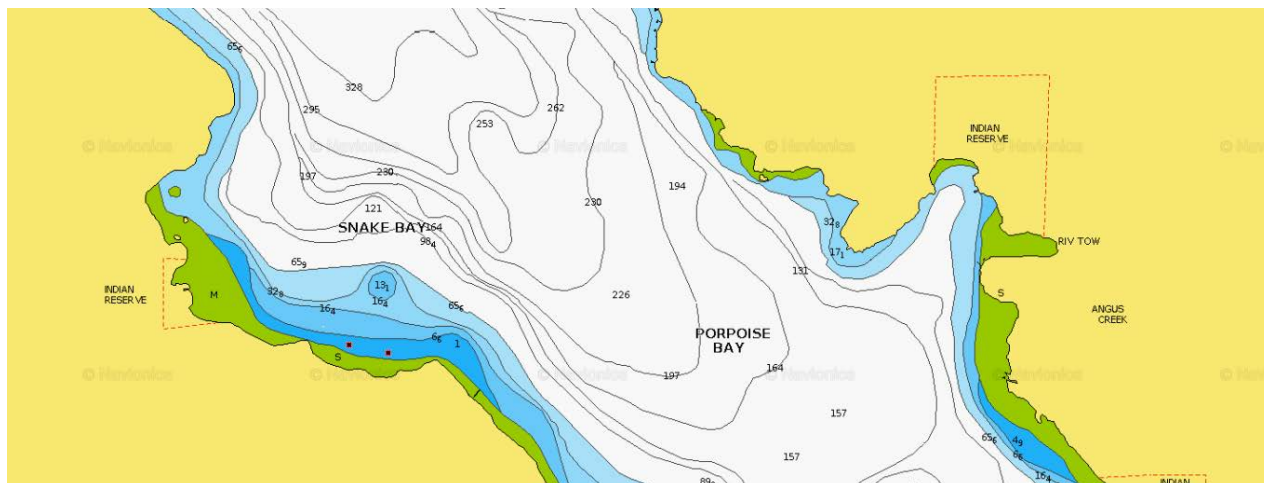
Fetch here is 1.9 km with an easterly aspect. Forested backshore with a cobble/pebble shore sediment. Since the SeaChange crew visited this site four years ago, when only one derelict sailboat was on the northern end of the bay, there are now six boats seemingly stored there, five of which are tied to the shore; one is bow tied to shore. The derelict sailboat has been relocated to the southern end of the bay in a kelp bed (*Nereocystis spp.*) just beyond the eelgrass bed. The boat's bow line tied to shore is impacting the eelgrass between the boat and the shore. There are a total of nine buoys in the bay affecting a narrow dense

fringing eelgrass bed limited shoreward by cobble and seaward by a steep drop-off. Depth range of the dense eelgrass habitat bed is -5.7' to -14.8' chart datum. The bed is located in clean, consolidated sandy seabed with some woody debris.

### Recommendations:

- Consult with SCRD regarding boat anchoring regulations and derelict boat storage at this site.
- Monitor site to observe better anchoring practices at this site.
- Remove derelict vessels before they sink.

## Eelgrass Habitat Site Assessment Snake Bay, West Sechelt Inlet



**Survey:** August 28, 2018 (9:49 Tide 6.86' @ 9:52)

**Snake Bay GPS location:** 49°51.070 N 123°79.322 W

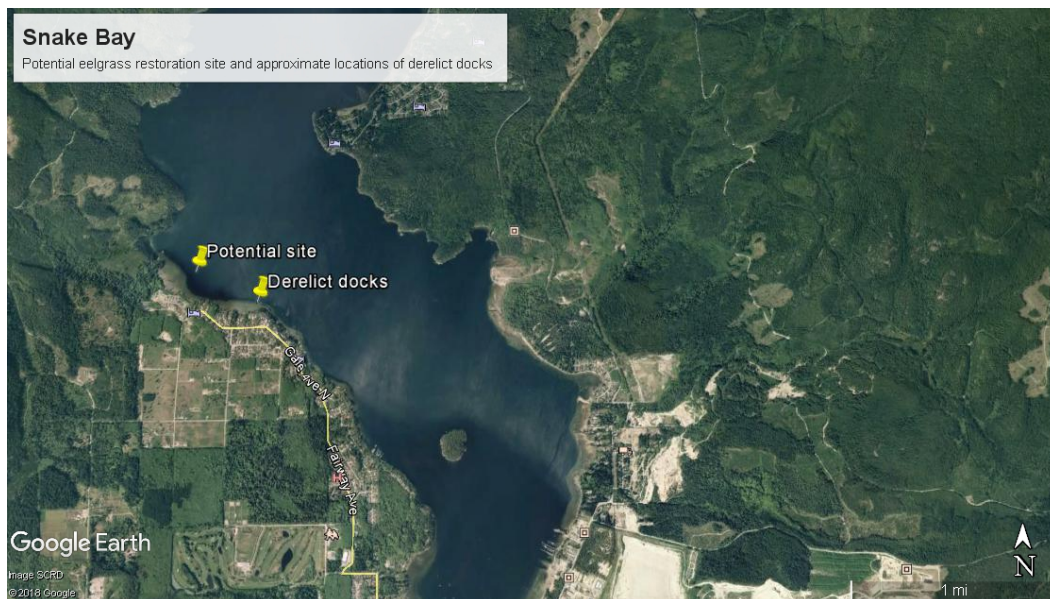
**Habitat Rating:** Eelgrass: 2; Forage Fish: 2

**Community members' comments:**

- There is removal of marine riparian vegetation
- Low slope intertidal, mud based on southern shore (of Snake Bay),
- Destabilized upland, sediment wash out from it
- Good opportunity to look at values of restoration
- Has not been hardened, but runoff damage and vegetation gone, but do not need to remove a hardened bank

**Survey Notes:**

Fetch is 1.6 km with a northerly aspect. Backshore is mostly cleared of vegetation with some remaining conifers and deciduous trees. Eelgrass beds on the north side of the bay are dense, growing in clean substrate with some algae. Depth range is 0 to -7.1' chart datum. A steep drop off limits eelgrass expansion at -16.1'. In the middle of the bay there is no eelgrass, quite possibly from the freshwater movement of the stream. More study of the hydrological characteristics of this outflow need to be considered before a transplant could be attempted. If restoration was successful at this site, it could stabilize the steep slope, such was done off of Porpoise Bay successfully (2014-2016).



Eelgrass is growing into a wider bed further south from the mouth of the stream. It is taller, less dense and healthy. There is flatter substrate on this end of the bay. Outer seaward depth of the bed is -9.8' chart datum. Further south of Snake Bay there are several derelict floating docks located within eelgrass habitat.



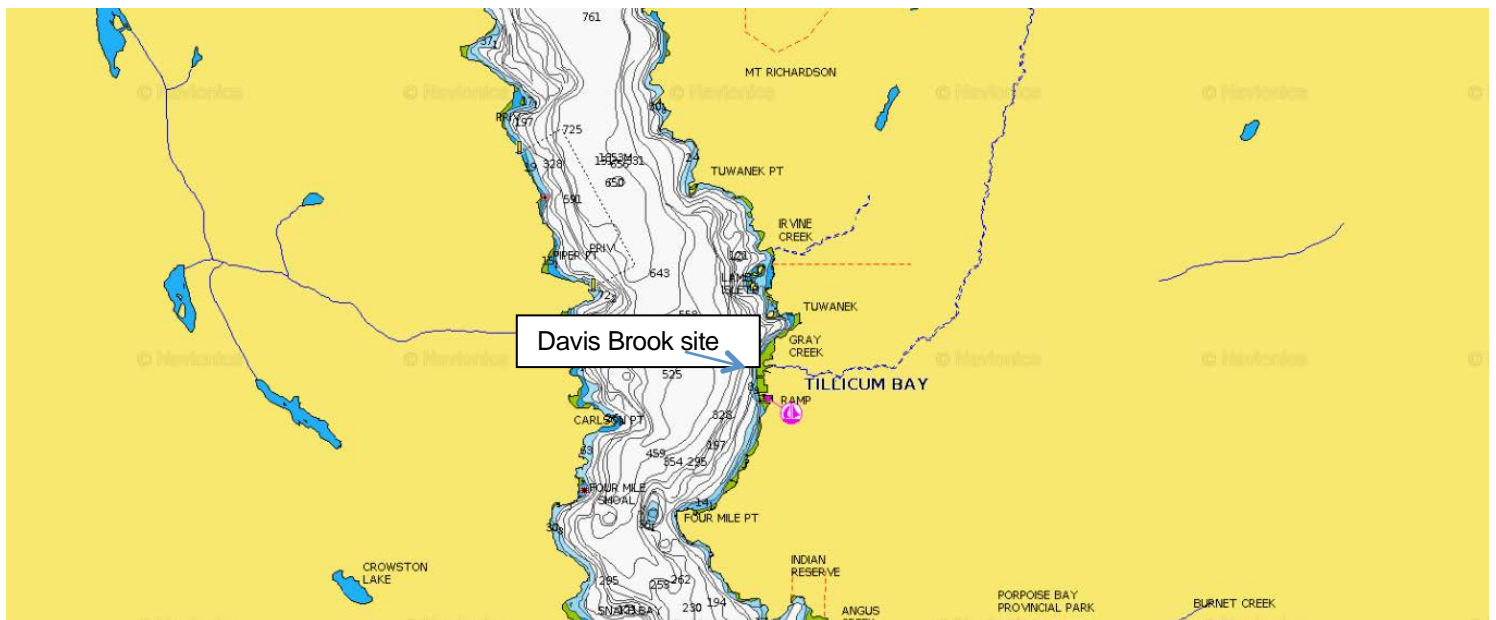


This is a photo of the location of three boats and two docks and mooring buoys within eelgrass habitat. The eelgrass is sparse and patchy between the boats.

### Recommendations

- Remove all boats and floating docks from eelgrass habitat.
- Investigate test plots for eelgrass restoration in Snake Bay.
- Revegetate shoreline.

## Nearshore Habitat Site Assessment Davis Brook Public Beach, East Sechelt Inlet



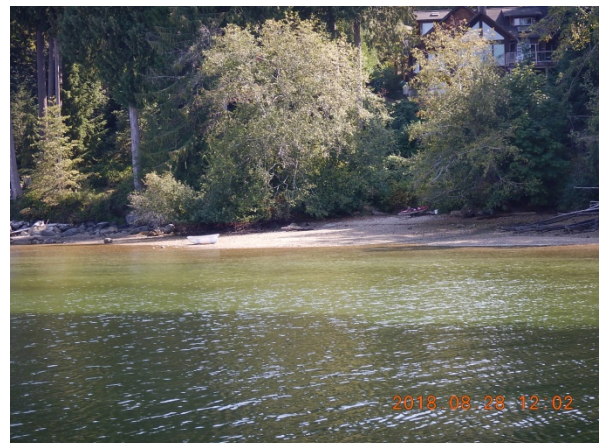
**Survey:** August 28, 2018 (12:00; Tide: 5.31' @ 12 :00)

**Davis Brook GPS location:** 49°52.932 N 123°76.746 W

**Habitat Rating:** Eelgrass: 2; Forage Fish: 2

### Community members' comments:

- Good vegetation, good presence of eelgrass.
- There's a floating dock that needs to be removed – it is decrepit and dangerous.
- Good place to check for sand lance and surf smelt-sandy beach with fallen logs.
- Creek is absolutely destroyed - because of logging debris in creek.
- District of Sechelt put in nice bridge over Creek, but dumped materials into the creek in the process and the materials are still there.



- Could be a good nursery spot for eelgrass (good donor site for eelgrass transplants).

### Survey Notes

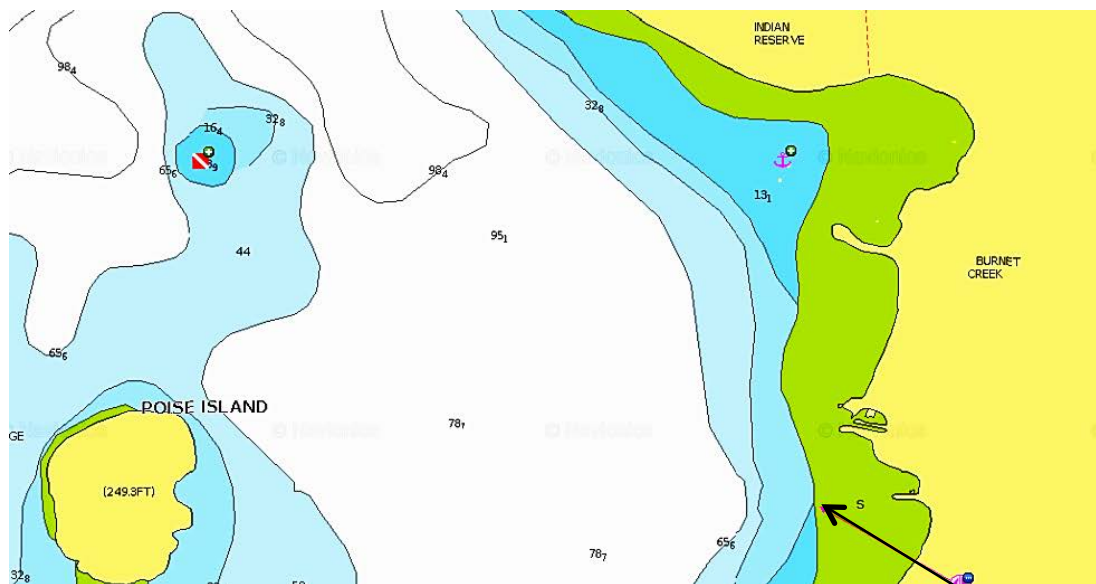
Eelgrass habitat here is dense with a depth range of 0- -3.69' chart datum. There is a floating dock that appears to be derelict situated within the bed. The fetch is 2.2 km with a northwesterly aspect. The seabed is composed of consolidated sand. The backshore is a mix of conifers and deciduous trees, with some areas cleared of vegetation. The shore contains cobbles and boulders with some areas that appear suitable for forage fish spawning.



### Recommendations

- Remove dock from eelgrass habitat.
- This area could serve as a donor bed for nearby eelgrass restoration.

## Nearshore Habitat Site Assessment Burnett Road Site, East Sechelt Inlet



**Survey date:** August 28, 2018 (1:12; Tide: 4.14' @ 13:14)

**Burnett Rd. site GPS location:** 49°50.134 N 123°74.826 W

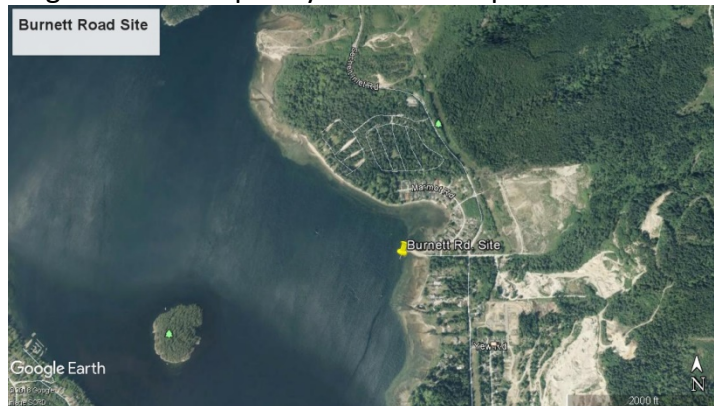
**Habitat Rating:** Eelgrass: 2; Forage Fish: 2

**Community members' comments:**

- Artificial sandspit (built approximately 25 years ago) is causing sedimentation of the bay, infilling it with muck. Very dramatic change - noticeable over the last 10 years.
- Was eelgrass, is now covered over. Good eelgrass restoration site.
- Possible shoreline vegetation restoration.
- Preventing longshore drift. - used as a log dump. Crown land (verified)
- Needs further study to see if neighbourhood would agree, what is involved in removal.
- Possible for SCCA summer student to look into this.

**Survey notes:**

This site has a continuous flat eelgrass bed with a depth range of +1' to -7' chart datum. Where the depth is suitable, the eelgrass is growing except in an area parallel to the middle of the sandspit, where eelgrass becomes patchy at -5' to -7' depth.



**Recommendations:**

- No eelgrass restoration is recommended at this site at this time.
- Continue assessment of eelgrass habitat on an annual schedule.





## A detailed map of Porpoise Bay, British Columbia. The map shows the bay's coastline with various depth contours labeled in meters (e.g., 197, 164, 157, 89g, 32g, 6g, 19, 46g, 21, 47g, 161, 23, 8g, 164). Key locations include POISE ISLAND, ANCHORAGE (marked with a pink anchor), PUBLIC RAMP, BOOMS/PANNIES, and several INDIAN RESERVE areas. Water bodies like ANGUS CREEK and BURNET CREEK are also shown. The map includes a scale bar from 0 to 1 km and a north arrow.

**Survey notes:**

**Porpoise Bay Debris Points**

Locations of debris on the seabed of Porpoise Bay, Sechart Inlet

Google Earth

200m

SUNKEN BOAT

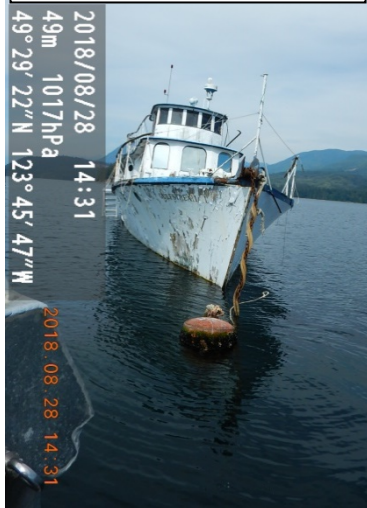
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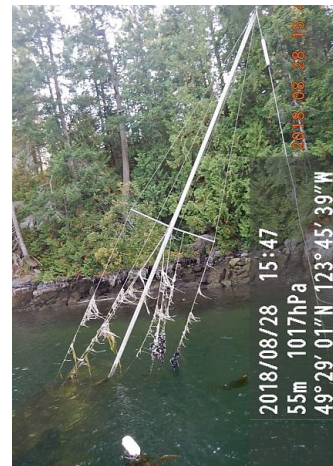
As the result of the sinking of at least five vessels and several floating but abandoned boats, debris has been deposited on the seabed inhibiting eelgrass productivity in the bay for a number of years. This causes a spatial and temporal loss of critical marine wildlife habitat, including habitat for salmon. Debris such as metal pipes and frames, fish nets, mooring blocks and chains, tires, boat generators and engines, bottles and cans, plastic pipes and ropes lie near the derelict vessels in otherwise healthy eelgrass beds. Perch, crabs, seastars and hooded nudibranchs were observed in the eelgrass

surrounding these vessels. The surveyors noted several areas that could be restored with eelgrass if these vessels are removed from the seabed.

'Gulfstream' is listing on port side; boat sank shortly after this photo was taken.



Half sunken tender tied to 'Gulfstream'



Derelict sailboat close to shore

## Recommendations

- Remove underwater debris.
- Remove floating and sunken derelict vessels and tender boats.
- Assess cleared sites for addition of eelgrass to increase productivity.
- Monitor area on a regular basis to detect boats at risk for sinking
- Enforce regulations regarding abandoned boats



March 4, 2019

Sunshine Coast Regional District  
 Planning and Community Development Committee  
 1975 Field Road  
 Sechelt, BC  
 V0N 3A1

**Re: Information package to accompany delegation presentation on March 14, 2019 to  
 Planning and Community Development Committee**

The following letter is intended to provide information related to the delegation presentation scheduled for March 14, 2019 by Secret Cove Heights Development Inc. ("SCHDI") to the Sunshine Coast Regional District ("SCRD") Planning and Community Development Committee ("PCDC") for the purposes of selecting one of the three options presented in the staff report for the application by SCHDI to amend to the Halfmoon Bay Official Community Plan ("HMB OCP") and Zoning bylaws.

**Introduction**

Secret Cove Heights Development Inc. is a company owned by the Biddlecombe family. The owners reside on Stephens Way, in properties adjacent to the proposed development. The proposed concept for the thirty-two acre remainder parcel at the end of Stephens Way was developed by Nicole Huska, also a resident of Halfmoon Bay. Ms. Huska has a background in project management and an affinity for local agriculture and social enterprise development. The owners wish to develop a neighbourhood that makes the best and highest use of the land.

**SCHDI's Proposal**

We are requesting that the PCDC support SCHDI's proposal option for the creation of 12 new parcels, each with one principal dwelling and either an additional principal dwelling as per Residential C or one auxiliary dwelling.

Mr. Neil Biddlecombe, one of the owners of SCHDI has consulted with the other Stephens Way neighbours in Lots 1 through 12. They have unanimously endorsed the following statement of support:

**"We, the property owners of lots 1 through 12, on Stephens Way in Halfmoon**



**Bay have been informed of Secret Cove Heights Development Inc.'s Official Community Plan and Zoning amendment application to the Sunshine Coast Regional District. We are aware of the proposed change of subdivision zone from the existing "I" zone (4-hectare lot minimums) to zone "E2" (8,000 square meter, or approximately two-acre lot minimums) as well as the change of land-use zone to the proposed "Dynamic Rural Zone" or something similar.**

**We agree in principle to these changes and are in support of this proposal. "**

On July 25, 2017, Nicole Huska appeared before the Halfmoon Bay Area Planning Committee. The meeting minutes brought forward the following concerns:

- Aversion to densification because "this area is Rural Resource"
- "number one goal of the OCP is to maintain the Rural Character of the Community"
- minimum requirement of 5 acres to have your own well.
- Commend the principals considered in this proposal (economic development, food production etc.) but it is proposed in the wrong location.
- Also have to consider the arsenic in the groundwater.
- The ideas are fantastic, but for a different location.

SCHDI's response to the above is:

- The proposed Dynamic Rural Zone provides a more contemporary and relevant land use schema than Rural Resource which aligns itself with historical primary resource extraction and ancillary conservation and tourism endeavours. The ancillary uses do not typically provide year-round, living wage level employment opportunities.
- While the HMB OCP establishes its "number one goal...to maintain the Rural Character of the Community." The term "Rural Character" is not adequately defined in the document in order to be such a high order policy priority. In fact, "rural" has no definition in the document. In December 2018, SCHDI conducted a Facebook poll with the goals of collecting community input on concepts proposed by SCHDI; to demonstrate wider priorities of the community which may have been missed during the development of OCP; and, to demonstrate, if possible, a consensus on the definition of "rural." Of the 16,000 estimated Facebook users from age 18 to 65+ living on the Sunshine Coast, the SCHDI poll reached approximately 7,752. Of the 7,752, 657 people viewed the poll and of that, 218 people completed the poll. 61% of respondents had not read the Official Community Plan for their area. Water and Food Security were ranked as the top priorities for respondents. Perhaps most



impactful was that the resounding majority of respondents felt that “rural” could be defined by a parcel size as small as one half acre.

- Regarding the “minimum requirement of 5 acres, (for wells)” according to the Front Counter BC, Natural Resource Specialist we consulted on March 4, 2019 the province does not have a size restrictions on parcels for private well use. It is site specific. However, any agriculture use must be licensed by way of an online application which can be found at <http://www.frontcounterbc.gov.bc.ca/guides/ground-water/new-water-licence/overview/>.
- One of the requirements of approval of this application is that SCHDI can demonstrate sufficient onsite potable water for the requested density. To date, and in earlier lot development of the neighbourhood shallow well testing demonstrated that arsenic has not been a problem.
- Regarding, “not the right location,” if not here then where? The parcel inventory on the Sunshine Coast for two-acre properties is scarce. This landuse designation aims to deter the creation of estate acreages while encouraging the best use of the land.

### **Steps Taken By SCHDI to date**

In 2017 and 2018, SCHDI conducted a preliminary hydrology assessment of the 35 acres as well as a wetland assessment by Sartori Environmental to address and accurately map the sensitive ecosystem polygon which exists on the parcel. Based on input from the Planning Department, SCHDI has developed a Rural Dynamic Zone which has been refined over the last twelve months and which was developed based on the reported experiences of small business owners and work from home consultants on the Sunshine Coast. SCHDI’s goal is to align parcel landuses with practical, tangible business needs that can serve the desired “Economic Direction” outlined in the Halfmoon Bay Official Community Plan.

The purpose of the Dynamic Zone is to create a progressive land use zone which addresses:

- the quickly evolving nature of technology-supported economic activities;
- the need for an optimally efficient and productive rural periphery to supply the growing needs of a densifying core; and,
- the need for diversified economic activities, beyond the traditional model of extraction of primary resources with ancillary conservation and tourism endeavours, in order to create a more resilient and sustainable regional system.





On February 19, 2019, Ms Huska presented SCHDI's project and the Dynamic Rural Zone concept it to Sunshine Coast Regional Economic Development Organization ("SCREDO"). While SCREDO cannot support any one project, in particular, they indicated that the Dynamic Rural Zone could be useful for drawing off coast tech business and additional work from home consultants to our area.

**For additional information, please do not hesitate to contact Secret Cove Heights at [info@secretcoveheights.com](mailto:info@secretcoveheights.com)**

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – March 14, 2019

**AUTHOR:** Jonathan Jackson, Senior Planner

**SUBJECT:** INTRODUCTION OF PROPOSED HALFMOON BAY OFFICIAL COMMUNITY PLAN AMENDMENT FOR REMAINDER DISTRICT LOT 2392 (SECRET COVE HEIGHTS DEVELOPMENT) – ELECTORAL AREA B

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### RECOMMENDATIONS

1. **THAT** the report titled Introduction of Proposed Halfmoon Bay Official Community Plan Amendment for Remainder District Lot 2392 (Secret Cove Heights Development) – Electoral Area B be received;
  2. **AND THAT** pending further work with the applicant as described in Option 1 of the Report, a Report come forward for First Readings of:
    - a. *Halfmoon Bay Official Community Plan Amendment Bylaw No. 675.3*; and
    - b. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.174*;
  3. **AND FURTHER THAT** this report be referred to the Halfmoon Bay Advisory Planning Commission for comments.
- 

### BACKGROUND

An application was received to amend the Halfmoon Bay Official Community Plan (OCP) and rezone a 12.93 hectare parcel known as Remainder District Lot 2392 to facilitate a future subdivision.

The sloping site is designated Resource in the Halfmoon Bay OCP and located approximately a 2.5 kilometre drive east on Stephens Way from the Sunshine Coast Highway, as shown in Figure 1. The subject property is zoned RU2 (Rural Two) with subdivision district 'I', permitting minimum lot sizes of four hectares (Table 1).

Previously two subdivisions were approved from the original district lot, meeting the provisions of the property's RU2 zoning and 'I' subdivision district. The first subdivision included six lots at four hectares each and resulted in the development of the 2.5 kilometre long road known as Stephens Way (an old logging road) for vehicle access. In 2008 a second subdivision resulted in another six lots, with five being four hectares and the sixth being 4.66 hectares. The remainder district lot created from these subdivisions is the subject site. The most recently known logging activities occurred about 20 years ago and since that time regrowth has occurred on the subject lands.

**Staff Report to Planning and Community Development Committee - March 14, 2019**  
**Introduction of Proposed Halfmoon Bay Official Community Plan Amendment for Remainder**  
**District Lot 2392 (Secret Cove Heights Development) – Electoral Area B**

Page 2 of 13

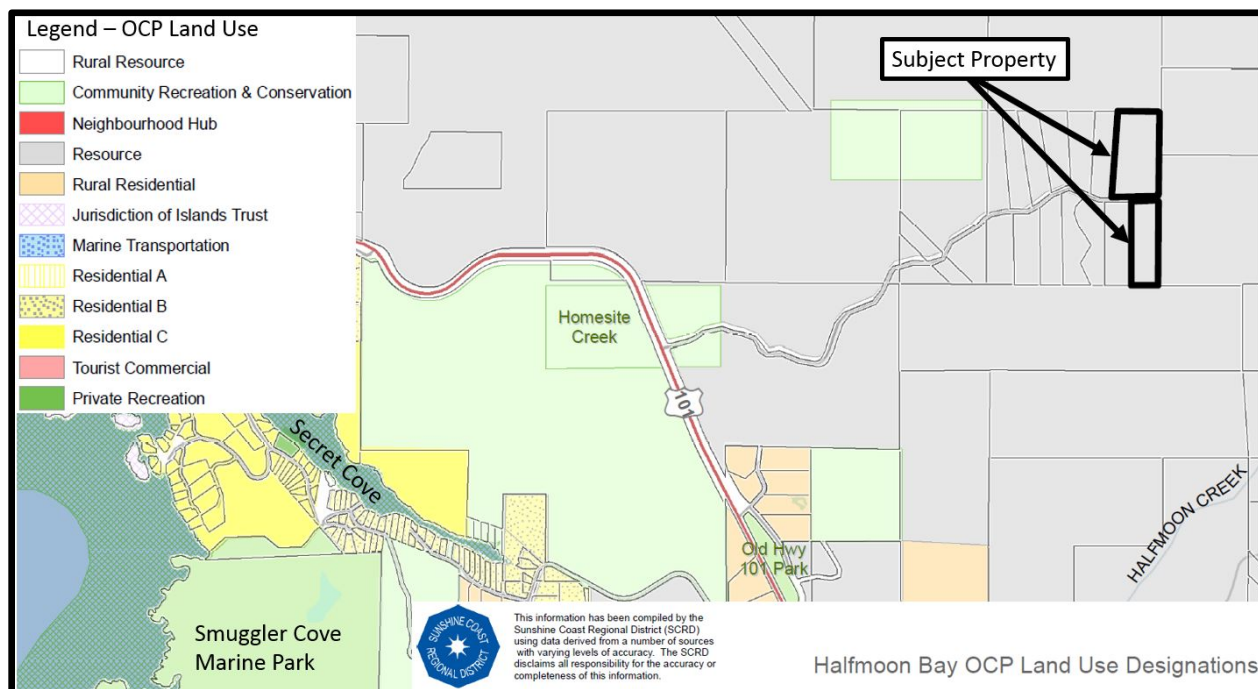


Figure 1 – Subject Property OCP Land Use Designation and Location Map

Owner / Applicant:	Secret Cove Heights Development Inc. (SCHDI) / Nicole Huska	
Legal Description:	District Lot 2392 Group 1 New Westminster District except Plans BCP13284 and BCP36834	
Electoral Area:	Halfmoon Bay	
Parcel Area:	12.93 hectares	
OCP Land Use:	Existing – Resource	Proposed – Residential C
Land Use Zone:	Existing – RU2 (Rural Two)	Proposed – Dynamic Rural Zone (new)
Subdivision District	Existing - I (4 hectares)	Proposed – E2 (0.8 hectares)
Application Intent:	To amend the OCP and Zoning Bylaw to facilitate a subdivision.	

Table 1 - Application Summary

The subject site is hooked across Stephens Way, having lands on both sides. Located just to the east of the constructed portion of Stephens Way, the subject site has approximately 8.05 hectares of land on the north side of the unbuilt road allowance and 4.88 hectares on the south side. If a subdivision application was made under current zoning, the maximum yield would be 3 lots, with two being located on the north side of Stephens Way and one on the south. Each lot could have up to three single-family dwellings and one auxiliary dwelling unit.

Lee Creek traverses portions of the land on both sides of the Stephens Way road allowance. A large wetland is also located on both sides of the road allowance, with the majority being to the south. Environmental survey work has not yet been completed to determine the extent of this wetland.

### *Application History*

This application was originally made on May 30, 2017. At that time the applicant proposed 13 to 16 new parcels with minimum sizes of 8,000 square metres under the existing RU2 zoning. An OCP amendment to Residential C and rezoning to the E2 subdivision district were proposed at that time. This original proposal included ideals of promoting agriculture and homebased business; however, no zoning parameters were identified at this time to further promote these uses beyond RU2 existing regulations.

This original proposal was presented to the Halfmoon APC on July 25, 2017 for comments. The APC did not support the proposal at that time (see excerpt of minutes as attached). The APC recommended the application be denied because it was inconsistent with the existing OCP as well as adjacent land uses and because it could set a potential precedent for 'spot zoning'

The application had periods of dormancy following this initial review. The applicant, Secret Cove Heights Development Inc. (SCHDI), has since made revisions to the proposal, and requested that the proposal be presented to the Committee for direction, prior to returning to the APC for further comment. This approach is in keeping with SCRD practice on similar applications.

### *Proposal*

The applicant's updated proposal is to amend the Halfmoon Bay OCP land use designation for the subject property from Resource to Residential C to facilitate a subdivision district change from "I" (minimum four hectare) to "E2" (minimum 0.8 hectare). This remains consistent with the original proposal. The updated proposal additionally proposes to amend the subject property's RU2 land use zoning to a new zone proposed to be created as part of this application, called the "Dynamic Rural Zone". These changes would facilitate a subdivision that could yield up to 16 new parcels from the existing remainder district lot. Staff note Lee Creek and the wetland area may impact overall parcel yield, due to these areas not being usable for residential purposes, including health covenant areas used for onsite sewerage. The applicant's proposed subdivision layout suggests a potential yield of 14 new parcels (Figure 2). Further written correspondence from the applicant has suggested geographical factors may reduce this to 12 parcels.

The proposed new Dynamic Rural Zone is intended to be a blend of existing Agriculture (AG) and RU2 zonings, by borrowing key concepts from these zones, while also proposing changes to achieve the regulations desired by the applicant. The intent of the Dynamic Rural zone is to provide for residential and enhanced home occupation uses on minimum 8,000 square metre parcels with both a single-family and auxiliary dwelling unit. Specifically, the applicant is seeking to additionally permit the following preliminary zoning regulations:

- an increase to number of poultry, rabbits and livestock permitted to be kept on a parcel to facilitate a hobby farm scale of this use (i.e. beyond domestic consumption);
- permit enhanced home occupation with up to four unrelated employees or workspace collaborators; and
- permit a combined floor area for auxiliary buildings of up to 250 square metres;
- require a landscape screening buffer of two metres to adjacent parcels having zoning other than the Dynamic Rural Zone.

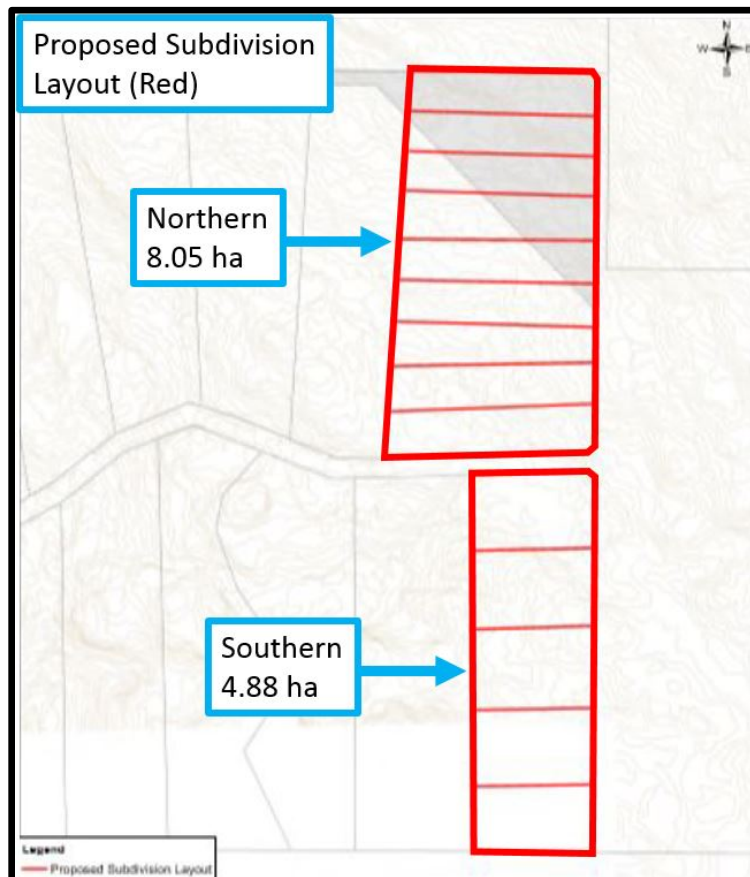


Figure 2 – Proposed Subdivision Layout

The above regulations are intended to provide zoning that provides an ability to conduct enhance home occupation uses, including hobby farming and businesses that require up to four unrelated staff members or workspace collaborators. The auxiliary building size limit is intended to provide sufficient space for conducting home occupation/ business uses, and the landscape buffer is proposed to screen these intensified uses from adjacent neighbours that do not share the same zoning. The applicant has additionally noted this landscape buffer to have the ability to serve as a water conservation mechanism; however, no detail has been provided on how this could be regulated.

Staff have recommended and the applicant has agreed to limit through zoning the proposed single-family home size to 350 square metres, which would be consistent with the AG zone, and maintain auxiliary dwelling sizes to be consistent with all zones in Zoning Bylaw 310 (currently maximum 55 square metres). The intent of this regulation is to prevent large homes, sometimes referred to as “mega-mansions” on the subject lands and encourage more affordable homes to be built as part of this application.

The applicant has identified a plan to provide environmental enhancements to Lee Creek and the wetland area contained on the subject property; however, no detail has been provided on how or if this will exceed basic standards required by the provincial regulation for subdivisions that could occur under existing land use regulations.

Staff have advised the applicant that the proposal should seek to limit further road construction in order to reduce impervious surfaces and maximize vegetated and natural spaces. The applicant has agreed to investigate how this could best be achieved.

If the application proceeds into reading stages, an analysis of the lands would be required to determine safe building sites and adequacy of well-water supply. Additionally, in recognition of the subject site's adjacency to forested lands and being located outside the Fire Protection Area, a covenant is recommended to be registered on all lots created to ensure best-practices are upheld on future homes built with regard to potential wildfire conflict management issues. Such standards typically include special cladding and roof materials that are more resistant to the spreading of fire or the removal of fuel material from the ground.

The purpose of this report is to provide information and a preliminary analysis on the planning matters related to this application, as well as to obtain direction from the Committee on moving forward.

## **DISCUSSION**

### *Process*

Considerations regarding this land use change and creation of a new zone are complex and require further analysis. Staff have therefore prepared a report prior to consideration of First Reading to gain early direction from the Committee and gauge if there is a desire to have the application proceed to this next stage of analysis. As part of regular process bylaw numbers have been assigned; however the bylaws will not be drafted until First Reading can be recommended. This is similar to other comparable OCP amendment applications such as PODS and DL 1312.

### *Preliminary Planning Analysis*

#### Halfmoon Bay Official Community Plan

The parcel is currently within the Resource land use designation, as shown in Figure 1. Parcels to the north, east, south and southwest are designated the same. An area to the northwest with riparian and wetland considerations is designated for Community Recreation & Conservation.

The nearest Rural Residential designated properties are over a straight line kilometre away and closer to the Sunshine Coast Highway. The nearest area designated for Residential C are over 2.5 straight line kilometres away. Residential C is the required land use designation to support the requested minimum 8,000 square metre parcel sizes. The nearest areas included in the Residential C land use designation are located near the Secret Cove, Brooks Road areas, adjacent to the Secret Cove Neighbourhood Hub area. Such densities are generally supported in these areas because they are adjacent to these Neighbourhood Hubs where services and commercial land uses are typically supported along with even denser residential land uses.

The Halfmoon Bay OCP outlines several objectives, of which the following excerpts are relevant to consider the application:

<b>Objective</b>	
Economy 7.1	Strengthen community hubs with a mix of land uses.
Residential 9.5	Carefully plan new development to avoid residential sprawl.
Resource 12.11	Properties within the Resource Designation shall have a minimum parcel size requirement for subdivision purposes of 100 hectares.

The application as presented has conflicts with the above noted OCP objectives as it proposes further subdivision at a residential land use density in a Resource designated area. The OCP seeks to maintain a 100 hectare minimum parcel size in this area and the application proposes 0.8 hectare parcel sizes. This area is located 2.5 kilometres uphill from the Sunshine Coast Highway along Stephens Way, and no transit services exist along this section of highway. The subject site is over a 2 kilometre straight line distance from the nearest area designated as a Neighbourhood Hub, and the driving distance is approximately 5 kilometres to either of the two nearest Neighbourhood Hub areas.

This area is an anomaly within the Resource land use designation, given that an existing minimum four hectare 12 parcel subdivision exists on the lands adjacent along Stephens Way. These adjacent properties demonstrate a land use that is more consistent with that typical found within a Rural land use designation. Within Rural land use designations the OCP generally supports minimum parcel sizes of 1.75 hectares.

The area is not served by regional water system infrastructure and there are no plans to extend service into the area. The issue of adequate water provision has not been investigated at this point, and requires resolution in order for the application move forward.

Although SCRD mapping does not identify Lee Creek, the applicant would be required to go through a Development Permit for works related to Lee Creek and the surrounding wetland area. Future survey work and investigation by the applicant's surveyor and Qualified Environmental Professional (QEP) would establish the ecologically sensitive areas to be covenanted for the wetland and watercourse. The Development Permit would be required at the time of subdivision.

#### Zoning Bylaw No. 310 Context

The subject parcel is zoned RU2 (Rural Two), as are all directly adjacent parcels (Figure 3). Other nearby parcels are zoned RU4 (Rural Forest) and AG (Agriculture). AG zoned properties are also within the ALR.

The proposal to introduce the Dynamic Rural Zone has merit in terms of blending the adjacent RU2 and AG zones to create a land use that allows for a creative use of the land. While hobby farming uses are proposed, the land is not within the ALR and the BC Soil Information Mapping notes the soils to be generally of a Class 7, which is low in terms of soil ratings. Class 7 soils are known to have very limited agricultural capability, but could include uses such as grazing. Nonetheless, the hobby farming uses would not detract from the rural character of the existing neighbourhood.

**Staff Report to Planning and Community Development Committee - March 14, 2019**  
**Introduction of Proposed Halfmoon Bay Official Community Plan Amendment for Remainder**  
**District Lot 2392 (Secret Cove Heights Development) – Electoral Area B**

Page 7 of 13

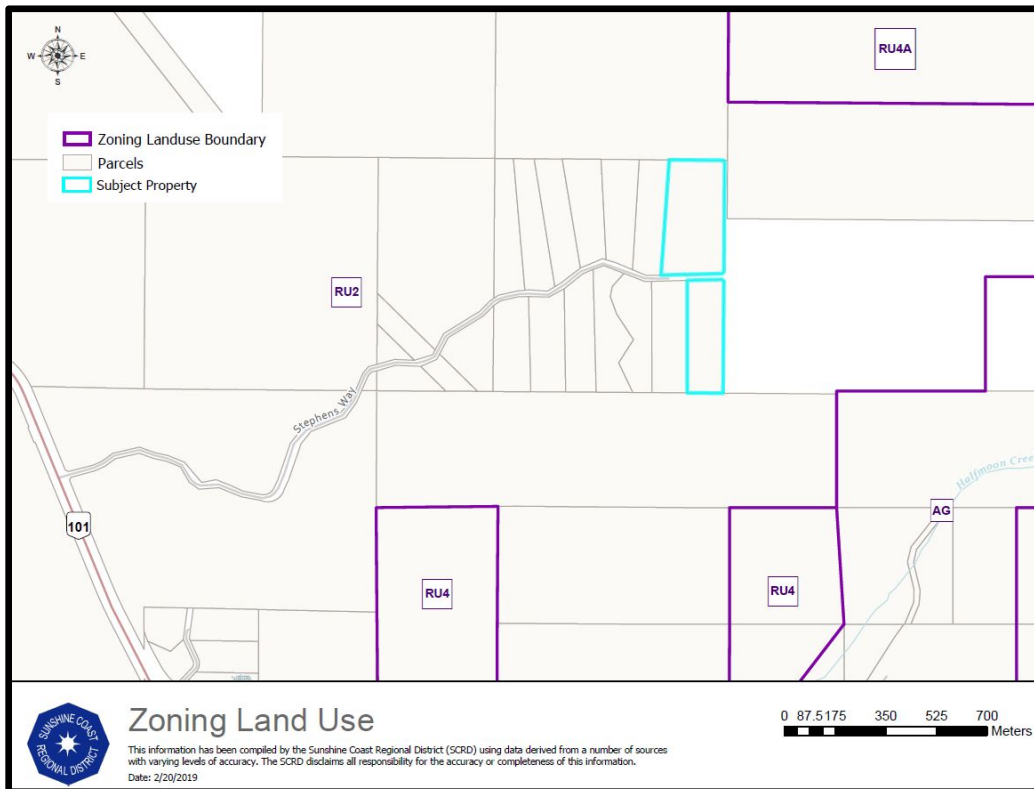


Figure 3 – Land Use Zoning Map

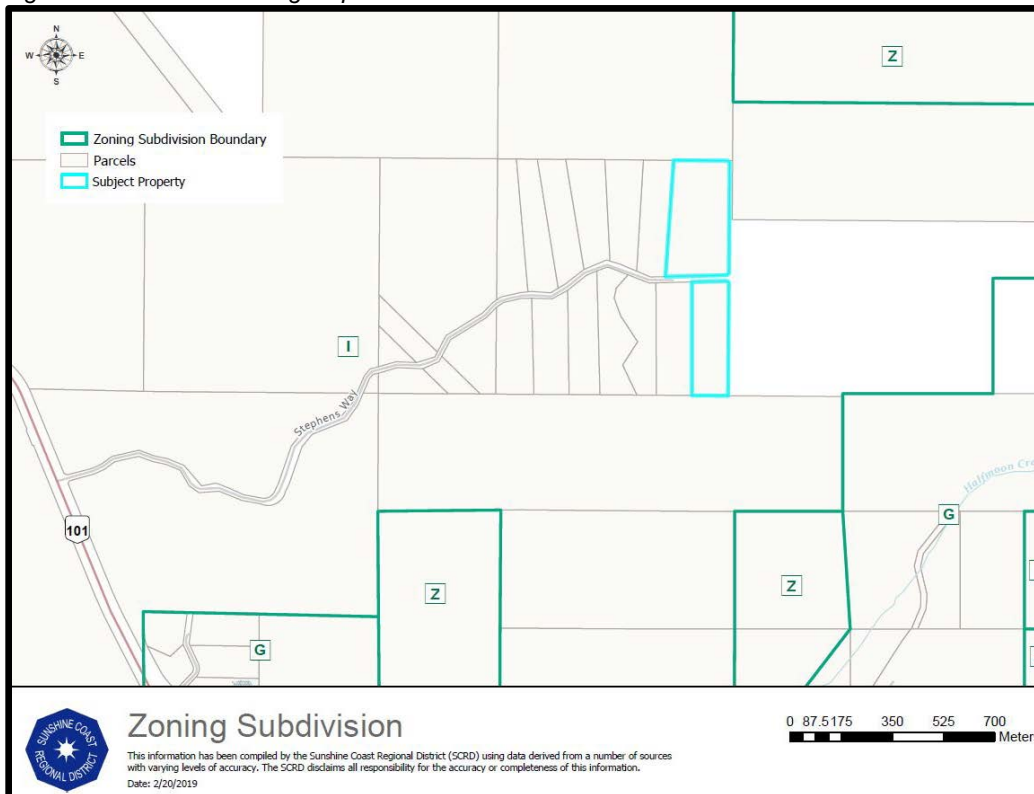


Figure 4 – Subdivision District Zoning Map



As shown in Figure 4, the subject property's subdivision district is 'I' (4 hectare minimum), and this also applies to all directly adjacent properties. Other nearby Resource designated properties have a subdivision district of 'Z' (100 hectare minimum). Nearby properties within the ALR having AG zoning, as well as those within the Rural land use designation are in the 'G' Subdivision District (1.75 hectare minimum).

Halfmoon OCP Policy 12.11 suggests that the minimum parcel size in the Resource land use designation shall be 100 hectares, which corresponds to the 'Z' Subdivision District. However, this policy was not implemented through Zoning Bylaw No. 310 because the original subdivision of District Lot 2392 was already complete when the OCP was adopted. Therefore the original minimum parcel size of four hectares (Subdivision District I) was maintained.

This minimum four hectare parcel size is typically in keeping with a Rural Residential land use designation and applies to all directly adjacent properties, with 12 four hectare parcels already having been subdivided from the original DL 2392. While these existing land use regulations would permit Remainder DL 2392 to subdivide into 3 four hectare minimum parcels, such parcels would be larger than minimum rural character size.

Under the existing RU2 zoning, parcels of four hectares or greater would permit up to four dwellings per parcel, with three being single-family dwellings, and the fourth being an auxiliary dwelling limited to a maximum size of 55 square metres. Therefore if Remainder DL 2392 is subdivided into three parcels of four hectares or greater, up to 12 dwellings could potentially be constructed on the subject lands without any bylaw amendments. The applicant's current proposal would create between 12 and 16 parcels, with each having potential for one single-family dwelling and an auxiliary dwelling. Therefore, the application proposal could potentially result in between 24 and 32 dwellings following the proposed subdivision of the 12.93 hectare remainder parcel.

<b>Minimum Parcel Size</b>	<b>Potential Parcels</b>	<b>Dwellings per Parcel</b>	<b>Total Potential Dwellings</b>
0.8 hectares (Proposed Zoning)	12 - 16	1 single-family 1 auxiliary	24 - 32
4 hectare (Existing Zoning)	3	3 single-family 1 auxiliary	12

*Table 2 - Potential number of dwellings based on 12.93 hectare Remainder DL 2392*

While multiple single family dwellings are permitted on parcels over one hectare they are often not built due to a lack of separate legal title. Information provided for the recent SCRD review of housing policies found that the majority of parcels that allow for more than one dwelling have not built a second dwelling. Therefore, taking into account the current subdivision potential of 3 lots, the 12 possible dwellings identified in Table 2 above are unlikely to be fully realized. Assuming 12 dwellings were built under existing zoning, the subject proposal that could result in 26 to 32 potential new dwellings would have an increased dwelling density of approximately 2 to 2.7 times what is permitted under existing regulations.

Staff do not support density increases in this area as the OCP clearly outlines where such residential densities as the proposed minimum 0.8 hectare parcel size are desired. Best planning practices typically seek density increases in areas such as the Halfmoon Bay Neighbourhood Hubs that are planned for densification due to existing or anticipated clustering of services that promote efficient land use and decrease need for individual automobile usage. While this area is a historical anomaly with regard to having “I” subdivision district potential within the Resource land use designation, there is little merit to support increasing density in this area beyond what the zoning anomaly already permits.

While there is potential to consider the merits of an application that could create a unique option within the market housing affordability spectrum based on the dwelling density-neutral changes, staff maintain concern that the proposed location is inappropriate. Part 11 of the OCP encourages affordable housing options within the plan area; however, it directs such density increases to Community Hubs and similar settlement clusters. Given current data suggesting that buildout of 12 dwellings under existing zoning is unlikely to occur it could be argued that encouraging 12 dwellings to be built in this area through further parcelization of the lands is in conflict with the OCP by fostering residential sprawl that may otherwise not occur. Precedent setting for spot zoning in this area may undermine overarching OCP objectives.

*Alternative Approach: Density-Neutral Development*

An alternative approach that seeks dwelling density-neutral changes could be explored. Such a proposal may seek to increase the number of permitted parcels through an OCP amendment that would change both the land use designation and subdivision district to permit smaller lots, while applying land use zoning provisions that limit the number of dwellings to ensure that no more could be built than currently permitted.

Such a change could consider a Rural Residential land use designation and minimum lot sizes for this land use designation of 1.75 hectares (Subdivision District ‘G’). This would ensure that no more than six parcels could be created, with four on the north side of Stephens Way and two on the south side. The proposed Dynamic Rural zone could be revised to further limit the number of dwellings to ensure the application is density-neutral in terms of the number of dwellings. For example, one single-family dwelling and one auxiliary dwelling per parcel could be permitted. Staff would encourage the applicant to maintain some of the unique homebased business and hobby farming uses currently proposed in the Dynamic Rural Zone.

There may be merit in such a dwelling density-neutral application, because the limited sizes and numbers of dwellings on smaller properties would provide another option within the housing affordability spectrum. The increased occupational uses proposed by the Dynamic Rural Zone could potentially be of benefit to families seeking unique homebased employment opportunities.

### *Community Amenity Contribution*

The application does not outline a Community Amenity Contribution (CAC) with the OCP amendment proposal. Other recent OCP amendment applications have offered significant CACs that are intended to provide community benefit to support the proposed OCP land use change. CACs have become common practice in many regional districts and municipalities to offset institutional costs incurred by local governments associated with changes in land use and density increases. CACs are often provided as in-kind (land or constructed amenities) or cash in lieu to be used for future community amenities to support growing communities. A CAC is appropriate in this case, as increasing the number of lots creates a financial benefit for the applicant, and staff recommend that this benefit be shared with the SCRD in a form that provides a benefit to the community. Further analysis would determine whether an in-kind or cash CAC would be more appropriate for this application.

If the application proceeds, staff recommend that the applicant work with SCRD to seek refinements and further information to better align with OCP policy, as well as determine a CAC that would benefit the community and support the growth proposed in the land use change.

### *Options*

Possible options to consider:

**Option 1: Density-Neutral Development (Reduce Density): Staff be directed to continue work with the applicant to refine the application to decrease the proposed density, and pending the outcome of further work provide a report to the Committee with regard to the proposed First Readings of Halfmoon Official Community Plan Amendment Bylaw No. 675.3, and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.174.**

Given that the current zoning and subdivision district would permit up to 12 dwellings on three future lots, there may be potential to consider proposals through a rezoning and OCP amendment process that would allow for further parcelization of the lands while maintaining a dwelling density-neutral approach. This option would also allow for consideration of the creation of the proposed Dynamic Rural Zone to provide for enhanced home occupation uses and hobby farming, while limiting the dwelling unit size to support market-based affordable housing options.

If this option is pursued staff recommend an appropriate Community Amenity Contribution be determined to support the proposed land use change.

Staff recommend further analysis. At this early stage staff would continue review and also refer to the APC.

Staff recommend Option 1.

**Option 2: Proceed with the Application as proposed: Staff be directed to continue work with the applicant to refine the proposed application with no decrease in density and provide a report to the Committee with regard to the proposed First Readings of *Halfmoon Official Community Plan Amendment Bylaw No. 675.3*, and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.174*.**

The application as proposed is inconsistent with many OCP objectives, as it proposes further subdivision at a Residential C land use density in a Resource designated area. The OCP seeks to maintain a 100 hectare minimum parcel size in this area and the application proposes minimum 0.8 hectare parcel sizes.

The applicant's proposal would yield between 12 and 16 new parcels from the 12.93 hectare Remainder DL 2392. These lots could potentially yield between 24 and 32 new dwellings. The proposed Dynamic Rural Zone would additionally provide for enhanced home occupation and hobby farming uses, with dwelling and auxiliary building size limitations as well as require landscape buffers.

Although no CAC is currently proposed with this application, staff recommend that if the application proceeds with no decrease in density that a CAC be determined.

**Option 3: Refuse the OCP amendment and rezoning as proposed.**

The proposal is not consistent with the Halfmoon Bay OCP. The location of this proposal within the Resource OCP designation is not appropriate to consider land use changes that would potentially encourage residential sprawl through further parcelization of the land. While the proposed Dynamic Rural Zone contains innovative land uses and housing size restrictions, such zoning should be considered in areas that better align with the OCP.

Option 3 maintains consistency with the OCP.

#### *Organization and Intergovernmental Implications*

The site is outside the SCRD waste collection service area. There would be service implications if the property owner(s) ask to be included in the service area.

If the OCP amendment moves forward consideration with respect to the SCRD's Financial Plan and Solid Waste Management Plan pursuant to the *Local Government Act* will be required.

#### *Financial Implications*

There are no immediate financial implications associated with this report. Although staff note that the creation of additional parcels would increase the tax base, these parcels may also create demand for additional services for or near the proposed subdivision and therefore increase future costs.

### *Communications Strategy*

At this stage, the proposal is recommended to be referred to the Area B APC for comment (a second time, noting an earlier version of the application was referred in 2017).

Should this application move forward and be given First Reading in 2019, it will be recommended that pursuant to Section 475 of the *Local Government Act*, Bylaw Nos. 675.3 and 310.174 be referred to the following agencies as part of the early and on-going consultation:

- a) shíshálh Nation;
- b) Halfmoon Bay Advisory Planning Commission;
- c) Halfmoon Bay Volunteer Fire Department
- d) Ministry of Transportation and Infrastructure;
- e) Vancouver Coastal Health; and
- f) School District 46.

A public information meeting would also be scheduled. If the application proceeds to second reading a Public Hearing would be held.

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

Consideration of this application supports the SCRD Values of Collaboration and Transparency.

### **CONCLUSION**

SCRD received an application to amend the Halfmoon Bay OCP and rezone a parcel to facilitate a 12 to 16 parcel subdivision of the 12.93 hectare Remainder DL 2392 that includes minimum parcel sizes of 0.8 hectares. The creation of the Dynamic Rural zone, a blend of the RU2 and AG zones, is also proposed. This new zone is proposed to be applied to the subject lands and provide for enhanced home occupation and hobby farming uses, with dwelling and auxiliary building size limitations as well as require landscape buffers. No CAC was proposed as part of this application.

Preliminary analysis suggests that the applicant's proposal to create residential densities with minimum parcel sizes of 0.8 hectares within the Resource land use designation is inconsistent with the Halfmoon Bay OCP objectives. The proposed creation of a Dynamic Rural Zone has merits that could support existing OCP objectives. As a result, continued work with the applicant to seek dwelling density-neutral revisions to the proposal that would utilize the Dynamic Rural Zone and an appropriate subdivision district are recommended. Dwelling size restrictions are also be recommended, along with further analysis of the potential to provide enhanced home occupation and hobby farming uses. It is also recommended that a CAC be determined with a value supportive of the proposed land use changes.

**Staff Report to Planning and Community Development Committee - March 14, 2019**  
**Introduction of Proposed Halfmoon Bay Official Community Plan Amendment for Remainder**  
**District Lot 2392 (Secret Cove Heights Development) – Electoral Area B**

**Page 13 of 13**

Further information from the applicant and additional planning analysis with regard to site geography (environmentally sensitive areas) and servicing is required.

Staff recommend that if review and analysis are supported to continue that this report be referred to the Halfmoon Bay APC and, pending the outcome of this further work a First Reading report be prepared.

Attachment A – Excerpt from Minutes to July 25, 2017 Area B – Halfmoon Bay APC Meeting

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

**Excerpt from Minutes to July 25, 2017 Area B - Halfmoon Bay APC Meeting:**

**REPORTS**

**5.1 Halfmoon Bay OCP Amendment Bylaw No. 675.3 & SCRD Zoning Amendment Bylaw No. 310.174 (Secret Cove Heights Development Inc.)**

The APC discussed the staff report regarding Halfmoon Bay OCP Amendment Bylaw No. 675.3 & SCRD Zoning Amendment Bylaw No. 310.174. The following concerns/points/issues were noted:

- Having sat on the OCP committee, did not think it would benefit the community to densify residential development up in this area. Designated this area as Rural Resource.
- Would like to know what the motivation is behind this proposal because it is so far beyond the intent set out by the OCP for this area.
- The number one goal of the OCP is to maintain the Rural Character of the Community. This was obtained from broad public input as the outcome of numerous workshops and public open house meetings.
- There is currently enough land in the concentrated areas (neighbourhood hubs and surroundings) to accommodate growth.
- It is difficult to use price points as justification for re-zoning this area. If we are going to allow it, it should not happen on the edge of the Rural Resource. The location of the proposal is too far removed to support smaller lots and allow for adequate transportation, walkability, and bike ability.
- Strongly support recommendations in the community plan. Issues with the proposal include conflict between private property and crown land; water availability for fire...also thought there was a minimum requirement of 5 acres to have your own well.
- Commend the principals considered in this proposal (economic development, food production etc.) but it is proposed in the wrong location. • Also have to consider the arsenic in the groundwater.
- The ideas are fantastic, but for a different location.
- Have been trained to look at proposals from a position of hardship; don't see a hardship here.
- Consider this proposal to be "spot zoning" (when something is out of character with the adjacent land use), and spot zoning is not appropriate.
- Propose that the APC does not support the application.

**Recommendation No. 1**      *Halfmoon Bay OCP Amendment Bylaw No. 675.3 & SCRD Zoning Amendment Bylaw No. 310.174*

Regarding Halfmoon Bay OCP Amendment Bylaw No. 675.3 & SCRD Zoning Amendment Bylaw No. 310.174, the APC recommends that the SCRD deny the application for the following reasons:

1. The application is not consistent with the existing OCP or adjacent land use.
2. The potential for setting a precedent ('spot zoning').

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – March 14, 2019

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

**SUBJECT:** CROWN LEASE ELIGIBILITY OF SUNSHINE COAST CONSERVATION ASSOCIATION  
EDUCATIONAL FOREST PROPOSAL FOR DL1313

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### RECOMMENDATION(S)

**THAT the report titled Crown Lease Eligibility of Sunshine Coast Conservation Association Educational Forest Proposal for DL1313 be received.**

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### BACKGROUND

At the Regular Board meeting of January 10, 2019, it was resolved:

003/19      Recommendation No. 4      *Correspondence from Sunshine Coast  
Conservation Association*

The Planning and Community Development Committee recommended that the correspondence from Lee Ann Johnson, Chair, Sunshine Coast Conservation Association, dated December 1, 2018 regarding Crown Lease for DL 1313 / Reed Road Forest be received;

AND THAT staff report to a future Committee on whether the Sunshine Coast Conservation Association proposal meets the requirements for a Crown Lease of DL 1313.

### DISCUSSION

#### *Options and Analysis*

The Province of British Columbia's [Land Use - Community and Institutional Program](#) is the primary tool serving to support the community, social and economic goals of the Province of British Columbia by making parcels of Crown land (referred to by SCRD as provincial land) available for community and institutional uses.

This program enables the use and disposition of provincial land for health, education, public safety, community infrastructure, and public facilities that benefit the public-at-large. Community and institutional tenures are the standard tenures issued as part of the relevant provincial land program but have less than fair market rent to reflect the overarching community or institutional use.



Staff have reviewed the Program, [associated policy](#), communicated with Provincial Lands Officers and advise:

- Sunshine Coast Conservation Association (SCCA), if constituted as a non-profit or recreational society and open to the community, may be eligible to qualify for a nominal rent tenure for provincial land.
- Policy considerations affecting a potential application by SCCA include:
  - The entire parcel applied for under the policy must be necessary for the public use specified in the application.
  - Statutory Crown Grants and Nominal Rent Tenures are intended for institutional uses that benefit the public or community uses that help eligible organizations to provide valuable community services.
  - A license of occupation may be used for short term tenure. A license conveys fewer rights than a lease and only non-exclusive use for the purpose described.
  - A lease may be used for long term tenure. Standard lease term is 30 years, and leases are subject to Property Transfer Tax.
  - Ministry sponsorship is required for leases of 30 years or more if land is valued at more than \$100,000, or where the Province considers the arrangement to be controversial.
  - If the applicant does not obtain Ministry sponsorship, the applicant may apply for a tenure or sale at Fair Market Value. However, the Province is generally not favourable to the sale of provincial land at this time and land sales are subject to considerations of First Nations title.
- Provincial staff confirmed that a community or institutional land agreement would not be granted for the purpose of protecting land from timber harvesting.
- Beyond the Land Use - Community Institutional Program, a commercial lease could be sought by SCCA. Such a lease is typically valued at 7.5-8% of assessed value annually and does not include timber rights.

In summary, SCCA's proposal may meet the requirements to apply for a crown lease, but such a lease would not include timber rights.

#### *Financial Implications*

N/A

#### *Communications Strategy*

This report will be shared with SCCA on publication.

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

N/A

## **CONCLUSION**

Staff have reviewed the Province of BC's Land Use - Community Institutional Program, associated policy, and communicated with Provincial Lands Officers to ascertain whether SCCA's proposal for a conservation/education forest on DL1313 would meet the requirements of a crown lease.

Based on staff's information about the scope and intent of SCCA's proposal, it may meet the requirements to apply for a crown lease, but such a lease would not include timber rights.

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

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Planning and Community Development Committee – March 14, 2019

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

**SUBJECT:** LOT 6 LARGO ROAD SUBDIVISION - TRANSPORTATION OPTIONS – ELECTORAL AREA D

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**RECOMMENDATIONS**

1. **THAT the report titled Lot 6 Largo Road Subdivision - Transportation Options – Electoral Area D be received;**
  2. **AND THAT the SCRD accept the following conditions as part of a proposed 13-lot residential subdivision as outlined in Option 1 of the February 7, 2019 Staff Report:**
    - a. **maximum statutory 5% park requirement in a combined form of approximately 2.3% land dedication and approximately 2.7% market value monetary contribution towards the SCRD's Future Park Acquisition Reserve Fund; and**
    - b. **donation of additional 8,848 m<sup>2</sup> of parkland.**
  3. **AND FURTHER THAT concerns received from the Roberts Creek Advisory Planning Commission, Roberts Creek Official Community Plan Committee and correspondence from area residents related to the potential safety, traffic and noise impacts of the construction of Largo Road as a through-road be conveyed to the Ministry of Transportation and Infrastructure.**
  4. **AND FURTHER THAT SCRD strongly urges MOTI to consider road design strategies to:**
    - a. **either limit through access on Largo Road or manage the safety, traffic and noise impacts of through access on Largo Road; and**
    - b. **mitigate impacts of anticipated traffic volumes on the existing intersection at Largo Road and Sunshine Coast Highway.**
-

## **BACKGROUND**

The SCRD Board adopted the following resolution on February 21, 2019:

041/19            THAT Recommendation No. 4 of the February 7, 2019 Planning and Community Development Committee be referred to a future Committee meeting as follows:

**Recommendation No. 4** *Park Dedication for Lot 6 Largo Road Subdivision*

THAT the report titled Park Dedication for Lot 6 Largo Road Subdivision – Electoral Area D be received;

AND THAT the SCRD accept the following conditions as part of a proposed 13-lot residential subdivision as outlined in Option 1:

- a. maximum statutory 5% park requirement in a combined form of approximately 2.3% land dedication and approximately 2.7% market value monetary contribution towards the SCRD's Future Park Acquisition Reserve Fund; and
- b. donation of additional 8,848 m<sup>2</sup> of parkland.

AND FURTHER THAT concerns received from the Roberts Creek Advisory Planning Commission, Roberts Creek Official Community Plan Committee and in correspondence from area residents related to the potential safety, traffic and noise impacts of the construction of Largo Road as a through-road be conveyed to the Ministry of Transportation and Infrastructure.

AND THAT a staff report be provided identifying the implications of constructing a cul-de-sac as opposed to a through-road as well as what opportunities may be available to support other modes of transportation such as biking and walking paths.

Staff provided a report to February 7, 2019 Planning and Community Development Committee meeting that offered technical analysis and comments from the Roberts Creek APC on an OCP and zoning-compliant subdivision and associated park dedication (Attachment A).

This report provides supplemental information as requested at the Regular Board meeting of February 21, 2019 and seeks direction on next steps.

## **DISCUSSION**

### *Process*

Staff received a subdivision application on September 10, 2018 and received a formal referral of the subdivision plan by the Ministry of Transportation and Infrastructure (MOTI) on October 26, 2018. MOTI's referral requested comments within 21 days (standard response window).

Since receipt, staff have engaged in dialogue with the applicant and sought APC feedback on the proposal as referred, per standard process. Additional input has been received by the Roberts Creek Official Community Plan Committee (RCOPC) and public. The proposal is compliant with the base-density recommendation in Roberts Creek Official Community Plan Bylaw No. 641 and with Zoning Bylaw No. 310. In view of OCP goals, park dedication is a key consideration for responding to the referral. Pre-application discussions were held with the applicants to determine an option for moving forward with potential density increases supported in the OCP. The applicant opted to apply for subdivision pursuant to the existing zoning regulations.

The applicant has voluntarily agreed to make a land donation for park purposes in excess of minimum requirements, but is under no obligation to do so. This recommendation is affirmed in this report.

As the subdivision proposal is compliant with OCP and zoning, MOTI may issue preliminary layout approval without an SCRDP response to the referral within the requested referral period. MOTI has not yet proceeded and understands that an extended review is under way to review park dedication and other technical aspects of the subdivision, such as access concerns.

#### *Analysis – Cul-de-Sac Road Design Implications*

In previous Committee discussion the concerns of residents related to noise, traffic and safety associated with Largo Road becoming a through-road were raised and a motion to provide correspondence on the issue to MOTI was made.

The responsibility for road design and safety falls to MOTI. The need for access to and through parcels to lands beyond is set in legislation; Section.75 (1)(a) of the *Land Title Act*, in regulating subdivisions, states:

- (a) to the extent of the owner's control, there must be a sufficient highway to provide necessary and reasonable access*
  - (i) to all new parcels, and*
  - (ii) through the land subdivided to land lying beyond or around the subdivided land;*

This section of the *Land Title Act* forms a primary component of a subdivision review. Staff have conferred with MOTI to confirm that the Ministry is prepared to consider road design strategies aimed at restricting traffic volume and speed as part of MOTI's layout review and approval process.

Ministry staff confirm that a cul-de-sac may be considered as part of subdivision approval, however Section 75 of the *Land Title Act* requiring dedication through the property will be upheld. A one-way in and out road development will require widening of the portion of Largo Road below Lot 6 toward Lower Road. This would require removal of encroaching parking platforms and structures, at landowners' expense. It may also prevent on-street parking.

The turn radius required for a cul-de-sac is 15 metres. Incorporating such a design into the subdivision would likely require additional road dedication, which will have an impact of the density calculation and the ability to successfully achieve the park dedication as proposed.

The conveyance of APC, OCPC and area residents' concerns to MOTI as resolved by the Committee should provide the Ministry with ample detail and local area input to consider during the road design process. This recommendation is affirmed in this report.

As road design is the responsibility of MOTI and requires specialized engineering, staff suggest that rather than prescribing a specific design solution, a recommendation be added indicating the Regional District's interest. It is recommended that SCRD strongly urges MOTI consider road design strategies to (a) either limit through access on Largo Road or manage the safety, traffic and noise impacts of through access on Largo Road; and (b) mitigate impacts of anticipated traffic volumes on the existing intersection at Largo Road and Sunshine Coast Highway.

Results of the Ministry's review should be shared with the public and SCRD to ensure that Largo Road residents, both north and south of Lot 6 are aware of the implications and potential changes to the existing road network and direction of travel. If Largo Road is to be developed as a two-way road using Lower Road as the singular access point for automobiles this could potentially also have an impact on the existing residences north of Lot 6, which presently use the highway as the primary access point.

#### *Analysis – Opportunities to Foster Bike and Walk Travel*

Through discussion with MOTI, staff have confirmed that the Ministry will require the applicant to dedicate a road right of way through Lot 6 (connecting Highway 101 and Lower Road) regardless of whether a through-road is constructed at the time of subdivision. Should a cul-de-sac design be indicated by MOTI and a passable road not be constructed from Lower Road to the Highway, SCRD could, hypothetically, apply for a license to construct a multi-use path on the unopened portion of the right of way.

Future pedestrian and/or cycling connections through the dedicated/donated parkland are possible, but require a park planning and capital funding process to be undertaken.

A through-road dedication without cul-de-sac would likely have at minimum a 20 metre width and is wide enough to accommodate a road-side path, which could be included in road construction during subdivision design.

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

N/A

## **CONCLUSION**

SCRD was referred a subdivision application by MOTI in October 2018. The application complies with the Roberts Creek OCP and Zoning Bylaw No. 310, and staff have negotiated a voluntary land donation for park purposes in excess of the legal minimum which is aligned with the OCP.

Staff affirm the recommendations of the February 7, 2019 report regarding park dedication and conveyance of concerns about transportation.

In response to questions raised at the February 21, 2019 Regular Board meeting, staff recommend stating the Regional District strongly urges MOTI to consider road design strategies to (a) either limit through access on Largo Road or manage the safety, traffic and noise impacts of through access on Largo Road; and (b) mitigate impacts of anticipated traffic volumes on the existing intersection at Largo Road and Sunshine Coast Highway.

Opportunities exist to develop walking and cycling connections to/through the subdivision.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – March 14, 2019

**AUTHOR:** Jonathan Jackson, Senior Planner

**SUBJECT:** ROBERTS CREEK OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW No. 641.11 AND ZONING AMENDMENT BYLAW No. 310.182 FOR SUBDIVISION OF REMAINDER DISTRICT LOT 1312 – ELECTORAL AREA D

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### RECOMMENDATIONS

1. THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.11 and Zoning Amendment Bylaw No. 310.182 for Subdivision of Remainder District Lot 1312 – Electoral Area D be received;
2. AND THAT the following bylaws be forwarded to the Board for consideration of First Reading:
  - a) *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11*; and
  - b) *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182*;
3. AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No 641.11* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182* be referred to the following agencies for the opportunity of early and ongoing consultation:
  - a) *Skwxwú7mesh* Nation;
  - b) Roberts Creek and Elphinstone Advisory Planning Commissions;
  - c) Ministry of Transportation and Infrastructure;
  - d) Agricultural Land Commission;
  - e) School District No. 46;
  - f) Vancouver Coastal Health;
  - g) BC Hydro; and
  - h) Roberts Creek Volunteer Fire Department;
4. AND FURTHER THAT a Public Information Meeting be held with respect to Bylaw Nos. 641.11 and 310.182.



**Staff Report to Planning and Community Development Committee - March 14, 2019**  
**Roberts Creek Official Community Plan Amendment Bylaw No. 641.11 and Zoning**  
**Amendment Bylaw No. 310.182 for Subdivision of Remainder District Lot 1312 – Electoral**  
**Area D**

Page 2 of 15

**BACKGROUND**

An application was received to amend the Roberts Creek Official Community Plan (OCP) and rezone a 40.45 hectare parcel known as Remainder District Lot 1312 to facilitate a future subdivision together with a proposed Community Amenity Contribution (CAC) in the form of a land gift.

The application was received May 25, 2018 and an introductory report was prepared and referred to APC and OCPC. The purpose of this report is to provide updated information on this application from the November 15, 2018 staff report. Additionally, this report recommends that the Board consider First Readings of *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182*, and direct staff to commence early and ongoing consultation and referral to necessary external agencies. This early and ongoing consultation includes a Public Information Meeting.

The property is designated Resource in the OCP and zoned RU4 (Rural Forest), with subdivision district 'Z' (Table 1). The property has a history of tree farming, and continued public use of formal and informal trails, including for equestrian purposes.

Owner / Applicant:	1312 Lands Inc. / Jim Green	
Legal Description:	District Lot 1312 Group 1 New Westminster District except Plan EPP72892 and EPP77565	
Electoral Area:	D – Roberts Creek	
Parcel Area:	Total application area and proposed subdivision district change: 40.45 ha Proposed OCP and Zoning land use change : South ≈14.32 ha	
OCP Land Use:	Existing – Resource	Proposed South ≈14.32 ha – Rural Proposed North ≈26.13 ha – <i>No Change</i>
Land Use Zone:	Existing - RU4 (Rural Forest)	Proposed South ≈14.32 ha – RU1 (Rural Residential) Proposed North ≈26.13 ha – <i>No Change</i>
Subdivision District	Existing - Z (minimum 100 ha)	Proposed South ≈14.32 ha – F (minimum 1 ha) Proposed North ≈26.13 ha – J (minimum 25 ha)
Application Intent:	OCP and rezoning changes with dedication and construction Porter Road (east of Sullivan Road to create 12 new minimum one hectare lots on the south side of Porter Road and donate an approximately 26 hectare remainder parcel on the north side of Porter Road to the SCRDC as an in-kind Community Amenity Contribution in the form of a land gift.	

Table 1 - Application Summary

As shown in Figure 1, a former southern 15 hectare portion of original District Lot 1312 located to the south of Harman Road and within the Agricultural Land Reserve (ALR) was rezoned from RU4 to the AG (Agriculture) zone (*Zoning Bylaw Amendment No. 310.171, 2017* adopted June 22, 2017). This rezoning aligned AG zoning for this portion of the property with the ALR boundary, facilitated the creation of 8 lots with a minimum size of 1.75 hectares within ALR, dedicated 3.33 hectares of Park to the SCRD in the northeast corner and created the subject RU4 zoned remainder parcel.

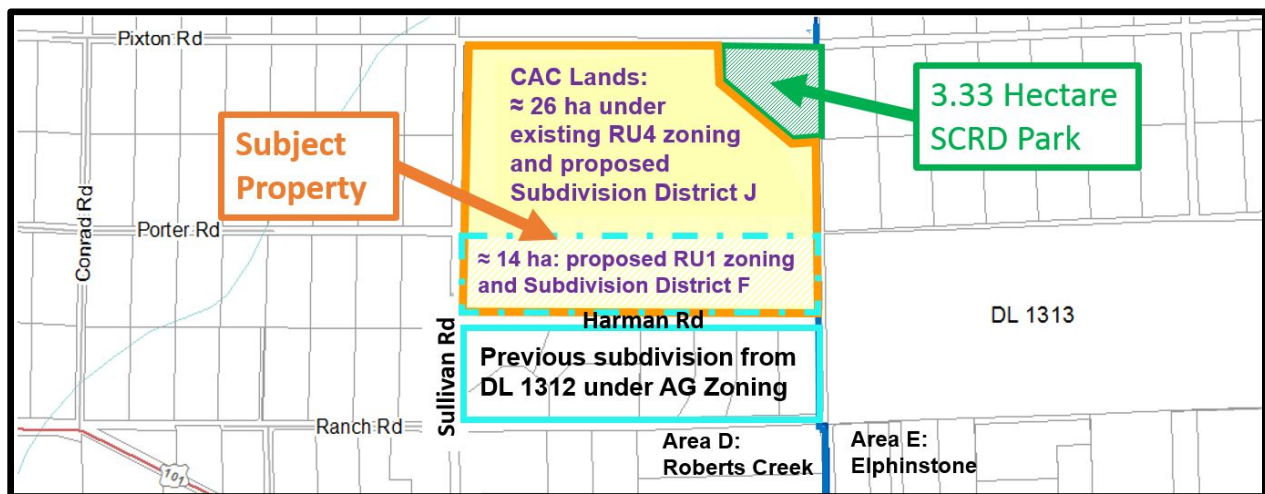


Figure 1 – Subject Property Location and Proposed Zoning

The site is within Roberts Creek, adjoining the boundary with Elphinstone, as shown in Figure 1. Presently the southern third is partially cleared, while the northern approximate two-thirds contains a variety of mature regrowth trees, a SCRD trail statutory right-of-way that is part of the draft route concept for Phase 2 of the Suncoaster Trail, a BC Hydro right-of-way containing transmission lines, and a lease area for a cell tower with access driveway (Figure 2).

Access to the 3.33 hectare unnamed SCRD Park is provided through the site by means of the established SCRD trail Statutory Right-of-Way (SRW), as well as by other informal trails utilized by the community.

Approximately 90 metres of elevation gain exists on the site, sloping from about 210 metres above sea level in the southwestern corner up to 300 metres along its northern boundary. The property is traversed by Higgs Brook and Smales Creek (Figure 3). The headwaters of Cornwallis Creek and an unnamed watercourse referred to as Stream 5 are present at the most southern extent of the property.

In 2001, Provincial legislative changes removed the Forest Land Reserve (FLR) designation that previously encumbered the subject site. In response to this change, the SCRD adopted *Zoning Amendment Bylaw No. 310.83, 2003* to set zoning for several former FLR parcels to RU4 and the subdivision district to Z (100 hectare minimum parcel area) in order to introduce forest management uses and to mitigate development pressures. The land use designation was set to Resource. District Lot (DL) 1312 was one of the parcels included within the OCP land use change.

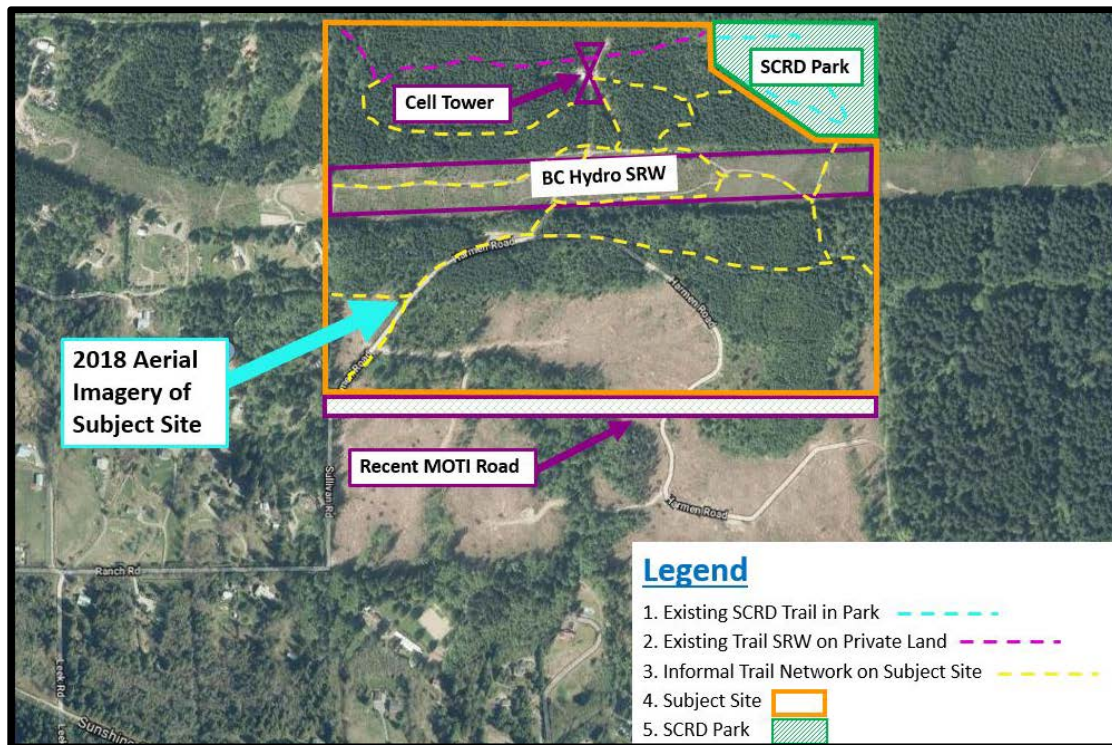


Figure 2 – 2018 Aerial of Subject Property, featuring infrastructure and Park context

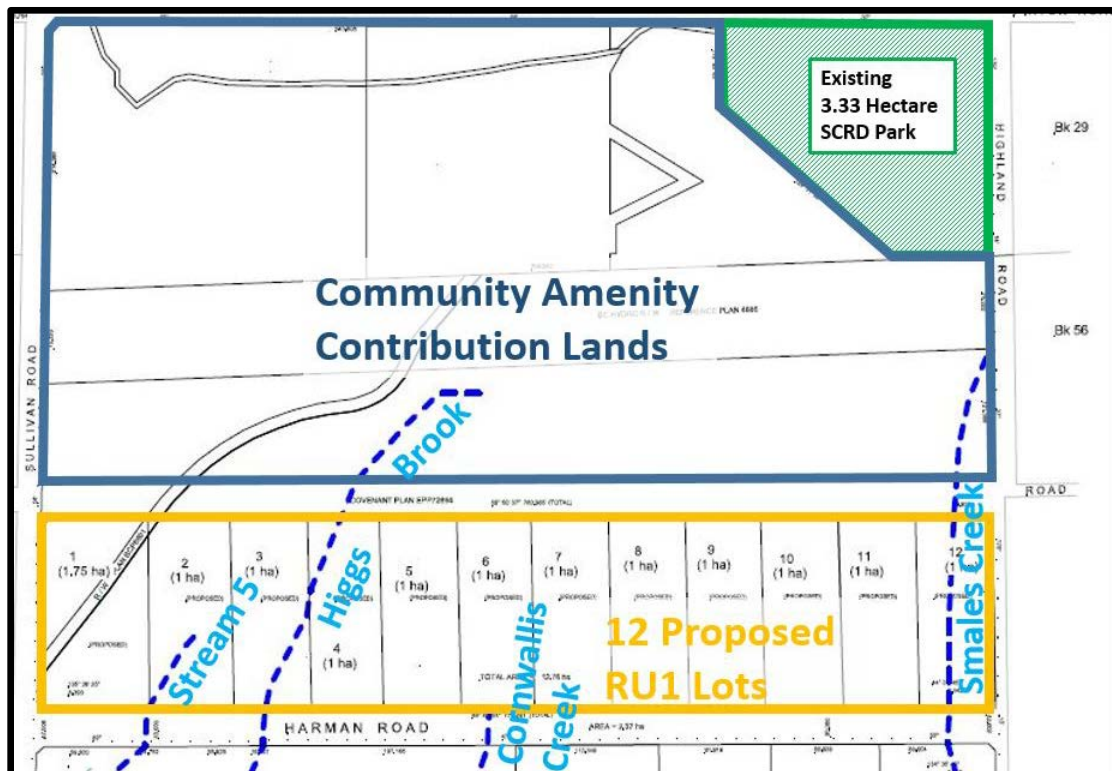


Figure 3 – Draft Subdivision Plan Showing 12 Proposed RU1 Lots, CAC Lands and Creek Locations

The 2017 property-specific rezoning and subdivision of a portion of DL1312 was supported to ensure appropriate zoning for the ALR portion of the site and to facilitate the creation of lot sizes consistent with surrounding parcels to the south and west and recommendations of the Agricultural Land Commission.

The applicant has applied for OCP and zoning changes for the remainder of DL 1312. The proposal involves creating 12 rural residential lots of approximately one hectare per parcel and providing the balance of the lands to the SCRD as an in-kind CAC in the form of a land gift, as shown in Figure 3. This CAC land gift would have title, and present opportunities for the SCRD to consider in the future.

## **DISCUSSION**

### *Process*

This application proposes a rural residential subdivision that would be the first of its kind in the former FLR lands since the SCRD adopted wide-spread land use amendments in 2005 that set the land use designation for these lands to Resource and the zoning to RU4 (Rural Forest). The intent of these land use provisions was to discourage residential uses in these areas when the FLR designation for these lands was removed. Staff note that this process was an expedient measure that generalized all former FLR lands with the same regulations to prevent residential development without formal planning processes first being conducted for areas that may have merit for consideration of such uses. The proposed development has attributes distinctive from many other parcels that were formerly in the FLR and now have the same land use regulations resulting from the 2005 amendments.

Should First Readings be granted to the Bylaws, early and ongoing consultation is recommended to commence in keeping with *Local Government Act* procedures, along with additional public consultation that would include a Public Information Meeting prior to consideration of Second Reading of the bylaw amendments.

### *Proposal*

The applicant proposes changes for the southern approximately 14.32 hectares of the subject lands to a 'Rural' land use designation, the RU1 zone and Subdivision District F (Table 1).

The land-based CAC offering made by the applicant notes the historical use of the informal trail network on the subject lot. A portion of the lot is currently fenced and leased to a wireless provider to accommodate a cell tower. The lease has an upcoming option to be discontinued or alternatively could be transferred with the CAC lands.

The appropriate OCP land use designation and zoning for the remainder parcel that is proposed to be gifted to the SCRD would require determination through Board decision. Recreation opportunities could form part of the potential options for portions of the lands, amongst other uses that may help achieve various OCP goals for the area.

In the interim, as part of this application, the 'J' subdivision district, which has a minimum 25 hectare parcel size is proposed to reflect the actual land area of the remainder parcel, being slightly in excess of 26 hectares. The 'J' subdivision district is appropriate, as it would limit potential future subdivision of this remainder parcel without further public consultation through a rezoning process. The existing 'Z' subdivision district, having an a minimum parcel size of 100 hectares, does not reflect the existing 40.45 hectare parcel size, and the 'J' subdivision both aligns with the parcel size proposed by the application and is the next largest minimum subdivision district to 'Z' in size.

With the properties on the south side of Harman Road being zoned AG (Agriculture) and being within the ALR, best practices in the Ministry of Agriculture's *Guide to Edge Planning* suggest that a vegetative landscape buffer with a minimum width of 7.5 metre and plant maturity height of 6 metres be covenanted and planted along this entire frontage to limit conflicts with farming. It is also encouraged that new residential traffic be directed to non-farm roads.

To achieve these best practices along the ALR edge, the applicant has proposed a 7.5 metre vegetative covenant area along the entire Harman Road frontage for the proposed subdivision. The Porter Road alignment is additionally proposed to be extended east of Sullivan Road to provide vehicular access to the properties in a manner that will not result in conflict with potential farm operations along Harman Road.

The construction of Porter Road would additionally provide constructed road access along the entire southern frontage of the remainder parcel that is proposed to be gifted to the SCRD as a CAC. A proposed road allowance 20 metres in width and approximately 780 metres in length, having an area of approximately 1.56 hectares, would be dedicated to and maintained by the Ministry of Transportation and Infrastructure (MoTI). The construction standard would be determined by MoTI.

While the proposed 12 RU1 lots could technically gain access from Harman Road, the proposed road works redirect residential traffic away from ALR lands in keeping with best practice standards for ALR edge planning and accordingly enhance the value of and create flexibility for the future use of the CAC lands.

In order to enhance multi-modal forms of transportation for future and existing residents in the area, the applicant has proposed to work with the SCRD and MoTI to construct a gravel standard walking trail approximately 330 metres in length on the unconstructed allowance for Sullivan Road between Ranch and West Reed Roads (Figure 4). This walking trail would reduce walking distances to transit (the #90 Sechelt/ Langdale Ferry Express Bus) from approximately 800 to 400 metres (10 to 5 minutes) and provide a pedestrian link to the existing trail in the allowance for Sullivan Road on the south side of the Sunshine Coast Highway. This trail connects to the #1 Sechelt/ Langdale Bus and a beach access via Lower and Gulf Roads.

The applicant has proposed to provide statutory right-of-way (SRW) trail connections between the eastern boundary of Smales Creek and the unconstructed 10 metre (half-road) allowance of Highland Drive for potential future connections. This SRW would encumber the east edge of the most eastern proposed RU1 parcel in the subdivision.



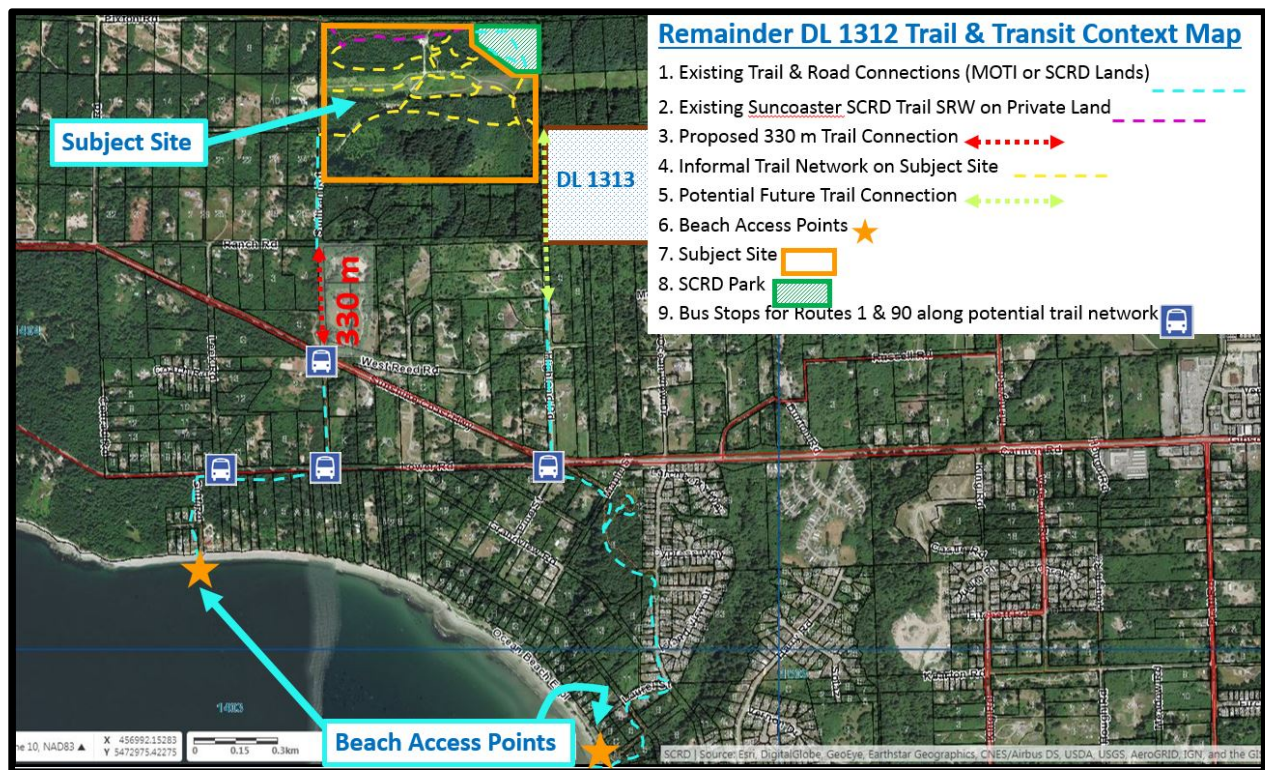


Figure 4 – Remainder DL 1312 Trail & Transit Context Map

In recognition of the subject site's adjacency to forested lands, a covenant is recommended to be registered on all lots created to ensure best-practices are upheld on future homes built with regard to potential wildfire conflict management issues. Such standards typically include special cladding and roof materials that are more resistant to the spreading of fire or the removal of fuel material from the ground.

In total, the proposal would divide the 40.45 hectare subject parcel to create 12 minimum one hectare lots on 12 - 12.75 hectares of land, dedicate approximately 1.56 hectares for the construction of the Porter Road extension, and gift the remainder lands to the north of this new road to the SCRD as a CAC. It is estimated that the total land area of the remainder parcel proposed to be gifted to the SCRD would be in excess of 26 hectares, as shown in Figure 1.

### Planning Analysis

#### Roberts Creek Official Community Plan Context

The parcel is within the Resource land use designation (Figure 5), and is the southernmost parcel designated as such within the OCP. It is also one of the closest such designated parcels to the Sunshine Coast Highway. Parcels to the west are designated Rural. South of the subject property is designated Agricultural and is within the Agricultural Land Reserve (ALR). Parcels to the east are within the Elphinstone OCP area, such as DL 1313 which is designated as Park within the Elphinstone OCP (Figure 5).

Prior to SCRD adopting wide-spread land use amendments in 2005 for the former FLR lands to the Resource land use designation such parcels had potential for residential development and subdivision. Changes to the former FLR lands established a situation whereby an OCP amendment and rezoning application is required if a subdivision is proposed. This allows for decisions regarding potential for residential development in these areas to be weighed for individual merit on a case by case basis and ensure a public process informed by community input.



*Figure 5 –OCP Land Use Map (Includes Roberts Creek and Elphinstone)*

Part 3 of the Roberts Creek OCP outlines several goals, of which the following excerpts are relevant to consider the application:

Goal 4: To ensure that land is put to an aesthetically pleasing and environmentally responsible use and ensure ongoing biodiversity through the protection, restoration and enhancement of plant and animal habitats.

Goal 5: To maintain the existing rural atmosphere of the overall community.

Goal 7: To avoid land use that results in suburban sprawl.

Goal 8: To protect and preserve riparian areas and watersheds including the water and banks of all creeks, lakes and marine foreshore.

Goal 17: To ensure there is sufficient and universally accessible parkland and recreational opportunities...”

The following preliminary planning review analyzes how the proposal relates to the above goals that help form the OCP vision.

OCP objective 19b seeks the protection and maintenance of the biological diversity and sustainability of the forest, while 19i discourages the alienation of Crown Provincial Forest Lands and Private Managed Forest Lands for uses other than Forestry and compatible resource orientated activities. The proposal does not intend to maintain any of the lands specifically for forestry or resource uses; however, an opportunity would exist to consider protection of forested areas as deemed worthy on the portion of land to be donated to the SCRD. Furthermore, Streamside Protection and Enhancement Areas (SPEAs) would be surveyed and protected by covenant when adjacent to development on the site. This would provide opportunity for environmental benefit by protecting and maintaining the biological diversity of a portion of the subject site.

The OCP establishes a 100 hectare minimum parcel area for the Resource designation, and objective 19.2 states that the Resource land use designation is for land "...where the potential exists for resource activities such as the establishment, management, and harvesting of the forest cover for timber and other forest products and values, as well as educational opportunities in holistic forestry and ecology." Objective 19.3 further states that residential uses are not compatible and will not be a permitted use.

While the application does not meet these OCP policies, this site is an anomaly compared to many Resource designated lands due to its location and is therefore not a clear precedent for development on other such designated sites. Resource designated lands are typically located in areas that are not adjacent to existing residential development. In this case adjacent rural residential development exists and consists of approximately 1.75 to 2.0 hectare parcels, directly to the west and south. This includes such sized parcels within the ALR. The application further offers the potential to establish an appropriate forested buffer between resources and existing residential uses.

If the application proceeds, a treed buffer could be maintained along the northern boundary of the subject lands between future resource and forestry activities on the lands to the north and the residential and agricultural uses to the south. Should the application not proceed, forest management and harvesting would be the predominant use.

The area is not served by regional water system infrastructure and there are no plans to extend service into the area. Water provision has not been determined at this point. The recently subdivided ALR lands on the south side of Harman Road are served by on-site wells, all meeting minimum flow standards and in some cases substantially exceeding; indicating the potential for abundance of water.

Adjacent District Lot 1313 when combined with the provincially owned parcels to the north provides a buffer to further expansion of residential development. The parcels to the north and northwest are undeveloped and can continue to support resource/forestry activity. Areas of the remainder lot proposed to be gifted to the SCRD could support the OCP objective for protection and maintenance of biological diversity and sustainability of forests. Hydro transmission lines and the telecommunications tower fragment the area.



The following development permit areas (DPAs) would apply:

- DPA#2A Creek/River Corridor
- DPA#3 Slope Hazards
- DPA#4 Stream Riparian Assessment Areas

A Development Permit will be required at the time of subdivision, at which time a Qualified Environmental Professional (QEP) would establish appropriate Streamside Protection and Enhancement Areas (SPEAs) for all watercourses noted on the lands in Figure 3.

#### Zoning Bylaw No. 310 Context

The subject parcel is zoned RU4 (Figure 6) which sets permitted uses to forest management, one single family dwelling, and further allows for ancillary uses to forest management being log booming, log sorting, storage and wood processing. Parcels to the north and west are zoned RU1 (Rural One). The parcels to the south are zoned AG (Agriculture) and to the east are AG and RU5A (Rural Forest A).

As shown in Figure 7, the subject 40.45 hectare property's subdivision district is Z (100 hectare minimum) as are parcels generally to the west and east with the exception of DL1313 which is I (four hectare minimum). Of note is that the adjacent parcels to the east and west, with the exception of DL 1313, are already of parcel sizes ranging from 1.75 to 2.0 hectares, even further below the 100 hectare minimum than the subject property.

DL 1313 is to the east and comprised of two parcels totaling approximately 50 hectares, with the larger westerly parcel being 47.75 hectares and the smaller eastern parcel being 2.75 hectares and located within the ALR. Parcels directly to the south and those below Porter Road to the west, as well as the north and to northwest, north of Pixton Road are in the G subdivision district, permitting minimum lot sizes of 1.75 hectares.

The proposal to reduce the minimum parcel size to one hectare to facilitate the subdivision and amend the zoning to RU1 proposes to introduce a rural-residential use into an area that was previously actively used for forestry. The proposed RU1 zone is consistent with the land use zoning to the west, where most of the parcels have been developed for private residential use, which is similar to the development seen on smaller parcels to the south within the ALR and AG zone. However, the application differs by proposing the F subdivision district, with minimum parcel sizes of 1.0 hectares, in contrast with the minimum parcel size of 1.75 hectares permitted under the adjacent G subdivision district.

The remainder of the parcel, which the applicant proposes to transfer title to the SCRD, would maintain the Resource land use designations and RU4.

**Staff Report to Planning and Community Development Committee - March 14, 2019**  
**Roberts Creek Official Community Plan Amendment Bylaw No. 641.11 and Zoning**  
**Amendment Bylaw No. 310.182 for Subdivision of Remainder District Lot 1312 – Electoral**  
**Area D**

Page 11 of 15

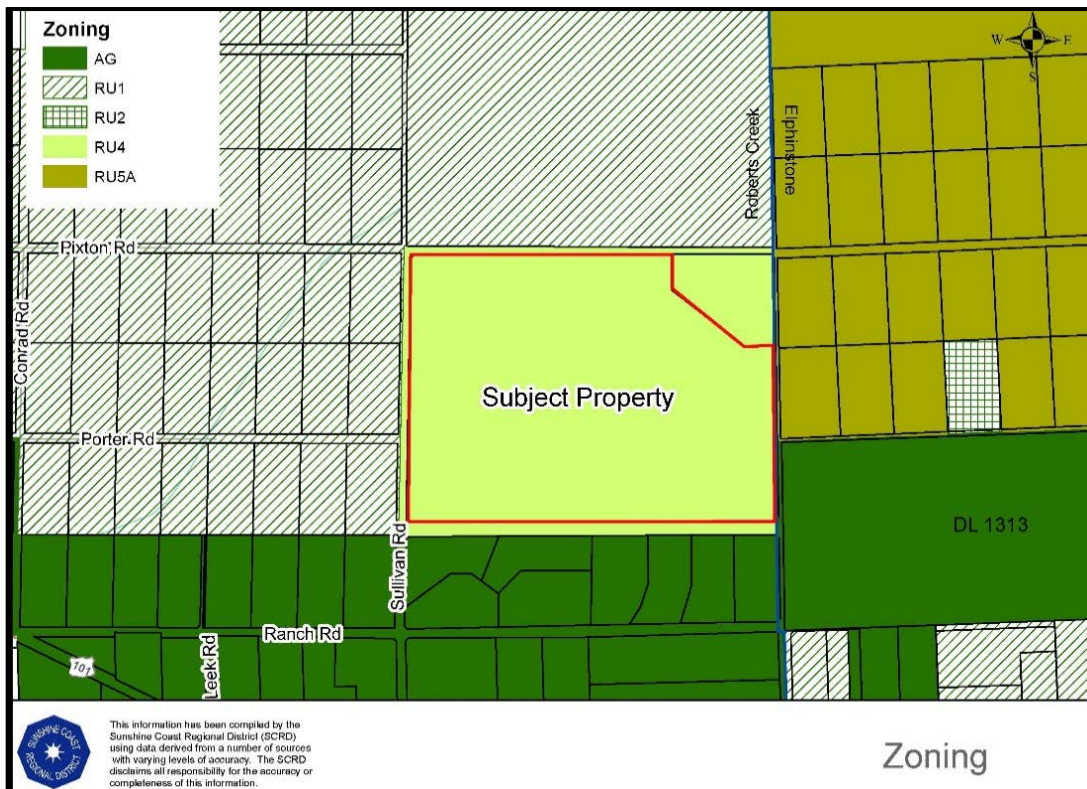


Figure 6 – Land Use Zoning Map

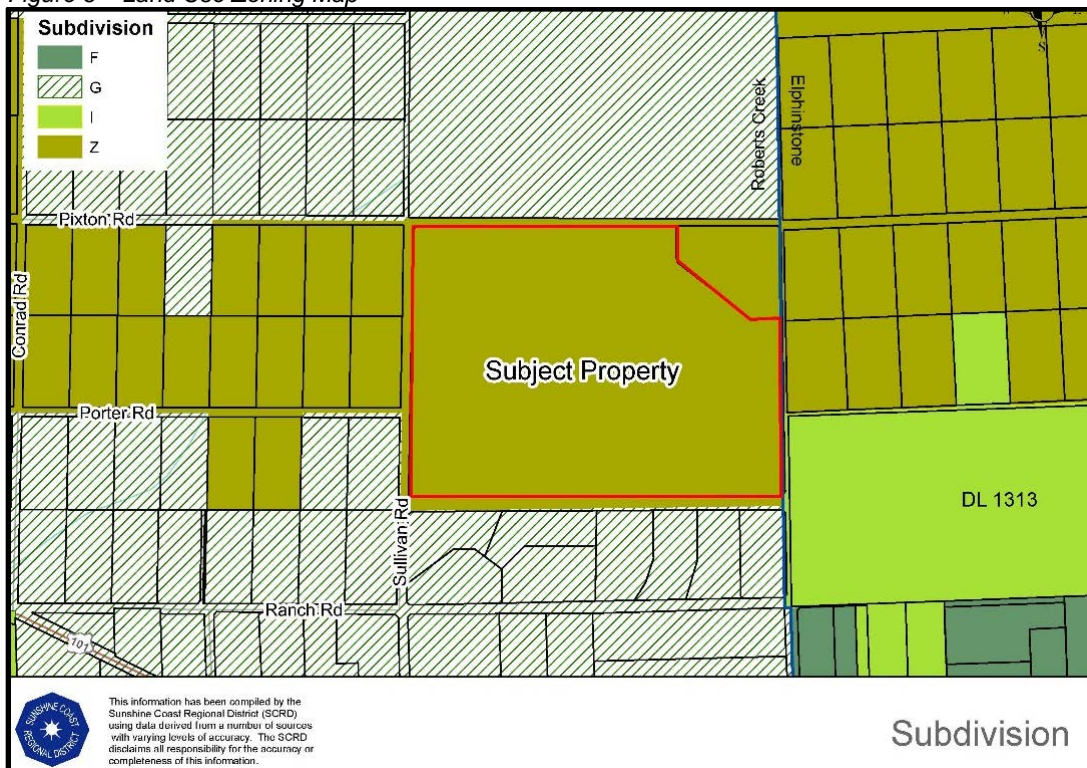


Figure 7 – Subdivision District Zoning Map

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*Community Amenity Contribution Analysis*

The approximate 26 hectare northerly remainder portion of the lands has been offered to be gifted as a CAC to the SCRD. This area consists of a trail statutory right-of-way, informal trails and is adjacent to an existing 3.33 hectare SCRD park with trail loop, as shown in Figure 2 & 4.

The trail statutory right-of-way on the subject site form a part of the draft route concept for Phase 2 of the Suncoaster Trail on which public participation and planning work is presently occurring.

Accepting the proposed CAC land would have ongoing implications and require future Board decisions to determine the desired use for the land. An analysis regarding potential uses for the land would be completed at a future date, should the SCRD accept the in-kind CAC land gift.

The most southern portion of the proposed 26 hectare CAC lands lies south of a BC Hydro Statutory Right-of-Way (SRW) and is approximately 7.75 hectares in area, extending approximately 780 metres east to west along the proposed Porter Road extension (Figure 8). This portion is free of encumbrances, with the exception of the environmentally sensitive areas around Higgs Brook and Smales Creek.

The middle section of the property is encumbered by the 76 metre wide BC Hydro SRW of approximately 5.80 hectares in area, which runs the entire east-west width of the lands and can be assumed to be a permanent encumbrance. This area is maintained by BC Hydro and clear of tall vegetation, and contains informal trails and service roads, as well as the continuation of Smales Creek running along the eastern side into the SCRD Park.

To the north of this BC Hydro SRW is approximately 12.50 hectares of land. This northern portion of land is bordered by the unconstructed portions of road allowance for Sullivan Road to the west and Pixton Road to the north. The eastern portion of this area is bordered by the existing 3.33 hectare SCRD Park. Approximately 4.3 hectares of this land is currently encumbered by a SRW for an existing wireless cell tower. A portion of this SRW is fenced to protect equipment and ensure site safety. A second SRW for a SCRD Trail also runs through this northern portion of land. Part of the Trail SRW overlaps with the wireless cell tower SRW.

If the application proceeds an analysis of the legal and financial components associated with the SRW for the wireless cellular tower would be undertaken.

Early feedback from APC and OCPC has been provided and is provided in Attachment A, Referral Comments and Recommendations.

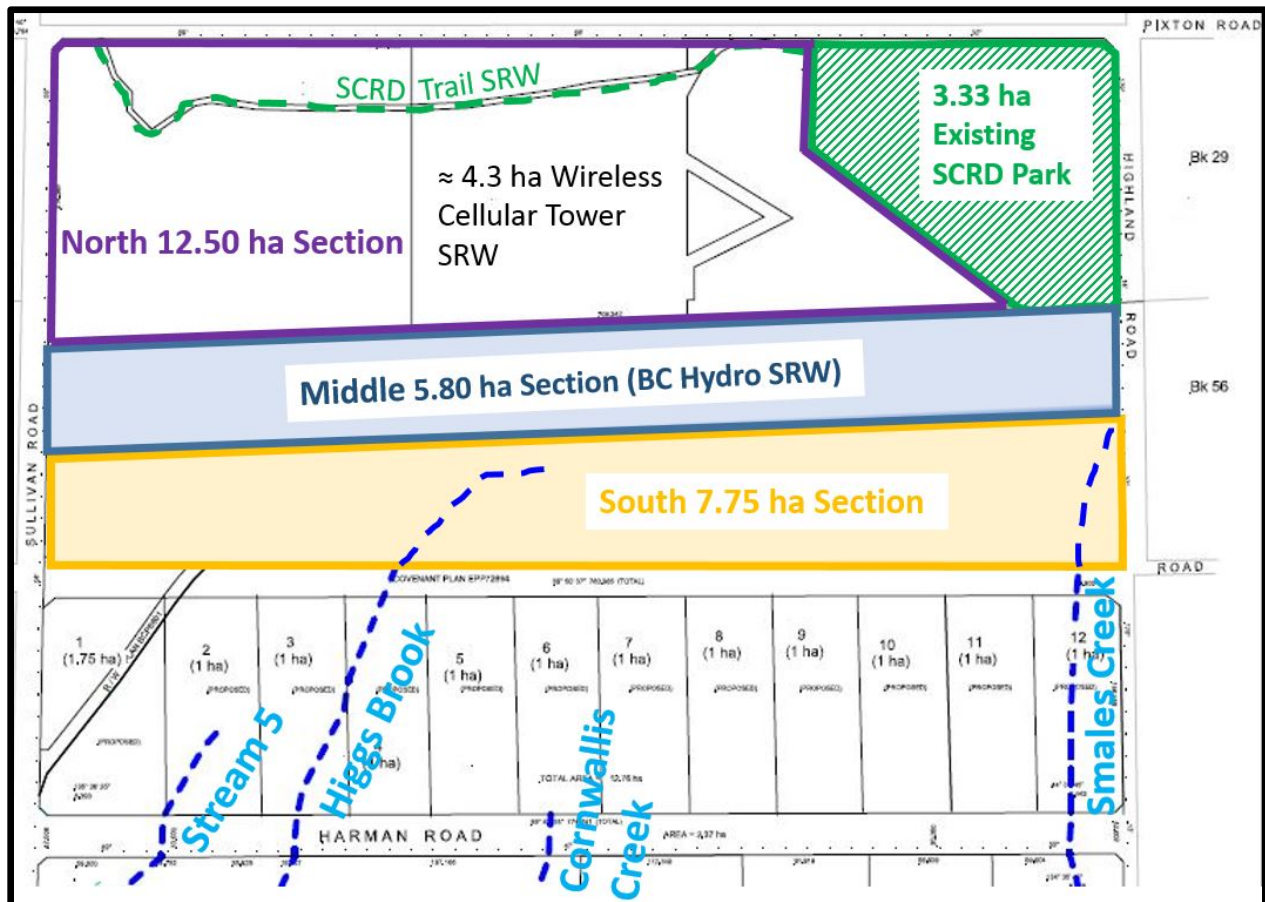


Figure 8 – Explanatory CAC Lands Map

### Options

Possible options to consider:

**Option 1:** *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11, and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182 receive First Readings, a Public Information Meeting be arranged and referrals be conducted for early and ongoing consultation.*

The current OCP designation and zoning were established to prevent former FLR to be redeveloped for residential use without due consideration of sprawl or other issues. Proposals can be considered through a rezoning and OCP amendment process which allows for community input and consideration of potential impacts.

The subject property lends itself to consideration for OCP amendment and rezoning in part due to the development pattern to the west and establishment of Harman Road at the time of the previous subdivision in the ALR to the south. Further consideration can be given based on proximity to the Sunshine Coast Highway, transit and commercial services. The more than 26 hectares of land



with over 780 metres of constructed road frontage along the Porter Road alignment additionally offer opportunities for community amenity and environmental benefit. For these reasons staff recommend consideration be given to First Readings of the bylaws.

Given that there is a proposed change to the OCP and the application involves a 40.45 hectare parcel, staff recommend a Public Information Meeting (PIM) be held. A PIM allows the community to identify aspects of the proposed application that are of concern and give input on the overall proposal. This allows staff to work with the applicant to make changes to the bylaw or provide additional information prior to Second Readings and a Public Hearing taking place.

**Option 2: Do not proceed with *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11*, and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182*.**

The proposal has inconsistencies with the Roberts Creek OCP. This proposal may be premature relative to the development of other lands already appropriately designated.

*Organization and Intergovernmental Implications*

The site is outside the SCRD waste collection service area, although the boundary is immediately to the east and west and south of the ALR parcels previously subdivided. There may be service implications if the property owner(s) ask to be include in the service area.

If the OCP amendment moves forward consideration with respect to the SCRD's Financial Plan and Solid Waste Management Plan pursuant to the *Local Government Act* will be required.

*Financial Implications*

Financial implications that may arise with respect to the SCRD accepting the land offered as a CAC by the applicant will be considered in more detail and set out in future reports if the application progresses past First Readings of the bylaw.

*Communications Strategy*

This report recommends that pursuant to Section 475 of the *Local Government Act*, Bylaw Nos. 641.11 and 310.182 be referred to the following agencies as part of the early and on-going consultation:

- a) Skwxwú7mesh Nation;
- b) Roberts Creek and Elphinstone Advisory Planning Commissions;
- c) Roberts Creek Official Community Plan Committee;
- d) Ministry of Transportation and Infrastructure;
- e) Agricultural Land Commission;
- f) Vancouver Coastal Health;
- g) School District 46;



**Staff Report to Planning and Community Development Committee - March 14, 2019**  
**Roberts Creek Official Community Plan Amendment Bylaw No. 641.11 and Zoning**  
**Amendment Bylaw No. 310.182 for Subdivision of Remainder District Lot 1312 – Electoral**  
**Area D**

Page 15 of 15

- h) BC Hydro; and
- i) Roberts Creek Volunteer Fire Department

A public information meeting is also proposed to be scheduled.

**STRATEGIC PLAN AND RELATED POLICIES**

Consideration of this application supports the SCRD Values of Collaboration and Transparency.

**CONCLUSION**

SCRD received an application to amend the Roberts Creek OCP and rezone the subject property. This application would facilitate a 13 parcel subdivision that includes 12 minimum one hectare parcels to be designated Rural and zoned RU1 (Rural Residential) under Subdivision District 'F'. The balance of the lands would be a remainder parcel in excess of 26 hectares and is proposed to be gifted to the SCRD as a CAC. This remainder parcel is proposed to remain under the Resource land use designation with according RU4 (Rural Forest) zoning at this time. In the interim, Subdivision District 'J' (minimum 25 hectares) is proposed for this remainder parcel to coincide with the proposed land area. Future Board decisions would be required to determine the desired use for the land, should the SCRD accept the in-kind CAC land gift.

Preliminary analysis shows that the application conforms to some, but not all, objectives and policies set out in the Roberts Creek OCP. Analysis shows there is sufficient merit to consider First Readings of the bylaws and allow the application to proceed to the next stage.

Staff recommend *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11*, and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182* receive First Readings, a Public Information Meeting be arranged and referrals be conducted for early and ongoing consultation, as noted above.

A copy of Bylaw No. 641.11 and Bylaw No. 310.182 is attached for reference.

Attachment A – Referral Comments and Recommendations

Attachment B – Bylaw No. 641.11

Attachment C – Bylaw No. 310.182

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

**ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION – January 21, 2019**

Introduction of Proposed Roberts Creek Official Community Plan Amendment for Remainder District Lot 1312 was received.

Key points of discussion:

- The property is about 100 acres and it is proposed that 70 acres be given to the SCRD as fee simple owners, and the remaining 30 acres be used for a subdivision.
- This property is zone RU4 and is in the subdivision district Z zone (100 hectare minimum parcel size with one dwelling).
- The future of the Z zone was discussed at length in drafting the current OCP, which collected public opinion over a period of about 3 years, before being approved in October 2012. The Z zone was to stay as productive forest lands.
- The proposal is to subdivide the south edge of this property into 12 rural residential lots with a minimum lot size of 2.5 acre (Subdivision District F) and rezone this section as RU1. This would introduce more extensive country residential use than currently exists in the Z zone. This would be the first time SCRD changes land use in a Z zone.
- The OCP considered country residential zoning more appropriate near the highway. The danger of residential sprawl higher upland, separate from SCRD services, was a concern expressed in the OCP, hence restrictions were applied to the Z zone.
- One problem in the report is the statement is that Z zone lands are separated from residential areas, but this is not the case.
- APC acknowledged that there have been a lot of changes on the Coast since the OCP was written (2009-2012), especially with regard to population, affordable living and water availability. Is there now planning or public interest in country residential development in the Z zone?
- Is the Z zone being treated as sacred, like the ALR, when the Z zone overlay wasn't really well thought out when it was created?
- APC was concerned that this application (if approved) would serve as a precedent for rampant Z zone development. What developmental pressures does this release?
- APC was reminded that other applications would still need a full review.
- In the proposed subdivision, 2.5 acres meets requirements for drilled well and septic system. The applicant stated that wells on the property are producing water at good rates and also expected good water availability in the 70 acre piece.
- If the SCRD accepts the 70 acre piece it will take a long time to figure out how it may be a benefit or liability for the SCRD to own land.
- Although the gift of 70 acres and subdivision looked like amenity bonussing, it was stated clearly by APC members who served on drafting the OCP that Amenity Density Bonussing was meant for just the downtown core of Roberts Creek.
- Cost of a lot in the subdivision might be in the low \$300,000's.
- Option 2 in the Staff Report seems premature as more information is needed.
- Pros of proposal:
  - Water potential
  - Looks like a good deal for the SCRD to get 70 acres of land
- Cons of proposal:

- 70 acres in the Z zone has very limited uses
- Contrary to the existing OCP
- Drilling wells here may reduce water supply to downslope properties

**Recommendation No. 1**      *Introduction of Proposed Roberts Creek Official Community Plan Amendment for Remainder District Lot 1312*

The APC recommends that the SCRD accept Option #1 in the above noted Staff Report, and to work with the applicant to refine the application, and that the SCRD look at well potential as part of gathering more information.

**ELPHINSTONE (AREA E) ADVISORY PLANNING COMMISSION – January 23, 2019**

**Introduction of Proposed Roberts Creek Official Community Plan Amendment for Remainder District Lot 1312 – Electoral Area D**

The APC discussed the staff report regarding Proposed Roberts Creek Official Community Plan Amendment for Remainder District Lot 1312. The following points were noted:

- A lot of the forestry land has become residential; this is continuing what has already happened here. It could be of benefit to us, with creation of a buffer from the logging that will be continuing to happen above it. A lot of the properties there now exist because subdivision happened.
- Concern: it is outside fire protection and SCRD water infrastructure.

The applicant, who was involved in the previous subdivision of the parcel, provided a map, discussed history and development of the area under consideration, and emphasized that this was preliminary to a public process that would ensue should discussions proceed. The applicant explained that the owner planned to donate to the SCRD for free as a fee simple title 70 acres of the 100-acre Z zone parcel. Wells would be drilled on each of the proposed lots south of Porter Road. The applicant noted it is an obvious location for a water reservoir.

**Recommendation No. 3**      *Proposed Roberts Creek Official Community Plan Amendment for Remainder District Lot 1312 – Electoral Area D*

The APC recommended support for option 1, that staff be directed to continue work with the applicant to refine the application and provide a report to the Committee in Q1 2019 with regard to the proposed First Readings of *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182*, for the following reasons:

- Proposal seems to be in alignment with other development in the area.
- It is an exciting possibility of having 70 acres of land being given to the SCRD that could have multiple purposes, such as for affordable housing, creating a buffer from the logging above, or continuation of a park link to District Lot 1313.
- The APC looks forward to seeing what staff does with this.

**ROBERTS CREEK OFFICIAL COMMUNITY PLAN COMMITTEE – February 19, 2019**

February 20, 2019

SCRD Planning Dept.  
1975 Field Road  
Sechelt, BC

Re. RC OCPC response to Proposed Roberts Creek Official Community Plan  
Amendment for Remainder District Lot 1312 – Electoral Area D

Dear Mr. Hall,

The Roberts Creek Official Community Plan had an opportunity at our recent February 19<sup>th</sup> meeting to examine and discuss the SCRDC “Staff Report to Planning and Community Development Committee – November 15, 2018 Introduction of Proposed Roberts Creek Official Community Plan Amendment for Remainder District Lot 1312 – Electoral Area D.” We appreciate that this document was sent to the RC OCPC for consideration.

We were pleased to see that this report cites the RC OCP goals and objectives that pertain to this application in detail. Taking these into account, the RC OCPC recommends Option 2 (i.e., “The proposal is not consistent with the Roberts Creek OCP.”).

We hope that this is of help. Please feel free to let us know if you have any further questions, comments, or concerns.

Sincerely,

Elaine Futterman  
Chair, RC OCPC

**SUNSHINE COAST REGIONAL DISTRICT**  
**BYLAW NO. 641.11, 2019**

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

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

## PART A – CITATION

1. This bylaw may be cited as *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11, 2019*.

## PART B – AMENDMENT

2. *Roberts Creek Official Community Plan Bylaw No. 641, 2011* is hereby amended as follows:
  - a. Map 1 and Map 6 are amended by re-designating a portion of District Lot 1312 Group 1 New Westminster District except Plans EPP72892 and EPP77565 from “Resource” to “Rural”, as depicted on Appendix ‘A’, attached to and forming part of this bylaw.

## PART C – ADOPTION

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

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

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

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

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

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

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



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Corporate Officer

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Chair


**APPENDIX A TO BYLAW NO. 641.11, 2019**

## Appendix A to Roberts Creek Official Community Plan Amendment Bylaw No. 641.11, 2019

1. Amend the Land Use Designation of the Southern part of DL 1312 Group 1 New Westminster District, Except Plans EPP72892 and EPP77565 from Resource to Rural
2. Adjust the Official Community Plan Boundaries to the centre line of road allowances or property lines as indicated.

**Subject Property**

 Southern Subject Area

 OCP Amendment Area

C.L. Road Right of Way Centre Line

P.L. Property Line



Chair

Corporate Officer

**SUNSHINE COAST REGIONAL DISTRICT**  
**BYLAW NO. 310.182, 2019**

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 *Sunshine Coast Regional District Zoning Bylaw Amendment Bylaw No. 310.182*, 2019.

## PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended as follows:
  - a. Rezone a portion of District Lot 1312 Group 1 New Westminster District except Plans EPP72892 and EPP77565 from “RU4” (Rural Forest) to “RU1” (Rural Residential) on Schedule A, as depicted on Appendix ‘A’, attached to and forming part of this bylaw.
  - b. Rezone District Lot 1312 Group 1 New Westminster District except Plans EPP72892 and EPP77565 from Subdivision District ‘Z’ (minimum 100 hectares) to Subdivision District ‘F’ (minimum 1 hectare) and ‘J’ (minimum 25 hectares) on Schedule B, as depicted on Appendix ‘B’, attached to and forming part of this bylaw.

## PART C – ADOPTION

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

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

PUBLIC HEARING HELD PURSUANT TO THE  
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 BYLAW NO. 310.182, 2019**

## Appendix A to Sunshine Coast Regional District Zoning Bylaw Amendment Bylaw No. 310.182, 2019

1. Amend the Zoning Land Use of the Southern part of DL 1312 Group 1 New Westminster District, Except Plans EPP72892 and EPP77565 from RU4 to RU1
2. Adjust the Zoning Land Use Boundaries to the centre line of road allowances or property lines as indicated.

**Subject Property**

-  Southern Subject Area
-  Zoning Land Use Amendment Area
- C.L. Road Right of Way Centre Line
- P.L. Property Line




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 Chair

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 Corporate Officer





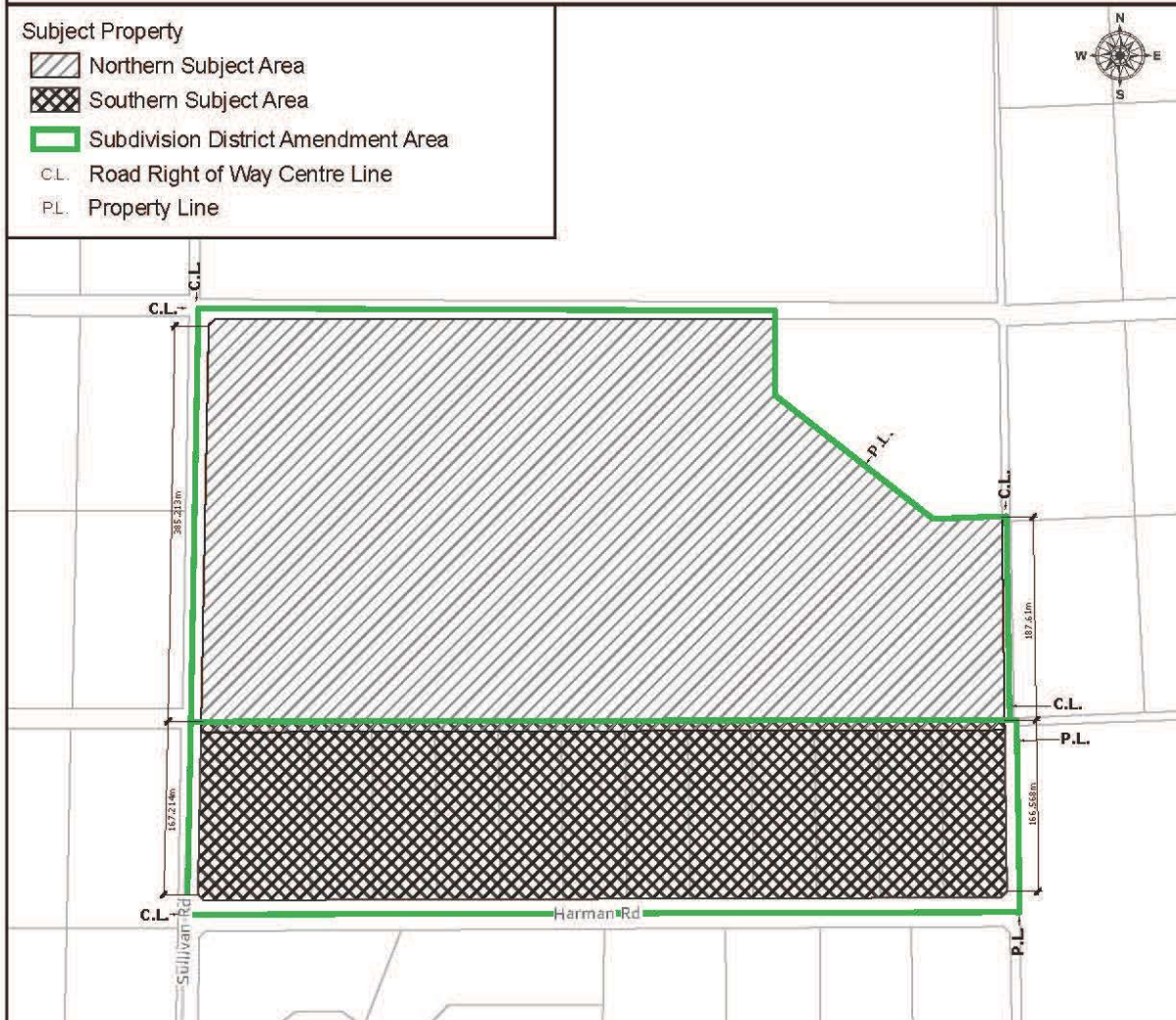
**APPENDIX B TO BYLAW NO. 310.182, 2019**

## Appendix B to Sunshine Coast Regional District Zoning Bylaw Amendment Bylaw No. 310.182, 2019

1. Amend the Subdivision District of
  - a) Southern part of DL 1312 Group 1 New Westminster District, Except Plans EPP72892 and EPP77565 from Z to F.
  - b) Northern part of DL 1312 Group 1 New Westminster District, Except Plans EPP72892 and EPP77565 from Z to J.
2. Adjust the Subdivision District Boundaries to the centre line of road allowances or property lines as indicated.

**Subject Property**

-  Northern Subject Area
-  Southern Subject Area
-  Subdivision District Amendment Area
- C.L. Road Right of Way Centre Line
- P.L. Property Line



Chair

Corporate Officer



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – March 14, 2019

**AUTHOR:** Yuli Siao, Senior Planner

**SUBJECT:** **Zoning Amendment Bylaw No. 310.180, 2018 Consideration for Second Reading and Scheduling of a Public Hearing - Toma Subdivision**

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### RECOMMENDATIONS

1. THAT the report titled Zoning Amendment Bylaw No. 310.180, 2018 Consideration for Second Reading and Scheduling of a Public Hearing - Toma Subdivision be received;
  2. AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw 310.180, 2018* be forwarded to the Board for Second Reading;
  4. AND THAT a Public Hearing to consider the bylaws be scheduled for April 16, 2019 at 7:00 p.m. at Coopers Green Hall, located at 5500 Fisherman Road, Halfmoon Bay, BC;
  5. AND FURTHER THAT Director \_\_\_\_\_ be delegated as the Chair and Director \_\_\_\_\_ be delegated as the Alternate Chair for the Public Hearing.
- 

### BACKGROUND

On May 24, 2018, the SCRD Board adopted the following resolution:

166/18 **Recommendation No. 10** *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2018*

THAT the report titled Zoning Amendment Bylaw 310.180 Consideration for First Reading - Toma Subdivision be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2018* be forwarded to the Board for First Reading;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2018* be referred to the following agencies for comment:

- Halfmoon Bay Advisory Planning Commission
- shíshálh Nation
- the Ministry of Transportation and Infrastructure
- Vancouver Coastal Health Authority

AND FURTHER THAT a Public Information Meeting be held with respect to *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2018*.

The bylaw was referred to agencies for comments, and a public information meeting was hosted by the applicant on July 30, 2018. This report summarizes comments received from the referrals and public information meeting, and recommends Second Reading of the bylaw and holding of a Public Hearing.

For context the previous staff report dated May 10, 2018 is provided in Attachment A.

## **DISCUSSION**

### *Referral Comments*

The first staff report for this application and the draft bylaw were referred to the above listed agencies. A summary of referral comments can be found in the following table.

<b>Referred Agency</b>	<b>Comments</b>
Halfmoon Bay Advisory Planning Commission	The APC recommends that the application be supported.
shíshálh Nation	<p><b>Cultural and Heritage Protections</b>  The area of Halfmoon Bay and Redrooffs Road contain one of the largest archaeological sites in all of <i>shíshálh</i> Lands (DjRx-48). This site has never been comprehensively mapped via shovel testing and furthermore, recent archaeological discoveries have been made outside the formal site boundaries of DjRx-48 (via monitoring projects with BC Hydro and the SCRd); suggesting the site contains additional cultural material outside site boundaries. Based on the results of these new discoveries, there is new evidence that indicates the occupation of the Halfmoon Bay area likely commenced 1000 years earlier than previously believed by academics.</p> <p><b>Preliminary Archaeological Field Reconnaissance (PAFR) Required</b>  Due to the high concentration of recorded and unrecorded archaeological sites in the area, the <i>shíshálh</i> Nation requires a Preliminary Archaeological Field Reconnaissance (PAFR) prior to ground disturbance. This is an initial site visit to assess the landscape for possible archaeological values and plan for future studies, if applicable.</p> <p><b>Environmental Concerns</b>  As this is a proposed new subdivision clearing forest, a biological assessment by a Registered Professional Biologist (R.P.Bio) is required to examine potential impacts to species at risk and species of concern. There are numerous sensitive areas on the site proposed for development and a holistic approach is recommended to address this requirement as well as the following:</p> <p><b>Freshwater Riparian Area Assessment</b>  For applications that may impact fish-bearing streams, applicants will need to complete a Riparian Area Assessment (RAA) with a Registered Professional Biologist (R.P.Bio) and designate a Streamside Protection &amp; Enhancement Area. The Nation's stewardship concerns include safeguarding the integrity, connectivity and health of riparian areas. The protection of this important habitat includes helping to ensure vegetated connectivity along the stream bank, and to protect the stream bank from erosional forces that can be buffered by native vegetation. The Nation appreciates SCRd's and the applicant's cooperation to protect the health of stream and river environments that are so vital to <i>shíshálh</i> way of life.</p> <p><b>Marine Riparian Buffer</b>  The current project footprint in this application is in close proximity to the marine foreshore. The <i>shíshálh</i> Nation supports the recommended Fisheries and Oceans Canada 15 m setback from the high water mark on the marine</p>

	<p>foreshore. The shíshálh Nation does not support developments that encroach upon this 15 m marine riparian buffer. This includes any proposals to remove large trees or vegetation within the 15 m marine riparian corridor.</p> <p><b>Nesting and Migratory Birds Acts</b>  The Nation is concerned with compliance with the federal Migratory Birds Convention Act, 1994 and the provincial Wildlife Act which prohibit the disturbance or destruction of active nests and eggs. The ideal approach would be to avoid clearing vegetation during the critical bird breeding window (March 1-Aug 31). This is a general nesting period that covers most federally protected migratory bird species but may not include the complete nesting period for all species under provincial/territorial jurisdiction. If this is not possible, a nest survey by a QEP (i.e. R.P.Bio or other biologist) should be conducted 24-48 hrs prior to proposed activities to identify active bird nests and apply appropriate buffers and timing windows.</p> <p><b>Nesting and Roosting Raptors and Herons</b>  Because this is a water-front development, the applicant is expected to share their approach for identifying and ensuring the protection of nesting and roosting raptors and herons. shíshálh requires nest surveys as an additional safeguard against impacts to herons and Birds of Prey (owls, eagles, ospreys, etc.).</p> <p><b>Sensitive ecosystem</b>  The Nation's analysis shows that this development is potentially impacting a sensitive ecosystem. A biological assessment by a Registered Professional Biologist (R.P.Bio) is required, to examine the potential impact to marine riparian area and habitats, as part of the review process. Proposed mitigation measures (if applicable) should be included in this report.</p>
Ministry of Transportation and Infrastructure	<p>The initially proposed subdivision received preliminary layout approval (PLA) from the Ministry. Regarding the revision to 10 lots, the Ministry has no concerns with the layout. In addition to the conditions outlined in the PLA, the applicant will need to submit a final design with the final submission to confirm the common access road does not encroach on any of the strata lots. As well, the Ministry has requested that the applicant complete the roadway construction prior to the submission of the final plans, or make arrangements with SCRD office to hold funds to ensure construction is completed.</p>
Vancouver Coastal Health	<p>The proposal for 10 lots with a maximum build out of 16 dwellings will have a total wastewater flow of 22000 litres per day. The wastewater field area meets VCH criteria, however the concern is the lack of surrounding soil in the adjacent down slope area. There is a potential for effluent breakout due to areas of down slope exposed to bed rock. VCH has reviewed the hydrogeological assessment that specifically addresses the potential for down slope breakout sites within the subdivision and the potential for migration of effluent to the nearby creek. A site visit was completed to observe an identified potential wastewater ponding area which will be covenanted as a no build zone as recommended by the assessment. VCH has accepted the filing of the community sewerage system and has no objection to this subdivision.</p>
SCRD infrastructure, transit and fire departments	<p>No concern with the density increase of 3 lots. Water connection and the design of the proposed community sewer system will be reviewed by the SCRD through the subdivision approval process.</p>

### *Public Information Meeting and Feedback*

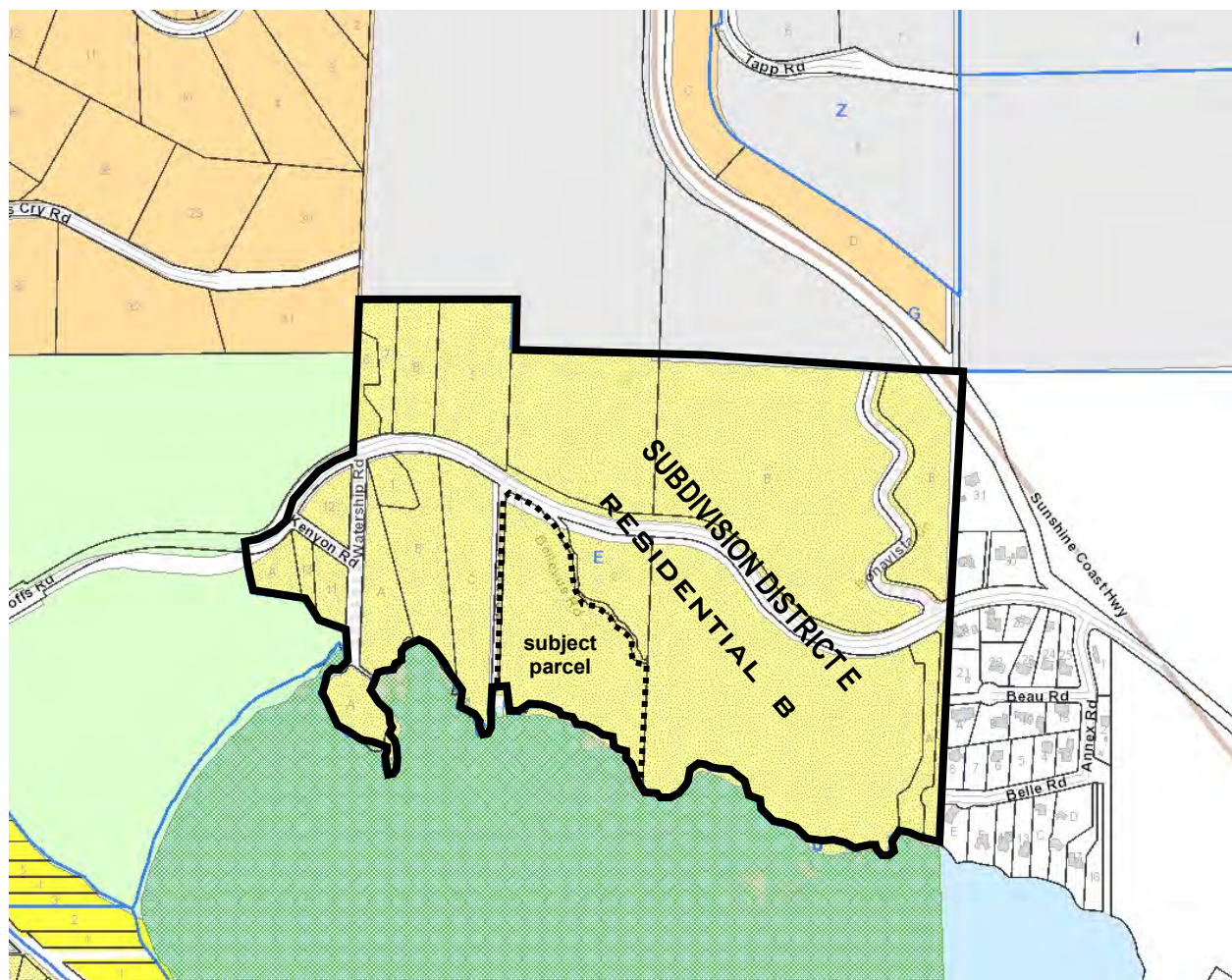
A public information meeting was hosted by the applicant on July 30, 2018. Approximately nine members of the public attended the meeting. The applicant's meeting notes can be found in Attachment B. Additional feedback from area residents was received through written submissions before and after the public information meeting.

### *Discussion of Key Issues*

The following is a discussion of key issues raised by those in attendance at the public information meeting as well as feedback received from referrals and public submissions.

#### Consistency with Halfmoon Bay OCP

The subject property is located within the Residential B designation of the Halfmoon Bay Official Community Plan (OCP). This designation includes many existing smaller properties and some areas of land that have future development potential. The minimum parcel size in this designation is based on an average or minimum of 3500 m<sup>2</sup> for the purpose of subdivision. The proposed subdivision has an average lot size of 3634 m<sup>2</sup>, therefore the proposed residential density for a subdivision of 10 lots conforms to the OCP policy.



OCP Land Use and Subdivision District Map

As shown in the map on the preceding page, the area within the Residential B designation matches the boundaries of the Subdivision District E of the zoning bylaw. The Subdivision District E requires an average parcel size not less than 5000 m<sup>2</sup> for subdivision purposes. Therefore the OCP supports a long-term vision for these lands with a density increase beyond the present zoning density level.

Section 478 of the *Local Government Act (RSBC 2015)* states that:

*(2) All bylaws enacted or works undertaken by a council, board or greater board, or by the trustees of an improvement district, after the adoption of*

*(a) an official community plan, or*

*...*

*must be consistent with the relevant plan.*

In accordance with the above provision, a zoning bylaw or a zoning amendment bylaw must be consistent with an OCP after its adoption. Since the current Halfmoon Bay OCP was adopted in 2014, 25 years after the adoption of Zoning Bylaw No. 310 in 1989, the zoning bylaw must be made consistent with the OCP through subsequent amendments. The subject zoning amendment to change the Subdivision District for the property from E to D (minimum average parcel size 3500 m<sup>2</sup>) is an opportunity to make density provisions of the zoning bylaw consistent with the OCP density policy.

### Community Sewer System

The applicant proposes to construct a private community septic system for the strata subdivision. Under the RU1 zoning, six of the proposed lots (larger than 3500 m<sup>2</sup>) can each have one single family dwelling and one auxiliary dwelling unit, and the other four lots (smaller than 3500 m<sup>2</sup>) can only have one single family dwelling per lot. The maximum build-out of 16 dwellings will generate a total calculated wastewater discharge of 22,000 litres per day for the septic system.

Upon reviewing the initial system design, Vancouver Coastal Health (VCH) pointed out that due to the lack of surrounding soil and exposure to bed rock in the adjacent down slope area, there is a potential for effluent breakout to downslope areas and migration of effluent to the nearby Kenyon Creek. There were also similar concerns expressed by neighbouring residents.

To address these concerns, the applicant has commissioned a professional hydro-geological assessment. The assessment identifies a moderate probability of effluent breakout to downslope areas, and recommends designating an additional covenant area south of the septic field as a no-build zone, shown as the cross-hatching area in Attachment C. The area will be landscaped with imported materials that address any potential wastewater ponding issues. VCH has reviewed the assessment and visited the site to observe this area, and has accepted a filling of the proposed community sewerage system for the subdivision (Attachment E).

The assessment also concludes that the sewerage system will not adversely impact neighbouring properties and the receiving environment including the nearby Kenyon Creek.

The requirement for the additional covenant area, along with other technical requirements recommended by the assessment can be considered as conditions to be fulfilled prior to adoption of the bylaw.

### Potential Moorage

There is a concern regarding the potential of multiple docks for the lots with water frontage that will impact the foreshore environment. A group moorage facility is preferred to individual docks. The approval of moorage facilities is under the jurisdiction of the Province through moorage applications. Through referral from the Province, the SCRD will have an opportunity to comment on moorage applications and recommend a group moorage facility and best management practices.

### Environmental Protection

Through a development permit application for the proposed subdivision, the applicant has provided geotechnical and environmental reports to address development and environmental issues. A 15-metre wide streamside protection and enhancement area has been registered as a covenant on title of the property to protect the riparian area of Kenyon Creek. The biologist's report identifies existing wildlife nesting sites, required buffers and protection methods. The geotechnical report requires a 15-metre setback from the high water mark and an 8 m geodetic elevation for future construction.

### Archaeological Potential

The area around Redroofs Road is recognized by the shíshálh Nation as one of the largest concentrations of archaeological sites within the shíshálh Nation. A preliminary archaeological field reconnaissance of the site has been conducted by a qualified archaeologist. No archaeological resources or features were identified within the site except two areas that have elevated potential for containing subsurface archaeological resources. Future development in these areas will require an archaeological impact assessment, and this will be addressed through the development permit process for building construction on each lot in the future.

### *Timeline for next steps*

If the Board gives the bylaw Second Reading, a Public Hearing will be scheduled. Comments received from the Public Hearing as well as recommendations for any conditions will be incorporated into a staff report to the Planning and Community Development Committee for consideration of Third Reading of the bylaw.

### *Communication Strategy*

Information on this application will be posted on the SCRD website. The Public Hearing will be advertised in the local newspaper and notices will be sent to property owners within 100 metres of the site.

## **STRATEGIC PLAN AND RELATED POLICIES**

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

- Create and use an “environmental lens” for planning, policy development, service delivery and monitoring.

## **CONCLUSION**

Through the agency referral and public information meeting process, feedback has been received regarding the proposed subdivision development. The proposal is consistent with density policies of the OCP, and this report addresses concerns with the sewage system, environmental protection, archaeological potential and potential future moorage.

Staff recommend that the bylaw be presented to the Board for Second Reading and a public hearing be arranged.

### *Attachments*

Attachment A – Staff report dated May 10, 2018

Attachment B – Public Information Meeting Notes by the Applicant

Attachment C – Proposed Subdivision Plan

Attachment D – Zoning Amendment Bylaw No. 310.180 for Second Reading

Attachment E – Letter from VCH

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



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

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**TO:** Planning and Community Development Committee – May 10, 2018

**AUTHOR:** Yuli Siao, Senior Planner

**SUBJECT:** Zoning Amendment Bylaw 310.180 Consideration for First Reading - Toma Subdivision

---

### **RECOMMENDATIONS**

**THAT** the report titled Zoning Amendment Bylaw 310.180 Consideration for First Reading - Toma Subdivision be received;

**AND THAT** Zoning Amendment Bylaw No. 310.180, 2018 be forwarded to the Board for First Reading;

**AND THAT** Zoning Amendment Bylaw No. 310.180, 2018 be referred to the Halfmoon Bay Advisory Planning Commission, *shíshálh* Nation, the Ministry of Transportation and Infrastructure and the Vancouver Coastal Health Authority for comment;

**AND FURTHER THAT** a Public Information Meeting be held with respect to Zoning Amendment Bylaw No. 310.180, 2018.

---

### **BACKGROUND**

The SCRД received a Zoning Bylaw amendment application for amending Subdivision District from E to D to facilitate a 10-lot subdivision near Sargeant Bay in Electoral Area B - Halfmoon Bay (Attachment A – Proposed Subdivision Plan). Table 1 below provides a summary of the application.

*Table 1: Application Summary*

<b>Owner/Applicant:</b>	Alister Toma
<b>Legal Description:</b>	Lot 1 District Lot 1582 Group 1 New Westminster District Plan BCP32014
<b>PID:</b>	027-177-343
<b>Electoral Area:</b>	Area B
<b>Civic Address:</b>	Not Applicable
<b>Parcel Area:</b>	4.2 hectares (10.3 Acres)
<b>Existing Land Use Zone:</b>	RU1
<b>Existing OCP Land Use:</b>	Residential B
<b>Existing Subdivision District:</b>	E
<b>Proposed Use:</b>	Residential
<b>Proposed Land Use Zone:</b>	Unchanged
<b>Proposed OCP Land Use Designation:</b>	Unchanged
<b>Proposed Subdivision District:</b>	D

### *Site and Surrounding Uses*

The subject property (Figure 1) is located south of Redrooffs Road and west of Kenyon Creek near Sargeant Bay in Halfmoon Bay. The terrain of the property generally slopes down from Redrooffs Road on the north to the shoreline on the south. The property is surrounded by rural residential parcels on the east, north and west sides and the ocean on the south side.

*Figure 1 Aerial photo and location of subject parcel*



### *Proposed Uses*

The applicant proposes to subdivide the 4.2-ha subject parcel into 10 strata lots. All of these lots will be for residential uses. The proposed internal Road A and Road B will provide access from Redrooffs Road to all lots of the subdivision.

## **DISCUSSION**

### *Halfmoon Bay Official Community Plan (OCP) Policies*

#### Residential Land Use

The Residential designation applies to lands in proximity to the waterfront from Sargeant Bay to Wood Bay. The residential designation is divided into three categories: A, B and C. The subject property is located within the Residential B designation. This designation includes many existing smaller properties and some areas of land that have future development potential. The minimum parcel size in this designation is based on an average or minimum of 3500 m<sup>2</sup> for the purpose of subdivision. The proposed subdivision has an average lot size of 3523 m<sup>2</sup>, therefore it conforms to the OCP policy.

One of the objectives of the Residential designation is to provide for a variety of housing types and parcel size. The proposed subdivision has 6 larger lots (4000 m<sup>2</sup>) and 4 smaller lots (2800 m<sup>2</sup>).

Another objective of the OCP is to ensure that parcel sizes and residential density are appropriate for the level of services and utilities that can be provided. The entire subdivision of 10 lots will be serviced by a community septic system located on the east side of the parent parcel. According to the applicant's engineer, the system will have sufficient capacity to treat waste water generated by the residential uses of the subdivision. A new water main will also be installed to service the subdivision. The design of the water and sewerage systems will be reviewed by the SCRD Utilities Division through the subdivision approval process.

#### Parkland Dedication

The OCP identifies that the properties surrounding Kenyon Creek could provide an opportunity for waterfront access at the eastern end of the OCP boundary through parkland dedication for subdivision and land. However, there are large amount of park lands and water access opportunities provided by the Sargeant Bay Provincial Park which is located less than 500 m away. Eight of the ten lots of the subdivision have water frontage. The road right-of-way west of the site can also provide public water access. Therefore SCRD Parks staff consider that additional parkland around this area is unnecessary, and money in lieu of parkland is preferred over land contribution at this time.

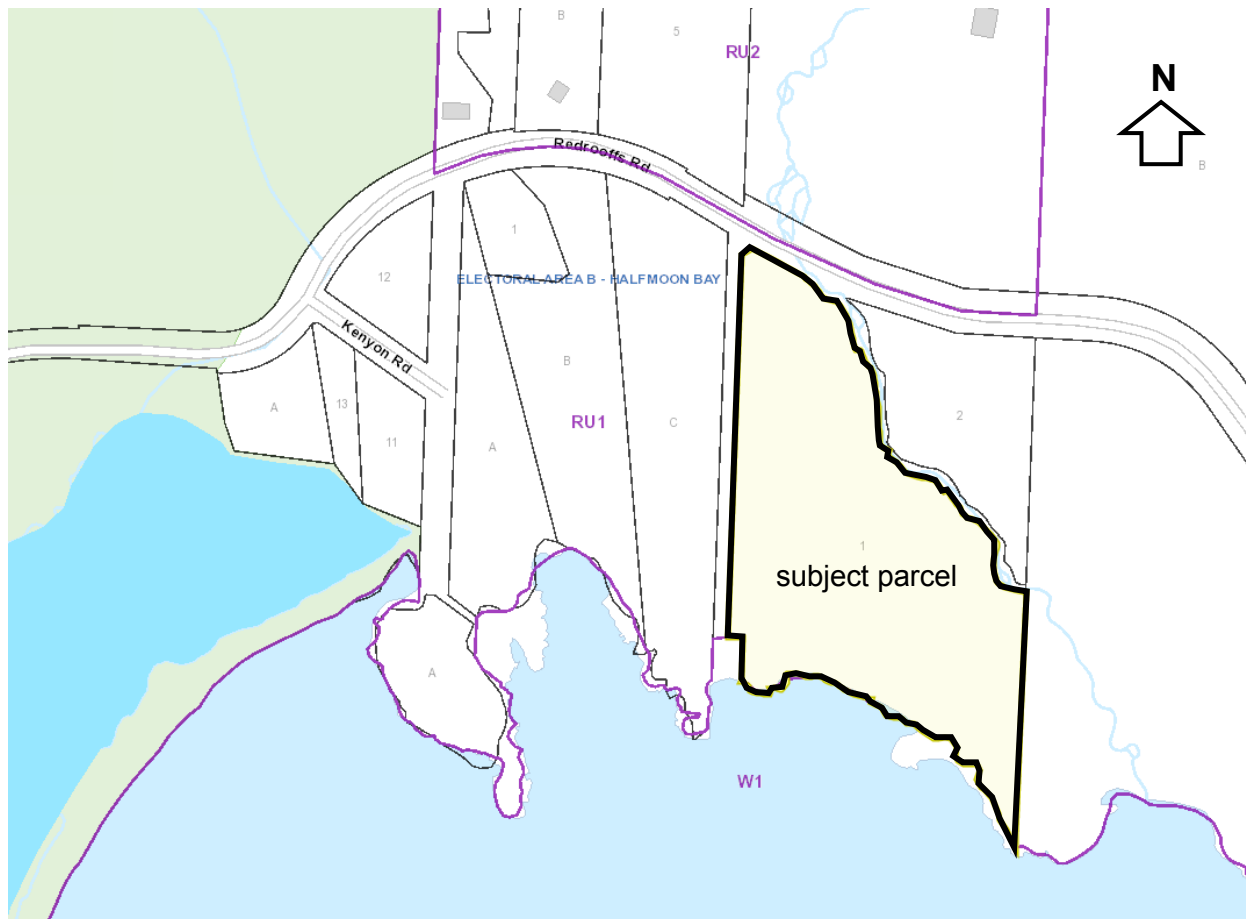
#### *Zoning Bylaw No. 310 Land Use Designations*

Under Zoning Bylaw No. 310, the subject property is zoned Rural One (RU1) (Figure 2), and is within Subdivision District E. The average minimum lot size for subdivision purposes is 5000 m<sup>2</sup> in Subdivision District E. Within this Subdivision District, 7 lots can be created in the subject parcel.

The applicant proposes to create 10 lots with an average lots size of 3523 m<sup>2</sup>, therefore a zoning amendment to amend the Subdivision District from E to D is required. The minimum average lot size for subdivision purposes in Subdivision District D is 3500 m<sup>2</sup>, which is suitable for the creation of the proposed 10 lots.

Given that the difference in the number of lots that can be created between Subdivision District E and D is only three, the change is not likely to have a significant impact on the overall density or rural residential character in the area. The proposed density is compliant with the OCP, and the zoning amendment will make the subdivision district for the property more consistent with OCP density policy for the Residential B designation.

Figure 2 Map showing zoning



### *Development Considerations*

Parts of the parent parcel are within Development Permit Areas 2A – Creek / River Corridor, 1B – Coastal Slope and 1A – Coastal Flooding and Tree Cutting Permit Areas. Development permits to address requirements of those Development Permit Areas will be required as part of the conditions for subdivision approval.

Access to the lots of this subdivision will be through internal Road A and Road B. The road design will be reviewed by the Ministry of Transportation and Infrastructure (MOTI). As the approval authority of subdivisions, MOTI will enforce its conditions as well as conditions from the SCRD and other agencies prior to approval of the subdivision.

The subdivisions will need to be serviced by SCRD water. The water connection and the design of the proposed community sewer system will be reviewed by the SCRD through the subdivision approval process. The SCRD can also consider implementing water conservation measures for this new subdivision through a covenant as a condition for the final approval of the zoning amendment. The applicant's engineer confirms that the daily design flow of the proposed community sewage system is less than 22.7 m<sup>3</sup> and the effluent will be disposed on land. Based on the sewage system flow of less than 22.7m<sup>3</sup> the SCRD will not be responsible for wastewater plant operation.

### *Organization and Intergovernmental Implications*

It is recommended that the application be referred to the Halfmoon Bay Advisory Planning Commission, *shíshálh* Nation, Ministry of Transportation and Infrastructure, and Vancouver Coastal Health Authority for comment.

### *Timeline for next steps*

A public information meeting will be organized and consultation with agencies and First Nations will occur.

Comments received from the consultation process and public information meeting will be incorporated into another staff report to the Planning and Community Development Committee with recommendations for Second Reading of the bylaws and a public hearing to be arranged. After the public hearing conditions of final approval can be presented to the SCRD Board. At that time the Board can decide if it wishes to proceed with adoption of the zoning amendment.

### *Communication Strategy*

Information on this application will be posted on the SCRD website. The public information meeting will be advertised in the local newspaper and notices will be sent to property owners within 100 metres of the site.

## **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.
- Create and use an “environmental lens” for planning, policy development, service delivery and monitoring.

## **CONCLUSION**

The SCRD received a zoning bylaw amendment application to facilitate a subdivision in Halfmoon Bay. The proposed subdivision will create 10 lots and make a variety of lot sizes available. The impact of the proposed small density increase in this area is considered minor.

Staff support this application, subject to reviewing comments received after the referral and public consultation process, and recommend that the bylaws be presented to the Board for First Reading.

*Attachments*

Attachment A – Proposed Subdivision Plan

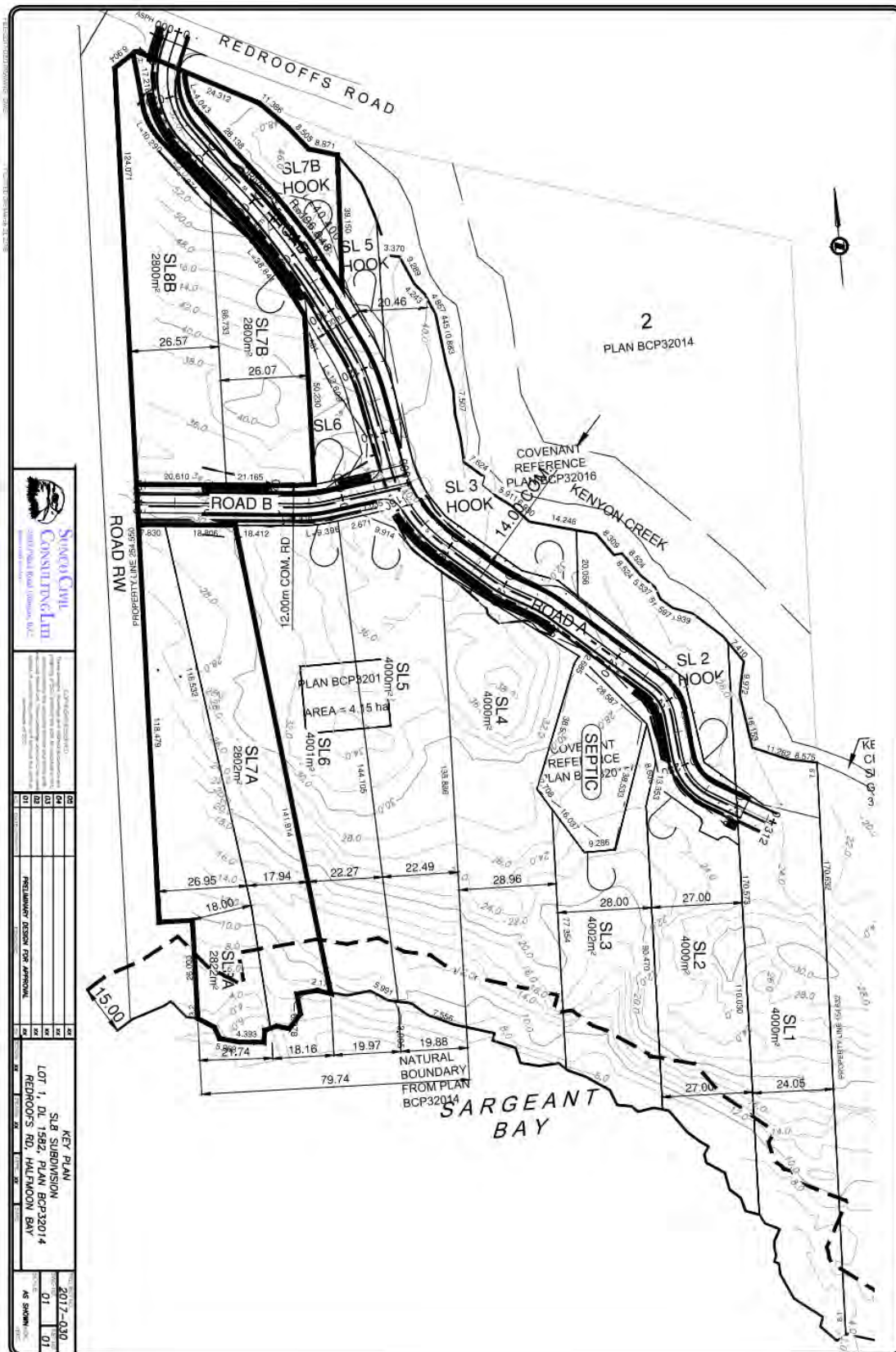
Attachment B – Zoning Amendment Bylaw for First Reading

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



Attachment A

Proposed Subdivision Plan



**Attachment B            Zoning Amendment Bylaw for First Reading**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 310.180**

*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. 310.180, 2018.*

**PART B – AMENDMENT**

2. Schedule B of Zoning Bylaw No. 310, 1987 is hereby amended by amending Subdivision District from Subdivision District E to Subdivision District D for Lot 1 District Lot 1582 Group 1 New Westminster District Plan BCP32014, as depicted on Appendix A, attached to and forming part of this bylaw.

**PART C – ADOPTION**

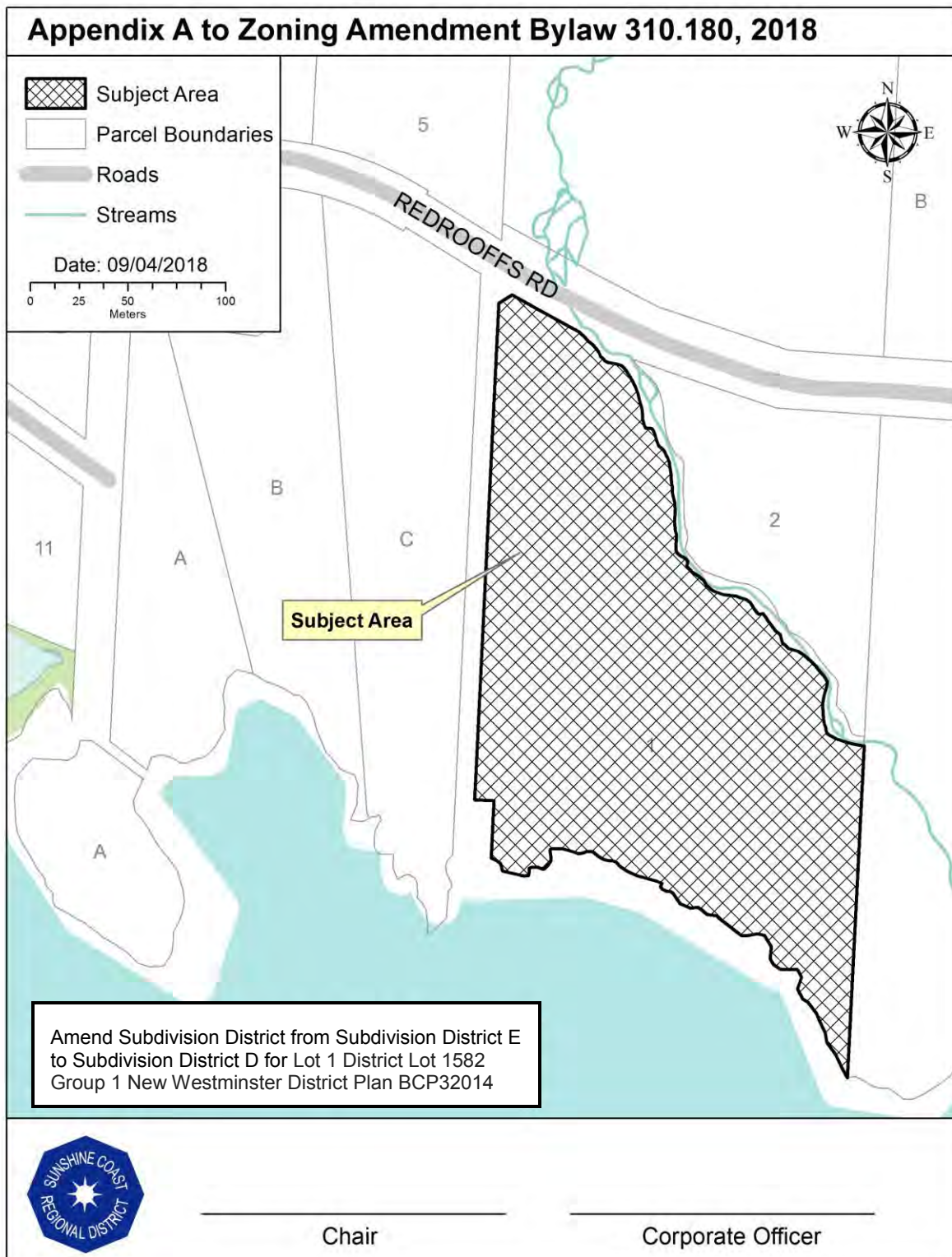
READ A FIRST TIME this	DAY OF	MONTH	YEAR
READ A SECOND TIME this	DAY OF	MONTH	YEAR
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	DAY OF	MONTH	YEAR
READ A THIRD TIME this	DAY OF	MONTH	YEAR
ADOPTED this	DAY OF	MONTH	YEAR

---

Corporate Officer

---

Chair



### Public Information Meeting Notes by the Applicant

The rezoning application will bring zoning density into compliance with OCP density.

The initial subdivision application received preliminary layout approval from Ministry of Transportation which has no concerns with the proposed 10-lot layout if rezoning is approved.

Adjacent residents were concerned with setting a precedent of density increase from the currently permitted 7 lots to 10 lots.

Concerns were expressed with regard to sewage treatment capacity for full built out of the strata.

Questions were raised regarding potential for docks, buoys and group moorage for the strata, impact on the shoreline and waterway in this area.

The site is within a number of development permit areas. A development permit is being reviewed for the subdivision. Future development on each lot will require additional development permits to deal with specific site issues.

Questions were raised regarding clearing of the site and impact on neighbours.

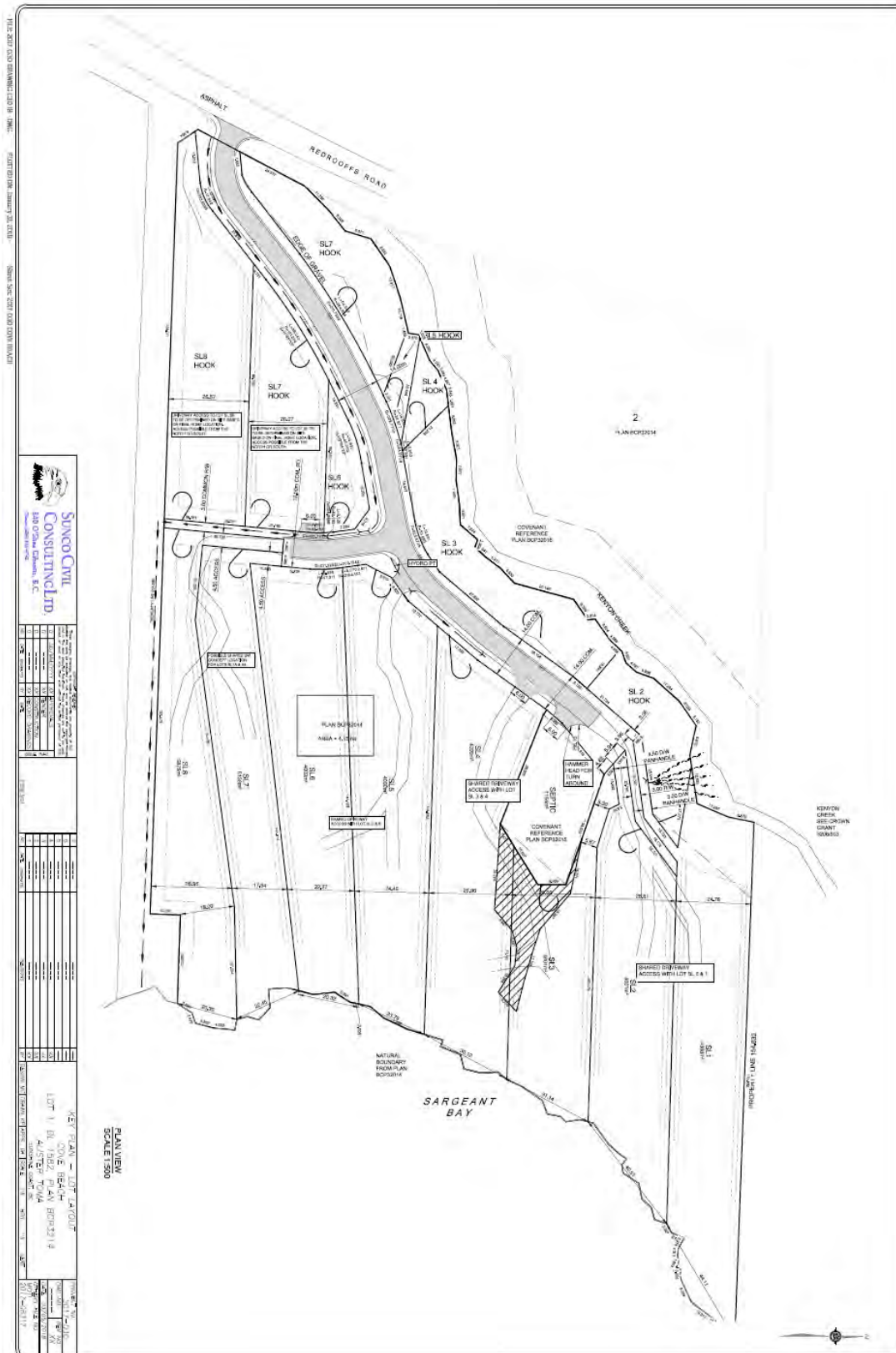
The applicant indicates that he is working on some excavation for the road, and a preliminary archaeological field survey has been done, revealing no archaeological features except two sites which will be further investigated in the future when development comes to those sites. A 15m buffer has been registered in covenant to protect the creek. The biologist also provided guidelines on protecting the eagle's nest.

The road allowance on the west side of the property is unopen.

A neighbor asks that site work be carried out in a way to minimize noise and impacts on neighboring properties.

Residents expresses concern on traffic condition of Redrooffs Road and potential impact by the new subdivision.

## 83





**Zoning Amendment Bylaw for Second Reading**

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 310.180**

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. 310.180, 2018*.

**PART B – AMENDMENT**

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

*Schedule B* is amended by amending Subdivision District from Subdivision District E to Subdivision District D for Lot 1 District Lot 1582 Group 1 New Westminster District Plan BCP32014, as depicted on Appendix A, attached to and forming part of this bylaw.

**PART C – ADOPTION**

READ A FIRST TIME this	24 <sup>TH</sup>	DAY OF MAY	2018
READ A SECOND TIME this	DAY OF	MONTH	YEAR
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	DAY OF	MONTH	YEAR
READ A THIRD TIME this	DAY OF	MONTH	YEAR
ADOPTED this	DAY OF	MONTH	YEAR

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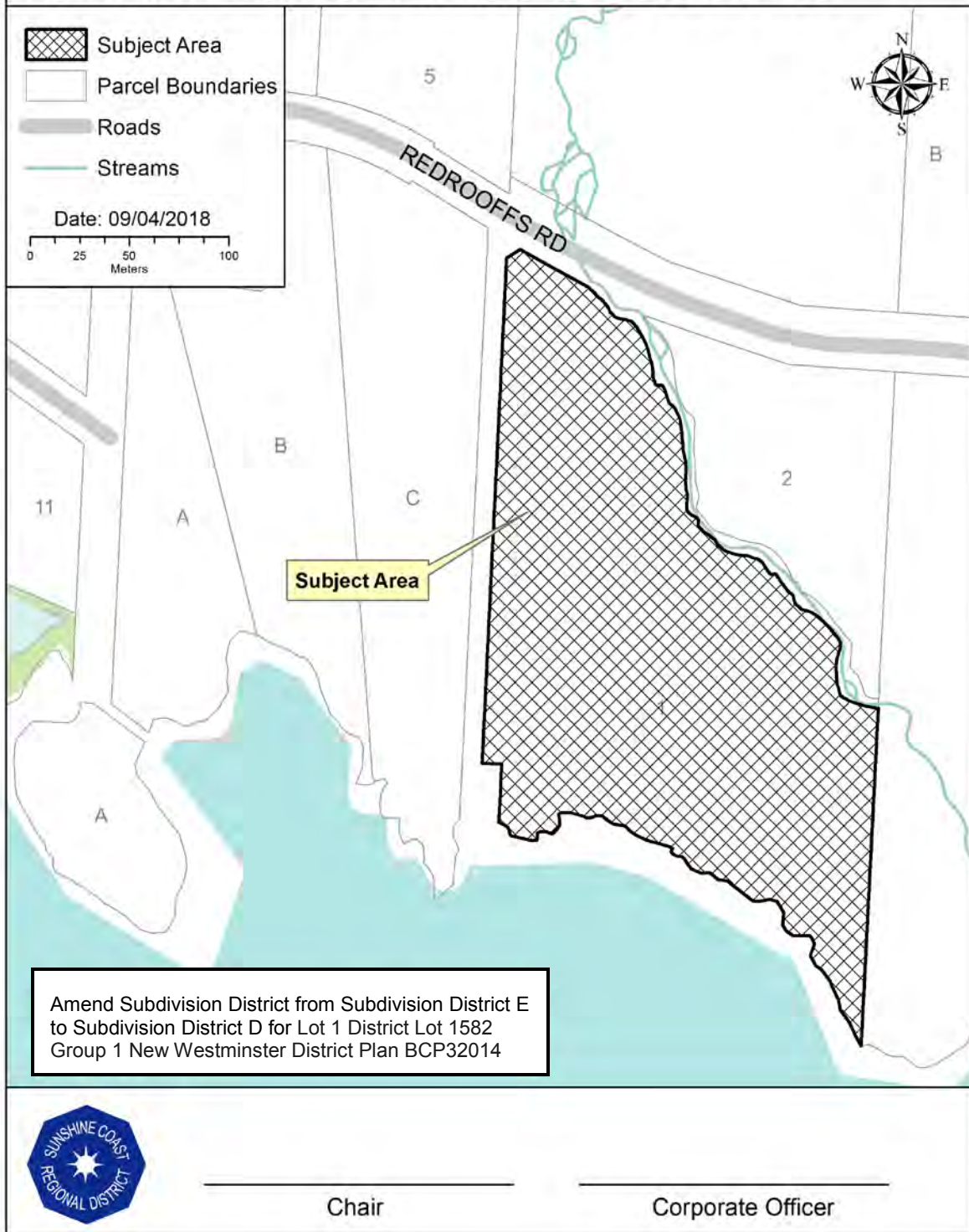
Corporate Officer

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Chair



## Appendix A to Zoning Amendment Bylaw 310.180, 2018





Vancouver Coastal Health  
Coast Garibaldi Health Region  
P. O. Box 1040, 5571 Inlet Avenue

Sechelt, BC Canada V0N 3A0

**Environmental Health Services**

Tel: 604-885-5164

### **Revised Subdivision Application Review**

February 12<sup>th</sup> 2019

2017-06317

**Approving Officer:** Ministry of Transportation  
Box 950,  
Sechelt, BC V0N 3A0

**Applicant:** Sunco Civil Consulting Ltd  
**Legal Description:** Lot 1, DL 1582 Plan BCP32014 New Westminster District (PID 027-177-343)

**Number of Lots:** 10 lots-community sewer system    **Date Received:** Nov 17<sup>th</sup> 2017    **Invoiced for:** \$500

The initial referral no objection response was based on an indicated 8 lot subdivision with a likely hood of only 8 single detached dwellings connected to a community sewer system.

The revised proposal is for 10 lots with a maximum build out of 16 dwellings with a total calculated wastewater flow of 22,000 liters per day. (4889 imperial gallons per day). This is significantly more effluent distributed to the field area than was considered in the original assessment. The wastewater field area did meet the criteria of the Vancouver Coastal Health (VCH) Guideline however the concern is the lack of surrounding soil in the adjacent down slope area. There is a potential for effluent break out due to areas of down slope exposed bed rock.

VCH has revised our recommendation to a conditional no objection of this subdivision proposal. As a condition of PLA VCH is requesting a hydrogeological assessment that specifically addresses the potential for down slope breakout sites within the subdivision parcel and the potential for migration of effluent to the nearby creek.

VCH has received and reviewed the submitted hydrogeological assessment. A site visit was completed on January 25<sup>th</sup> 2019 to observe an identified potential wastewater ponding area. The identified site will be landscaped with imported material that should address any potential wastewater ponding. This area will also be covenanted as a no build zone as recommended in the assessment.

A "filing" for the community sewerage system for this strata subdivision has been accepted by the Sechelt VCH office on February 8th, 2019. All the initial VCH referral requests have been completed. VCH has no objection to this subdivision proposal. .

In the near future VCH will look forward to receiving the covenant documentation for the strata community sewerage system.

Please contact this office if you require further clarification of this revised subdivision referral response

Signed:   
Environmental Health Officer

cc: Sunco Civil Consulting – PO Box 23009 840 O'Shea Road, Gibsons BC V0N1V0  
SCRD Planning Department

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – March 14, 2019

**AUTHOR:** Yuli Siao, Senior Planner

**SUBJECT:** **Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019 (Jacobs – 2723 Toni Rd) Consideration of First Reading – Electoral Area D**

---

### RECOMMENDATIONS

**THAT** the report titled **Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019 (Jacobs – 2723 Toni Rd) Consideration of First Reading – Electoral Area D** be received;

**AND THAT** *Roberts Creek Official Community Plan Amendment Bylaw No 641.12, 2019* be forwarded to the Board for First Reading;

**AND THAT** *Sunshine Coast Regional District Zoning Amendment No. 310.185, 2019* be forwarded to the Board for First Reading;

**AND THAT** pursuant to Section 475 of the *Local Government Act* the bylaws be referred to the following agencies for the opportunity of early and on-going consultation:

- Roberts Creek Advisory Planning Commission;
- Roberts Creek Volunteer Fire Department;
- Skwxwú7mesh Nation;
- Ministry of Transportation & Infrastructure; and
- Vancouver Coastal Health

**AND FURTHER THAT** a Public Information Meeting be held with respect to Bylaw Nos. 641.12 and 310.185 prior to consideration of Second Reading.

---

### BACKGROUND

SCRD has received an application to amend the Roberts Creek Official Community Plan (OCP) and amend the Subdivision District in Zoning Bylaw No. 310 to support a future application to subdivide 2723 Toni Road, Roberts Creek into two parcels.

**Staff Report to Planning and Community Development Committee - March 14, 2019**  
**Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and**  
**Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019 (Jacobs –**  
**2723 Toni Rd) Consideration of First Reading – Electoral Area D** **Page 2 of 11**

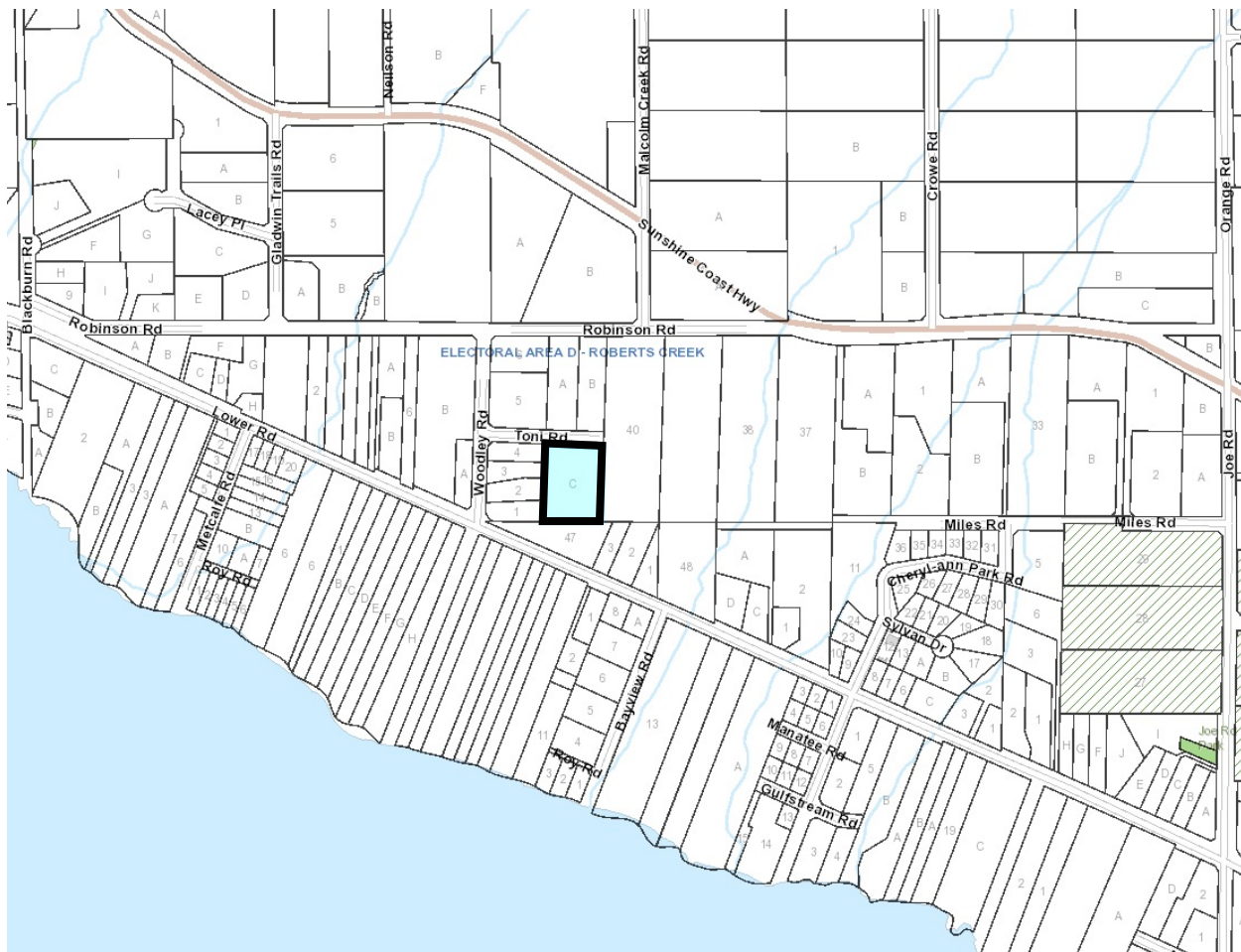


Figure 1 – General Location

Owner / Applicant:	Sarah Jacobs, Stephen Brown	
Civic Address:	2723 Toni Road	
Legal Description:	Lot C, West Part of District Lot 1316, New Westminster District, Plan BCP30166	
Electoral Area:	D – Roberts Creek	
Parcel Area:	2.1 acre (8,498 m <sup>2</sup> )	
OCP Land Use:	Current - Residential C	Proposed – Residential B
Land Use Zone:	Residential Two (R2)	
Subdivision District:	Current - E	Proposed - D
Application Intent:	To amend OCP and zoning bylaw to allow a subdivision into two parcels	

Table 1 - Application Summary

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

## **DISCUSSION**

### *Existing and Proposed Uses*

The property is a rectangular parcel surrounded by residential parcels of the same zoning and OCP designations on all sides. The adjacent parcels are of varying sizes, ranging from an average of 2,000 m<sup>2</sup> on the west, 6,000 m<sup>2</sup> on the north and south, and 20,000 m<sup>2</sup> on the east. The triangular parcel directly to the south is currently undergoing a similar zoning and OCP amendment application to facilitate future subdivision into two lots. The proposed bylaws of this application have received first reading by the Board.

The applicant is proposing to subdivide the current parcel into two lots for residential uses.

### *Official Community Plan*

The parcel is within the Residential C Land Use Designation. The designation establishes a minimum parcel size of 5000 m<sup>2</sup> for subdivision purposes due to a lack of soil depth which constrains capacity for on-site sewage disposal combined with the presence of near-surface bedrock.

The subject parcel size is approximately 8,490 m<sup>2</sup>. In order to subdivide it into two lots, a parcel size smaller than 5,000 m<sup>2</sup> is required. A possible designation for such parcel size is the Residential B designation, which establishes a minimum parcel size of 3,500 m<sup>2</sup> that reflects soil types and terrain characteristics for on-site sewage disposal.

There may be site-specific conditions that support smaller parcel sizes. This can be confirmed by considering technical requirements for septic treatment and site characteristics. The applicant will need to provide evidence that the two proposed parcels are able to meet requirements for septic treatment as set out in Vancouver Coastal Health Authority Subdivision Guidelines.

Staff recommend that if the bylaws proceed, an engineer's report be provided by the applicant indicating that each new parcel is capable of meeting septic treatment requirements, and such a report be provided before a public hearing is scheduled.

Review of parcel size reduction is also based on compatible land use pattern and lot size in the surrounding neighbourhood. Larger parcels are required either due to technical constraints as discussed above or a desire to maintain large buffering space and the rural ambience of residential properties. The size of the proposed new lots is about 4,245 m<sup>2</sup>, which is within the range from 2,000 m<sup>2</sup> to 20,000 m<sup>2</sup> of surrounding parcels. The proposed Residential B designation allows for a 3,500 m<sup>2</sup> minimum parcel size that can accommodate the proposed lot size while maintaining the residential character of the neighbourhood.

Densification strategies of the OCP support subdivisions creating three lots or less in Residential designations outside of village hubs, subject to satisfying a number of development requirements. This policy is applicable to this proposal, and can enable a moderate density increase from 2 to 4 dwellings on the subject land and create an opportunity to support affordable housing. Development requirements will be further discussed in the Development Consideration section.

The referral process (including a public information meeting) will provide feedback on the community's desire to allow a smaller parcel size than what is currently allowed in the Residential C designation for the subject property.

#### *Zoning Bylaw No. 310*

The applicant's proposal does not include changing the R2 zoning.

For parcels over 3,500 m<sup>2</sup>, the R2 zone permits two single family dwellings. No more than two dwellings may be located on an R2 parcel.

Both of the proposed parcels will be over 3,500 m<sup>2</sup>, so the number of potential dwellings could increase from two to four. The potential number of dwellings will also be influenced by site cover (maximum 35% for all buildings and structures) and septic treatment capacity.

The parcel is within Subdivision District E, which requires an average parcel size of 5,000 m<sup>2</sup> with an absolute minimum of 4,000 m<sup>2</sup> for subdivision purposes. The proposed subdivision of two 4,245 m<sup>2</sup> lots will need the Subdivision District to be changed to D, which permits an average parcel size of 3,500 m<sup>2</sup> with an absolute minimum of 2,800 m<sup>2</sup>.

#### *Development Consideration*

The property is 1.6 km from the Roberts Creek village hub, and 7.5 km from the upper Gibsons commercial core area. Both areas are accessible by major roads. Public transit stops are within 150 m of the property.

The property is within the fire protection area of the Roberts Creek Volunteer Fire Department.

The housing type permitted by zoning is single family dwelling, which is compatible with the surrounding residential environment in the rural area.

The subject property is located within the SCRD Water Service Area. SCRD is able to provide water service to the proposal subdivision. The applicant will need to provide an engineer's report indicating that each new lot is capable of providing for a septic system meeting sewage treatment requirements.

#### *Organization and Intergovernmental Implications*

This application will be referred to the Roberts Creek Advisory Planning Commission, Roberts Creek Volunteer Fire Department, Skwxwú7mesh Nation, Ministry of Transportation and Infrastructure, and Vancouver Coastal Health for comment.



If Bylaw 641.12 proceeds it will need to be reviewed to determine if it has any impacts on the SCRD's *2019-2023 Financial Plan* and *2011 Solid Waste Management Plan* at the time of Second Reading.

#### *Timeline for Next Steps*

A public information meeting will be organized by the applicant and consultation with agencies and First Nations will occur.

Comments received from the consultation process and public information meeting will be incorporated into another staff report to the Planning and Community Development Committee with recommendations for Second Reading of the bylaws and a public hearing to be arranged. After the public hearing conditions of final approval can be presented to the SCRD Board. At that time the Board can decide if it wishes to proceed with adoption of the bylaws.

#### *Communications Strategy*

The subject parcel is within the Skwxwú7mesh Nation's territory. It is also within 800 metres of a controlled access highway; thus Bylaw No. 310.185 requires approval from the Ministry of Transportation and Infrastructure pursuant to Section 52 of the *Transportation Act* before it may be considered for adoption.

Staff recommend that the bylaws be referred to:

- Roberts Creek Advisory Planning Commission;
- Roberts Creek Volunteer Fire Department;
- Skwxwú7mesh Nation;
- Ministry of Transportation & Infrastructure; and
- Vancouver Coastal Health

In addition a public information meeting should be held prior to consideration of Second Reading.

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

The OCP and bylaw amendment process supports values of collaboration, respect & equity and transparency.

### **CONCLUSION**

The SCRD received an application to amend Roberts Creek OCP and Zoning Bylaw No. 310 to facilitate a two lot subdivision. The proposal is supported by OCP densification strategies subject to meeting a number of technical criteria which can be considered during the referral period.

Staff recommend that the bylaws receive First Reading and that referrals take place.

**Staff Report to Planning and Community Development Committee - March 14, 2019**  
**Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and**  
**Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019 (Jacobs –**  
**2723 Toni Rd) Consideration of First Reading – Electoral Area D** **Page 6 of 11**

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*Attachments*

Attachment A - Subdivision Layout Proposed by Applicant

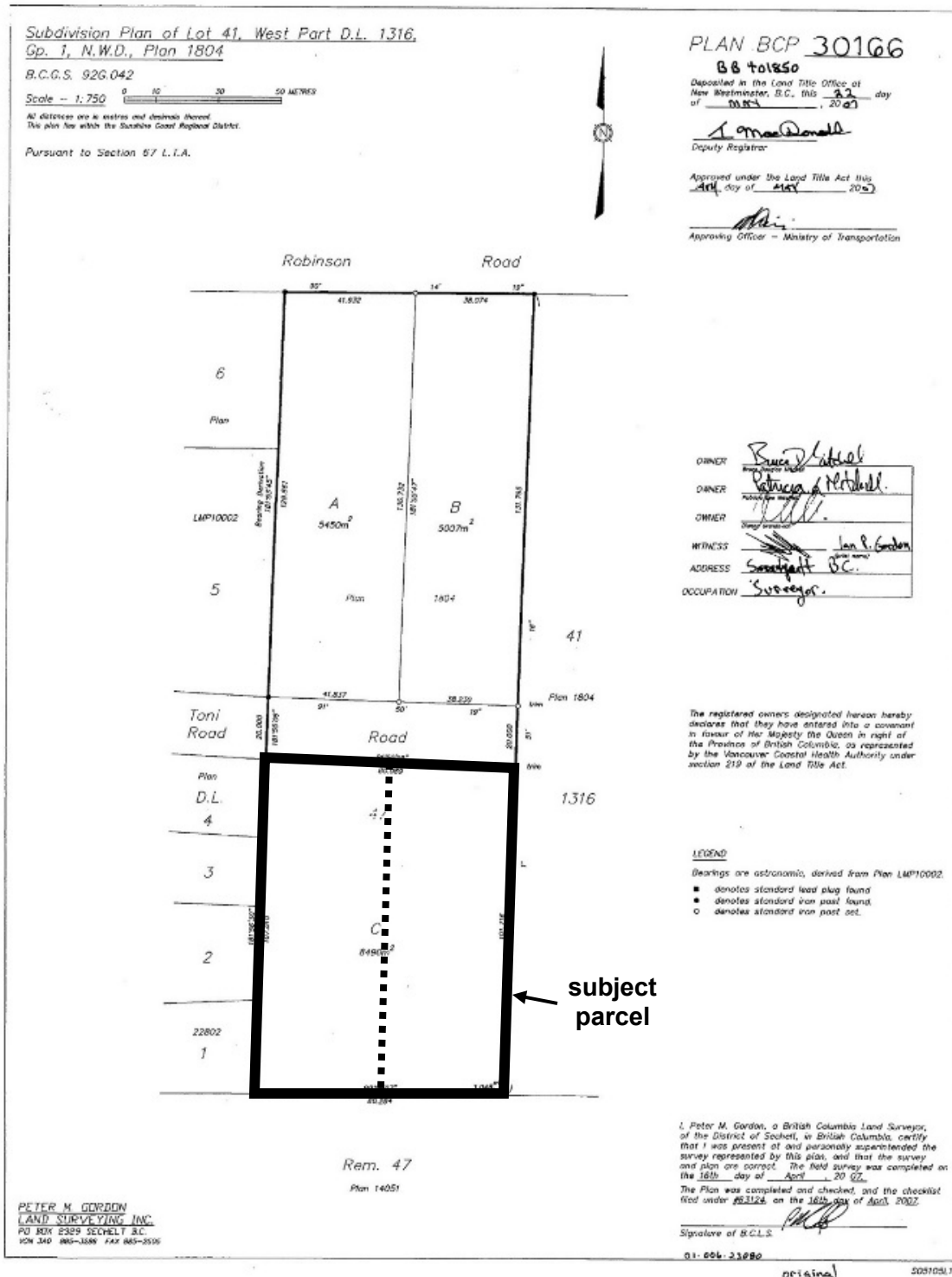
Attachment B - Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 for First Reading

Attachment C - Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019 for First Reading

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

## ATTACHMENT A

### Subdivision Layout Proposed by Applicant



## ATTACHMENT B

### SUNSHINE COAST REGIONAL DISTRICT BYLAW NO. 641.12

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

---

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

#### PART A – CITATION

1. This bylaw may be cited as *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019*.

#### PART B – AMENDMENT

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

*Map 1: General Land Use* is amended by re-designating Lot C, West Part of District Lot 1316, New Westminster District, Plan BCP 30166 from “Residential C” to “Residential B” as depicted on Appendix ‘A’ attached to and forming part of this bylaw.

#### PART C – ADOPTION

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

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Corporate Officer

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Chair

<h2 style="margin: 0;">Appendix A to</h2> <h2 style="margin: 0;">Roberts Creek Official Community Plan Amendment</h2> <h2 style="margin: 0;">Bylaw No. 641.12, 2019</h2>	
<p>Amend the Land Use Designation of                  Lot C, West Part of District Lot 1316 New Westminster District, Plan BCP30166                  from Residential C to Residential B</p>	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  Subject Property                 </div>	
<div style="clear: both;"></div>	<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%; text-align: center;">                 _____                  Chair             </div> <div style="border-top: 1px solid black; width: 45%; text-align: center;">                 _____                  Corporate Officer             </div> </div>

**ATTACHMENT C**

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 310.185**

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 No. 310.185, 2019*.

**PART B – AMENDMENT**

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

*Schedule B* is amended by rezoning Subdivision District E to Subdivision District D for Lot C, West Part of District Lot 1316, New Westminster District, Plan BCP 30166, as depicted on Appendix 'A', attached to and forming part of this bylaw.

**PART C – ADOPTION**

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

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

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

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

APPROVED PURSUANT TO SECTION 52 OF  
THE *TRANSPORTATION ACT* this ##### DAY OF MONTH , YEAR

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

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Corporate Officer

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Chair



<h2 style="margin: 0;">Appendix A to Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019</h2>	
<p>Amend the Subdivision District of                  Lot C, West Part of District Lot 1316 New Westminster District, Plan BCP30166                  from E to D</p>	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  Subject Property                 </div>	
	<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center; width: 45%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>             Chair         </div> <div style="text-align: center; width: 45%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>             Corporate Officer         </div> </div>

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – March 14, 2019

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

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

---

### RECOMMENDATIONS

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

**AND THAT** Egmont/Pender Harbour OCP Amendment Bylaw No. 432.33, 2017 be forwarded to the Board to rescind Third Reading, amend the bylaw to be applicable to Egmont/Pender Harbour OCP Amendment Bylaw No. 708, be given Third Reading as amended and adopted to reflect that Bylaw 708 is amended to re-designate the subject property from Industrial to Tourist Commercial;

**AND FURTHER THAT** Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw 337.114, 2017 be forwarded to the Board for Adoption.

---

### BACKGROUND

At the October 12, 2017 regular Board meeting Egmont/Pender Harbour Official Community Plan 432.33 and Zoning Amendment Bylaw 337.114 received Third Reading to enable the conversion of a vacant building in Egmont from a fish processing plant to a health and wellness spa to be operated by the West Coast Wilderness Lodge.

As a condition of Third Reading there was a requirement to remove a covenant on the title of the property relating to the former industrial use that was required prior to adoption of each bylaw amendment. The following is the 2017 Board resolution:

272/17 **Recommendation No. 13** *SCRD Zoning Amendment Bylaw 337.114, 2017 and OCP Bylaw No. 432.33, 2017 (West Coast Wilderness Lodge)*

*THAT Egmont / Pender Harbour OCP Amendment Bylaw No. 432.33, 2017 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017 be forwarded to the Board for Third Reading;*

*AND FURTHER THAT prior to adoption of Egmont / Pender Harbour OCP Amendment Bylaw No. 432.33, 2017 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017, Covenant P72072 be removed from the Title of the subject property.*

## **DISCUSSION**

In February 2018 the applicant's solicitor confirmed with SCRD staff that the covenant had been removed from title and that all conditions of approval had been achieved. At that time the two bylaw amendments were eligible to be considered by the Board for adoption.

Due to an administrative oversight the bylaws were not placed on the subsequent Board agenda for adoption. In October 2018 Egmont/Pender Harbour Official Community Plan Bylaw 432 was repealed and replaced with new Official Community Plan Bylaw 708.

In February 2019 the applicant inquired about the status of the bylaw amendments and it was discovered that although eligible for adoption, the bylaws had not been considered by the Board prior to the adoption of the new Egmont/Pender Harbour Official Community Plan Bylaw 708. This has raised the issue of how to proceed with Egmont/Pender Harbour Official Community Plan Bylaw 432.33, 2017.

Due to this unusual circumstance staff sought an opinion from legal counsel on how best to proceed toward adoption of the OCP amendment bylaw. The response indicates that it is possible to proceed by introducing an amendment to Bylaw 708. Given that OCP Amendment Bylaw 432.33 was a straightforward change to the land use designation map from Aquaculture Industrial to Tourist Commercial, the development application may continue by rescinding Third Reading of OCP Amendment Bylaw 432.33, amending it to apply to Bylaw 708 and then forwarding it to the Board for Third Reading as Amended and Adoption indicating that Bylaw 708 is amended to re-designate the subject property from Industrial to Tourist Commercial.

This may be read a third time and adopted at the same meeting and then Zoning Amendment Bylaw 337.114 adopted immediately thereafter.

The applicant is aware of the required amendment and the Egmont/Pender Harbour APC will be advised.

## **STRATEGIC PLAN AND RELATED POLICIES**

N/A

## **CONCLUSION**

Rescinding Third Reading of OCP Amendment Bylaw 432.33 and replacing it with Third Reading, as Amended to note that Bylaw 708 is amended and subsequent Adoption will enable the final step in the OCP and Zoning Amendment process to support the conversion from a vacant industrial facility to a new tourist commercial facility.

### *Attachments*

Attachment A – Egmont/Pender Harbour OCP Amendment Bylaw 432.33, 2017

Attachment B – 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	X – SCRD Legal Counsel

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 432.33**

A bylaw to amend *Egmont / Pender Harbour Official Community Plan Bylaw No. 708, 2017*.

---

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. 708, 2017* is hereby amended as follows:
3. Map 1: Land Use is amended by re-designating District Lot 6990 Group 1 New Westminster District from “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	12	DAY OF OCTOBER,	2017
THIRD READING RESCINDED this	####	DAY OF MONTH,	2019
THIRD READING AS AMENDED this	####	DAY OF MONTH,	2019
ADOPTED this	####	DAY OF MONTH,	2019

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Corporate Officer

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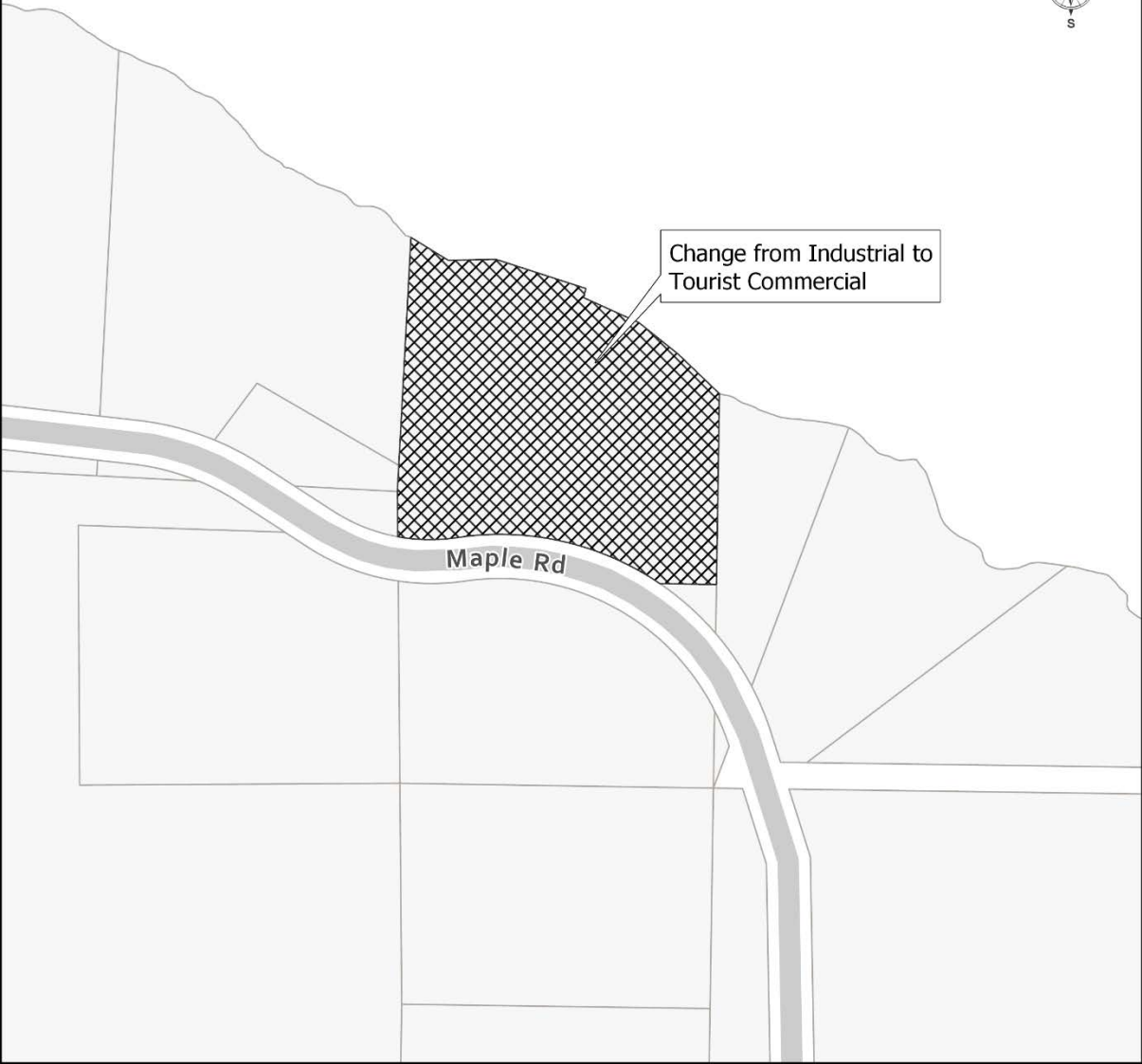
Chair



Appendix A to Amendment Bylaw No. 432.33, 2017

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

 Subject Property



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Chair

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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*

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

**PART A – CITATION**

1. This bylaw may be cited as 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	12	DAY OF OCTOBER,	2017
ADOPTED this	####	DAY OF MONTH,	YEAR

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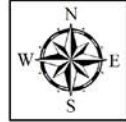
Corporate Officer

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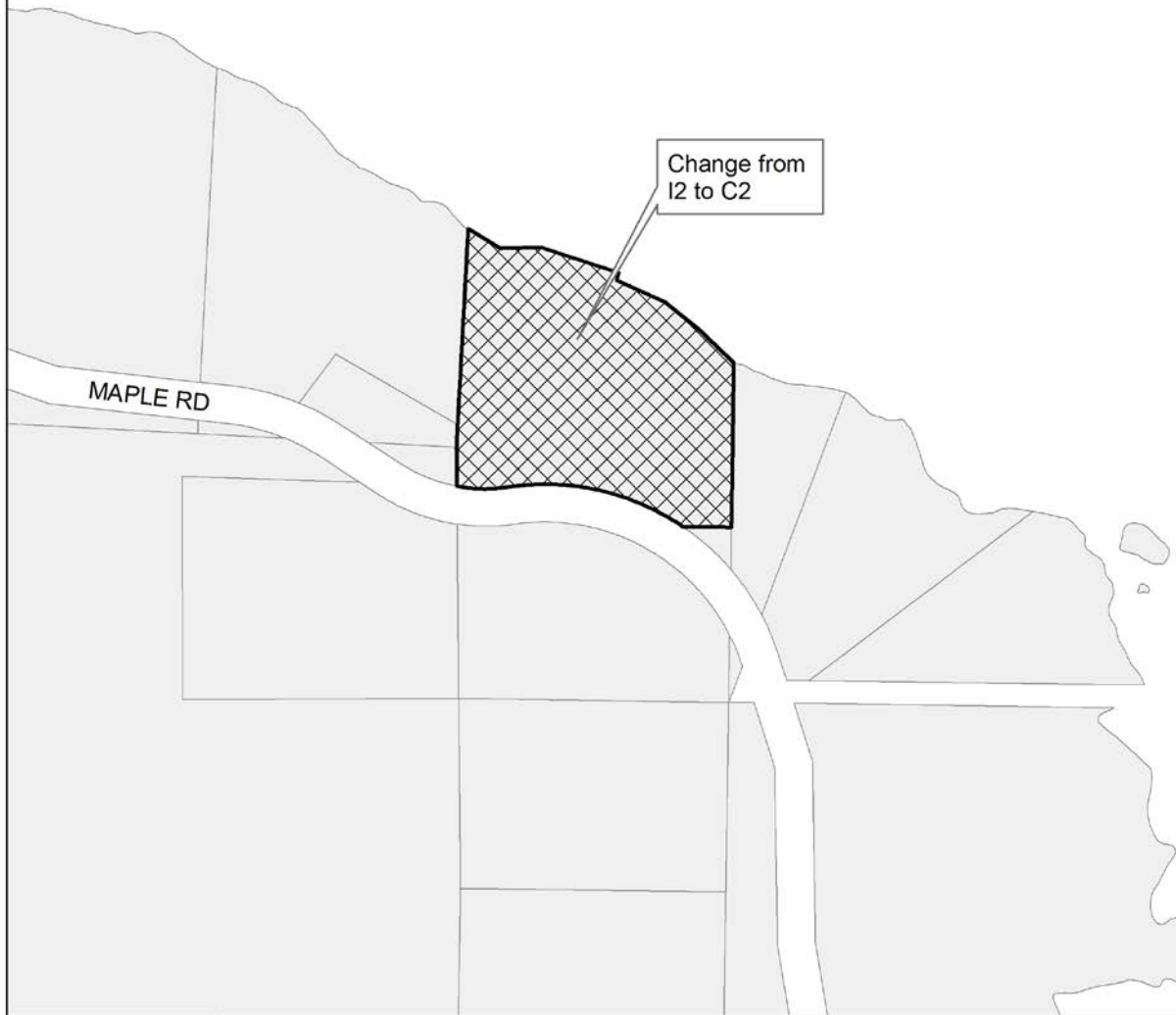
Chair

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

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



 Subject Property



\_\_\_\_\_  
Chair

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – March 14, 2019

**AUTHOR:** Julie Clark, Planner

**SUBJECT:** PUBLIC PARTICIPATION PHASE 2 SUNCOASTER TRAIL DESIGN

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### RECOMMENDATION(S)

**THAT the report titled Public Participation Phase 2 Suncoaster Trail Design be received.**

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### BACKGROUND

The vision for the Suncoaster Trail is to provide a ferry-to-ferry connection from Earls Cove to Langdale. The first phase, completed in 2010, connected Earls Cove to Secret Cove with 37 kilometres of multi-use trails and forest service roads. The second phase is intended to develop a trail from Secret Cove to Langdale, over approximately 61km.

Design of Phase 2 of the Suncoaster Trail began with community consultations undertaken in coordination with member municipalities in late 2016 and early 2017. Trail design principles were prepared, tested and confirmed:

- Use existing trails and pathways wherever possible
- Design an inclusive, accessible trail
- Grades will be less than 10% wherever possible
- Make use of public property wherever possible
- Existing trail uses will be maintained
- Include points of natural, cultural and historic value
- Provide options for hiking and biking
- Pass through urban and rural centres and provide access to existing services

Feedback from the 2017 community consultations led to a preliminary trail vision of connecting communities with a low elevation route, creating opportunities and reducing barriers for active transportation and outdoor recreation.

In late 2017, SCRD, working together with District of Sechelt, Town of Gibsons and in coordination with shíshálh Nation, received a grant from BC Association for Healthy Living Society to develop the route alignment to a trail concept design. SCRD hired Diamond Head Consulting to gather field data and prepare a concept design for the proposed Phase 2 route.

Diamond Head's work also included support for the SCRD-led public participation process to gather feedback about the route, design features and standards.

The purpose of this report is to provide a summary of feedback gathered through the public participation process.

## **DISCUSSION**

In alignment with SCRD's Public Participation Framework, there were opportunities during late 2016, 2017 and throughout 2018 for the community to provide feedback on the route alignment of the proposed Phase 2 of the Suncoaster Trail.

Interested citizens, trail groups, active transportation groups, community service organizations and land managers were invited to participate in public open houses and small focus group meetings. Some shared additional written feedback.

Following SCRD's established public participation practices, a summary of feedback is provided in the Phase 2 Suncoaster Trail Design Public Participation Report. This report is provided for the Committee's information (Attachment A). Staff's technical analysis and recommendations will follow in a separate report.

### *Organizational Implications*

This project is supported by both an internal and external cross-functional team approach. In parallel with the development of the Phase 2 Concept Design, staff shared input received and held focused technical sessions to map opportunities and needs. There is opportunity for further discussion with residents, interested community groups, land managers and other stakeholders.

Information was shared and exchanged with staff from shíshálh and Skwxwú7mesh Nation, District of Sechelt and Town of Gibsons. District of Sechelt staff also participated in the public open house, and focus groups.

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

The Phase 2 Suncoaster Trail Concept Design prepared by Diamond Head Consulting will be presented to the committee in Q2 2019. A capital funding plan for trail construction has not been developed.

### *Communications Strategy*

A communications strategy was in place for the public participation in 2017 and 2018. Newspaper, web and social media notifications ensured community awareness of this project and events were well attended.

## **STRATEGIC PLAN AND RELATED POLICIES**

The Phase 2 Suncoaster Trail Design project supports strategic priorities to Facilitate Community Development, Support Sustainable Economic Development, and Embed Environmental Leadership.



**CONCLUSION**

Following SCRD's public participation practices, a Public Participation Report is provided for the Committee's information.

A technical report including the Concept Design is planned to be brought to a Committee in Q2 2019.

Attachment:

Attachment A: Phase 2 Suncoaster Trail: Public Participation Report

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

# **Sunshine Coast Regional District**

## **Phase 2 Suncoaster Trail Design**

## **Public Participation Report**

Report to the Planning and Community Development Committee

March 14, 2019

J. Clark, Planner – Sunshine Coast Regional District

## **Phase 2 Suncoaster Trail Design**

Sunshine Coast, British Columbia

Report Date: March 14, 2019

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## **SUNSHINE COAST REGIONAL DISTRICT**

### **PUBLIC PARTICIPATION REPORT**

#### **Phase 2 Suncoaster Trail Design**

Sunshine Coast, British Columbia

March, 2019

### **Public Consultation Summary Report**

The purpose of this report is to present a summary of the comments received during the public participation process for Phase 2 of the Suncoaster Trail design.

#### **Background**

During the public participation process many perspectives were shared about the vision for the trail, and the vision for specific trail segments. Feedback was shared by the community about current trail uses and concerns about future uses. In addition, local knowledge about existing trails and suggested technical improvements were shared. This report presents a summary of feedback from the public process, across all methods of gathering feedback. Reoccurring interests and feedback are summarized below.

The proposed trail alignment for Phase 2 of Suncoaster travels through multiple jurisdictions of responsibility for planning, design and regulation. As such, the feedback gathered is relevant to multiple organizations. The public participation process was designed and delivered in a coordinated, collaborative approach, with the goal of creating one process for the community to participate in, and share the results across multiple jurisdictions. District of Sechelt staff participated in design and delivery of open house and some focus groups to inform trail design and planning through the District of Sechelt. shíshálh and Sk̓wxwú7mesh Nation staff were invited to participate and were each unable to participate in events. Information sharing continues with both Nations and staff discussions are proposed to follow each Nation's review of the concept design.

A summary of the public participation process for Phase 2 of Suncoast Trail Design is below with reference to the SCRD's Spectrum of Public Participation.

## Phase 2 Suncoaster Trail Design

Sunshine Coast, British Columbia

Report Date: March 14, 2019



### Overview of Suncoaster Phase 2 Public Participation

#### 2016 & 2017

Early Review (*inform, gather information, discuss*)

Goal: Gather feedback from community regarding initial route alignment and trail design principles. Cross functional review by SCRD Departments.

- Referrals to Advisory Planning Commissions
- Discussions with trail groups
- Public Open Houses:
  - February 27, 2017, Roberts Creek Community Hall
  - March 1, 2017 Seaside Centre, Sechelt

Approximately 75 people participated in 2 open houses in 2017.

#### 2018

Focus Groups, Public Open House (*inform, gather information, discuss, engage*)

Goal: Present updated route alignment, gather specific feedback from current and potential user groups to further refine alignment before completing concept design

- Focus group conversations with
  - trail user groups – Sunshine Coast Trail Society Board members and individual organizations: ATV Club, Sunshine Coast Dirt Bike Association, Sunshine Coast Search and Rescue, Sunshine Coast United Mountain Bikers (SCUMB), BC Bike Race, Monday and Wednesday Hiking Group, Halfmoon Bay Citizens Association, Halfmoon Bay Greenways, Friends of Mount Elphinstone, Sunshine Coast 101 Trials (motorized users)

## Phase 2 Suncoaster Trail Design

Sunshine Coast, British Columbia

Report Date: March 14, 2019

- Transportation Choices (TRAC) board members
- staff from Town of Gibsons, District of Sechelt, BC Hydro, Ministry of Transportation and Infrastructure (MOTI), Ministry of Forests Lands Natural Resource Operations and Rural Development (FLNRORD)
- Information sharing and pending conversations with shíshálh and Skwxwú7mesh Nations
- Information sharing and discussion with steering committee for Active and Safe Routes to School project in Gibsons
- Public Open House November 14, 2018, Gibsons and Area Community Centre
- A Frequently Asked Questions (Appendix C) was developed for the website and printed hand out during public participation process.

A total of 94 people participated in the 2018 process which included the open house, focus groups and email submissions.



### Overview of Results

The themes outlined below summarize the reoccurring feedback received to-date through the public participation process. The feedback is organized into several categories: general feedback about the trail alignment, feedback about the West segment (Halfmoon Bay and West Sechelt), the Central (Sechelt and west Roberts Creek) and the East (east Roberts Creek, Elphinstone, Gibsons, West Howe Sound).

#### Trail Alignment: Overall Feedback

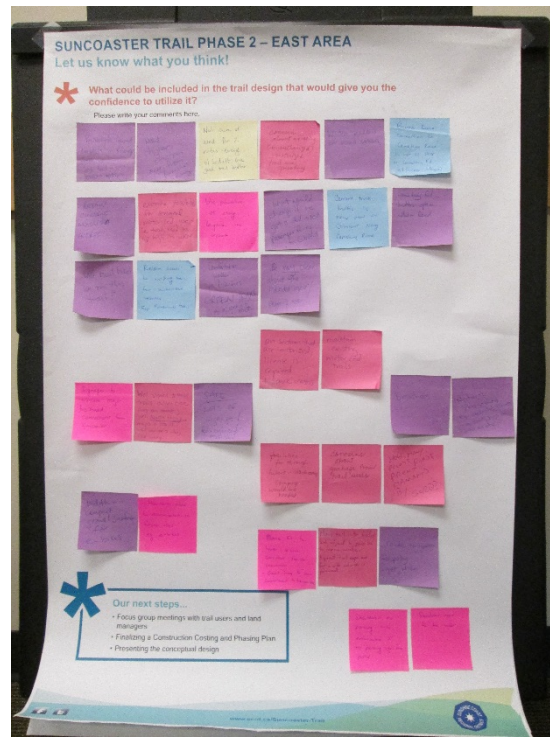
- Support for the low elevation concept to connect communities, enable recreation and active transportation

## Phase 2 Suncoaster Trail Design

Sunshine Coast, British Columbia

Report Date: March 14, 2019

- Support for a four season, low barrier / family-friendly trail that connects to other trails, schools and community service hubs
- To ensure this trail is used and becomes a destination, the route should include beautiful views and significant sites
- Wherever possible link to other trails to enable hiking and biking loops for recreation
- Wherever possible eliminate trail segments that make use of the highway
- Wherever possible design trail segments to be off the roads
- Wherever possible use less BC Hydro Right of Way, however there seemed to be preference for Hydro Right of Way over roads.
- If local roads must be used, upgrades may be needed to widen shoulder for safety
- Gentle grades are needed to promote broad community use of trail
- Maintain existing permitted uses on existing trails for mountain bikes, motorized users, hikers and equestrian users.
  - Mountain bike users are concerned about losing sections of trail to broader uses
  - ATV and dirt bike users are concerned about losing sections of trail to broader uses
  - Many existing motorized users of trails expressed openness to share trails, as well as concern about potential user conflicts
- Wayfinding signage is an important part of a successful trail, reduces barriers to trail use
- Segments of the proposed trail have multiple different types of users. Consider trail design that reduces potential for user conflict
- SCRD needs to articulate what type of user(s) the Suncoaster Trail is intended for
- Support for non-motorized uses on proposed new trail segments
- Concern that the term “multi-use trail” is not clearly defined
- Consider creative collaborative ways to promote a sense of ownership of the trail: engage the community in funding, building and maintaining the trail



### West (Halfmoon Bay, West Sechelt)

- Consider a route behind Trout Lake
- Use existing routes only when it does not displace existing (permitted) users
- Connect to Kinnikinnick, Hackett parks for washroom facilities
- Locate route near campsites to design for through hiking
- Consider use of Trail Avenue bike lanes
- If Gravy-Lumpy is used, switch backs are needed



## **Phase 2 Suncoaster Trail Design**

Sunshine Coast, British Columbia

Report Date: March 14, 2019

- 
- Avoid highway use in Halfmoon Bay

### **Central (Sechelt and West Roberts Creek)**

- Reconsider Selma Park Road and highway section – too steep, dark and dangerous intersection
- Ensure connection to Cliff Gilker Trails
- More consideration needed for the route through the Pell, Hanbury and Lockyer area

### **East (East Roberts Creek, Elphinstone, Gibsons, West Howe Sound)**

- Consider use of Marine Drive to align with the Coastal Bike Route
- Partnership potential to work toward bike lane additions / upgrades on Marine Drive
- Parker Road may be an alternative to North Road if a bike rail or stairway is installed
- North Road will need considerable improvements in order to be a safe cycling route
- Where using BC Hydro Right of Way, consider moving trail into the forest beside it to improve the aesthetic experience of the trail. A great trail experience for a wide audience is paramount
- Consider a surface and trail width that is suitable for future uses, for example e-bikes
- Cemetery Road is preferred over Reed Road\* (this preference was indicated before it was known that Town of Gibsons is preparing for a bi-directional trail on the south side of Reed Road)
- With Town of Gibsons pursuing a trail on the south side of Reed (from North to Payne), could SCR D work with MOTI to develop a trail on the south side of Reed from Payne to Henry?
- Pixton Road area : concern about nuisance effects, particularly garbage, noise, lack of washroom /camping facilities, security and privacy

## **Overview of Written Feedback**

A total of seven email feedback submissions were received. Email submissions were reviewed and integrated into the summaries provided in this report.

## **Summary**

The public participation process for design of Phase 2 of the Suncoaster Trail took place from late 2016-2018. Reoccurring feedback is summarized in this report, additional comments are attached in Appendix A.

## **Supporting Documents**

The following documents are attached to this report:

- Appendix A: Additional Comments Received in 2018
- Appendix B: 2017 Open House Comments
- Appendix C: 2018 Frequently Asked Questions



## Appendix A

### 2018 Additional Comments

#### West

- Utilize the area immediately north of Heritage Road between Crowston Road (northwest corner of Kinnikinick Park) to showcase views up Sechelt Inlet
- Use Marine Way to showcase view corridors to Porpoise Bay and Anchor Road to connect to Sechelt Marsh
- Using the north side of Hackett Park would provide better access to public washrooms
- Showcase Trail Bay by taking the route near there

#### Central:

- Are two routes necessary through Sechelt?
- Lower road, Gower Point, Ocean Beach Esplanade is a preferable route for cycling access to ocean
- Bridge exists on Sunday Morning trail near east Wilson Creek
- Need bridge over Roberts Creek at B&K
- Linwood trail needs a bridge rated for horses

#### East

- Reed road would require paved shoulder
- Use powerline all along Langdale into Sechelt
- Payne Road connection to Cemetery Road is not as steep as Cemetery Road hill (Gilmor to Payne)
- Cement truck traffic to new plant on Gilmour Road along Cemetery Rd
- Shoulders need to be wider
- Shoulders – no parking only enforceable if no parking signs are posted
- Distance runners would like a higher elevation trail away from power line
- Priority should be on Langdale to Roberts Creek sections in the interest of best local and tourist route
- What would change about this route if we got a passenger ferry in Gibsons?
- Gateway entrance potential across from Langdale Ferry Terminal, beside Langdale Creek. Then enter and exit Sprockids park via Highway 102 Trail and use the crosswalk at the top of the bypass for using less road



# Suncoaster Trail - Phase 2

THE VISION FOR THE SUNCOASTER TRAIL  
WILL BE COMMUNITY DRIVEN. PLEASE  
SHARE YOUR VISION FOR THE TRAIL.

ROBERTS CREEK HALL  
FEB 27, 2017

Pull out  
Camping  
areas in  
remote parts  
of trail

SUNCOASTER IS:  
Nature-based, off-  
road rec trail  
designed to serve  
non-motorized  
day

B&B to B&B  
Hiking route...  
a hybrid of  
Nepal & Britain

Need a  
Trail for  
all users.  
not just  
mtn bikers

A  
4 SEASON  
TRAIL FOR  
ALL AGES

FIRE  
SEASON!

Community  
Outreach,  
Education,  
days on trail

Key tourism  
attraction  
for BC  
and beyond

Good wayfinding  
- show options  
for destinations  
(food, camping,  
etc.)  
- test is you can  
travel without a map

FILL IN THE  
MISSING GAP:  
A WAY TO GET TO  
/GET HOME FROM  
MOUNTAIN BIKING  
TRAILS.

Come visit the  
coast but you  
don't have to  
bring your  
car.

Connect  
neighbourhoods  
to existing  
trails

Rest  
Areas  
view points

Trail  
options  
for skill  
levels

+ FUTURE HIGH  
ELEVATION  
HIKE  
TRAIL

Low-barrier  
< 10% grades  
stay low  
ride with your  
kids

OFF THE HIGHWAY  
IN THE FOREST  
GETS YOU ACROSS  
THE COAST

"photo of the  
day" from  
the SC Trail.

THIS TRAIL  
WILL BE OUR  
REPUTATION

Capitalize on  
our "holiday  
destination"/  
weekend destination  
reputation

cycling  
travellers  
(of all ages/esp.  
older) come +  
spend money in  
cafes + shops

THE SUNCOASTER  
ADDS VALUE  
TO THE COAST &  
TO ALL TRAILS ON  
THE COAST

trail passport  
for key points  
along the trail.

A way to get  
from Serkelt  
to Gibsons  
without meeting  
any cars.

TRAIL  
CONNECTIONS  
TO SCHOOLS

Wildlife  
Awareness

We have  
mountain  
bike trails,  
we lack/we  
need a family-  
friendlier recreation  
trail

Link to  
cottage  
industries  
Eat/Drink

donations  
for portions  
of trail.  
legal.

Whole trail  
should be  
3-4' wide  
(side-by-side  
walk/bike)  
double track

Stay  
low  
through  
Sprockids



Roberts Creek Hall, Feb 27, 2017



## Suncoaster Trail - Phase 2

THE VISION FOR THE SUNCOASTER TRAIL  
WILL BE COMMUNITY DRIVEN. PLEASE  
SHARE YOUR VISION FOR THE TRAIL.

Horse friendly  
+ Bike friendly  
safe  
bridges  
no stairs

"Don't turn  
your back on  
the water.  
Sechelt was  
born on the  
ocean!"

An "out there"  
backcountry  
experience -  
away from  
roads + powerlines  
- use connectors to  
services/neighborhood

MAKE THE  
TRAIL  
ITSELF  
A DESTINATION

Connect to ~~rest~~  
existing campgrounds  
for overnight/  
Multi day use?

Tie in existing  
"Premium"  
Sun Coast favored  
locations  
i.e. smugglers cave, surfer  
bay, cliff gillies,  
benches etc..

no trails  
through prime  
mushroom  
ecosystems  
please.

all can share  
the trails!

A backcountry  
trail with access  
points to 'urban'  
areas. Don't want  
to experience the  
highway / powerlines  
while on the trail.

TRAIL NAME  
'Suncoaster  
Community  
Connector'

TRAIL IS  
MANAGED  
consider benefit  
of a trail  
coordinator  
(partner w community)

more community  
connection will  
appeal to a  
broader range  
of groups  
(incl. families)

ANY PAVED  
SECTIONS OF  
ROUTE NEED  
REGULAR SHOULDER  
SWEEPING

A  
SOLID/WIDE  
BIKE TRAIL  
OPTION IS WHAT  
THE COAST NEEDS  
(FOR TOURISM)

connectors or  
loops make  
good day  
hikes/  
excursions

work with  
landowners  
to use powerline  
right of way?

IF A ROUTE LIKE  
LOWER ROAD  
WOULD BE PART  
OF ROUTE IT  
WOULD NEED TO  
BE WIDER

Drop down  
to Gibsons  
- Route  
around Gibson  
Elphinstone....

The forthcoming  
sunshine coast  
coastal bike route  
will be a "low"  
alternative route,  
this should be the  
adventure / quiet  
route.

DEGREE OF  
DIFFICULTY  
WILL DETERMINE  
INTENDED USERS



Open House Seaside Centre March 1, 2017



# Frequently Asked Questions

## Suncoaster Trail:

### Phase 2 Planning November 2018

Route planning is underway for Phase 2 of the Suncoaster Trail from Halfmoon Bay to Langdale.

#### WHAT IS THE VISION?

The vision for the Suncoaster Trail is to connect the communities of the Sunshine Coast with a trail from ferry to ferry (Earl's Cove to Langdale).

#### SUNCOASTER PHASE 1

Suncoaster Trail Phase 1 connects the communities of Egmont to Halfmoon Bay and has been open since 2010. The trail moves through rural communities and wilderness settings, providing opportunities for active transportation, recreation, and tourism while exploring the Sunshine Coast's natural and cultural history.

#### SUNCOASTER PHASE 2

Phase 2 proposes to extend the trail from Halfmoon Bay to Langdale, making use of existing trails and lightly used roads wherever possible.

#### WHAT ARE THE TRAIL DESIGN PRINCIPLES & CRITERIA FOR THIS PROJECT?

- Use existing trails and pathways wherever possible
- Design an inclusive, accessible trail
- Grades will be less than 10% wherever possible
- Make use of public property wherever possible
- Existing trail uses will be maintained
- Include points of natural, cultural and historic value
- Provide options for hiking and biking
- Pass through urban and rural centres and provide access to existing services

#### WHO WILL USE THE TRAIL?

Users of the trail will be local residents and visitors alike, with a variety of modes of travel.

Some sections of trail may be accessible only for some modes of travel such as hiking or cycling. A design principle for this project is that existing trail uses will not be changed. As formal trail authorizations are sought, uses would be confirmed. Way-finding tools would identify permitted modes of transportation on each section of trail.



## WHAT FEEDBACK HAS BEEN RECEIVED TO DATE?

In 2017 a draft route concept was shared with the community. Over the course of 2017, interested residents and groups were involved in dialogue regarding the route for Phase 2 of the Suncoaster Trail.

Feedback indicated a preference for a low elevation community connector trail to enable active transportation.

Trail users have also requested that existing trail uses not be changed.

## HOW ARE LAND MANAGERS, TRAIL GROUPS AND OTHERS INVOLVED?

SCRD staff and trail groups have been in regular contact since the 2017 Suncoaster Phase 2 Open House. In November and December 2018 SCRD will host focus conversations with trail groups to gather additional feedback on the updated route concept.

SCRD is in contact with land managers along the proposed route to understand needs, opportunities and the process for permits and authorizations the route concept would require.

SCRD values and is seeking to build on partnerships with District of Sechelt, Town of Gibsons, shíshálh Nation and Sk̓wx̓wú7mesh Nation through this project.

## WHAT ARE THE NEXT STEPS?

Using the trail criteria, an updated route concept has been drafted. This fall, SCRD is gathering feedback from land managers and trail users regarding the updated route concept. Focus conversations and land manager meetings are planned in November and December 2018.

With grant support from Vancouver Coastal Health, SCRD has engaged Diamond Head consultants to assist with field assessment and planning for: trail standards, construction-costing, phasing and fundraising. The consultants' report will be presented to the SCRD Board in early 2019.

The route would require a number of permits and authorizations, before considering construction. A construction budget has not been established at this time.



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

**TO:** Planning and Community Development Committee – March 14, 2019

**AUTHOR:** Allen Whittleton, Chief Building Official

**SUBJECT:** SCRD BUILDING BYLAW NO. 687 HOUSEKEEPING AMENDMENTS

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### RECOMMENDATION(S)

**THAT** the report titled SCRD Building Bylaw No. 687 Housekeeping Amendments be received;

**AND THAT** Bylaw 687 be amended to incorporate the 2018 BC Building Code, revised climatic data values and updated legislative references and be forwarded to the Board for readings and adoption.

---

### BACKGROUND

The 2018 BC Building Code (BCBC) came into effect December 10, 2018. As a result, staff have identified a number of housekeeping updates required in [SCRD Building Bylaw No. 687](#).

The proposed amendments will remove references to the 2012 BCBC and amend values listed in Part 18 – Climatic Data. Amendments will also reflect changes to the *Local Government Act*, the Provincial *Building Act* and the *Community Charter*.

Climatic Data is provided by Environment Canada and is listed in Division B, Appendix C of the BC Building Code. The information listed in this table is useful as a reference but when varying elevations or site conditions exist, site specific data available through Environment Canada is considered to be more accurate.

The housekeeping amendments will promote clarity and consistency between BCBC, provincial legislation and SCRD's bylaw, providing assurance to builders and building officials.

### DISCUSSION

The following nine amendments are proposed for the SCRD Building Bylaw No. 687:

Section	Current Bylaw	Proposed Amendment
Preamble	Part 21 of the <i>Local Government Act</i>	Part 9 of the <i>Local Government Act</i>
Definitions	2012 British Columbia Building Code	The British Columbia Building Code



Section	Current Bylaw	Proposed Amendment
Definitions	British Columbia Building Code 2012 adopted by the Minister pursuant to section 692(1) of the <i>Local Government Act</i>	current edition of the British Columbia Building Code as adopted by the Minister responsible under provincial legislation as amended or re-enacted from time to time
6.2	where the <b>Building Official</b> has required a professional engineer's report pursuant to Part 21 of the <i>Local Government Act</i> and the building permit is issued in accordance with sections 699 (5) and (6) of the <i>Local Government Act</i> .	where the <b>Building Official</b> has required a professional engineer's report pursuant to Part 3, <i>Division 8 of the Community Charter</i> and the building permit is issued in accordance with sections 56(4) and (5) of the <i>Community Charter</i> .
10.4(3)	Part 21 of the <i>Local Government Act</i>	Part 3, Division 8 of the <i>Community Charter</i>
15.2	where the <b>Building Official</b> has required a professional engineer's report pursuant to section 699 (2) of the <i>Local Government Act</i> and the building permit is issued in accordance with sections 699 (5) and (6) of the <i>Local Government Act</i>	where the <b>Building Official</b> has required a professional engineer's report pursuant to Part 3, Division 8 of the <i>Community Charter</i> and the building permit is issued in accordance with sections 56(4) and (5) of the <i>Community Charter</i> .
Part 18 - Climatic Data for all Electoral Areas:	"Annual total degree-days below 18 °C 3,100 & 3,200"	"Annual total degree-days below 18 °C - This value can be obtained on a site specific basis from Environment Canada or the value may be taken from the closest location listed in Table C-2, Division B, Appendix C of the BC Building Code."
Part 18 - Climatic Data for all Electoral Areas:	Seismic Hazard (FOR ALL AREAS)  Sa(0.2)=0.850, Sa(0.5)=0.599, Sa(1.0)=0.321, Sa(2.0)=0.168, PGA=0.411	Seismic Hazard (FOR ALL AREAS)  Seismic Hazard values will be addressed on a site specific basis using building design data obtained from Natural Resources Canada, which will be the applicant's responsibility.
Schedule F	Section 290 of the <i>Local Government Act</i>	Section 743 of the <i>Local Government Act</i>

*Organizational and Intergovernmental Implications*

These housekeeping amendments will address the current need for clarity and consistency.

Further work on SCRD's Building bylaw is contemplated. A new model building bylaw has been released (late 2018) by the Municipal Insurance Association of BC. Staff are analyzing opportunities for modernization/alignment of SCRD's bylaw and may bring forward opportunities in this regard. A public participation plan would form part of a Building bylaw renewal project.

*Financial Implications*

N/A

*Timeline for next steps or estimated completion date*

Upon direction from the SCRD Board, an amendment to Bylaw No. 687 will be prepared.

*Communications Strategy*

Information regarding the 2018 BCBC is posted on the SCRD website and provided to homeowners and contractors through the permit process.

**STRATEGIC PLAN AND RELATED POLICIES**

N/A

**CONCLUSION**

Staff recommend approving the amendments, as outlined in this report in order to align SCRD Building Bylaw No. 687 with Provincial regulations.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – March 14, 2019

**AUTHOR:** Ken Robinson, Manager, Facility Services & Parks  
Rob Michael, Fire Chief, Gibsons & District Volunteer Fire Department

**SUBJECT:** RFP 18 358 ROOF REPLACEMENT AT FRANK WEST HALL & CLIFF MAHLMAN FIRE HALL AWARD REPORT

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### RECOMMENDATIONS

**THAT the report titled RFP 18 358 Roof Replacement at Frank West Hall & Cliff Mahlman Fire Hall Award Report be received;**

**AND THAT SCRD enter into a contract with Nelson Roofing and Sheet Metal Ltd. for the roof replacement at Frank West Hall and Cliff Mahlman Fire Hall, as described in RFP 18 358 for up to \$167,800 (excluding GST);**

**AND THAT the project budget be increased from \$150,000 to \$185,000 with funding sources of \$17,500 from [650] Community Parks reserves and \$17,500 from [210] Gibsons and District Volunteer Fire Department reserves;**

**AND FURTHER THAT the 2019-2023 Financial Plan be updated.**

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### BACKGROUND

Request for Proposal (RFP) 18 358 Roof Replacement at Frank West Hall & Cliff Mahlman Fire Hall was published on December 12, 2018 and closed on January 22, 2019. A mandatory site meeting was held on January 9, 2019. Three addendums were issued.

The scope of work to be completed through this offering is roof replacement at Frank West Hall & Cliff Mahlman Fire Hall which includes;

- Removal and disposal of old roofing materials.
- Subject to inspection and as needed, replacement of roof supporting structure.
- Subject to inspection and as needed, replacement of fascia boards.
- To supply and install a new underlayment and standing seam metal roof and related flashing.
- Supply and install of new gutters and down spouts.

Substantial completion of this project is currently scheduled for the end of July 2019.

## DISCUSSION

### *RFP Process and Results*

Following development of a scope of work from the roofing consultant, standard advertising, two proposals were received, with one meeting required specifications. The evaluation team consisted of a cross-departmental three-member team. The submission was reviewed and scored on criteria set out in the RFP. Staff recommend that a contract be awarded to Nelson Roofing and Sheet Metal Ltd., as they have met the specifications as outlined in the RFP.

Company Name	Contract Bid (Base Fee) (excluding GST)
Nelson Roofing and Sheet Metal Ltd.	\$ 138,387

As described in RFP 18 358, Nelson Roofing and Sheet Metal Ltd. may also complete additional approved required work related to the replacement of structural components or fascia boards that will only become visible during construction. If required, a contract amendment will be prepared to address this need.

### *Financial Implications*

The initial project budget of \$150,000 was based on recommendations from JRS Engineering (Roofing Consultants) in 2016. Construction costs have escalated since that time due to inflation and perhaps due to local market conditions, and, as with any roofing project, there is an element of unknown need for replacement of structural or fascia components that are not visible until construction begins. By undertaking a thorough inspection during planning for this project, staff have tried to limit cost risk associated with these items.

Project costs include:

- Engineering and contract management: \$ 16,200
- Construction base fee: \$138,387
- Possible additional work (structure or fascia): \$ 29,413 (estimated maximum)
- Building permit \$ 1,000

Increasing the project budget by \$35,000 should ensure adequate funding is available to complete construction as planned, with contingency available to address issues that may arise. Capital reserves from Parks and GDVFD (\$17,500 each) are available to support the project budget amendment. Unexpended funds will be returned to reserves.



Gibsons and District Volunteer Fire Department Capital Reserve Impact:

Five-Year Capital Reserve Plan					
	2019	2020	2021	2022	2023
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve – Cap	\$ 319,958	\$ 347,458	\$165,458	\$209,458	\$ 9,458
Contributions Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Reserves	\$ 125,000	\$ 125,000	\$125,000	\$125,000	\$125,000
Replace Auto Extrication Equipment	-\$ 50,000				
Hall #1 Roof Replacement		-\$ 250,000			
Automatic Garage Door Openers		-\$ 25,000			
Replace Utility Vehicle			-\$ 50,000		
Replace CAFS Truck				-\$300,000	
Replace Radio Equipment	-\$ 30,000				
Exterior Lighting		-\$ 20,000			
Interior Lighting			-\$ 20,000		
Emergency Generator			-\$ 11,000		
Pave Cliff Malhman Fire Hall Parking lot				-\$ 25,000	
Pave North Road Fire Hall Parking lot					-\$ 65,000
Turnout Gear Washing Machine		-\$ 12,000			
Malhman Hall Roof Replacement	-\$ 17,500				
Closing Balance in Reserve	\$ 347,458	\$ 165,458	\$209,458	\$ 9,458	\$ 69,458

Community Parks [650] Capital Reserve Impact:

Five-Year Capital Reserve Plan					
	2019	2020	2021	2022	2023
Item	Amount	Amount	Amount	Amount	Amount
Opening Balance in reserve –	\$ 492,139	\$ 465,139	\$ 223,639	\$ 232,139	\$ 290,639
Contributions Surplus	\$ 78,500	\$ 78,500	\$ 78,500	\$ 78,500	\$ 78,500
Building/Renewal Replace	\$ -	-\$ 300,000	\$ -	\$ -	\$ -
Frank West Hall Roof	-\$ 17,500				
Vehicle Replacement	-\$ 68,000		-\$ 50,000		
Minor Capital Funding	-\$ 20,000	-\$ 20,000	-\$ 20,000	-\$ 20,000	-\$ 20,000
Closing Balance in Reserve	\$ 465,139	\$ 223,639	\$ 232,139	\$ 290,639	\$ 349,139

Therefore, based on current reserve levels and understanding there isn't comprehensive asset management/ capital plans in place for these services to date, any additional funding to cover contingencies will not have a significant impact to future needs.

Contract award would be made following Board decision. Substantial Completion of this project is expected by end of July 2019.

*Communications Strategy*

As much notice as possible will be provided to user groups at Frank West Hall about upcoming work. Hall rentals will still be provided and accepted during the construction phase of the project. User groups will be notified that construction noise may occur during their booking, and will have the opportunity to reschedule or move locations without a cost penalty.

Signage will be posted at the site informing the public of the work. School District 46 will be notified of the dates of work. The SCRD Parks and Recreation Facebook page and Frank West Hall webpage will have dates of work and project updates posted.

**STRATEGIC PLAN AND RELATED POLICIES**

Work undertaken through this contract is aligned with SCRD's asset management goals.

**CONCLUSION**

The SCRD received one compliant bid deemed to represent fair value for money on RFP 18 358 Roof Replacement at Frank West Hall & Cliff Mahlman Fire Hall. Staff recommend award of the contract to Nelson Roofing and Sheet Metal Ltd. for a base fee of \$138,387 (excluding GST) plus the value of approved required additional work as described in the RFP, up to a maximum total of \$167,800.

A project budget amendment of \$35,000, funded from reserves, is recommended, with the 2019-2023 Financial Plan to be updated accordingly.

Substantial completion is planned for the end of July 2019.

Reviewed by:			
Manager	X – R. Michael X – K. Robinson	CFO/Finance	X-T. Perreault
GM		Legislative	
CAO	X – J. Loveys	Purchasing	X- V. Cropp

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Planning and Community Development Committee – March 14, 2019

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

**SUBJECT:** NATIONAL EMERGENCY STOCKPILE SYSTEM (NESS) STORAGE AT ELPHINSTONE  
SECONDARY MEMORANDUM OF UNDERSTANDING

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### RECOMMENDATION(S)

**THAT the report titled National Emergency Stockpile System (NESS) Storage at Elphinstone Secondary Memorandum of Understanding be received;**

**AND THAT the delegated authorities be authorized to execute the memorandum of understanding.**

---

### BACKGROUND

Under the terms of a Memorandum of Understanding, School District No. 46 provides a storage site for containers used for the National Emergency Stockpile System (NESS) Emergency Hospital Project. The School District provides the site only. The SCRDC is responsible for all other issues related to the containers and has access to the site at any time.

### DISCUSSION

School District No. 46 and the SCRDC executed a Memorandum of Understanding (MOU) on September 13, 2005. The MOU for the storage containers for the NESS Emergency Hospital Project expired on September 13, 2015. An extension to the term of the MOU to September 1, 2024 is recommended.

### STRATEGIC PLAN AND RELATED POLICIES

This project reflects the set of values identified in the Strategic Plan including Facilitate Community Development through the responsible management of the region's emergency stockpile system and exemplifies the value of collaboration.

### CONCLUSION

The Memorandum of Understanding between the School District No. 46 and the SCRDC for the storage containers used for the NESS Emergency Hospital Project, stored at Elphinstone Secondary School expired on September 13, 2005. School District No. 46 has requested to extend the term of the MOU to September 1, 2024. Staff recommend that delegated authorities be authorized to execute the memorandum of understanding.

Reviewed by:			
Manager		CFO/Finance	
GM		Legislative	X – A. Legault
CAO		Other/Purchasing	

**SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Planning and Community Development Committee – March 14, 2019

**AUTHOR:** Remko Rosenboom, General Manager, Infrastructure Services

**SUBJECT:** NORTH AND SOUTH PENDER HARBOUR WATERMAIN REPLACEMENT FINANCIAL UPDATE

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**RECOMMENDATION(S)**

**THAT the report titled North and South Pender Harbour Watermain Replacement Financial Update be received;**

**AND THAT the contract to BA Blacktop Ltd. for the North and South Pender Harbour Watermain Replacement work be increased up to \$3,071,640;**

**AND THAT the delegated authorities be authorized to execute the increase to the overall contract price;**

**AND THAT the North Pender Harbour watermain replacement project budget be decreased by \$103,092 to \$1,546,908 funded from the CWWF grant of \$1,283,934 and \$262,974 from capital reserves;**

**AND THAT the South Pender Harbour watermain replacement project budget be increased by \$199,732 to \$1,849,732 funded from the CWWF grant of \$1,455,066 and \$394,666 from capital reserves;**

**AND THAT the 2019-2023 Financial Plan be amended accordingly;**

**AND FURTHER THAT this recommendation be forwarded to the March 14, 2019 Board Meeting for adoption consideration.**

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**BACKGROUND**

On March 22, 2017 the SCRD was notified by the Ministry of Community, Sport and Cultural Development that its application for funding for the North and South Pender Harbour watermain replacement project was successful under the Clean Water and Wastewater Fund (CWWF) grant program. This project targeted watermains within the North Pender and South Pender water systems to be upgraded in order to improve fire flows and overall system reliability. At the April 27, 2017 regular Board meeting, the following resolution was adopted:

152/17 (part) **Recommendation No. 6** *Clean Water and Wastewater Fund (CWWF) 2016 Grants*

THAT the report titled Clean Water and Wastewater Fund 2016 Grants be received;



AND THAT the North Pender Harbour [365] water main upgrades (Garden Bay Road and Claydon Road/Lane) project in the amount of \$1,650,000 funded \$1,369,500-CWWF Grant and \$280,500-Capital Reserves be approved;

AND THAT the South Pender Harbour [366] water main upgrades (Francis Peninsula Road) project in the amount of \$1,650,000 funded \$1,369,500-CWWF Grant and \$280,500-Capital Reserves be approved;

Invitations to Tender (ITT) for both the North Pender and South Pender watermain construction projects were issued on September 22, 2017 and closed on October 13, 2017. Due to all of the initial submissions being substantially over the project budget, the scope of work for both projects were amended and ITTs for the revised scopes were posted on March 9, 2018. The second ITTs closed on April 6, 2018 and after negotiations with the individual bidder, BA Blacktop Ltd., a contract for work was signed in August 2018 in the amount of \$2,534,173.37 excluding taxes.

The following Board resolution was adopted at the June 28, 2018 regular Board meeting:

215/18            THAT the North and South Pender Harbour Watermain Replacement contract be awarded to BA Blacktop in the amount of \$2,534,173.37 (plus GST);

AND THAT the delegated officials be authorized to execute the contract.

#### **DISCUSSION**

Construction on the North and South Pender Harbour watermain replacement project began in October 2018 with approximately 90% of watermain piping been constructed and installed to-date. During the course of the project, contractors and engineers have encountered higher than previously confirmed quantities of rock on site which has resulted in a significant amount of additional blasting and ground disturbance than initially planned. This has had a direct impact on the overall amount of paving that is now required to complete the project. The budgets as approved by the Board and included in the Financial Plans allowed for a certain amount of unforeseen additional costs.

In order to substantially complete the watermain replacement work and continue with construction efforts, it's recommended that the contract price with BA Blacktop Ltd. be amended in order to accommodate the extra costs anticipated to complete this project.

#### *Financial Implications*

Onsite Engineering Ltd. is under contract with the SCRD to act as the primary Engineer and provide ongoing project consultation and management services for this project. Through consultation with Onsite, a thorough evaluation of incurred expenses and estimated schedule of quantities and associated costs to complete the planned work has been analyzed and an initial change order value has been determined (see Table 1).

Staff are recommending that a contingency allowance also be included to account for the possibility of additional work above and beyond what is included in Onsite's recommendation. The contingency amounts would only be issued to BA Blacktop Ltd. on a discretionary basis and only if deemed necessary by Onsite as the primary Engineer and the SCRD.

**Table 1: BA Blacktop Contract Analysis**

	<b>North Pender Harbour ITT 18 329</b>	<b>South Pender Harbour ITT 18 328</b>	<b>Total</b>
Contract Value	\$1,193,497	\$1,340,677	<b>\$2,534,174</b>
Change Order #1	\$ 108,411	\$ 244,055	\$ 352,466
Contingency	\$ 85,000	\$ 100,000	\$ 185,000
Total	\$1,386,908	\$1,684,732	<b>\$3,071,640</b>

Including contingency allowances, the total recommended allowable increase to BA Blacktop Ltd.'s contract would be up to \$537,466 with an initial Change Order #1 totaling \$352,466 and available discretionary/contingency allowance of \$185,000.

The initial project budgets that are included in the Financial Plans for each water system are:

- North Pender Harbour: \$1,650,000
- South Pender Harbour: \$1,650,000

Staff have reviewed the impact of the increases to the BA Blacktop Ltd. construction contract as well as other current and projected expenditures to complete this project (i.e. engineering fees, and other costs like archaeological monitoring and reporting) and have estimated that the overall project budgets as included in the Financial Plans for the North and South Pender Harbour water systems will need to be amended, as well as budgeted funding sources. The details of this analysis is outlined in Table 2 and Table 3 below.

**Table 2: North and South Pender Harbour Watermain Replacement Budget Analysis**

	<b>North Pender Harbour Project Budget</b>	<b>South Pender Harbour Project Budget</b>
<b>Initial Project Budget</b>	<b>\$ 1,650,000</b>	<b>\$ 1,650,000</b>
Recommended construction contract	(\$1,386,908)	(\$ 1,684,732)
Engineering contract	(\$ 130,000)	(\$ 130,000)
Other costs	(\$ 30,000)	(\$ 35,000)
<b>Project Surplus/(Deficit)</b>	<b>\$ 103,092</b>	<b>(\$ 199,732)</b>

Budgeted funding for this project is made up of CWWF provincial/federal grant funds and capital reserves. Table 3 (below) identifies the funding analysis.

**Table 3: North and South Pender Harbour Watermain Replacement Funding Analysis**

	<b>North Pender Harbour Project Budget</b>	<b>South Pender Harbour Project Budget</b>	<b>Totals</b>
<b>Initial Project Budget</b>	<b>\$1,650,000</b>	<b>\$1,650,000</b>	<b>\$3,300,000</b>
CWWF Grant Funding	\$1,369,500	\$1,369,500	\$2,739,000
Capital Reserves	\$ 280,500	\$ 280,500	\$ 561,000
<b>Revised Project Budget</b>	<b>\$ 1,546,908</b>	<b>\$1,849,732</b>	<b>\$3,396,640</b>
CWWF Grant Funding	\$1,283,934	\$1,455,066	\$2,739,000
Capital Reserves	\$ 262,974	\$ 394,666	\$ 657,640

Based on the analysis performed it is recommended that the North Pender Harbour watermain replacement project budget and funding will need to be amended to reflect the values identified in Table 3, which represent an overall reduction in both grant funding and capital reserve funding due to lower than anticipated project costs compared to initial budgeted values.

As identified in Table 3, the South Pender Harbour watermain replacement project budget and funding will need to be increased to accommodate higher than originally estimated construction costs.

The combined project budget will need to be increased by \$96,640, which will include a combined contingency of \$185,000 (see Table 1). It is likely that the full value of this contingency will not be required and any unexpended funds will remain in reserves.

CWWF grant funding does not have to be evenly distributed between each water system, therefore the South Pender Harbour water system can utilize additional grant funds that were previously allocated towards the North Pender Harbour portion of this project, up to the grant funding limit of \$2,739,000. The SCRD would not be authorized to claim the full amount of grant funding if the recommended change order to the construction contract not be approved.

In summary, it is recommended that the North Pender Harbour watermain replacement project budget be reduced by \$103,092 to \$1,546,908 with funding of \$1,283,934 from CWWF grant funds and \$262,974 from capital reserves.

The South Pender Harbour watermain replacement project budget be increased by \$199,731.98 to \$1,849,732 with funding of \$1,455,066 from CWWF grant funds and \$394,666 from capital reserves. This increase in the contribution from reserves of \$114,166 would result in a remaining balance for the South Pender Harbour reserves of \$531,794.

*Timeline for next steps or estimated completion date*

Construction is currently in progress and approaching final paving and site remediation efforts. If approved, the increase in the construction contract price, and amendments to the project budgets and associated funding will allow this project to reach substantial completion early in Q2 2019.

**STRATEGIC PLAN AND RELATED POLICIES**

This project reflects objective to maintain financial sustainability as well as Section 4.11 of the Financial Sustainability Policy by clearly stating the initial project costs.

**CONCLUSION**

The SCRD is currently under contract with BA Blacktop Ltd. to construct replacement watermain piping within the North and South Pender Harbour water service areas. Due to unanticipated site conditions, notably greater than projected blasting and associated paving, the estimated cost to complete the work exceeds the original contract price. Staff recommend that the contract with BA Blacktop Ltd. be increased up to a maximum allowable amount of \$3,071,639.81, an overall increase of up to \$537,466.44, which includes a discretionary contingency of \$185,000.

The initial project budgets for each water system were approved in 2017 with an initial total project budget of \$3,300,000, split 50/50 between the North and South Pender Harbour water service area, funded by a combination of CWWF grant funding and capital reserves. Due to revised construction costs and projected expenditures, it is recommended that the project budgets and associated funding for each water system be amended to reflect current estimates and actual costs, as detailed in Table 3 (above). This will result in a net estimated decrease to the overall project budget and associated funding for the North Pender Harbour budget and a net increase to the overall project budget and associated funding for the South Pender Harbour water system.

Reviewed by:			
Manager		CFO/Finance	X - T. Perreault
GM		Legislative	
CAO	X – J. Loveys	Other	X - V. Cropp



**SUNSHINE COAST REGIONAL DISTRICT  
POLICING COMMITTEE**

**January 24, 2019**

MINUTES OF THE SUNSHINE COAST POLICING COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT 1975 FIELD ROAD, SECHELT, BC.

**PRESENT:**

(Voting Members)

Director, Electoral Area F, Chair  
Director, Electoral Area A  
Director, Electoral Area B  
Director, Electoral Area D  
Director, Electoral Area E  
Mayor, District of Sechelt  
Councillor, District of Sechelt  
Mayor, Town of Gibsons  
School District #46 Trustee

Mark Hiltz  
Leonard Lee  
Lori Pratt  
Andreas Tize  
Donna McMahon  
Darnelda Siegers  
Brenda Rowe  
Bill Beamish  
Sue Girard

**ALSO PRESENT:**

(Non-Voting)

Councillor, District of Sechelt  
RCMP Staff Sergeant  
SCRD Chief Administrative Officer  
Executive Assistant / Recorder  
Media

Alton Toth  
Poppy Hallum  
Janette Loveys  
Tracey Hincks  
1

**CALL TO ORDER**            1:37 p.m.

**WELCOME AND INTRODUCTIONS**

**AGENDA**

The agenda was amended and adopted to include the following:

- Policing Overview from Staff Sergeant Hallum

**PETITIONS AND DELEGATION**

*Staff Sergeant Hallum addressed the Committee regarding the RCMP Strategic Plan and changes for the Sunshine Coast. The RCMP Strategic Plan 2018-2020 was circulated. The strategic plan has three pillars of priority:*

1. *Enhanced Public Safety*
2. *Accountability and Good Governance*
3. *Organizational Excellence*

**Recommendation No. 1**      *RCMP Strategic Plan 2018-2020*

The Sunshine Coast Policing Committee recommended that the RCMP Strategic Plan 2018-2020 be received for information.

**MINUTES****Recommendation No. 2**     *Minutes*

The Sunshine Coast Policing Committee recommended that the minutes of July 19, 2018 be received as presented.

**COMMUNICATIONS****REPORTS****Recommendation No. 3**     *Sunshine Coast Policing Committee Terms of Reference*

The Sunshine Coast Policing Committee recommended that the report titled Sunshine Coast Policing Committee Terms of Reference be received;

AND THAT Sunshine Coast Policing Committee Terms of Reference be amended as follows:

- Replace “Community Services Committee” with “Planning and Community Development Committee” (section 2.1.5)
- Amend section 3.1.1 (c) iii. to “Council members (2), District of Sechelt” to reflect the addition of a second appointee to the SCRD Board from the District of Sechelt
- Update meeting frequency to “quarterly” (section 4.1)
- Update reference to SCRD Procedures Bylaw No. 717 (section 5.1)

AND FURTHER THAT the Sunshine Coast Policing Committee Terms of Reference be added to the next Policing Committee Agenda for review with focus on the non-voting members.

**Recommendation No. 4**     *Monthly Crime Statistics – October 2018*

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Crime Statistics for October 2018 be received.

**Recommendation No. 5**     *Monthly Crime Statistics – November 2018*

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Crime Statistics for November 2018 be received.

**Recommendation No. 6**     *Monthly Crime Statistics – December 2018*

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Crime Statistics for December 2018 be received.

*Sunshine Coast RCMP Crime Stats – 2009-2018 were circulated.*

**Recommendation No. 7**     *Sunshine Coast RCMP Crime Stats – 2009-2018*

The Sunshine Coast Policing Committee recommended that Sunshine Coast RCMP Crime Stats 2009 – 2018 be received.

## **NEW BUSINESS / ROUNDTABLE**

The following issues / concerns were discussed:

- *Cannabis grow operations in community*
- *Safety of students and proximity to cannabis shops*
- *Speeding on Pratt Road*
- *Foot patrols around homeless shelters*
- *Marine patrols in the summer*
- *Drinking and driving between Gibsons and Sechelt*
- *Speeding at top of bypass*
- *Dock Management Plan meetings*
- *Parking for Islanders*

**ADJOURNMENT**      2:38 p.m.

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Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
TRANSPORTATION ADVISORY COMMITTEE  
January 24, 2019**

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

**PRESENT:**

(Voting Members)

Director, Electoral Area E, Chair	Donna McMahon
Director, Electoral Area A, Vice-Chair	Leonard Lee
Director, Electoral Area B	Lori Pratt
Director, Electoral Area D	Andreas Tize
Director, Electoral Area F	Mark Hiltz
Director, Town of Gibsons	Bill Beamish
Director, District of Sechelt	Darnelda Siegers
Director, District of Sechelt	Brenda Rowe
Ministry of Transportation & Infrastructure	Don Legault
Ministry of Transportation & Infrastructure	Colin Midgley
BC Ferry Corporation	James Walton
Trustee, School District No. 46	Sue Girard
Transportation Choices (TraC)	Alun Wooliams

**ALSO PRESENT:**

(Non-Voting)

GM, Planning and Community Development	Ian Hall
Manager, Transit and Fleet	Gordon Dykstra
RCMP	Sgt. Poppy Hallam
S. Sunshine Coast Ferry Advisory Committee	Diana Mumford
School District 46	Nicholas Weswick
MLA Simons Constituency Office	Michelle Morton
SCRD Administrative Assistant / Recorder	Autumn O'Brien
Public	6
Media	1

**CALL TO ORDER**

2:47 p.m.

**AGENDA**

The agenda was adopted as presented.

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

*Transportation Advisory Committee Meeting Minutes of  
July 19, 2018*

The Transportation Advisory Committee recommended that the Transportation Advisory Committee meeting minutes of July 19, 2018 be received.

**INTRODUCTIONS**

Introductions were made of those present at the meeting.

## REPORTS

### **Recommendation No. 2**      *Transportation Advisory Committee Terms of Reference*

The Transportation Advisory Committee recommended that the report titled Transportation Advisory Committee Terms of Reference be received for information;

AND THAT the meeting frequency be amended to “quarterly” (Section 4.1);

AND THAT the RCMP be added as a non-voting member (Section 3.1.2);

AND FURTHER THAT the Terms of Reference be brought back to the next TAC meeting for discussion.

Discussion included the following points:

- TAC input regarding future transportation discussions
- Revisit the 2011 Integrated Transportation Study
- Suggestion to add the Southern Sunshine Coast Ferry Advisory Committee as a voting member to the Terms of Reference

## COMMUNICATIONS

*Diana Mumford, Southern Sunshine Coast Ferry Advisory Committee provided a summary of the January 2019 Bulletin. A correction to the bulletin was noted as follows: “For Route 3, the increase was 4.45% for passengers and 4.01% increase for vehicles.” The statistics are sourced from the BC Ferries website and provided in the bulletin for information purposes.*

### **Recommendation No. 3**      *January 2019 Ferry Advisory Committee Bulletin*

The Transportation Advisory Committee recommended that correspondence from Diana Mumford, Southern Sunshine Coast Ferry Advisory Committee regarding January 2019 Ferry Advisory Committee Bulletin be received.

## NEW BUSINESS

Diana Mumford, Southern Sunshine Coast Ferry Advisory Committee regarding BC Ferries parking lot use vs. coast bus service.

*Diana Mumford requested that Park and Ride locations in Sechelt, Roberts Creek and Gibsons be considered to alleviate the challenges with overloads at the Langdale Terminal parking lot and that the public be encouraged to use public transport when travelling on BC Ferries.*

Discussion included the following points:

- Park and Ride considerations are identified within the Transit Future Plan
- Parking lots at schools in the summer could be a potential demonstration project
- Director Siegers will look into a potential property within the District of Sechelt
- Director Beamish will look into potential opportunities within the Town of Gibsons
- SD46 is open to considering potential options at school parking lots.
- SD46 has a Draft Agreement in principle with the SCRD to provide parking at Roberts Creek Elementary. This could be revisited in the future.



**Recommendation No. 4**    *Park and Ride Options*

The Transportation Advisory Committee recommended that staff report to a future TAC meeting regarding the current short, medium and long term plans and temporary options to create Park and Ride locations on the Sunshine Coast and examine the role and authority of the Regional District and other stakeholders.

**ROUNDTABLE**

Committee members identified areas of concern and priorities as follows:

Director Siegers (District of Sechelt) – The District is discussing a potential bypass with shíshálh Nation in terms of identifying lands and long range planning.

Director Beamish (Town of Gibsons) – Concerned with increased traffic along Reed Road, Pratt Road and through the Town. Interested to identify solutions for bus transportation.

Trustee Sue Girard (SD46) – Priority to ensure safety for children getting to and from school.

Director Pratt (Halfmoon Bay) – Areas of concern include safety on Highway 101, biking and walking paths and Redroofs Road stability. Topics discussed at the meeting with CEO BC Ferries, Mark Collins included medical passes for assured loading, recycling diversion, student travel form, sponsorship opportunities for youth groups, economic development, potential downhill bike race event in August, contract with Ministry providing one ferry on Sunshine Coast route, top deck reservations policy, terminal expansion and capital upgrades starting in the summer and regulations so passengers can stay on lower decks.

Diana Mumford (Southern Sunshine Coast Ferry Advisory Committee) – Working with BC Ferries on the assured boarding qualifications for medical patients returning to the Coast.

Alun Wooliams (TraC) – Noted a maintenance issue at Chaster ravine where the pavement is not safe and posts have started to degrade and fall down.

Don Legault (MoTI) – This issue is being discussed with the SCRD. It involves construction of a retaining wall which would have a major impact on traffic flows on the highway.

Alun Wooliams (TraC) – Inquired about the recommendation from the previous meeting regarding a letter to MoTI concerning brushing schedule. Asked about process for the Committee to receive updates on past recommendations.

Ian Hall (SCRD) – Staff can provide suggestions on how to incorporate a process for reporting back within the Terms of Reference, at the next meeting.

Sgt. Poppy Hallam (RCMP) – Statistics were provided for collisions, fatalities and impaired driving charges on the Sunshine Coast in 2018 as follows:

- 344 collisions - no significant increase from the 10 year average of 355.
- 2 fatalities - average is 1.8 per year.
- Number one call for service is traffic safety.
- Impaired Driving – changes in levels of scoring the charges. In 2009 there were 307 charges. In 2018 – 143 charges. The lower number accounts for the change in scoring.
- 1686 violation tickets, resulting in charges
- 1060 written warnings
- 125 notice in orders (vehicles needing repairs)

Members have received radar training and certification for issuing speeding tickets. All officers are trained for road side screening. There is a Cannabis drug recognition expert on staff.

Director Tize (Roberts Creek) – Priority areas include continued dialogue with stakeholders, construction of bike and walking paths and coordination with other municipalities, MoTI corridor traffic evaluation between Sechelt and Gibsons, steep gradient at Flume Road intersection, improved signage for turn off at Joe Road intersection, TraC involvement for the project of Lower Road and Ocean Beach Esplanade Connector Trail and concern for increase in traffic around Largo Road.

James Walton (BC Ferry Corporation) – Biggest concerns are speeding on the bypass and large trucks not doing brake checks. RCMP has been engaged to assist on these matters.

Director Hiltz (West Howe Sound) – Concerns include bypass traffic, noise, speed, need for a DriveBC webcam during periods of low visibility, ferry parking issues, resident engagement for terminal redevelopment project and New Brighton dock sustainability.

Director McMahon (Elphinstone) – Priority issues include storm water from private property onto highway, line re-painting on highway and Pratt Road, dangerous shoulder on highway over Chaster Creek, increased traffic on Reed Road and need for paved shoulders, increase in traffic and roads with future hourly ferry service.

Ian Hall (SCRD) – An update was provided regarding action items from the previous meeting as follows:

- Letter regarding pedestrian safety was sent
- Staff gathering information about mowing schedule from MoTI
- Parking area where highway meets 101 meets Lower Road is an MoTI right-of-way
- Capacity parameters regarding weight and number of passengers on buses is set by the Motor Vehicle Act. Bus drivers are trained on the parameters and in practice do not allow passengers to stand ahead of the yellow line or blocking sight lines.

Michelle Morton (MLA Simons Constituency Office) – MLA's office has received many concerns from constituents regarding ferry service.

Don Legault (MoTI) – MoTI Corridor Evaluation Terms of Reference are still in process of being developed.

Sgt. Poppy Hallam (RCMP) - Commercial vehicle inspections are conducted by the MoTI Commercial Vehicle Safety and Enforcement (CVSE) branch. RCMP will reach out to CVSE to coordinate inspections. Reports of vehicle safety concerns can be made to the RCMP general line.

**ADJOURNMENT**

4:21 p.m.

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Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT****AREA A - EGMONT/PENDER HARBOUR  
ADVISORY PLANNING COMMISSION****January 30, 2019**


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RECOMMENDATIONS FROM THE AREA 'A' ADVISORY PLANNING COMMISSION MEETING HELD AT THE PENDER HARBOUR SECONDARY SCHOOL, 13639 SUNSHINE COAST HIGHWAY, MADEIRA PARK, BC

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

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

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

**MINUTES**Area A Minutes

The Area A APC minutes of November 28, 2018 were approved as circulated.

The following minutes were received for information:

- Halfmoon Bay (Area B) APC Minutes of November 27, 2018
- Roberts Creek (Area D) APC Minutes of November 19, 2018
- Elphinstone (Area E) APC Minutes of November 28, 2018
- West Howe Sound (Area F) APC Minutes of November 27, 2018
- Planning and Community Development Committee Minutes of November 15, 2018

## REPORTS

### **Recommendation No. 1**     *First Reading of Bylaws for PODS*

The APC is advised that the rezoning bylaw has proceeded already to First Reading. With this in mind and with a view to providing observations as the process moves forward, the following comments are offered:

- The APC supports the development proposal in general but with certain reservations.
- Concern that the proponents will have the ability to raise sufficient funds to construct and to operate the facility lest at some point financial shortfalls need to be met by taxpayers.
- Concerns about transportation, parking, neighbourhood disruption, handling of water and sewage facilities issues.
- Concern that many details of the proposal are under explained and that the concentration seems to be more on tourism than scientific research.
- Unconventional construction processes and operating systems are proposed and many of these are not well understood nor proven.
- The associated technical studies are incomplete at this stage. More reporting/studies should be required of the proponents with greater consideration being given to the operation of the various systems proposed and to the concerns highlighted herein.
- SCRD should be requiring the same level of information and reports as historically required by developments attracting comparable visitors (i.e. recent Ruby Lake Resort rezoning where maximum site occupancy was fixed at 200 persons and the SCRD requirement for parking was 115 parking spaces.)
- As the process goes forward, attention should be paid to the results of the Public Meetings being held concurrently.
- It is to be noted that two members of the APC present had little or no reservations about the development proposal, argue that the referenced unconventional building and operating systems are in fact proven and merely not understood by members of the APC, and as well would question whether it is in the purview of the APC to comment on many of the issues identified above.

## NEW BUSINESS

Elections for Chair will be next month.

## DIRECTOR'S REPORT

The Director's Report was received.

**NEXT MEETING**     February 27, 2019

**ADJOURNMENT**     8:35 p.m.

## SUNSHINE COAST REGIONAL DISTRICT

## ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION

February 18, 2019

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RECOMMENDATIONS FROM THE ROBERTS CREEK (AREA D) ADVISORY PLANNING COMMISSION MEETING HELD IN THE ROBERTS CREEK LIBRARY READING ROOM LOCATED AT 1044 ROBERTS CREEK ROAD, ROBERTS CREEK, B.C.

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<b>PRESENT:</b>	Chair Members	Bill Page Mike Allegretti Marion Jolicoeur Danise Lofstrom Heather Conn Cam Landry David Kelln Alan Comfort
<b>ALSO PRESENT:</b>	Area D Alternate Director Recording Secretary Applicant Public	Tim Howard Vicki Dobbyn Tatiana Velasquez 1
<b>REGRETS:</b>	Electoral Area D Director Members	Andreas Tize Nichola Kozakiewicz
<b>ABSENT:</b>	Members	Gerald Rainville Chris Richmond Dana Gregory

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

**ELECTION OF CHAIR AND VICE-CHAIR**

Bill Page was nominated as Chair and elected by acclamation.  
Mike Allegretti was nominated as Vice-Chair and elected by acclamation.

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

**MINUTES**

The following minutes were received for information:

- Planning and Community Development Committee Minutes of December 13, 2018, and January 10, 2019



## REPORTS

### Subdivision Application Referral SD000054 (Velasquez) was received.

Key points of discussion:

- Applicant desires to subdivide lot into two lots.
- The three current properties are a Strata.
- It is proposed to have four properties as part of the Strata.
- There might be more subdividing in the future.
- It is an area of Roberts Creek where higher density is desirable. Fits in with the OCP.
- We are missing the SCRD Subdivision Review and MOTI Preliminary Layout Conditions checklist that we normally see.
- Minimum lot size is a half acre
- Is there anything in the strata agreement that would limit ability to divide?
- May need to have a meeting of Strata with resolution approving subdivision.
- Strata is responsible for road to the lots.
- All spelled out in the Lands Titles Act.
- Do the owners of lot have the right to apply or does it need to be an application from the Strata?

### **Recommendation No. 1**      *Subdivision Application Referral SD000054 (Velasquez)*

The APC recommends approval of the application for subdivision subject to the SCRD Subdivision Review and MOTI Preliminary Layout Conditions checklist being completed and reviewed by APC Chair, and confirmation of approval of the Strata if necessary.

## **BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

1. The Chair reminded members of the orientation for new members to be held on February 25, 2019 at 5:00 p.m. at the SCRD offices. It was requested that any orientation and presentation material be provided to those who are unable to attend.
2. On February 20, 2019 at 7:00 p.m. at the Roberts Creek Community Hall there will be a public information meeting regarding short term rentals, Zoning Bylaw Amendment 310.184. The APC gave input at previous meetings. SCRD is now presenting publicly but the APC has not seen the new version.
3. Largo Road Subdivision Application 2018-05124 SD000052 of the November 19, 2018 minutes.  
Five members of the APC attended a meeting on February 17, 2019. Approximately 30 Roberts Creek residents voiced their dissatisfaction with a proposal to make Largo Road a through-road. Primary issues identified were the danger of more accidents at Largo Road and Sunshine Coast Highway, the poor sight lines and absence of left-turn lanes on the highway and the very narrow entry point at Lower Road. Concern was expressed that Largo Road would replace Roberts Creek Road as the new, shortest way to get to the heart of the Creek from the Town of Gibsons. A major concern was also the loss of the safe, quiet semirural setting in this area, if it is bisected by a major through-road from the Sunshine Coast Highway.

Although there was no specific question about Largo Road through the subdivision in the original application, the APC recommended that Largo Road should not be a through-road to the highway and that it should end in a cul-de-sac (November 19, 2018 APC minutes). This application was not referred to the OCPC for further community input and to check for compliance with the goals of the OCP.

The Roberts Creek OCP Section 15.5 states that planning network and land-use changes should “provide opportunity for the province to work collaboratively with property owners adjacent to or substantially affected by new road and highway development.” As well, Section 15.20 says, “Any new road accesses onto the Sunshine Coast Highway should be discouraged for safety reasons.”

While a few residents have met with representatives from MoTI, arranged with the help of Area D Director and Sunshine Coast MLA, there was little discussion of MOTI’s plans, but just a delivery of a fait accompli. Letters from residents have been sent to MOTI, but there has been no meaningful discussion or collaboration about a design for Largo Road, that will achieve the needs of the developer, MoTI and residents. Thus the provisions of Bylaw 641, Roberts Creek OCP Section 15.5 have not been met.

It was suggested that final approval of the Largo Road subdivision should be delayed until there is a meaningful collaborative discussion between the developer, MoTI and “property owners adjacent to or substantially affected” by the new Largo Road, to determine the best design of the road to meet the needs of all three parties and to preserve the quiet, safe and semirural character of the adjacent community.

**Recommendation No. 2**      *Largo Road Subdivision Application SD000052 2018-05124*

The APC recommends that Recommendation No.2 of the November 19, 2018 minutes be re-affirmed as follows:

**Recommendation No. 2**      *Subdivision Application Referral SD000052 2018-05124  
(Largo Road)*

The APC recommends, due to the probability of high traffic volume and the danger of the intersection at Largo Road and Highway 101, that the SCRD convey these concerns to the Ministry of Transportation and advocate that Largo Road in the subdivision should not be connected to the existing short part of Largo Road at Highway 101, but should terminate in a cul-de-sac.

AND THAT the SCRD uphold sections 15.5 and 15.20 of the Roberts Creek Official Community Plan regarding the need for consultation.

**DIRECTOR’S REPORT**

The Alternate Director's Report was received.

**NEXT MEETING**      March 21, 2019

**ADJOURNMENT**      8:50 p.m.

**SUNSHINE COAST REGIONAL DISTRICT****AREA F – WEST HOWE SOUND  
ADVISORY PLANNING COMMISSION****February 26, 2019**


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RECOMMENDATIONS FROM THE WEST HOWE SOUND (AREA F) ADVISORY PLANNING COMMISSION MEETING HELD AT ERIC CARDINALL HALL, 930 CHAMBERLIN ROAD, WEST HOWE SOUND, BC

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<b>PRESENT:</b>	Chair	Fred Gazeley
	Members	Doug MacLennan John Rogers Kate-Louise Stamford Susan Fitchett
<b>ALSO PRESENT:</b>	Director, Electoral Area F Recording Secretary Public	Mark Hiltz Diane Corbett 2
<b>ABSENT:</b>	Member	Bob Small

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

**ELECTION OF CHAIR AND VICE CHAIR**

Fred Gazely was elected Chair by acclamation.

Susan Fitchett was elected Vice Chair by acclamation.

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

**DELEGATION**

Mary Winn, owner operator of Marion's On the Coast Seaside Retreat, read aloud correspondence addressing the proposed bylaw amendments that highlighted:

- Operation of Sunshine Coast Bed and Breakfast and Cottage Owners Association, with rules and regulations valuing quality, safety, advertising, adherence to bylaws and insurance requirements, and the accountability of members.
- Value of SCRD engagement with industry "for guidance and direction, possibly by means of an advisory or working group". Interest in joining with other stakeholders in a working group.
- The proposed amendment to reduce STRA monthly operations to 26 days and limit number of persons per bedroom or bedrooms per operation would impact: income and viability of STRA; tourism industry; and family bookings.

- Belief that some STRA operators would risk noncompliance and choose to pay a fine as the cost of doing business.
- Importance of implementing monitoring and enforcement if bylaws and regulations are developed.
- Important that the SCRD understand the impact of specific proposed amendments upon the viability of all STRAs.

Ms. Winn further noted concerns:

- Limitation on length of stays is disruptive, with customers coming and going.
- Enforcement around Temporary Use Permits (with off-site manager): repeated violations should result in cancellation of TUP.
- There are challenges to monitoring and enforcement of proposed numbers of people per bedroom and bedrooms per residence.
- Requirement that TUP off-site manager not manage more than two properties is unrealistic. SCRD is telling operators how to run their businesses.
- There is lack of follow-up from bylaw officers regarding complaints, and lack of effectiveness of reliance on RCMP to respond to complaints regarding partying.
- Every place without on-site management should have someone meet and greet the renter. People will be more respectful if they know they are accountable to somebody. The manager can't need a boat to get there.
- Issues are homes with five bedrooms that were built for families and purchased by people from the Lower Mainland.
- The SCRD survey revealed that most STRA operators, if not running as STRA, would not rent long term.
- Sunshine Coast local governments are each working on their own STRA bylaws; there should be a level playing field.

## MINUTES

### West Howe Sound (Area F) Minutes

The West Howe Sound (Area F) APC minutes of September 25, 2018 were approved as circulated.

### Minutes

The following minutes were received for information:

- West Howe Sound (Area F) APC Minutes of September 25, 2018
- Egmont/Pender Harbour (Area A) APC Minutes of September 26, 2018 and November 28, 2018
- Halfmoon Bay (Area B) APC Minutes of September 25, 2018 and November 27, 2018
- Roberts Creek (Area D) APC Minutes of September 17, 2018, October 15, 2018 and November 19, 2018
- Elphinstone (Area E) APC Minutes of September 26, 2018 and November 28, 2018
- Planning and Community Development Committee Minutes of September 6, 2018, October 11, 2018, November 15, 2018, December 13, 2018 and January 10, 2019

## REPORTS

### Zoning Amendments to Implement Short Term Rental Accommodation Regulations

The APC discussed the staff report regarding Zoning Amendments to Implement Short Term Rental Accommodation Regulations (STRA).

Former Director Ian Winn provided background on the process related to development of the proposed bylaw amendments for short-term rental accommodations.

The APC noted the following concerns:

- Proposed limit of 26 days per month for STRA operations impacts temporary stays for temporary workers (e.g. millworkers, nurses, BC Ferries staff).
- Proposed regulation of who and how many can stay in a room is difficult to enforce.
- Concern that industry be consulted regarding the proposed regulations for short-term rentals.
- What if the bylaw said: no STRA's unless registered with an association (e.g., Sunshine Coast Tourism Association)?
- STRA survey results indicated most STRA's are about one month: the 26 days is a limit on that.
- The issues of neighbours – noise and parking – do not seem to be addressed.
- Need to look at the financial implications of what is being proposed.
- Could we have a bylaw saying no STRA unless there is supervisor/owner on site?
- Need to focus on behaviour and the problem. The bylaw officer could say where the problems are.
- This has been written to open up the availability of rental housing. A working group would need to include a broad spectrum of people, including people who are renting.

#### **Recommendation No. 1**      *Zoning Amendments to Implement Short Term Rental Accommodation Regulations*

The APC recommended that the Sunshine Coast Regional District form a working group of people who would be affected by the proposed bylaw amendments to develop a guiding framework, and that bylaw amendments recognize the need for temporary housing for temporary workers.

### Provincial Referral CRN00070 for Annual Gravel Removal (HSPP)

The APC discussed the staff report regarding Provincial Referral CRN00070 for Annual Gravel Removal (HSPP). The following points were noted:

- Need to find a permanent solution.
- Lack of gravel in the scoured pools downhill means fish habitat downstream is being lost.
- The dam is old. This is the best of a very poor situation. To change it would be a major expense.
- Is there any data comparison of how much aggregate they have taken out each year?
- Ask SCRCD Board whether this can be referred to the Squamish Nation Leadership Forum.
- Applicant should try to find a system that allows the river to act naturally.



**Recommendation No. 2**      *Provincial Referral CRN00070 for Annual Gravel Removal (HSPP)*

The APC recommended agreement with staff recommendations for approval of the proposed annual removal of gravel from Rainy River subject to conditions, including the addition of a condition that the applicant investigates more permanent solutions.

**Provincial Referral CRN00071 for a Private Group Moorage (Spindrift Properties)**

The APC discussed the staff report regarding Provincial Referral CRN00071 for a Private Group Moorage (Spindrift Properties) for upland parcels on Keats Island. The following points were noted:

- Support replacement of creosote with steel piles.
- Issue of polystyrene: it is no longer an appropriate building material; need to look at best practices.
- Issue of impact on the viewscape: why grandfather it in as compared to grandfathering it out? Why dampen the viewscape as compared to enhancing the viewscape? This is for generations to come. It is an over-hardened area. It is an opportunity to review this.
- They are just replacing infrastructure. It is the same foreshore lease.

**Recommendation No. 3**      *Provincial Referral CRN00071 for a Private Group Moorage (Spindrift Properties)*

The APC recommended agreement with recommendations in the staff report, with the addition of the condition that there be no polystyrene in construction of new docks and infrastructure.

**DIRECTOR'S REPORT**

Director Hiltz expressed thanks to the volunteers with the Advisory Planning Commission and commented on the value of their contribution to the SCRDP.

The Director's report was received.

**NEXT MEETING**      **March 26, 2019**

**ADJOURNMENT**      9:04 p.m.

**SUNSHINE COAST REGIONAL DISTRICT****AREA A - EGMONT/PENDER HARBOUR  
ADVISORY PLANNING COMMISSION****February 27, 2019**


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RECOMMENDATIONS FROM THE AREA 'A' ADVISORY PLANNING COMMISSION MEETING  
HELD AT THE PENDER HARBOUR SECONDARY SCHOOL, 13639 SUNSHINE COAST  
HIGHWAY, MADEIRA PARK, BC

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<b>PRESENT:</b>	Chair	Alan Skelley
	Vice Chair	Janet Dickin
	Members	Alex Thomson Tom Silvey Jane McOuat Dennis Burnham Gordon Politeski Yovhan Burega Peter Robson
<b>ALSO PRESENT:</b>	Electoral Area A Director	Leonard Lee
	Recording Secretary	Kelly Kammerle
<b>REGRETS:</b>	Members	Gordon Littlejohn
		Catherine McEachern
		Sean McAllister

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**CALL TO ORDER**    7:00 p.m.

**ELECTION OF CHAIR AND VICE CHAIR**

Alan Skelley was nominated as Chair and was elected by acclamation.  
Peter Robson was nominated as Vice Chair and was elected by acclamation.

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

**DELEGATIONS**

Ray & Kelly Johnston and Mr. Mulligan, Contractor for Development Variance Permit  
Application DVP00038 (Johnston)

**MINUTES**

The following minutes were received for information:

- Planning and Community Development Committee Minutes of December 13, 2018 & January 10, 2019

## REPORTS

### **Recommendation No. 1**      *Development Variance Permit Application DVP00038 (Johnston)*

The Electoral Area A APC recommends approval of Development Variance Permit Application DVP00038 (Johnston) with the following comments:

- SCRD requirements are met

### **Recommendation No. 2**      *Development Variance Permit Application DVP00041 (Matheson)*

The Electoral Area A APC recommends approval of Development Variance Permit Application DVP00041 (Matheson) with the following comments:

- SCRD requirements are met

## DIRECTOR'S REPORT

The Director's Report was postponed until the next meeting.

**NEXT MEETING**      March 27, 2019

**ADJOURNMENT**      7:20 p.m.

**SUNSHINE COAST REGIONAL DISTRICT****AREA E – ELPHINSTONE  
ADVISORY PLANNING COMMISSION****February 27, 2019**


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

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<b>PRESENT:</b>	Chair	Mary Degan
	Members	Bob Morris Lynda Chamberlin Rod Moorcroft Nara Brenchley Michael McLaughlin Mike Doyle Ken Carson Rick Horsley Ann Cochran
<b>ALSO PRESENT:</b>	Electoral Area E Director Recording Secretary Public	Donna McMahon Diane Corbett 7
<b>REGRETS:</b>	Member	Sandra Cunningham
<b>ABSENT:</b>	Member	Dougald Macdonald

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

**ELECTION OF CHAIR AND VICE CHAIR**

Mary Degan was elected Chair by acclamation.

Rod Moorcroft was elected Vice Chair by acclamation.

**AGENDA**

The agenda was adopted as presented.

**MINUTES**

The Chair requested that the Elphinstone APC minutes of November 28, 2019 be distributed next time, as they were not yet received by the APC.

The following minutes were received for information:

- Planning and Community Development Committee Minutes of December 13, 2018 & January 10, 2019

## REPORTS

### Subdivision Application Referral SD000053 (Stanton)

The APC discussed the staff report regarding Subdivision Application Referral SD000053 (Stanton) to relocate a lot line between two existing parcels. The following points were noted:

- Lack of information in referral package. There was a request that the SCRD provide information needed by the APC to be able to understand what the issue is.
- Proposed subdivision would enable construction of a two-story home on the smaller lot.
- Importance of maintaining the rural atmosphere
- It appears to be a *fait accompli*. Do not know why the application was referred.
- The proposed subdivision would create a more usable space, increase the value of the small lot, and increase lot frontage.
- There are non-conforming lots in the area.
- Benefit of the proposed subdivision: it would create a lot that would be “affordable”.
- It seems this has been sent for information.
- Place a covenant on title restricting height of building on proposed Lot G.
- A two-story home would restrict view of uphill owner and limit light into their garden.

It was noted that there will be a change in ownership of the subject property and that the subdivision application will continue.

Neighbours' concerns included:

- Application is by the previous owner. If the new owner has no plans to build or sell, why is this being done? Concern: that the new lot line will create a buildable lot, and there will be a 1900 square foot house there, versus a small cottage.
- Potential increased density in the neighbourhood
- That the application is being made by someone who no longer owns the property

### **Recommendation No. 1** *Subdivision Application Referral SD000053 (Stanton)*

The Elphinstone APC recommended that Subdivision Application Referral SD000053 (Stanton) to relocate a lot line be supported with the following condition: that, in order to stay within the form and character of the neighbourhood, a covenant be placed on proposed Lot G to restrict construction to a cottage size dwelling that will not interfere with the view and light corridor.

## NEW BUSINESS

### Site Visits for APC Members

Discussion ensued regarding site visits by APC members and the exercise of due diligence in regard to application referrals.



**DIRECTOR'S REPORT**

The Director's report was received.

**NEXT MEETING**      March 27, 2019

**ADJOURNMENT**      8:34 p.m.

## SUNSHINE COAST REGIONAL DISTRICT

## AGRICULTURAL ADVISORY COMMITTEE

February 26, 2019

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MINUTES FROM THE AGRICULTURAL ADVISORY COMMITTEE MEETING HELD IN THE CEDAR ROOM AT THE SUNSHINE COAST REGIONAL DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, BC

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<b>PRESENT:</b>	Chair Members	David Morgan Paul Nash Gretchen Bozak Barbara Seed Gerald Rainville
<b>ALSO PRESENT:</b>	Director, Electoral Area F Director, Electoral Area E Manager, Planning and Development Planner Recorder Public	Mark Hiltz Donna McMahon (part) Andrew Allen (part) Julie Clark Autumn O'Brien 2
<b>REGRETS:</b>	Member	Erin Dutton
<b>ABSENT:</b>	Members	Jon Bell Faye Kiewitz

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**CALL TO ORDER** 3:32 p.m.

**INTRODUCTIONS** Round table introductions of those present.

**AGENDA** The agenda was adopted as amended to add the following topic:

Agricultural Land Commission (ALC) Information Update

Agricultural Land Commission (ALC) Information Update

Manager, Planning and Development provided an update from the Agricultural Land Commission Act and Regulation changes respecting housing in the ALR and soil and fill use in ALR.

The changes came into effect on February 22, 2019 and was received by the SCRD Planning Division on February 25, 2019. The information update will be forwarded to AAC committee members.

1. There is now a 500 square metre maximum house size in the ALR. This won't directly impact SCRD as we already have a 350 sq.m size though it would apply if one wanted to apply for variance permit.
2. There is no longer an allowance for manufactured home for family/farm help. This will require an application for a 'non-adhering' use. Its long been an option utilized on the Sunshine

Coast. The new regulations also prohibit claiming non-conforming siting should one be removed.

3. Suites within the dwelling are continued to be permitted.

While the SCRD Ag Zone will remain in place, which enables manufactured homes for family members or farm workers or a second single family dwelling. If housing is proposed beyond the allowable single family dwelling and auxiliary dwelling, an application for 'Non Adhering Use' must be made to the Agricultural Land Commission (ALC). This is an effort by the ALC to ensure that ALR land is being used for farming.

## MINUTES

### **Recommendation No. 1**      *AAC Meeting Minutes for January 22, 2019*

The Agricultural Advisory Committee recommended that the meeting minutes of January 22, 2019 be received and approved.

### **Recommendation No. 2**      *ALC Decisions on ALR Applications*

The Agricultural Advisory Committee recommended that the Agricultural Land Commission's final decision on ALR applications that have been reviewed by the AAC be communicated to the committee for information.

## DISCUSSION

A member of the public, Tim Rockford provided the Committee with background on his experience with determining suitability for farming on his property.

Raquel Kolof, Southern Sunshine Coast Farmers Institute provided the Committee with information regarding the newly formed Farmers Institute. She highlighted issues of concern for the Institute's members as being water use, development of farming facilities and support for bringing product to market.

## REPORTS

### **Discuss Policy Priority Areas for Farm Related Issues on the Sunshine Coast**

The Planner advised the AAC that the SCRD Board adopted the following recommendation on February 21, 2019:

#### 040/19 **Recommendation No. 11**      *AAC Minutes of January 22, 2019*

The Planning and Community Development Committee recommended that the Agricultural Advisory Committee minutes of January 22, 2019 be received;

AND THAT as per Recommendation No. 3 from the January 22, 2019 minutes, the Agricultural Advisory Committee be advised that the SCRD Board welcomes their suggestions regarding priority policy areas, including water use, for the remainder of their term.

The AAC discussed priority areas for farm related issues. Key points of discussion included:

- Water use for agricultural purposes
- Lot size for farming purposes
- Marketing

- Policy area development from Agricultural Area Plan
- Use of crown land for agriculture
- Encourage food growing
- Key enablers for farming on the coast from Agricultural Area Plan
- What is already being planned for water changes?
- What are the results of the Pilot study done in Elphinstone, referenced on page 43 of the Agricultural Area Plan
- AAC would like an update on the Drought Management Plan
- What is the timeline needed to be making decisions for the Drought Management Plan
- Definition of a farm – ALR Land, Farm Status.
- Distinguish Farm Status vs. Hobby Farms. People with Farm status should be given separate status in water usage.
- Provincial definition of use for ground water.
- SCREDO involvement in promoting agriculture
- Zoning Bylaw 310 questionnaire results should be shared with AAC
- Agricultural cluster/development/densification and demonstration

The committee discussion concluded with an emphasis that water use for farming be their main focus for developing policy suggestions, as well as exploring where agriculture could intensify on the Coast given available water. Secondary focus areas are parcel size and the use of Provincial land for Agriculture.

**Recommendation No. 3**      *Stage 4 Water Restriction Exemption*

The Agricultural Advisory Committee recommended that going forward food growing operations with Farm Status should be exempt from Stage 4 water restrictions.

**Recommendation No. 4**      *Southern Sunshine Coast Farmers Institute*

The Agricultural Advisory Committee recommended that the Southern Sunshine Coast Farmers Institute be invited to appear as a delegation to the next AAC meeting;

AND THAT the Terms of Reference be amended to add a representative of the Southern Sunshine Coast Farmers Institute as a member of the committee.

**Recommendation No. 5**      *Invitation for Infrastructure Water Staff Presentation*

The Agricultural Advisory Committee recommended that SCRD Infrastructure Water staff be invited to the March AAC Committee to present regarding the Drought Management Plan and water use for agriculture.

**NEXT MEETING**      Tuesday, March 26, 2019

**ADJOURNMENT**      5:00 p.m.

**SSC101 COMMITTEE**  
*Southern Sunshine Coast, BC*

ANNEX W

SCRD  
RECEIVED

FEB 25 2019

CHIEF ADMINISTRATIVE  
OFFICER

BY EMAIL

February 22, 2019

**SCRD Directors**

We are writing to seek your full support of our efforts to convince the Government of British Columbia to construct a highway here on the Southern Sunshine Coast in place of the current route which is essentially a local road and parkway. Your support would be of great value as we pursue our objectives.

The SC101 Committee is comprised of a group of citizens living, working and travelling on the Southern Sunshine Coast. Along with over 6,000 signees on a petition with more coming every day we have fundamental concerns about the transportation infrastructure on the Coast. Simply put, it is inadequate for the rapid growth in residential, commercial and visitor traffic volumes of the last several years which will only continue to rise in the future.

Our Committee has adopted the following Mission Statement:

1. To achieve construction of a new, state of the art, spectacular scenic highway from Langdale to Sechelt that meets the needs of residents, visitors, businesses, transit and first responders, now and in the years to come.
2. To upgrade the existing thoroughfare to make it a safe parkway route for local traffic as well as cyclists, pedestrians and transit.
3. To increase safety, convenience and reliability for all.

Yours sincerely

Robin Merriott  
On behalf of the SC101 Committee

**[www.SushineCoast101.ca](http://www.SushineCoast101.ca)**

*[Coast101Project@gmail.com](mailto:Coast101Project@gmail.com)*

